



Reunited
RETURN TO CAMPUS PLAN
FALL 2020



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Overview

In April 2020, Albany State University (ASU) President Marion Ross Fedrick appointed a Campus Re-entry Task Force. The function of this campus-wide COVID-19 task force was to follow guidance from the University System of Georgia (USG), the Centers for Disease Control and Prevention (CDC), Georgia Department of Public Health (GDPH), and the Governor's COVID-19 Taskforce to facilitate a thoughtful and orderly transition back to face-to-face instruction and campus life for the fall 2020 semester.

The information found here will govern our action to maintain a safe and healthy campus environment. The ***Reunited Plan*** provides detailed information about new protocols, procedures and contingency plans that dictate how we operate in the era of COVID-19.

At the forefront of the plan is the health, safety and wellbeing of all members of our campus community as the top priority. With that as a guiding principle, we have adjusted the academic calendar and instituted mitigation strategies to prevent the spread of COVID-19. This includes modifications and enhancements to academic instruction, campus operations, and campus student experience.

Students will begin arriving to campus on August 3, one week earlier than previously scheduled, so we can end the semester at Thanksgiving break on November 25. There will be no fall break, and the final exams will be completed online. By taking this approach, we are able to maximize the in-person instruction, while minimizing the potential exposure to the flu season and the expected reoccurrence of a COVID-19 outbreak.

A full campus audit of all campus spaces was conducted to provide the safest and most productive teaching and learning environments for students and faculty. We have implemented strategies to mitigate risk and the spread of COVID-19. Strategies focus on cleaning protocols, wearing face coverings, regular personal health checks, quarantines when necessary, maintaining social distancing, limiting room capacities, modifying dining services, and modifying the approach to student activities to align with the guidelines from the CDC.

In preparation for the return to campus, the task force prepared for three scenarios. In the pages that follow, you will find ASU's plans for the following contingences:

1. Fall classes begin with social distancing expectations
2. Fall classes begin fully online
3. Classes and operations must go to an online format for a period of time during the semester

Contingency Plan 1 - Fall classes begin with social distancing expectations

Workplace and Health Safety

Staff began a gradual and staggered return to campus on June 1. Faculty will return to campus on August 3. All faculty and staff will participate in the annual Faculty and Staff Conference August 3 through 6, where detailed information regarding campus operations will be shared.

To align with the university's plan for a gradual and staggered return to campus and to ensure that employees on campus are prepared to start the fall semester, including addressing students' needs in person, while also practicing social distancing, the following will occur:

- A general overview of COVID-19 infection prevention and control measures, including recognizing signs and symptoms of infection.
- Training and reminder of current and new university policies and procedures.
- Training on how to disinfect workspaces and what areas to clean frequently.
- Placement of social distancing signage.
- Facilities Management staff regularly cleaning high touch and traffic areas including but not limited to; restrooms, handrails, door handles/push bars, and common areas.
- Reconfiguration of furnishings to promote physical distancing in areas including but not limited to conference rooms and waiting areas.
- Placement of maximum occupancy signage in common areas and configure to accommodate appropriate physical distancing.
- Placement of maximum occupancy signage outside of all restrooms and classrooms with appropriate messaging.
- Remove high-touch items such as common use pens or magazines.
- Placement of hand sanitizer in as many common areas as possible.
- Using technology, identify and implement inventive ways to meet with students.
- The Office of the Provost will provide specific information to all faculty regarding classroom expectations. More information is in the Academics and Research section of this document.

Additional Materials and Training

The following additional materials, supplies, and equipment are in place for employee use beginning the fall semester:

- Plexiglas partitions
- Hand sanitizer
- Sanitizer wipes
- Disinfectant spray
- Signage
- Face coverings

The following opportunities are available to employees for professional development without additional cost:

- Skillsoft on-line training - provides employees with over 3,000 professional development courses. Weekly topics of possible interest will be emailed to employees to encourage ongoing growth and development.
- Financial and well-being development through the current programs provided by the University System of Georgia.
- Free webinars and other offerings provided by professional groups.

Travel

Travel for faculty and staff follows the up-to-date travel guidance from the CDC. Faculty and staff who are traveling back to campus from a region that is in the midst of a COVID-19 increase should follow the appropriate CDC guidelines related to self- quarantine.

Academics and Research

ASU's goal is to ensure as much face-to-face instructional experiences as possible, while maintaining social distancing protocols. It is important to bring our students back to our campuses so that they may engage in the full higher education experience, which we have all invested much time in developing.

Faculty allowance for course modality change

- Course modality for fall 2020 face-to-face courses will be offered in a hybrid format where a portion of the students are physically in the room with the instructor while the remaining students are either viewing the class remotely in a synchronous fashion or working online in an asynchronous fashion. Recommendations for hybrid formats include the following:

- Lower-division courses to use in-person and synchronous instruction. Videoconferencing equipment is installed in all classrooms prior to the start of the semester to facilitate this mode of instruction.
- Upper-division courses can use either the synchronous format or a mix of in-person and online asynchronous work.
- Faculty, scheduled to teach face-to-face or hybrid courses during the fall 2020 semester, may not move their courses to fully online.
- Faculty who fall into higher risk populations should contact the Office of Human Resources at 229.500.2026 or hrasu@asuams.edu to begin the process of requesting reasonable accommodations for the fall 2020 semester.
- Faculty will work with their department chair and the office of Human Resources to identify an appropriate accommodation for delivering their course(s). Before making changes to course delivery, the provost must provide final approval for faculty to alternate arrangements.

Classroom Expectations

ASU has made the following adjustments to best accommodate our students and to ensure high fidelity in our instructional processes while maintaining social distancing protocols.

- The fall 2020 semester will begin on August 10 in a hybrid format. The first day of class will held completely virtually. Students should log into GaView for additional information regarding their classes.
- Instruction will be completed on November 24. Students will depart campus for Thanksgiving break on November 25 and final exams will be delivered remotely. An updated calendar for the fall semester is available.
- All courses should be ready to go online, regardless of whether they are in hybrid format or not. This means that all fall 2020 face-to-face courses will be developed with online content in GaView. This will allow flexibility to move from one format of instruction to another, as well as, allow for the accommodation of students who are in quarantine or otherwise unable to attend face-to-face classes.
- Faculty may hold a mix of virtual and in-person office hours. Instructions for scheduling appointments are on GaView.
- Attendance verification will happen as usual.
- Faculty are encouraged to convert classroom assignments to an electronic format to minimize the exchange of paper. Training on GaView will occur the week of August 3 when faculty return for

the fall semester. Faculty are also encouraged to consider audio, video or other forms of electronic feedback to students after assignments, exams and quizzes.

- Examinations and quizzes – exams and quizzes are offered in the same environment for all students in the class. Given that some students will be physically in the classroom each day, exams may need to be virtual for all students.
- Class discussions – the use of discussion boards in GaView will be necessary for the asynchronous option.
- Final examinations – will be completed virtually starting **11/30/2020**. If the final exam contains a demonstration of skills, the demonstration of these skills should be accomplished on 11/23 and 11/24, prior to Thanksgiving break.
- Faculty should use GaView to create a rotational schedule for attendance in the classroom.
 - The rotation will depend on the total class enrollment, the number of days per week the class meets and the room capacity.
 - Recommendation to determine rotation:
 - Determine number of cohorts needed – for example, if the total enrollment is 30 and the social distance room capacity is 12 then the total number of cohorts needed is $30/12 = 2.5$ which is rounded to 3. To balance the number of students in each cohort, three groups of 10 students will meet each class day.
 - Assign cohorts to class days – if three cohorts are needed, start alphabetically with the class roster and assign one-third to Cohort A, the next third to Cohort B and the final third to Cohort C. Cohort A will meet on the first day of class and the rotation will continue throughout the semester.
 - The automated group function in GAView is also permissible for assigning cohorts.
 - Communicate to students their cohort assignment (GaView).
 - If needed, cohorts will be rebalanced after the drop/add period.
- Virtual and simulated experiences will be used to supplement lab experiments.
- A new set of lab safety guidelines incorporating social distancing has been created and will be used for all lab classes.

