

**Clayton State University Campus and Residence  
Life Reopening Plan**

May 2020

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## Introduction

The Campus and Residence Life reopening plan is designed to ensure that students returning to campus have the best possible chance of remaining safe and healthy while experiencing the best that Clayton State has to offer. The University System of Georgia has charged this committee with creating a plan to keep students safe and healthy in the residence halls and to actively engage students in campus life all while maintaining healthy social distances for as long as instructed.

The initial plan is for students to return to campus in the Fall of 2020 with limited social distancing expectations. Following that standard protocol, the committee has been charged with creating three (3) contingency plans. Contingency Plan 1 contends that Fall classes will begin with social distancing expectations. Contingency Plan 2 proposes that Fall classes begin fully online. Finally, Contingency Plan 3 supposes that classes and operations must go to an online format for a period of time during the semester.

The committee was charged with primarily focusing on Housing and Residence Life, Campus Life and Counseling and Psychological Services. In addition to those units; the entire Division of Student Affairs has outlined their reopening plans in this document.

# CLAYTON STATE UNIVERSITY CAMPUS AND RESIDENCE LIFE REOPENING PLAN

## Equipment Needed for Reopening

	List Items/Projects requiring funding	Brief Narrative of Item/Project	Expense Category (Personal Services, Travel, Operating, Equipment)	Is the item scarce or unavailable due to COVID-19? If yes, provide alternatives and complete all information	One-Time or Permanent Expenditure	How much funding is required?	How much funding is currently available (full or partial)?*
	E.G., N 95 Masks	Facilities personnel should wear when cleaning health clinic	Equipment	Yes	One-Time	\$5,000	\$1,000
1	Clayton State Branded Masks for Laker Hall Students	All students who live in Laker Hall would need to be provided a mask in order to minimize exposure to COVID19 with so many people in one building	Equipment	No	One-Time	2,500	
2	4X8X1/4 Polycarbonate sheet63405484	Laker Hall, Laker Village, VRC, CAPS, VPSA Office all need plexiglass barriers for their front desks	Equipment	No	One-Time	tbd	0
3	Geneon Foggers	Laker Hall and Laker Village will need these items to properly clean areas from time to time.	Equipment	No	One-Time	tbd	0
4	ADX12 dispenser for sanitizer	All Student Affairs units will need sanitizer dispensers, particularly Laker Hall.	Equipment	No	One-Time	tbd	0
5	8803-03 Purell hand sanitizer refills	All Student Affairs units will need sanitizer dispensers	Equipment	No	One-Time	tbd	0
6	sm, MED, lg, xL Nitrile Gloves	All Student Affairs units will need gloves to minimize contact	Equipment	No	One-Time	tbd	0
7	Campus ESP Parent program	CVIS would like to purchase this software to communicate with parents regularly	Operating	No	Permanent	12,500	0
8	FERPA Portion of Campus ESP Program	This feature of the program would allow for students and parents to give FERPA permissions that allow parents to review student records	Operating	No	Permanent	12,500	0
9	ADA Compliant Signs	We will need signs in all of our units that are ADA compliant and instruct visitors on how to stay safe.	Equipment	No	One-Time	800	0
10	Disposable Tote Liners	We will us disposable tote liners to make move in quicker and easier.	Equipment	No	One-Time	2600	0
11	Storage space	We will need to rent storage space for the displaced furnishings	operating	No	On-going	1400	0
12	Water filling station	Convert water fountain to filling station to minimize chances of transmission	Equipment	no	One-time	60000	0
13	Night Guard	Explore hiring a night guard to watch the front desk at LV	Personnel	No	On-Going	38,000	0
14	Magnets for Fire doors	Explore adding magnets to the fire doors so that they remain open and do not have to be pulled open regularly	Equipment	No	One-Time	TBD	0
15	Foot pedal door openers	Foot pedals will reduce the need for touching door handles	Equipment	No	One-Time	TBD	0

## **Contingency Plan 1**

### **Housing and Residence Life**

Students living on campus will have the best and safest opportunity to experience Residence Life at Clayton State. Students will be educated on their responsibility to adhere to appropriate behaviors related to the prevention of COVID-19, such as social distancing and the cleaning of their rooms or suites.

Online training will be provided for residential students that must be completed prior to their arrival through Skillsoft. If students do not complete the online training, their move-in date will be delayed. Individual students will be reminded of the best practices in prevention but must take responsibility for their own actions. We will regularly demonstrate best practices for cleaning their rooms and their clothes. There may be an expectation that students already know these things, but we will assume that they do not know the best practices for keeping themselves and their space clean and will teach them.

In addition to Skillsoft training, Housing will also produce a video and an online manual that instructs students on how to protect themselves by following some outlined best practices and everyday preventative actions everyone should take:

- Know how COVID19 spreads
- Wash your hands often
- Avoid close contact with others
- Cover your mouth and nose with a cloth face cover when around others
- Cover coughs and sneezes
- Clean and disinfect
- Maintain Social distance by staying at least 6 feet apart from others that you do not live with.

- Wear the Clayton State branded face coverings provided for all students living in Laker Hall. These masks are to be worn in shared spaces, not including residents' room and suite. However, all students in a suite will be considered a family unit and therefore will not have to practice social distancing in their rooms. Extra masks will be provided to replace lost masks for a small fee.
- 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. To make it easier for students, we will encourage the use of paper plates.
- Guidelines for doing laundry such as washing instructions and handling of dirty laundry will be posted. To ensure only a limited number of students are in the laundry room at one time, Housing staff will lock the door to the laundry room and students will need to schedule washings.
- Students should avoid placing toothbrushes directly on counter surfaces, sinks could be an infection source. . Totes, buckets and related containers can be used for personal items so they do not touch the bathroom countertop.