- Service learning activities will only be included in classes if they can be accomplished under social distancing guidelines.
- Clinical rotations, student teaching, internships and other field experiences will follow the expectations of the employer. To ensure alignment with accreditation requirements prior to placement, the appropriate program director and/or the Office of Career Services will vet each activity for safety considerations.

Accrediting Bodies Accommodations

ASU has several programs that must follow accrediting body requirements for class size, student to teacher ratios, clinical rotations, internships, and skills-based labs/experiences. Table 1 shows a list of programs with unique accrediting body requirements.

Table 1: Programs with unique accrediting requirements

Program	Accrediting Agency	Impact on Lectures, Labs, and/or Clinical Requirements
Dental Hygiene	Commission on Dental Accreditation (CODA)	CODA requires a ratio of 1 faculty member to 5 students for all lab and clinical settings.
Family Nurse Practitioner	National Organization of Nurse Practitioner Faculties	Clinical requires a ratio of 1 faculty to 6 students.
Diagnostic Medical Sonography	Joint Review Commission on Education in Diagnostic Medical Sonography (JRCEDMS)	Maximum student enrollment should be commensurate with the volume and variety of sonographic procedures, equipment, and personnel available for educational purposes. The student/clinical staff ratio should be one-to-one.

Program	Accrediting Agency	Impact on Lectures, Labs, and/or Clinical Requirements
<p>Emergency Medical Services <i>(includes Paramedic and Advanced EMT certificates)</i></p>	<p>Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP)</p>	<p>CoAEMSP is accepting individual state requirements and changes for EMS.</p> <p>Labs have a 1:6 ratio maximum.</p> <p>25% of the total hours can be simulated (must be hour for hour). 75% must be traditional. This does not apply to the capstone, which must be completed traditionally.</p> <p>50% in each <u>area</u> (patient contacts) must be completed traditionally.</p> <p>The remaining 50% may be simulated in the lab, but must be "real time" and be documented exactly as a traditional experience. For example, it they must have 5 preschool pediatric contacts (4-5 yrs. old), 3 must be completed traditionally and the other 2 can be simulated.</p>
<p>Radiologic Science <i>(includes Computed Tomography certificate)</i></p>	<p>Joint Review Committee on Education in Radiologic Technology (JRCERT)</p>	<p>JRCERT specifies a 10:1 student to instructor ratio for clinicals.</p>
<p>Respiratory Care</p>	<p>Commission on Accreditation of Allied Health Education Programs (CAAHEP)</p>	<p>CoARC requires a 6:1 student to faculty ratio and a 6:1 student to clinical preceptor ratio in both lab and clinicals.</p>
<p>Nursing</p>	<p>GA Board of Nursing</p>	<p>20:1 Student to FT faculty ratio and an 8:1 student to faculty/clinical instructor in clinical. This ratio only applies to clinical sites.</p>

Program	Accrediting Agency	Impact on Lectures, Labs, and/or Clinical Requirements
Teacher Education	GACE Program Admission Assessment	<p>Based on the flexibility provided, Educator Preparation Providers by the Georgia Professional Standards Commission, the College of Coastal Georgia will consider for conditional admission students who have a 2.5 GPA or higher, have passed 2 out of 3 sections of the GACE Program Admission Assessment, and have met all other admission requirements.</p> <p>Also consistent with GaPSC guidance, students conditionally admitted to teacher preparation programs must pass all three sections of the GACE PPA requirement by June 30, 2021. The EPP will be offering targeted in-program support to help candidates conditionally admitted meet this requirement.</p>

Momentum Year and Momentum Approach/Student Success

Our primary focus for the Momentum Year is to strategically devote time, energy and resources towards strategies during the first-year of college that seamlessly navigate students through the campus academic experience, while reducing mid-term deficiencies and increasing the likelihood of on-time completion at ASU. Regardless of the contingencies that are enforced, the momentum year framework will be of utmost priority.

- **Pre-Career Assessment (Early Career and Major Exploration)** - Prior to their matriculation, pre-college students will be provided a link to take this assessment. In addition, the First-Year Seminar Courses (ASU 1101) will conduct the assessment. Career Services will manage the data via Focus2Career.
- **Gateway to Completion** – Implement G2C for high-risk courses (specifically at mid-term) such as english, college algebra, biology, chemistry, accounting, computer science. Utilize tutors, supplemental instructors and study table techniques for students in these courses. Assessment will continue based on G2C guidelines.
- **First Year Experience (FYE)** – ASU 1101 courses will be offered based off the contingency in place (i.e. hybrid and online), through a series of seminars, and other interactive activities. FYE focus on meta-majors and the curriculum will utilize activities that develop an academic mindset.
- **Academic Advising** – Professional and faculty advisors are virtual and in person. They can operate either on-campus or remotely.
- **Smarthinking** – Smarthinking is a 24/7 online resource which covers more subjects with subject matter experts, including difficult to staff areas like accounting, economics etc. There is also dedicated writing instruction. Smarthinking operates through a chat feature, live tutoring, and a submission-response system depending on your required level of engagement. For our students,

in every section within GaView, Smarthinking is embedded in Online Learning.

- **Writing and Math Center** – The centers will be physically open as well as available online. The Online Writing Center is available for students to submit their papers from any class to receive feedback from a full time ASU staff member. The Math Center is available online via WebEx.
- **Study Table** – Occurs face-to-face and virtually in the evening while practicing social distancing.
- **Tutoring (Peer and Professional)** - Students may request tutoring from professional staff through a variety of methods. Tutors will be available in the tutoring center throughout the day.
 - Methods – Synchronous tutoring will be offered via WebEx for our professional staff.

International and Domestic Travel

Albany State University will not offer Study Abroad programs for the fall of 2020. All faculty international and domestic travel is also suspended.

Faculty Development

Continued professional development for our faculty is critical to a successful fall 2020 semester. ASU has implemented several initiatives that will continue to allow faculty to hone their knowledge, skills, and abilities at a distance.

- ASU has established an Online Instruction Certification training program, based upon the USG's Certification training. That program is currently available for faculty to complete by July 31, 2020. The expectation is that all faculty teaching at ASU are certified as online instructors.
- The Center for Faculty Excellence will continue to provide virtual professional development offerings throughout the fall semester, regardless of the contingency in place. During the week of August 3-August 7, the Center for Faculty Excellence will provide training sessions (virtually) for faculty focusing on how to develop courses online.
- Faculty submitted an Instructional Plan to their chair by July 22, 2020. The Center for Faculty Excellence provided a template. Additional resources and materials for faculty will be available on GaView at the Distance Learning site.
- ASU utilizes faculty coaches/mentors to assist with developing courses in an online format. The Office of Distance Learning and the Center for Faculty Excellence will provide tips and strategies for student engagement. That information is on the Distance Learning website.

Research

The vast majority of faculty research does not require the use of specialized research spaces on campus. Science may have a few exceptions. Some faculty use their offices to do research and many will have continued need of library services. For most, access to offices and library resources is sufficient. The

exception will be the analytical equipment that requires weekly maintenance. The laboratory managers will maintain the equipment regularly.