### **Move-in Procedures**

Move-in will be conducted over 4 days by appointment only. Housing staff will schedule move-in appointments. Housing will be sure to stagger move-in based on times and room location to ensure that there are not too many people in one area. Students will use disposable tote liners to make move in quicker and easier.

- RA's and Housing Staff will regularly communicate with residents regarding COVID-19 via video conferencing, email, websites, Plunk social media site, hotlines, Sparrow automated text messaging, newsletters, and flyers. Staff should avoid entering residents' rooms or living quarters unless it is necessary.

- No non-Clayton State students will be allowed to visit the residence halls. Family members will have to schedule visitation times. (We will begin the year strictly enforcing this policy and loosen its enforcement as guidance allows)
- Students who have higher risk of severe illness from COVID-19 should consult with the Disability Resource Center to ensure that they have the appropriate accommodations in the Residence Halls. Student can also contact the Disability Resource Center if they need other accommodations.

### **Laker Hall (LH)**

- COVID-19 prevention supplies will 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 and will schedule times to clean each room thoroughly throughout the semester.

There will be two (2) touchless hand sanitizers per floor, one (1) in the Laker Hall Student Success Center, one (1) by each of the two (2) entrances, and one (1) by the Laker Hall duty desk for a total of 12. Plexiglass will need to be installed at the Laker Hall duty desk.

the pool table and tables and furniture will be removed from the common areas to keep students from congregating. Floor lounge furniture will be spaced apart at a 6ft distance.

In order to promote safety, we are asking facilities to install a fill station at the location of the current water fountain.

The hiring of a front desk security guard to cover the overnight shift will be considered.

Custodial staff will clean the front door on a regular basis. There is a plan to explore installing foot pedal openers and explore replacing the push to exit process while keeping the doors accessible.

Facilities will explore magnetizing the doors and connecting them to the fire system so that they can be left open and be touch free for residents.

Signage will be provided for LH indicating how students should move throughout the building. Students will be encouraged to take the stairs instead of the elevator. Signs will be used to remind students that there will be limited access to the laundry room and the kitchen.

Custodial staff will use a 'misting' processes to clean the common area and will use this same technique to clean a suite if students get sick.

### **Laker Village (LV)**

Staff will be continuing a daily rotation of one full-time staff person in the office during 9:00AM-2:00PM, Monday-Friday business hours. There will be no more than two Student Assistants in the office at a time daily to continue mail and package services and take in phone inquiries. After-hours and weekend on-call will rotate between student staff. There will also be an after-hours and weekend on-call rotation between full-time staff. Staff group, individual staff, and all one-to-one meetings hosted via Microsoft Teams. Student meetings will be set through SSC Navigate appointment for scheduling.

All open access spaces off-limits to students or groups, including all Laker Hall common spaces and the Laker Village "Clubhouse" (back kitchen area)

We will need touchless hand sanitizers in the breezeways of Laker Village Area 1 by each of the bulletin boards (15). In Laker Village Area 2 we will need 20 total touchless hand sanitizers.

We will also need touchless hand sanitizers in the LV Office (2). Custodial crew, gloves. Custodial staff will use a Mist processes to clean the common area and will use this same technique to clean a suite if students get sick.

### **If Students Get Sick:**

Students who test positive for COVID-19 should leave campus immediately and return to their primary residence whenever possible. Roommates of said student should practice self-isolation and return to their homes as well. Students must remain off campus until they are able to meet the GDPH guidance for discontinuing isolation. CDC Guidelines: Establish procedures for how to re-house roommates of those that are sick.

- If a student cannot return home; University Health Services will coordinate care and Auxiliary Services will deliver meals to the student's room.
- If in an on-campus residence hall, the residence life director will work in tandem with the campus health center or local health care partner to determine what practices and procedures should be in place.

GDPH guidance for discontinuing isolation (as of 5/1/2020 – for up-to-date information related to discontinuing home isolation, visit <https://dph.georgia.gov/isolation-contact>):

### **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 medicine that reduces fevers)

AND

- other symptoms have improved (for example, when your cough or shortness of breath have improved)

AND

- at least 7 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:

- 7 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.

\*Students should notify the following individuals on campus if they receive a diagnosis of COVID-19:

If you live in the residence hall; Residence Director

If you live off campus; Dean of Students

**Counseling and Psychological Services (CAPS)**

CAPS will have 6 full-time counselors and 0 part-time counselors. With 6 counselors, CAPS has a ratio of counselor to FTE spring 2020 student of 1:1088. (based on spring 2020 enrollment of 6528). CAPS will operate with a hybrid model. The majority of services will remain virtual, including individual sessions, group sessions, and 'drop-in' workshops.

Five (5) of the Six (6) counselors are certified to offer tele-counseling. Four (4) counselors will continue to provide tele-counseling services only this Fall due to health-related factors that make them more vulnerable to COVID-19. These counselors will begin Fall semester by continuing to telework from their homes. To maintain confidentiality, counseling sessions will be conducted in closed rooms. Due to the small size of the rooms and social distancing recommendations, staff will not be able to provide in-person counseling services. As recommendations come forward that lessen the need for social distancing, counselors will move toward returning to campus and providing tele-counseling from their offices until they are cleared to provide in-person counseling. One full-time counselor (and possibly the new hire counselor) may provide tele-counseling services from their offices at the start of Fall semester.