Public Service, Outreach, Continuing Education & Cooperative Extension

ASU has identified those activities and programs that fall within the categories of public service, outreach, continuing education, and cooperative extension. The university will continue to make public health informed decisions that are appropriate and in alignment with guidance and directives from USG, the Georgia Department of Public Health and the Governor's Office.

Most external (third party) events scheduled on campus are cancelled until October 1. All events, not cancelled, are reviewed on an individual basis to determine if complying with public health protocols will allow the event to take place. The Office of Auxiliary Services has coordinated with the Office of Legal Affairs on all external events. The university will abide by all existing contracts and will ensure that future contracts include language that allows for flexibility during the COVID-19 pandemic. ASU will attempt to reschedule all events as possible. For those events that are unable to occur, ASU will offer a future credit or refund to external parties.

All parties, prior to engaging in a contractual agreement, receive a published set of expectations for external events that reflect institutional operations based on the COVID-19 pandemic.

Major events such as the Freshman Induction Ceremony, Homecoming related activities, and Commencement Exercises, will be evaluated by the Office of the President to determine permissibility under current conditions. ASU will follow state guidelines as they make local determinations on the expectations for those events.

Student Life

ASU seeks to offer a traditional student life experience that follows CDC and USG recommendations and complies with social distancing requirements. Our continued primary focus is to provide a student experience that engages ASU students holistically.

Housing and Residence Life

The Office of Housing and Residence Life remains dedicated to the promotion of good student health, safety, and well-being. ASU however cannot guarantee the safety of students from COVID-19 in the residence halls.

Residence hall rooms are a shared residence within each room or suite, similar to a family's shared residence, where social distancing practices are not expected within the room or the suite. As such, it is the responsibility of all residential students to adhere to appropriate behaviors related to the prevention of COVID-19, including the cleaning of their room or suite. All ASU residential students are reminded of best practices related to prevention, and expected to take responsibility for their own actions.

We are encouraging all housing and residence life students to consult with their health care provider prior to moving into the residence halls for fall 2020.

ASU will create an environment in which students can practice the safety guidance as provided by the CDC in the common areas of residence halls. Residents are responsible for the cleaning and disinfection of their individual room. Guidelines for residence living in shared housing include:

Protect Yourself:

- [Social distance](#) by staying at least 6 feet apart from others that you do not live with.
- [Wear cloth face coverings](#) in any shared spaces, not including your room.
- Everyday preventative actions everyone should take:
 - Know how COVID-19 spreads
 - Wash your hands often
 - Avoid close contact with people
 - Cover your mouth and nose with a cloth face cover when around others
 - Cover coughs and sneezes
 - Clean and disinfect

Know where to receive information

All residential students will receive primary communications regarding Housing and Residence Life through their official ASU email address. Additional information will be provided via text message (Goldie Chatbot), flyers, the university's website and official social media accounts.

Residence Hall Common Spaces

Until further notice, the study rooms and lobbies are closed. Common spaces have COVID-19 prevention supplies. Students are encouraged to be flexible as rules may change in common spaces. Maintenance of social distancing (6 feet) between all individuals in these spaces is required: elevators, stairwells, laundry rooms, kitchens, bathrooms, and study rooms.

Students Considered Higher Risk

Students considered at higher risk for severe illness as defined by the Georgia Department of Public Health should carefully consider whether moving into the residence halls is the appropriate option for them.

Campus Move-In Process

In an effort to ensure student safety and to stay in compliance with the social distancing guidelines, we have developed the student move-in scenarios below. It is important to note that every room in the ASU Housing East and West campus affords students the opportunity to live in either a single or double occupancy room. Hall 5, North, East and South halls are double occupancy room suites with shared

bathrooms. Halls 1-4 are single occupancy bedroom with shared bathrooms suites. There is a maximum number of four (4) who will occupy a suite.

- Move-in will take place in phases with schedules staggered across buildings and floors to optimize for social distancing.
- All move-in will be by appointment only.
- Students are to bring no more than two guests to assist with move-in.
- Students will have up to 1 hour to unpack and move their belongings into their rooms.
- Students must be present to move in; parents or other family members will not have access on behalf of a student.
- At the end of the one-hour move-in time, a parent/family member will need to exit the campus in order to support social distancing and low density.

Residence Life Protocols

- Student residential rooms are single or double occupancy. Considered a family unit, students rooming together are not required to wear facial coverings or practice social distancing inside their own rooms. It is prohibited to pressure roommates to relax health and safety standards.
- In order to ensure the safety of students, the following health and safety measures will be implemented:
 - Students receive COVID-19 educational information and the information posted throughout all residential facilities.
 - Students receive kits containing complimentary face coverings, resources, and hand sanitizer.
 - On-campus residents will receive their kits during check-in.
- Each student will receive and must acknowledge receipt of “Best Practices against COVID-19 in Housing & Residence Life” along with the other required documents to be completed prior to check-in.
- Sanitation information is included in the Housing & Residence Life “Best Practices” Handout.
- Students will be required to sanitize and clean their unit daily and report roommates who do not follow the cleaning guidelines.

- Train staff on COVID-19 health and safety protocols.
- Residents are responsible for ensuring their apartments/bedrooms are clean.
- Residents may attend virtual engagements, such as floor meetings, educational programs, meet & greet, and hall meetings

Residence Life Visitation Policy

- Students are to practice social distancing and wear facial covering in these circumstances:
 - There is no overnight visitation.
- Resident Assistants will conduct enforcement processes that include verbal warnings and written documentation.
- There are to be no outside guests in the residence halls.

Dining Services

Social distancing will be required in all dining facilities. All locations will use disposable paper products; cups, plates and napkins. The meal plan (swipes) in the dining halls will be active and available for use beginning with brunch/lunch on Tuesday, August 4. Dining Dollars will activate for use on Monday, August 24, provided all fees due to the university have been paid in full or that appropriate financial aid is authorized to cover the full balance on the student's account.

East Campus Dining

- The East Campus dining hall capacity is limited. All meals will be served as carryout.
- Breakfast will be served in the dining hall only from 7:45 a.m. – 10:15 a.m.
- The dining hall will be closed from 10:15 a.m. until 11 a.m. for cleaning and sanitizing.
- Full lunch will be served from 11 a.m. - 4 p.m. in the dining hall and satellite locations.
- The dining hall and all satellite locations will be closed from 4 p.m. until 4:45 p.m. for cleaning and sanitizing.
- Dinner will be served from 4:45 p.m. until 8 p.m. in the dining hall and satellite locations.
- Limited seating is available in the common area on the second floor of the Student Center and in the Ballroom. Dining in will be limited to 45 minutes. Guests should be prepared to exit the building after that time to allow for others to dine in should they so choose. Social distancing

during dine in will be observed as per DPH and CDC guidelines for restaurants.

- Chick-Fil-A will open on Monday, August 10 and will observe standard operating hours as posted at the location. Social distancing will be required as mandated by Chick-Fil-A. All orders will be carryout.
- Pizza Hut will open on Monday, August 24. All orders will be carryout only and inside seating will not be available
- Chilaca will open on Monday, August 24. All orders will be carryout only and inside seating will not be available.
- Golden Espresso will open on Monday, August 10. All orders will be carryout only.

West Campus Dining

- The West campus Dining hall capacity is limited. All meals will be served as carryout.
- Breakfast will be served in the dining hall only from 7:45 a.m. – 10:15 a.m.
- The dining hall will be closed from 10:15 a.m. until 11 a.m. for cleaning and sanitizing.
- Full lunch will be served from 11 a.m. - 4 p.m. in the dining hall and satellite location.
- The dining hall and all satellite locations will be closed from 4 p.m. until 4:45 p.m. for cleaning and sanitizing.
- Dinner will be served from 4:45 p.m. until 8 p.m. in the dining hall and satellite locations.
- Limited seating is available in the common area on the second floor of the Student Center and in the Ballroom. Dining in will be limited to 45 minutes. Guests should be prepared to exit the building after that time to allow others to dine in should they so choose. Social distancing during dine in will be observed as per DPH and CDC guidelines for restaurants.
- Rams Hideaway will open on Monday, August 10. All orders will be carryout only.
- The Food Truck will not be operating fall semester 2020.

Breakfast will be served in the main café on both east and west campus.

Lunch and dinner will be served at all satellite locations on both campuses. The same menus will be served at each satellite dining location. This will consist of food from the comfort line, i.e., meat, vegetables, etc., a themed menu, i.e., Italian, Mexican, etc., grab and go items such as salads, desserts and deli sandwiches. Students may make selections from all menus for placement in the “to go” box.

Entry into the dining locations will be limited in order to maintain social distancing in the serving lines. Please be patient and plan your lunch and dinner hours accordingly.

Questions and issues related to meal plans should be directed to the auxiliary services specialist at mealplans@asurams.edu or via phone at 229.500.2886.

Questions and issues related to dining operations should be directed to the resident district manager at Amanda.Patterson@aladdinfood.com or 229.500.2016.

Counseling Services

Counseling Services will provide all center services during the fall semester. Face-to-face counseling and accessibility sessions will be by appointments only, except for emergency and crisis situations. All emergency and crisis situations will be determined by professional counseling staff and/or the ASU Police Department. Tele-therapy platforms will be available to enhance center services and to assist students with the ability to contact and consult with center staff. Students must wear masks and practice social distancing when entering the center.

Number of Full-Time Counselors

There are three professional counselor/therapists, one coordinator of Student Accessibility Services, one director and one administrative assistant in the ASU Counseling Center.

Number of Graduate Interns/Practicum Students

The center utilizes four graduate interns and practicum students each semester.

Current Ratio of Counselors to full-time enrolled students (spring 2020 enrollment)

The current ratio of counselor to student is 1 to 1,917 based on an enrollment of 5,751.

Space Requirements and Counselor Availability

The professional counselors will be able to service students adequately in the existing Counseling and Accessibility Services Center individual offices if face-to-face Counseling is needed in crises only. Tele-therapy sessions will be by appointment only. The standard operating procedures of the center will be documented and filed.

Client Care

Students will be able to make appointments in advance on the tele therapy platform. The center has a computer for students without means to get services online and to keep appointments with counselors. Students will be required to wear a mask.

Tele-Therapy Counseling

The professional counselor/therapist and coordinator of Student Accessibility Services will utilize HIPPA compliant tele-therapy platforms.

Updated computer equipment and proper protective equipment are used (face coverings for staff and students, wipes, hand sanitizer etc.).

All counselors will be available for tele counseling.

Outreach Programming/Community Consultations

Outreach Programming/Primary Prevention Education requests will continue to be fulfilled. For faculty & staff, training sessions on topics related to faculty monitoring of students' well-being, the mental health impact of tele-service and/or the COVID-19 health crisis, and managing mental health in a virtual environment will continue to be available via the collaboration between the Counseling Center and the Office of the Provost/Academic Affairs. All outreach programs can be offered on-site, for small groups in spaces that allow for social distancing, or virtually.

Student Health Services

ASU Health Centers (East and West Campus) are prepared to operate fully for the fall semester. The centers will be open Monday – Friday, 8:30 a.m. to 4:30 p.m. On weekends, Students can contact the on-call staff at 229.500.3544 or 229.500.3545

Patient Care

Students will be able to make Tele-health appointments by contacting Student Health Services at 229-500-3544 East Campus or 229- 500-3545 West Campus.

Tele-health

For student convenience, Tele-health services will be offered via secured and HIPPA compliant video communications.

Resources and Equipment

- Video capable desktops/laptops.
- Additional staffing in preparation for Fall 2020 includes a Nurse Practitioner.
- ASU Student Health Centers have ordered personal protective equipment to include but not limited to N95s surgical masks, gowns, goggles, hand sanitizers, disinfects (wipes and sprays), non-touch thermometers, and other necessary items.

Student Organizations

Utilizing established social distancing protocols, ASU will continue to operate its student organizations and Student Life engagement programs. Several traditional student engagement activities may not be able to occur this fall and some will be modified to occur in virtual or hybrid formats.

Also impacted by social distancing protocols are registered student organizations. These organizations will be provided with guidelines related to their continued on-campus operations during the COVID-19 pandemic.

Fraternity and Sorority Life

Recruitment activities for these organizations will be permissible based on guidelines as provided by their national organization leadership and ASU COVID-19 pandemic safety protocols. The only allowable activities are those that are able to take place in a social distance manner.

Campus Recreation

Campus Intramural programs will follow social distance guidelines as applicable. These programs will be discontinued, to ensure safety of students, if the programs are unable to follow social distancing guidelines.

Game Room hours are Monday – Friday 10 a.m. – 3 p.m.

- Professional staff and student staff will staff game room to ensure social distancing.
- Areas will be sanitized and cleaned daily. Staff and students will be responsible for sanitizing equipment between usage (Sanitation wipes and cleaners provided by Facilities Management)
- Occupancy will be limited per facility to allow for social distancing.
- Areas will be sanitized and cleaned daily. Staff and students will be responsible for sanitizing equipment between usage (Sanitation Wipes and cleaners provided by Facilities Management).
- Students required to bring personal towels.
- Equipment sanitized upon closure.
- Make sure restrooms are cleaned daily and supplies replenished.

Fitness Centers hours are Monday- Friday 7 a.m. - 9 a.m., 4 p.m. - 7 p.m. and Saturday 10 a.m. - 2 p.m.

- Two professional staff members along with work-study students will staff the game rooms.
- Occupancy will be limited per facility to allow for social distancing.
- Areas will be sanitized and cleaned daily. Staff and students will be responsible for sanitizing equipment between usage (Sanitation wipes and cleaners provided by Facilities Management).
- Students required to bring personal towels.
- Equipment sanitized upon closure.
- Restrooms are cleaned daily and supplies replenished.

Training for Recreation Staff

- Signage on COVID-19 Prevention and CDC regulations will be posted in the facilities.
- Staff will increase the availability of hand sanitation stations.

Co-Curricular Requirements

Internships, fieldwork, service-learning activities, and field trips are allowed within the confines of the university's travel and social distancing practices. It is recommended that students attempt to complete such activities remotely as permissible.

Field Trips

Instead of field trips, alternative assignments will help students achieve the same learning objectives.

Student Unions, Other Campus Gathering Locations, Bookstore

All such facilities have been reconfigured to permit for social distancing.

University Bookstore

- On a regular basis, staff are wiping down counters, door handles and other frequently touched surfaces using appropriate disinfectant.
- The Bookstore has implemented social distancing measures, including floor tape, reduced occupancy, directional aisles, and spaced fixtures and checkout counters.
- Customers will be able to visit the bookstore for purchases, returns or exchanges by appointment only.
 - A clerk will meet customers at the appointment time allowing entry. Customers are to follow signage identifying specific entry and exit doors as well as directional movement within the store. No browsing or walking around the store is allowed.
- The clerk will select the requested books, supplies, etc. from store stock and take them to the cashier station.
- Only contactless payments via debit/credit card or student accounts are accepted.
- Upon payment, the customer will immediately exit the facility.
- A link to the booking website is available.
- The Bookstore will promote online ordering. Orders will be processed and ready for curbside pick-up or shipping to customers. Detailed instructions for placing online orders is available.