As CAPS move toward in-person counseling, only a limited number of students will be able to engage in in-person therapy at any given hour due to the space limitations at CAPS, offices are not large enough to maintain 6 feet of distance between counselor and client. Due to the small size of CAPS' waiting area, a number of procedures will be implemented for providing in-person counseling. In-person sessions will be staggered so that no more than two students are arriving and going to the waiting area. Students will be asked to not arrive early for their appointments. Therapists will stagger picking their clients up from the waiting room to ensure that traffic in the hall is limited.. Given the space limitations and in consideration of the safety of both students and staff,

students will be asked to wear a mask in the center, and will be asked to use hand sanitizer prior to using one of the center's computers for paperwork.

Distance markers will be placed between the front door and the check-in desk to maintain spacing for students entering the space. A plexiglass screen will be used at the front desk to allow for proper social distancing. The office will also need ADA standard tactile signs reminding people to maintain social distance as well as PPE for the CAPS staff. Therapists will schedule their clients for their next appointments from their offices in order to avoid traffic at the front desk. Waiting room chairs, intake computers, and will be sanitized after the start of each hour.

### **University Health Services (UHS)**

University Health Services (UHS) is prepared to operate at full capacity for the fall semester. UHS Staff will wear PPE to treat patients. Some chairs will need to be removed from the waiting room to ensure that office visitors maintain social distancing. The office will also need signs reminding people to maintain social distance. UHS will continue to offer telemedicine when needed or appropriate.

UHS will plan to return as a full department, including student assistants in the area. There are not any high-risk staff members or student assistants to accommodate. UHS does not need any accommodations for the department physical area given its size and the small number of staff. There will only be one person assigned to the front desk area instead of two, due to the close proximity of the workstations there. The shared equipment in the front desk area will only be utilized by one person per shift and it will be cleaned at the end of each shift. With a restock of PPE, UHS will be able to provide the usual scope of services immediately upon return. The credit card terminal will be disinfected with wipes after each use by the front desk staff.

### **Campus Visitors and Information Services**

Campus Visitors and Information Services (CVIS) will ensure that the student staff are safe and practice social distancing while responding to visitors' needs.

Plexiglass barriers for reception desks/counter; cleaning supplies, disinfectant wipes and sanitizer.

Parent Outreach program

### **Veterans Resource Center (VRC)**

The Veterans Resource Center (VRC) will install a plexiglass barrier at the reception desk to minimize staff and student exposure. Some chairs will be removed from the resource room to ensure that office visitors maintain social distancing. The office will also need ADA approved tactile signs reminding people to maintain social distance. Students will be required to wear masks in the VRC.

Staff returning will include 1 professional staff member, one (1) Graduate Assistant, one (1) student assistant will be scheduled at a time. Only ten (10) students will be allowed to occupy the VRC per hour or at one time. Only one (1) student will be able to use the study room at a time. No outside food or drink will be stored in the VRC's refrigerator which historically has been available for student use. The space will be disinfected regularly and disinfectant wipes and hand sanitizer will be made available for VRC students and visitor.

### **Disability Resource Center (DRC)**

Disability Resource Center (DRC) will install a plexiglass barrier at the reception desk to minimize staff and student exposure. Chairs will be removed from the waiting room to ensure that office visitors maintain social distancing. The office will also need signs reminding people to maintain social distance.

Given the layout of the DRC employees will be able to maintain social distancing while in the workplace. The Clerical Office Assistant will be seated in the reception area and the Support Services Coordinator will be seated in her own office. The Student Assistant will be able to sit in the small office in the reception area. The Assistant Director and Director will utilize their own offices which are located toward the back section of the department. Employees will be able to have staggered time in the office

so at a minimum there are only two people onsite at one time. Other employees will be able to work from home during the days they are not onsite.

Employees will be able to take breaks and meals in their location of choice, whether that is outside or in their office/workspace.

Intake Meetings/1:1 Coaching with students will continue to be held virtually via TEAMS. Communication between employees will continue to be held via TEAMS calls or messaging, as well as by telephone and email. Staff meetings and meetings with other departments will also continue to be held the same way. Each employee has access to their own tools and equipment and will not need to use items which belong to others.

Intangible services will be delivered remotely.

Other considerations:

- Students will need to schedule appointments before coming to the department.
- We may need to consider having the reception area/waiting room/lobby closed. Students may need to wait outside of our department until they are called in. Tape may need to be added on the floor in the hallway where students may need to wait 6ft apart when multiple students come to DRC at one time. Tape will also be needed in the reception area in case more than one person is the area. If only one chair remains in the reception area it will be placed six feet from the reception desk.
- Students who visit the DRC are required to sign-in on a keyboard in the reception area. The keyboard will require ongoing disinfecting so we may need to consider having the Office Assistant sign students in to reduce the number of people touching the keyboard.
- Students who come to the DRC for testing will be required to limit the number of items they bring with them since those belongings are stored in lockers during tests. Students will be responsible for placing their items inside the lockers while staff will only be responsible for locking and unlocking the lockers.
- The number of students who utilize the shared testing rooms will need to be reduced so there is adequate spacing between students. The DRC testing rooms

will also require ongoing disinfecting. Ventilation in the testing rooms and the department is an additional concern since there are not any windows.