- Orders placed online may be picked up curbside at either the East or West Campus.
- The pick-up location must be indicated at the time the order is placed.
 - Customers will receive a phone call to confirm the order and schedule the day, time and location of the order pick-up.
 - Customers will receive an email when the order is ready for pickup
 - A valid photo ID/student ID is required for pickup.
 - A bookstore team member will bring purchases to the customer.
- Bookstore hours of operation have been expanded for the short term.
 - East Campus: Monday - Friday 8:30 a.m. - 6:30 p.m. and Saturday 10 a.m. - 3 p.m. August 3 - 21, 2020
 - West campus: Monday and Wednesday - 9:00 a.m. - 4:00 p.m., Tuesday, Thursday and Friday - 11:00 a.m. - 4:00 p.m., August 3-14, 2020
- Questions regarding bookstore purchasing processes should be made directly to albanystateuniversity@bkstr.com or 229.500.2007.

Enrollment Management

Albany State University's Division of Enrollment Management and Student Success is committed to serving our students from enrollment through graduation. Therefore, we will implement best practices during the COVID-19 pandemic. Continued operations of the university's enrollment management function are essential. Although most of our student success related operations are in the Academics and Research section, we have noted a continuity between the two functional areas that is necessary to ensure optimal student achievement. Adaptations to the recruitment, admissions, and retention strategies are necessary.

Recruitment Strategy

To ensure the continuation of recruitment efforts, while adhering to social distancing protocols, recruiters have transitioned to staggered work schedules. Staff have received laptops equipped to support secure connections to university systems required to assist students with the completion of the admission process. Staff also have access to the following technology:

- Instant messaging technology to communicate instantly with staff colleagues and campus partners.
- Banner Document Management (BDM) database to manage all official student documents and records required to complete admissions processing.

- Softphone application that allows staff to use their personal computers to place and answer voice calls to students as if they were sitting at their office location.

To accommodate social distancing and to mitigate missing yield events, we have transitioned events to a virtual environment. We have pivoted to digital experiences to maintain student engagement and keep students on the path to enrolling.

- Weekly Instagram chats.
- Weekly Facebook Live sessions featuring campus partners (e.g. Financial Aid, Campus Housing, Academic Advising, Career Services).
- Virtual one-on-one and small group sessions with recruiters.
- Virtual campus tours via pre-recorded narrated videos.
- Online Intent to Enroll form.
- Daily social media posts.
- On campus tours will take place with decreased size groups and enforcement of social distancing.

Admissions Strategy

To ensure the continuation of admissions application processing, while adhering to social distancing protocols, admissions staff have transitioned to staggered work schedules. Staff have received laptops equipped to support secure connections to university systems required to assist students with the completion of the admission process. Staff also have access to the following technology:

- Instant messaging technology to communicate instantly with staff colleagues and campus partners.
- Banner Document Management (BDM) database to manage all official student documents and records required to complete admissions processing.
- Softphone application that allows staff to use their personal computers to place and answer voice calls to students as if they were sitting at their office location.

These procedures allow the admissions staff to be flexible in working with each other, with students, and in being responsive to inquiries from campus partners. All admissions applications are to be completed online via GA Futures. Students have the option to email or mail supporting admissions documents to the Office of Admissions and Recruitment. They can also hand deliver to campus at the front counter of the Enrollment Services Center or leave in the designated drop box at the Enrollment Services Center.

All admissions communications are sent via email, including information regarding documents that need to be submitted.

Regarding the monitoring strategy outcomes, we will use year-to-year comparative data to monitor the number of applicants, admits, and enrolled students via a daily enrollment report. We will continue hosting our weekly enrollment management stand-up meetings to discuss enrollment related updates with campus partners that are impacted by or have an impact on enrollment. These meetings have transitioned to a virtual format.

Orientation and Welcome Week Strategies

- The June and July New Student Orientations will be held virtually via our campus YouTube channel.
- The August New Student Orientation will be held in a hybrid format, ensuring social distancing.
- Prospective students and their guests will pre-register for orientation online for a specified date and time.
- The orientation program content will include information from all campus partners. Program content will be pre-recorded to accommodate social distancing with live moderation to sustain engagement.
- Welcome Week activities will be delivered in a hybrid format to accommodate social distancing. A mobile app has been configured to assign students to activities and manage capacity limitations.

Co-Curricular Retention Strategy (Beyond the Classroom)

ASU maintains co-curricular strategies at the core of its mission regardless of modality of instruction. To ensure high fidelity to this critical function, the Division of Information Technology has supplied all academic success coaches with the appropriate technology to provide for virtual advisement/coaching sessions. These staff persons are available to assist the students with course registration, while serving as the student's first point of contact for questions and/or concerns about university life and will work to ensure his/her students are informed about campus opportunities, services, and activities.

Our academic success coaches continue to manage those campaigns designed to identify and proactively intervene with at-risk students, as well as pre-registration and advising campaigns. These professionals also ensure that students are “connected” with student support services and activities, and assist students with goal setting and adjustment to university life

Enrollment Management Use of Technology

ASU uses technology in various ways in relation to the enrollment management process. The nexus of such technology is the One Stop Enrollment Services Call Center (known as Ram Central). The Enrollment Services Center Call Center serves as the initial point of contact for all enrollment related

matters (Admissions, Financial Aid, Registrar, and Student Accounts). Staff have received laptops equipped to support secure connections to university systems required to assist students with the completion of the admission process. Staff also have access to the following technology:

- Instant messaging technology to communicate instantly with staff colleagues and campus partners.
- Banner Document Management (BDM) database to manage all official student documents and records required to complete enrollment processes.
- Softphone application that allows staff to use their personal computer to place and answer voice calls to students as if they were sitting at their office location.

The Enrollment Services Center has added plexiglas barriers to the customer service stations. This protects the Ram Central Specialist and the customer. Students and visitors to Ram Central are encouraged to make an appointment via QLess, a digital appointment system which avoids lines. They will be notified when it is their turn to approach the customer service window for assistance.

Athletics

ASU Athletics allowed student-athletes to return to campus for voluntary workouts sessions in July. Student-athletes are required to provide documented results of a COVID-19 test prior to returning to campus. The test must be within seven days of the campus return. The athletic training staff will screen all student-athletes and staff at the Jones Brothers Health, Physical Education and Recreation Complex (HPER Complex).

Student-athletes must demonstrate they are symptom free before being cleared to participate. Daily monitoring will take place prior to workouts or access to the athletic training room. Following NCAA, Southern Intercollegiate Athletics Conference and Peach Belt Conference rules, access to and use of facilities and equipment will be coordinated and scheduled through strength and conditioning personnel, athletic training and coaches, where permissible. Coaches and/or staff must be present for oversight during training.

Only current ASU student-athletes who have been cleared by the athletic training staff may utilize the facilities. Incoming student-athletes who have been admitted to ASU will work through the athletic training staff to be allowed to participate in voluntary workouts.

The athletic training room will be limited to no more than 10 people at one-time including coaches and/or trainers. Athletic training staff will screen all student-athletes and staff at the Jones Brothers HPER Complex, and must demonstrate they are symptom free before being cleared to participate. Daily monitoring will take place prior to workouts or to access the athletic training room. Masks will be required for student-athletes and staff when occupying the athletic training room. Student-athletes must provide their own masks. Current CDC Guidelines recommend six feet distance between individuals.

Physical distancing will be followed inside the athletic training room, with the exception of staff providing treatment or taping. The spaces in the athletic training room where physical contact is made (equipment, tables or chairs), will be appropriately cleaned and disinfected following each rehabilitation session.

Team activities and the weight room will be limited to no more than 18 people, including coaches and/or trainers. Current CDC Guidelines recommend six feet distance between individuals. With the exception of staff conducting techniques, or when spotting is required, physical distancing will be followed inside the athletic weight room. Student-athletes must provide their own masks.

The athletic weight room, where physical contact is made (i.e. benches, weight bars or dumbbells), will be appropriately cleaned and disinfected following each workout session.

Following the beginning of fall 2020 classes

Head coaches will follow the team management plan that was approved by athletics administration on how social distancing will be managed during team meetings, film sessions, locker rooms, non-participation workouts/training/practices.

In instances where coaches and staff must be in close proximity (within 6 feet) of student-athletes during practices, masks must be worn for their own protection and the protection of the student-athletes.

The Department of Athletics will work closely with Facilities Management on cleaning and sanitizing equipment and all areas of activity.

Campus Visit and Tours for Prospects

Visits are subject to NCAA sport-by-sport recruiting calendars.

Prospective student-athletes must schedule a campus tour a minimum of 48 hours in advance with the appropriate coaching staff member.

The coaching staff member will communicate the visit with ASU Campus Police, or other designated office based on guidance from the ASU administration. Upon arrival, an Athletics staff member will conduct a temperature and questionnaire screen with each guest.

Prospects will be limited to two guests who are in their immediate family (parent/guardian or sibling).

Campus tours will be limited to open air space and the interior of the select pre-approved facilities.

Social distancing will be followed on the visit, and all individuals on the tour will be required to wear a mask. Guests will be instructed to provide their own mask.

Communications

Topic Areas	Content Topic	Content Owner	Timeline	Audience	Critical Point	Method of Communication
Classroom Expectations	Faculty preparation for return to campus	Office of the Provost	7/28	Faculty	College and Academic Meetings/ Following instructional plans	Campus Email, GaView
Workplace (Campus) and Health Safety	Continued best practices provided by CDC	Office of the President	7/28	Fac/Staff Students Parents	Campus Modifications, Policies and Procedures.	Campus Email, University Website, Campus Posters, Social Media, ASU Radio and TV stations
Housing and Residence Life	Campus Move-In Reminders	Office of Marketing and Communications (ASUInfo)	7/30	Residential Students	Students must schedule an appointment and follow health and safety guidelines	Campus Email
Student Life	Housing, Bookstore and Dining Update	Office of Student Affairs	7/30	Fac/Staff Students Parents	Health and Safety guidelines to follow for student life including hours of operation	Campus Email, University Website, Campus Posters, Social Media, ASU Radio and TV stations
Transition to Online Learning	Classroom Expectations	Office of the Provost	TBA if moved to virtual	Fac/Staff Students Parents	Instructional Plans/Ensure virtual Academic and Student Success	Campus Email, University Website, Social Media, ASU Radio and TV stations
Housing and Residence Life	Campus Move-out	Office of Student Affairs	TBA if moved to virtual	Fac/Staff Students Parents	Students must schedule an appointment and follow health and safety guidelines	Campus Email, University Website, Social Media, ASU Radio and TV stations

Topic Areas	Content Topic	Content Owner	Timeline	Audience	Critical Point	Method of Communication
Student Life	Housing, Bookstore and Dining Update	Office of Student Affairs	TBA if moved to Virtual	Fac/Staff Students Parents	Health and Safety guidelines to follow for essential personnel, how to access virtually	Campus Email, University Website, Social Media, ASU Radio and TV stations

Fiscal Impact

The University’s plan is created with safety as our priority for our employees and students. This portion of our plan is aligned with the Workplace and Health Safety, Academics & Outreach, Student Life, Enrollment Management, Athletics, and Communication Working Group Plans to track the budgetary impact of each contingency plan for the return to classes for fall 2020. As guidelines from experts and the USG evolve, our plans will change appropriately.

Under any of these contingency plans for fall semester, the University expects to be impacted by lost revenues. Given the uncertainty of the current environment, the University is preparing for the possibility of an enrollment decline and the University is developing a budget reduction plans to address any decreases in state tuition and fee revenues related to these anticipated decreases in enrollment. The reduction in auxiliary and student activity fees will be addressed similarly.

Description	Estimated Cost
*Supplies	\$ 180,000.00
Sanitize Residence Halls	\$ 300,000.00
**Residence Hall Lost Revenue	\$ 27,300.00
Classroom Technology Upgrades	\$2,100,000.00
Faculty Technology upgrades	\$ 800,000.00

*Supplies Include but are not limited to: Sanitizer, Face Coverings, Disinfectant, Wipes, Gloves, Gowns, Plexiglas

** Reconfiguration of 105 rooms from triple occupancy to double occupancy	Triple Occupancy	Double Occupancy	
Bed Rate	\$ 1,400.00	\$ 1,970.00	
# Occupants	3	2	
Total Revenue	\$ 441,000.00	\$ 413,700.00	\$ (27,300.00)

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

ASU has instituted a sustainable and comprehensive surveillance testing plan protocol.

ASU is working with Testing for America (TFA), a nonprofit established by academics, engineers and entrepreneurs to address the COVID-19 testing America. The organization has identified and is supporting a portfolio of high-quality, scale-ready technologies that can complete millions of tests per day at very low cost. This partnership will benefit ASU students, faculty, and staff as they will be able to receive non-mandatory COVID-19 testing at no cost to them.

Contact Tracing

Contact tracing is a strategy in which public health officials work with a patient to help them recall everyone with whom they have had close contact during the timeframe while they may have been infectious. The Georgia Department of Public Health will be responsible for all contact tracing on campus.

For more information on how contact tracing works in Georgia, see the GDPH video at <https://youtu.be/8LANQADjaEY>.

Isolation

While a student is awaiting test results or has tested positive, it is recommended the student will return home to self-quarantine. If that is not possible, there is space identified with quarantine rooms for those students. Arrangements will be made for online instruction and meal delivery.

Notifications

All proper notifications will be made of the Georgia Department of Public Health pursuant to their contact tracing protocols.

Contingency Plan 2 - Fall classes begin fully online

Workplace and Health Safety

Staff began a gradual and staggered return to campus on June 1. Faculty will return to campus on August 3. All faculty and staff will participate in the annual Faculty and Staff Conference on August 3, where detailed information is shared regarding campus operations.

To align with the university's plan for a gradual and staggered return to campus, for faculty and staff, and to ensure that employees on campus are prepared to start the fall semester, while also practicing social distancing among employees, the following additional actions will need to occur:

- A general overview of COVID-19 including infection prevention and control measures, including recognizing signs and symptoms of infection.
- Training and reminder of current and new university policies and procedures.
- Training on how to disinfect workspaces and what areas to clean frequently.
- Placement of social distancing signage.
- Facilities Management staff regular cleaning of high touch and traffic areas to include but not limited to; restrooms, handrails, door handles/push bars, and common areas.
- Reconfiguration of furnishings needed to promote physical distancing in areas including but not limited to conference rooms and waiting areas.
- Placement of maximum occupancy signage in common areas and configure to accommodate appropriate physical distancing.
- Placement of maximum occupancy outside of all restrooms and classrooms with appropriate messaging.
- Remove high-touch items such as common use pens or magazines.
- Placement of hand sanitizer in as many common areas as possible.
- Using technology, identify and implement inventive ways to meet with students as needed.
- The Office of the Provost will provide specific information to all faculty regarding classroom expectations. More information is in the Academics and Research section of this document.