### **Student Affairs/Community Standards**

The plan is to have coverage in the office with staff also teleworking on a rotating basis. Anyone with special circumstances or health concerns will be accommodated. Students assistants will each have their own space and equipment. Plexiglass will need to be installed for front desk, cleaning supplies, hand sanitizer, protective masks & gloves to maintain the office. The shared copier/printer would need to be wiped down after each use.

The plan is to meet with students virtually and allow them to pay fines and fees electronically or via a drop box feature. We will need to limit the number of people in the office waiting area we will limit scheduling UC-230 for individual & group meetings to four (4) people. The door to the suite should remain propped open to minimize contact with the handle when opening and closing it.

### **Student Organizations**

Student organizations and the opportunities they provide students are critical components of the student experience. Social distancing will not allow for many of the traditional activities and events that students have come to enjoy and expect. The SAC will not be hosting large gatherings- small groups can meet in the ballrooms and maintain social distancing and larger meetings will be virtual via Microsoft Teams.

### **Student Activities Center/Student Life**

#### General Facility Considerations

- There will be one entry through main front entrance; exit through side ballroom doors (both sets of doors are ADA compliant with access buttons)
- Common area furniture will be removed to prevent student congregations

- Laker Lounge will be closed for use (will be used as storage space for displaced furniture)
- Hallway restrooms will have alternating stalls available to assist with maintaining a frequent cleaning schedule while also keeping restrooms open for use
- Increased hand-sanitation stations will be placed throughout the facility. There will be approximately 15 stations throughout the facility.
- Additional disinfectant stations next to water fountains and other high-touch areas for students to self-disinfect
- No visitors or community members will be able to use the SAC. It will be for students' use only
- Rental of ballrooms for external use will be suspended.
- Mandatory card swipe-in and swipe out processes will be required for student access of spaces to keep track of student movement throughout the facility.
- The SAC will reduce hours to 8 am – 6 pm M-F and limit hours on weekends to support increased cleaning and custodial needs.
- Signage will be purchased to remind users of elevator and other services to remain 6 ft apart
- Student assistants will be trained to monitor and observe distance throughout facility use.

### **Gaming Zone**

- Table tennis, air hockey, and pool tables will be moved around to maintain distance and disinfection of gaming equipment.
- No video games equipment will be provided for use.

### **Ballrooms**

- CDC guidance on spacing and distancing will be followed. Current guidance will allow small group meetings of 10 persons or less in each of the three ballrooms. We will provide a standard set-up that ensures physical distancing.

**Administrative Suite**

- Signage will be displayed to keep students in safe distance from student assistant and front desk for check-in.
- Front desks will be rearranged to ensure distancing and prevent students from by-passing front desk.
- Students will be strongly encourage to make Teams and phone appointments with staff to avoid visits to the Administrative Office Suite.

**Student Organization Suite**

- Student organizations and the opportunities they provide students are critical components of the student experience. Social distancing will not allow for many of the traditional activities and events that students have come to enjoy and expect. The SAC will not be hosting large gatherings- small groups can meet in the ballrooms and maintain social distancing and larger meetings will be virtual vis Microsoft Teams.
- One student at a time in student organization offices using the swipe-in system. Staff will unlock offices for students.
- Student Organization Suite will be closed to students for lounging, but they may check mailboxes, print documents, or use other services on a case by case basis.

**Fitness Center**

- Separate entrance and exit doors will be employed and doors will be left open to avoid touching door handles.
- Entry and exit will require Laker IDs for mandatory card swipe access.
- Cardio deck and weight floor will be limited to 10 students/time.
- Free weights will not be available for use.

- Intramural courts will be offline for free-play basketball and will instead be used for group exercise classes with physical distancing and continued disinfecting of equipment. (yoga mats, exercise balls, etc...)
- Group exercise rooms will be offline for use.
- Lockers and showers will be closed for use; only bathroom stalls will be available. Every other urinal and bathroom stall will be closed.

### **Student Events and Activities**

- Large-scale events will be prohibited in physical spaces; we will encourage large meetings, trainings, and events to be virtually held using social media platforms.
- Tennis Courts will remain available for free-play. Signage will be posted to remind players of social distancing practices.
- Welcome Week and Greek Recruitment will be done using virtual platforms and small group meetings/events as events permit and are feasible.

### **Intramural Sports**

- Non-contact, non-area sports such as tennis, corn hole, and disc golf as example intramural offerings will be allowed with modified rules.
- We will not offer contact sports such as basketball, flag football, soccer and kickball as examples.
- E-sports and other online gaming opportunities will be promoted.

### **Outdoor Spaces**

- *A maximum of 10 students can be in any given outdoor space and work with the university to post signage—using similar practices and guidance as provided at public parks*

### **Contingency Plan 2**

In the event campuses must begin or move to an online instructional environment, institutions should plan for students to move into the residence halls and remain in the residence halls whenever possible. Institutions will comply with any directives issued at the state level that conflict with this guidance.

\*In the event a campus is required to start the semester online, we will use the Contingency 1 plan to move in with social distancing rules enforced.

### **Housing and Residence Life**

Housing and Residence Life will follow the plan outlined in Contingency 1 with an added focus on enforcing social distancing policies under Contingency 2.

### **Counseling and Psychological Services**

Counseling and Psychological Services (CAPS) will be prepared to operate fully online under Contingency 2.

### **Student Affairs/Community Standards**

Student Affairs/Community Standards will be prepared to operate fully online under Contingency 2.

### **University Health Services**

University Health Services is prepared to offer telemedicine when needed or appropriate under Contingency 2.

### **Campus Visitors and Information Services**

Campus Visitors and Information Services (CVIS) will switch all its work online under Contingency 2.