Additional Materials and Training

The following additional materials, supplies, and equipment are in place for employees to begin the fall semester:

- Plexiglas partitions.
- Hand sanitizer.
- Sanitizer wipes.
- Disinfectant spray.
- Signage.
- Face coverings.

The following opportunities are available to employees for professional development without additional cost:

- Skillsoft on-line training - provides employees with over 3,000 professional development courses. Weekly topics of possible interest will be emailed to employees to further encourage ongoing growth and development.
- Financial and well-being development through the current programs provided by the University System.
- Free webinars and other offerings provided by professional groups.

Travel

Travel for faculty and staff follows the up-to-date travel guidance from the CDC. Faculty and staff who are traveling back to campus from a region that is in the midst of a COVID-19 increase should follow the appropriate CDC guidelines related to self- quarantine.

Academics and Research

ASU's goal will be to ensure all faculty and academic support staff are prepared to meet students' needs both asynchronously and synchronously.

Course Modality

Course modality for fall 2020 courses will be offered in a fully online environment. All fall 2020 courses will be developed with online content in GaView.

Classroom Expectations

ASU has made the following adjustments to best accommodate our students and to ensure high fidelity in our instructional processes while maintaining course instruction in an online learning environment.

- Faculty will have the necessary equipment they need to work in an online environment, including Wi-Fi hotspots. ITS will ensure that equipment is ordered and available for this contingency.
- Students will be informed about the basic requirements for online courses – each student must have an electronic device, internet connectivity, and single sign-on credentials to log into campus.
- Instructors should engage students in asynchronous instruction wherever possible. GaView must be utilized fully including all online discussions, assignments, quizzes, exams, etc.
- Faculty will hold virtual office hours. Students will be asked to schedule faculty appointments using EAB. Instructions will be provided on GaView.
- All freshmen will participate in the Early Alert process in the fall semester, as these students may not have experienced online instruction.
- Attendance verification will happen as usual regardless of the contingency.
- Virtual and simulated experiences will be used to supplement lab experiments.
- A new set of lab safety guidelines incorporating social distancing has been created and will be used for all lab classes.
- Clinical rotations, student teaching, internships and other field experiences will follow the expectations of the employer. To ensure alignment with accreditation requirements prior to placement, the appropriate program director and/or the Office of Career Services will vet each activity for safety considerations.

Accrediting Bodies Accommodations

ASU has several programs that must follow accrediting body requirements for class size, student to teacher ratios, clinical/internship requirements, and skills-based labs/experiences. Table 1 shows a list of programs with unique accrediting body requirements. However, we have other programs that are not included on the table such as chemistry, social work and public administration. These programs do not have specific requirements that include clinical and field experience.

Table 1: Programs with unique accrediting requirements

Program	Accrediting Agency	Impact on Lectures, Labs, and/or Clinical Requirements
Dental Hygiene	Commission on Dental Accreditation (CODA)	CODA requires a ratio of 1 faculty member to 5 students for all lab and clinical settings.
Family Nurse Practitioner	National Organization of Nurse Practitioners	Clinical requires a ratio of 1 faculty to 6 students.
Diagnostic Medical Sonography	Joint Review Commission on Education in Diagnostic Medical Sonography (JRCEDMS)	Maximum student enrollment should be commensurate with the volume and variety of sonographic procedures, equipment, and personnel available for educational purposes. The student/clinical staff ratio should be one-to-one.
Radiologic Science (includes Computed Tomography certificate)	Joint Review Committee on Education in Radiologic Technology (JRCERT)	JRCERT specifies a 10:1 student to instructor ratio for clinicals.
Respiratory Care	Commission on Accreditation of Allied Health Education Programs (CAAHEP)	CoARC requires a 6:1 student to faculty ratio and a 6:1 student to clinical preceptor ratio in both lab and clinicals.
Nursing	GA Board of Nursing	20:1 Student to FT faculty ratio and an 8:1 student to faculty/clinical instructor in clinical. This ratio only applies to clinical sites.

Program	Accrediting Agency	Impact on Lectures, Labs, and/or Clinical Requirements
Teacher Education	GACE Program Admission Assessment	<p>Based on the flexibility provided, Educator Preparation Providers by the Georgia Professional Standards Commission, the College of Coastal Georgia will consider for conditional admission students who have a 2.5 GPA or higher, have passed 2 out of 3 sections of the GACE Program Admission Assessment, and have met all other admission requirements.</p> <p>Also consistent with GaPSC guidance, students conditionally admitted to teacher preparation programs must pass all three sections of the GACE PPA requirement by June 30, 2021. The EPP will be offering targeted in-program support to help candidates conditionally admitted meet this requirement.</p>

Momentum Year and Momentum Approach/Student Success

Our primary focus for the Momentum Year is to strategically devote time, energy and resources towards strategies during the first-year of college that seamlessly navigate students through the campus academic experience while reducing mid-term deficiencies and increasing the likelihood of on-time completion at ASU. Regardless of the contingencies that are enforced, the momentum year framework will be of utmost priority.

- **Pre-Career Assessment (Early Career and Major Exploration)**-Prior to their matriculation, Pre-college students will be provided a link to take this assessment. In addition, the First-Year Seminar Courses (ASU 1101) will conduct the assessment. Career Services will manage the data via Focus2Career.
- **Gateway to Completion** – Implement G2C for high-risk courses (specifically at mid-term) such as english, college algebra, biology, chemistry, accounting, computer science. Utilize tutors, supplemental instructors and study table techniques for students in these courses. Assessment will continue based on G2C guidelines.
- **First Year Experience (FYE)** – ASU 1101 courses will be offered based off the contingencies in place (i.e. hybrid and online). Through a series of seminars, and other interactive activities. FYE focus on meta-majors and the curriculum will utilize activities that develop an academic mindset.
- **Academic Advising** – Professional and faculty advisors will continue to operate regardless of the contingency. They can operate either on campus or remotely.
- **Smarthinking** – Smarthinking is a 24/7 online resource which covers more subjects with subject matter experts, including difficult to staff areas like accounting, economics, etc. There is also dedicated writing instruction. Smarthinking operates through a chat feature, live tutoring, and a submission-response system depending on your required level of engagement. For our students

in every section within GaView and Smarthinking is embedded in Online Learning.

- **Writing and Math Center** – The centers will be open for contingency 1 as well as available online for all 3 contingencies. The Online Writing Center is available for students to submit their papers from any class to receive feedback from a full time ASU staff member. The Math Center is available online via WebEx.
- **Study Table** – Occurs face-to-face and virtually in the evening while practicing social distancing.
- **Tutoring (Peer and Professional)** - Students may request tutoring from professional staff through a variety of methods. Tutors will be available in the tutoring center throughout the day.
 - Methods – Synchronous tutoring will be offered via WebEx for our professional staff.

International and Domestic Travel

Albany State University will not offer Study Abroad programs for the fall of 2020. All faculty international and domestic travel is also suspended.

Faculty Development

Continued professional development for our faculty is critical to a successful fall 2020 semester. ASU has implemented several initiatives that will continue to allow faculty to hone their knowledge, skills, and abilities at a distance.