### **Veterans Resource Center**

Veterans Resource Center (VRC) will service students virtually under Contingency 2.

### **Disability Resource Center DRC**

The Disability Resource Center DRC will service students virtually under Contingency 2.

### **Student Organizations**

All student organization meetings will be virtual via Microsoft Teams under Contingency 2.

### **Student Activities Center/Student Life**

All programming will revert to online if all classes go online under Contingency 2.

## **Contingency Plan 3**

Contingency Plan 3 supposes that classes and operations must go to an online format for a period of time during the semester. In the event a campus moves to a fully online academic environment (temporary or for the remainder of the semester), the campus should develop a plan for additional practices/policies to be implemented whereby students are required to follow any additional directives issued.

### **Housing and Residence Life**

Housing and Residence Life will follow the plan outlined in Contingency 1 with an added focus on enforcing social distancing policies under Contingency 3.

### **Counseling and Psychological Services**

Counseling and Psychological Services (CAPS) will be prepared to operate fully online under Contingency 3.

### **Student Affairs/Community Standards**

Student Affairs/Community Standards will be prepared to operate fully online under Contingency 3.

### **University Health Services**

University Health Services is prepared to offer telemedicine when needed or appropriate under Contingency 3.

**Campus Visitors and Information Services**

Campus Visitors and Information Services (CVIS) will switch all its work online under Contingency 3.

**Veterans Resource Center**

Veterans Resource Center (VRC) will service students virtually under Contingency 3.

**Disability Resource Center DRC**

The Disability Resource Center DRC will service students virtually under Contingency 3.

**Student Organizations**

All student organization meetings will be virtual via Microsoft Teams under Contingency 3.

**Student Activities Center/Student Life**

All programming will revert to online if all classes go online under Contingency 3.

## Communication

Content/ Topic /Audience/ Timeline/ Content Owner /Critical points/ Method of Communication

Residence Hall Move-In Residents 3 weeks prior to start of semester Residence Life Director

- Date/time for move-in
- Social distancing expectations
- Where to arrive Primary: email Secondary: social media posts directing students to email

## Preventative Practices

This section of the plan outlines the specific policies, guidelines, and activities that will be put in place to ensure a safe environment upon a return to campus.

1. Communicable Disease Policy - Draft Clayton State University's decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to an employee with a communicable disease. Communicable diseases include, but are not limited to, measles, influenza, viral hepatitis-A (infectious hepatitis), viral hepatitis-B (serum hepatitis), human immunodeficiency virus (HIV infection), AIDS, AIDS-Related Complex (ARC), leprosy, Severe Acute Respiratory Syndrome (SARS), including the SARS-CoV-2 (coronavirus) and tuberculosis. Clayton State University may choose to broaden this definition within its best interest and in accordance with information received through the Centers for Disease Control and Prevention (CDC). Clayton State University will not discriminate against any job applicant or employee based on the individual having a communicable disease. Applicants and employees shall not be denied access to the workplace solely on the grounds that they have a communicable disease. Clayton State University

reserves the right to exclude a person with a communicable disease from the workplace facilities, programs and functions if the organization finds that, based on a medical determination, such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the workplace.

Clayton State University will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal confidence about persons who have communicable diseases.

### **Enhanced Campus Safety Policy**

Draft 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. The following guidelines are being put in place to proactively protect the workplace and all employees are being asked to cooperate in taking these steps to reduce the transmission of infectious disease in the workplace. Preventing the Spread of Infection in the Workplace Clayton State University will ensure a clean workplace, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, breakrooms, conference rooms, door handles and railings. A committee has been designated to monitor and coordinate events around an infectious disease outbreak, as well as to create work rules that could be implemented to promote safety. We ask all employees to adhere to these USG policies and recommended guidelines when returning to work on campus.

- Follow CDC Prevention Guidelines
  - Wash your hands often. Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
  - 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. Avoid Close Contact
    - Stay at least 6 feet (about 2 arms' length) from other people.
    - Remember that some people without symptoms may be able to spread virus.
    - Do not gather in groups.
    - Stay out of crowded places and avoid mass gatherings.

Keeping distance from others is especially important for people who are at higher risk of getting very sick.

- Limit in person meetings by using telephones/conference calls, email, and videoconferencing services such as Microsoft Teams and Skype.
- If meeting in person, wear appropriate cloth face covering or mask and maintain a distance of at least 6 feet person.
- Person to person contact such as handshakes and hugging is prohibited. Utilize a cloth face cover around others, when possible
- You could spread COVID-19 to others even if you do not feel sick.
- Everyone should wear a cloth face cover, if possible, when they have to go out in public, for example to the grocery store or to pick up other necessities.
- Cloth face coverings should not be placed on young children under age 2, anyone who has trouble breathing, or is unconscious, incapacitated or otherwise unable to remove the mask without assistance.

- The cloth face cover is meant to protect other people in case you are infected.
- Do NOT use a facemask meant for a healthcare worker.
- Continue to keep about 6 feet between yourself and others. The cloth face cover is not a substitute for social distancing. Cover coughs and sneezes
- If you are in a private setting and do not have on your cloth face 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. Clean and disinfect
- Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- If surfaces are dirty, clean them. Use detergent or soap and water prior to disinfection. • Then, use a household disinfectant. Most common EPA-registered household disinfectants will work. Clayton State University will also endeavor to install alcohol-based hand sanitizers throughout the workplace and in common areas.

**Sick Students**

Students who test positive for COVID-19 or who have symptoms of COVID-19 should seek medical care and should leave campus immediately thereafter and return to their primary residence whenever possible. Students who test positive for Covid-19 or who receive a clinical diagnosis should report the positive test to their Resident Director (if a residential student) or the Dean of Students (if a non-residential student) as soon as possible. The Dean will then immediately notify the Director of Health Services of the infected student. The Director of Health Services will initiate the institutional plan for contact tracing and any further notifications required by the GDPH. The Director of Housing will work with facilities staff to disinfect the work area according to prescribed standards. The Dean of Students should notify the student of the required notifications to Health Services and Human Resources but are not to share the news of the identity of a Covid-19 diagnosis/test with anyone other than the campus point persons. Campus wide notifications of Covid-19 are not necessary as long as contact tracing is in place. The Director of Housing and Residence Life should notify the following individuals if they receive a notification of a student’s diagnosis of Covid-19:

Director of Health Services	Polly Parks
Dean of Students	Jeff Jacobs

Students must remain off campus until they are able to meet the GDPH guidance for discontinuing isolation (see below).

- Where a student will isolate if returning home is not an option
  - o If in an on-campus residence hall, the residence life director will work in tandem with the campus health center or local health care partner to determine what practices and procedures should be in place.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. These symptoms may appear 2-14 days after exposure to the virus:

- Fever

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- New loss of taste or smell

Using the GDPH guidelines for discontinuing home isolation, the affected student may return to campus when they have met all three of the following criteria:

- No fever for at least 72 hours (three full days of no fever without the use of medicine that reduces fevers) AND
- Improved symptoms AND
- Symptoms must be gone at least seven days since symptoms first appeared

At-Risk Students Guidance Upon request, students who are at higher risk for severe illness with COVID-19 should be given an opportunity to opt out of the residence halls.

Based on what is known to date, the GDPH identifies higher risk as:

- Older adults (65 or older)
- People of all ages with underlying medical conditions, including, but not limited

to:

- o Heart disease o Diabetes
- o Lung disease

Information regarding at-risk groups and their unique situations can be found on the CDC website at <https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/people-athigher-risk.html>.

**Social Distancing Guidelines**

Clayton State University will implement these social distancing guidelines to minimize the spread of the disease among the students. Students are requested to:

1. Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing such as Microsoft Teams and Skype, e-mail or instant messaging to conduct business as much as possible, even when participants are in the same building.
2. If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least 6 feet from each other if possible; avoid person-to-person contact such as shaking hands.
3. Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
4. Do not congregate in common rooms or other areas where people socialize.
5. Students should not use other student's phone, desks, computers, or other tools and equipment.

## **Mitigation and Monitoring Practices**

### **Testing**

Currently, Clayton State University does not have access to rapid testing on-site. Clayton State will partner with the local Georgia Department of Public Health to administer tests if needed. No additional resources will be needed to provide referrals for testing. When and if Clayton State University Health Services gains the ability to perform rapid testing, this plan may be amended to include rapid testing of employees and students.

### **Screening**

To help protect the public against the spread of Covid-19 and to follow the guidance of the CDC and the Georgia Department of Public Health, Clayton State strongly recommends that all students perform a daily symptom assessment each day and assess students at least once a week by following these steps:

#### COVID-19 Screening:

##### What to Do

- Screen those who enter your space such as:
  - o All student should perform self-assessment each day before class.
  - o Staff should assess students at least once a week.
  - o All visitors to residence halls should be assess prior to entering department.

Ask these questions or encourage students and visitors to self-assess:

- Since your last day of class, or last visit here, have you had any of these symptoms?
  - o Cough
  - o Shortness of breath or difficulty breathing
  - o Or at least two of these symptoms
  - o Fever
  - o Chills
  - o Repeated shaking with chills
  - o Muscle pain
  - o Headache
  - o Sore throat
  - o New loss of taste or smell

If the answer is YES to any of these questions, consult Enhanced Workplace Safety Policy right away.

Further guidance is forthcoming. Contact tracing is an important part of an overall comprehensive approach. Additional guidance related to campus planning for contact tracing and any necessary training will be given in the future. Isolation Employees who test positive or receive a clinical diagnosis for Covid-19 should leave campus immediately and not return to campus until they are able to meet GDPH guidance for discontinuing isolation.

## Recommendations

The decision to discontinue isolation should be made in the context of local circumstances. 1. Time-since-illness-onset and time-since-recovery strategy: Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:

- At least 3 days (72 hours) have passed since recovery defined as resolution of fever without the use of fever-reducing medications; AND

- Improvement in symptoms (e.g., cough, shortness of breath etc.); AND,

- At least 10 days have passed since symptoms first appeared. 2. Persons with laboratory-confirmed COVID-19 who have not had any symptoms may discontinue isolation when:

- At least 10 days have passed since the date of their first positive COVID-19 diagnostic test and have had no subsequent illness provided they remain asymptomatic.

- o For 3 days following discontinuation of isolation, these persons should continue to limit contact (stay 6 feet away from others) and limit potential of dispersal of respiratory secretions by wearing a covering for their nose and mouth whenever they are in settings where other persons are present.

- o In community settings, this covering may be a barrier mask, such as a bandana, scarf, or cloth mask.

o The use of medical masks or respirator masks is not recommended.

Individuals with suspected COVID-19 who have stayed home (home isolated) can stop home isolation under the following conditions:

- You can leave home isolation after these three things have happened:
  - o You have had no fever for at least 72 hours (that is three full days of no fever without the use medicine that reduces fevers); AND
  - o You have had improvement of symptoms (for example, when your cough or shortness of breath have improved); AND
  - o At least ten days have passed since your symptoms first appeared. If you have fever with symptoms (i.e. cough, shortness of breath or other symptoms) but have not been exposed to someone with COVID-19 and have not tested positive for COVID-19, you should stay home away from others until 72 hours after the fever is gone and symptoms get better.

For more information, visit: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>

### **Notifications**

Residential students who test positive for Covid-19 or who receive a clinical diagnosis should report the positive test to their Resident Director as soon as possible. Non-residential students who test positive for Covid-19 or who receive a clinical diagnosis should report the positive test to the Dean of Students as soon as possible. The Resident Director and Dean will then immediately notify the Director of Health Services. The Director of Health Services will initiate the institutional plan for contact tracing and

any further notifications required by the GPH. The Director of Housing and Residence Life will work with facilities to disinfect the work area according to prescribed standards. Staff are not to share the identity of a Covid-19 diagnosis/test with anyone other than the campus point persons. Campus wide notifications of Covid-19 are not necessary as long as contact tracing is in place.

### **Cleaning/Sanitation Practices**

USG distributed guidance on March 25, 2020 for custodial operations. That guidance is still in place and should be followed. The guidance is based on industry recommendations and is notated below. Environmental Cleaning and Disinfection Recommendations Interim Recommendations for US Community Facilities Coronavirus Disease 2019 Bullets taken from <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>

### **Background**

Based on what is currently known about the virus, spread from person-to-person happens most frequently among close contacts (within about 6 feet). This type of transmission occurs via respiratory droplets. Transmission of novel coronavirus to persons from surfaces contaminated with the virus has not been documented. Timing and location of cleaning and disinfection of surfaces at a school, daycare center, office, or other facility

- It is recommended to close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection.

- Open outside doors and windows to increase air circulation in the area. If possible, wait up to 24 hours before beginning cleaning and disinfection.
- Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons, focusing especially on frequently touched surfaces.
- In areas where ill persons have visited or used, continue routine cleaning and disinfection as in this guidance.
- Bathrooms should be closed to anyone other than the cleaners during cleaning, so the major transmission vector, respiratory droplets, will be eliminated. How to Clean and Disinfect Surfaces The following guidelines are recommended for cleaning and disinfecting surfaces.
- If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.
- Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer's instructions for application and proper ventilation. Check to ensure the product is not past its expiration date.
- Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.

## Personal Protective Equipment (PPE) and Hand Hygiene

The following guidelines are recommended for cleaning and disinfecting surfaces.

- Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash (Note 1).
- Gloves and gowns should be compatible with the disinfectant products being used.
- Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
- Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to clean hands after removing gloves.
- Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.
- Cleaning staff should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor.
- Cleaning staff and others should clean hands often, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
- Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.

o Additional key times to clean hands include:

- ♣ After blowing one's nose, coughing, or sneezing
  - ♣ After using the restroom
  - ♣ Before eating or preparing food
  - ♣ After contact with animals or pets
  - ♣ Before and after providing routine care for another person who needs assistance (e.g., a child) Lastly and most importantly, new products claiming COVID 19 compliance should be vetted
- <https://www.americanchemistry.com/Novel-Coronavirus- Fighting-Products-List.pdf>

Note 1: PPE should be appropriate for the method and chemicals being used for cleaning. For example, if the space has been closed and unoccupied for at least 24 hours, in consultation with medical staff/local medical advisors, consider allowing cleaning staff to enter using gloves and processes used in BPP cleanup. Gowns are in short supply nationally and may be better allocated to staff using misters/active sprayers for disinfecting - more to protect the workers' clothes from the chemicals than from the virus. Many entities are waiting for more than the minimum 24 hours before entering, often 3 days, as over a weekend

### **Campus Health Safety Initiatives COVID-19 Mandatory Campus Training –**

Skillsoft, the university's learning platform, every student will be required to take the Compliance Short: Coronaviruses and COVID-19 module. In this module, they will learn what Covid-19 is, who is at the highest risk of contracting it, how it's transmitted, signs and symptoms, and precautions you should take to prevent and treat it.

### **Enforcement of Policies, Practices, and Guidelines**

The enforcement of these policies, practices, and guidelines will require the effort of all campus community members. Violations of these polices, practices, and guidelines could lead to disciplinary actions up to and including suspension. These policies, practices, and guidelines have been updated and created to address these recent, highly disruptive changes brought on by Covid-19. Not every question has been answered, nor every situation anticipated. Please apply them with equal measures of common sense and compassion, consulting with institutional leadership as needed.

## **Communication Appendix**

### Policy Changes for Students Communication

This will need to go out to students over the summer to temper their expectations for on campus engagement.

Greetings Students,

As you return to campus after an unprecedented physical absence from school you will have to keep in mind that things have changed and will continue to change. How you, eat, meet, live, learn, study, and play will all be different this Fall as we observe social distancing. Student organization meetings will have to take place mostly online. You will have limited access to the Student Activity Center and visitors to residence halls will be limited to current Clayton State students. There will be new norms about wearing masks to keep each other safe and new norms about how you operate in the classrooms and the library.

Please share your thoughts with us about how you feel about these changes and how we can work better together to keep everyone safe.

Sincerely,

Shakeer Abdullah

Vice President of Student Affairs

## Communication

### Initial Message from President/Campus Leadership/Human Resources

Greetings Colleagues,

Clayton State is committed to providing a safe and healthy workplace for all of our faculty and staff. To ensure a safe return to campus, we have developed the following Enhanced Workplace Safety Policy that all employees are required to follow. Our goal is to lessen the potential for transmission of COVID-19 in our workplace and community. That effort requires full cooperation from our faculty and staff. You are our most important assets. Keeping you safe is a top priority as you all return to work at Clayton State. Our COVID-19 Workplace and Health Safety Plan follows Centers for Disease Control and Prevention (CDC) and Georgia Department of Public Health (GDPH) guidelines.

Our comprehensive plan addresses the following areas:

- Equipment and personal protection equipment (PPE) necessary for a safe return to campus
- General workplace sanitation guidelines
- Personal hygiene guidelines
- Social distancing guidelines
- Sick employee guidance
- Available trainings to be provided
- Staggered return to work schedule for business units
- Other guidelines for implementation of plan

This comprehensive plan and the associated policies will be shared with you by Human Resources and are also located on the campus Coronavirus Information Page for

employees. Thank you for all of the hard work you have done during these unprecedented times, and I look forward to seeing you all safely back on campus soon!

Sincerely, Dr. Thomas Hynes, President

Communication #2 Memo:

Enhanced Workplace Safety Policy & Communicable Disease Policy Date: (Insert Current Date) To: All Faculty and Staff From: Human Resources In light of the COVID-19 pandemic, we are taking proactive steps to prepare for the return of our faculty and staff to campus. First and foremost, we want to maintain a safe workplace and encourage practices that protect the health of our employees, students, visitors, and our community at large. With this in mind, Clayton State University has adopted an Enhanced Workplace Safety Policy and Communicable Disease Policy to address required and recommended safety guidelines as our employees return to campus. In the policy, we ask all employees to cooperate in taking steps to reduce the transmission of communicable diseases in the workplace. Students are reminded of the following:

- Stay home when you are sick.
- Wash your hands frequently with warm, soapy water for at least 20 seconds.
- Cover your mouth with tissue whenever you sneeze or cough, and discard used tissues in the trash.
- Avoid people who are sick with respiratory symptoms.
- Clean frequently touched surfaces.
- Social distancing measures. Clayton State University will provide alcohol-based hand sanitizers throughout the workplace and in common areas. Disinfectant will also be provided to clean and disinfect frequently touched objects and surfaces such as telephones and keyboards.

Communication #3 Memo:

Handwashing Memo Date:

(Insert Current Date) To: All Faculty and Staff From: Human Resources Basic infection prevention measures are posted on our campus and instructional sites at all times.

Employees are instructed to wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially at the beginning and end of their shift, prior to any mealtimes and after using the toilet. All visitors to campus should also be encouraged to wash their hands prior to or immediately upon entering a campus facility. 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. Clayton State University will provide alcohol-based hand sanitizers throughout the workplace and in common areas. Please contact Human Resources with any questions or concerns regarding this requirement. Sincerely, Human Resources

Communication #4 Memo:

Respiratory Hygiene Memo Date: (Insert Current Date) To: All Faculty and Staff From: Human Resources Per the Enhanced Workplace Safety Policy, employees and visitors are asked to cover their mouth and nose with their sleeve or a tissue when coughing or sneezing, and to avoid touching their face, in particular their mouth, nose and eyes, with their hands. Please dispose of used tissues in the trash and wash or sanitize hands immediately afterward. The institution is also supporting this request by making trash receptacles available to all employees and visitors. The campus Coronavirus Information Page and informational posters around campus contain tips and instructions on respiratory hygiene. Please contact Human Resources with any questions or concerns regarding this requirement. Sincerely, Human Resources

Communication #5 Memo:

Social Distancing Memo Date: (Insert Current Date) To: All Faculty and Staff From: Human Resources Clayton State University is implementing the below social distancing guidelines effective immediately in an effort to minimize the spread of COVID-19 on our campus and in our community:

- Avoid meeting people face-to-face. Employees are encouraged 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.
- If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least six feet from each other, if possible; avoid person-to-person contact such as shaking hands.
- Supervisors should make every effort to ensure that their employees are able to socially distance while at work in the most efficient manner to include altering office arrangements or staggering time in the office for employees so that social distancing is possible.
- Avoid any unnecessary travel and cancel or postpone nonessential meetings, gatherings, workshops and training sessions.
- Do not congregate in work rooms, pantries, copier rooms or other areas where people socialize.
- Employees should not use other employee's phone, desks, offices, computers, or other tools and equipment.

- Eat away from others (avoid lunchrooms and crowded restaurants).
- Encourage members and others to request information and orders via phone and e-mail in order to minimize person-to-person contact. Have the orders, materials and information ready for fast pick-up or delivery.

Communication #6 Memo:

Housekeeping Memo Date: (Insert Current Date) To: All Faculty and Staff From: Human Resources In an effort to ensure a safe and clean workplace, Clayton State has increased our regular housekeeping practices to comply with CDC and GPHH guidelines. These precautions include routine cleaning and disinfecting of work surfaces, equipment, tools and machinery, and areas in the work environment, including restrooms, break rooms, lunchrooms, meeting rooms, and drop-off and pick-up locations. Cleaning and disinfecting of high-touch public areas, such as door handles, elevator panels, railings, community copy machines, credit card readers, equipment, etc. will occur frequently. Employees are encouraged to regularly disinfect high touch areas in their offices such as phones, keyboards, touch screens, departmental copy machines, and door handles. The university will provide disinfectant and cleaning products for this purpose.