- ASU has established an Online Instruction Certification training, based upon the USG's Certification training. That program is currently available for faculty to complete by July 31, 2020. The expectation is that all faculty teaching at ASU are certified as Online Instructors.
- The Center for Faculty Excellence will continue to provide virtual professional development offerings throughout the fall semester, regardless of the Contingencies in place. During the week of August 3-August 7, the Center for Faculty Excellence will provide intentional training sessions (virtually) for faculty focusing on how to develop courses online.
- Faculty submitted an Instructional Plan to their chair by July 22, 2020. The Center for Faculty Excellence provided a template. Additional resources and materials for faculty will be available on GaView at the Distance Learning site.
- ASU utilizes faculty coaches/mentors to assist with developing courses in an online format. The office of Distance Learning and the Center for Faculty Excellence will provide tips and strategies for student engagement. That information is found on the Distance Learning website.

Research

The vast majority of faculty research does not require the use of specialized research spaces on campus. Science may have a few exceptions. Some faculty use their offices to do research and many will have continued need of library services. For most, access to offices and library resources is sufficient. The

exception will be the analytical equipment that requires weekly maintenance. The laboratory managers will maintain the equipment regularly.

Public Service, Outreached, Continuing Education & Cooperative Extension

ASU has identified those activities and programs that fall within the categories of public service, outreach, continuing education, and cooperative extension. The university will continue to make public health informed decisions that are appropriate and in align with guidance and directives from USG, the Georgia Department of Public Health and the Governor's Office guidance and directives.

Most external (third party) events scheduled on campus are cancelled until October 1. All events, not cancelled, are reviewed on an individual basis to determine if complying with public health protocols will allow the event to take place. The Office of Auxiliary Services has coordinated with the Office of Legal Affairs on all external events. The university will abide by all existing contracts and will ensure that future contracts include language that allows for flexibility during the COVID-19 pandemic. ASU will attempt to reschedule all events as possible. For those events that are unable to occur, ASU will offer a future credit or refund to external parties.

All parties, prior to the engagement in a contractual agreement, received a published set of expectations for external events that reflect institutional operations based on the COVID-19 pandemic.

Major events such as the Freshman Induction Ceremony, Homecoming related activities, and Commencement Exercises, will be evaluated by the Office of the President to determine permissibility under current conditions. ASU will follow state guidelines as they make local determinations on the expectations for those events.

Student Life

ASU seeks to offer a traditional student life experience that follows CDC and USG recommendations and complies with social distancing requirements. Our continued primary focus is to provide a student experience that engages ASU students holistically.

Housing and Residence Life

- Develop a virtual programming calendar that will engage the students.
- Utilize social media platforms to engage the students.
- Work with ITS to ensure the necessary IT infrastructure is available to the staff to ensure we can communicate with the students.
- Work with Marketing and Communications on signage, videos, and any other message that need to be shared with the students, parents and campus stakeholders.

Counseling Services

In compliance with the recommendations from the American College Health Association, most mental health services will continue to be offered via tele-mental health throughout the fall semester. In-person sessions (limited due to social distancing & sanitization requirements) will be prioritized for intake sessions, crisis sessions, and for those students who may not have access to tele-mental health.

- There will be no walk-in services: students wanting to be seen immediately will be directed to schedule an appointment, or to speak with an available counselor via telephone.
- Two offices will be reserved for students who meet the criteria for tele-mental health but may not have access to the technology and a private space from which to engage in tele-mental health.
- Any therapy groups and drop-in workshops will be held via tele-mental health. Additionally, all staff meetings can be held in the reset room or held via tele-mental health.
- All students have access to our 24/7 On-Call counselors. Students can reach crisis services by calling GS Counseling Center at 229.500.2013 or the ASU Police Department at 229.430.4711.

Outreach Programming/Community Consultations

Outreach Programming/Primary Prevention Education requests will continue to be fulfilled. For faculty & staff, training sessions on topics related to faculty monitoring of students' well-being, the mental health impact of tele-service and/or the COVID-19 health crisis, and managing mental health in a virtual environment will continue to be available via the collaboration between the Counseling Center and the Office of the Provost/Academic Affairs. All outreach programs can be offered on-site, for small groups in spaces that allow for social distancing, or virtually.

Student Health Services

ASU Health Centers (East and West Campus) are prepared to operate fully for the fall semester. The centers will be open Monday – Friday, 8:30 a.m. to 4:30 p.m. On weekends, students can contact the on-call staff at 229.500.3544.

Patient Care

Students will be able to make Tele-health appointments at 229.500.3544 East Campus or 229.500.3545 West Campus.

Tele-medicine

For student convenience, tele-health services will be offered via secured and complaint video communications.

Resources and Equipment needed to operate ASU Student Health Centers

- Video capable desktops and laptops.

- Additional staffing in preparation for fall 2020 includes a nurse practitioner.
- ASU Student Health Centers have ordered personal protective equipment to include but not limited to N95s, surgical masks, gowns, goggles, hand sanitizers, disinfectants, (wipes and sprays) non-touch thermometers, and other necessary items.

Student Organizations

In the event that ASU is completely online for the upcoming semester, we will shift operations online to reflect the changes.

- Move the entire orientation experience online with assistance from MarComm, and will consist of live experiences in WebEx and prerecorded sessions. Attendance and participation will be charted digitally.
- Student organization meetings will meet virtually via WebEx or Teams. Online training sessions will be introduced to teach organizations how to utilize these platforms.
- Meeting attendance and community service for students will be collected virtually and tracked. Email communications will be supplemented with communication via social media. In addition, we are exploring expanded use of the WHOVA App so we will have access to push notification and SMS/text notification for students. We are cautious about deploying too many apps though to avoid app fatigue.
- A virtual RSO showcase and recruitment fair are being discussed. An online format will be provided as a contingency in case we are fully online for the fall semester. Use of Campus Labs will be utilized for virtual RSO showcase.
- A virtual activity calendar will be developed simultaneously to provide a seamless shift to fully online. It should be noted this requires the retention of some of the student activity fee for fall 2020. We will not be able to provide service if fee is refunded.
- For New Student Orientation, we will shift to a virtual model. Orientation will be built as modules for June and July. August Orientation will be hybrid.
- Week of Welcome (WOW) will be facilitated in a hybrid format utilizing the WHOVA event management app. Attendees will be tracked via the app to record attendance for contact tracing if necessary. Presentations and events will be live streamed or prerecorded. Participation will be gauged via data analytics in the WHOVA EMS.
- WebEx or similar virtual meeting software will allow mass meetings in a virtual space. Microsoft Teams may also be an option.

In a virtual space we will need to collaborate with ITS and MarComm to connect students with our virtual efforts. Both areas have hosted virtual workshops for students in the past and we would combine these efforts with the WHOVA platform for engagement tracking.

University Bookstore

- The Bookstore will provide online ordering. Orders will be processed and ready for curbside pick-up or shipping to customers. Detailed instructions for placing online orders is available.
- Orders placed online may be picked up curbside at either the East or West Campus.
- The pick-up location must be indicated at the time the order is placed.
 - Customers will receive a phone call to confirm the order and schedule the day, time and location of the order pick-up.
 - Customers will receive an email when the order is ready for pickup
 - A valid photo ID/student ID is required for pickup.
 - A bookstore team member will bring purchases to the customer.
- Bookstore hours of operation will be determined and expanded for this contingency..
- Questions regarding bookstore purchasing processes should be made directly to albanystateuniversity@bkstr.com or 229.500.2007.

Enrollment Management

Albany State University's Division of Enrollment Management and Student Success is committed to serving our students from enrollment through graduation. Therefore, we will implement best practices during the COVID-19 pandemic. Continued operations of the university's enrollment management function are essential. Although most of our student success related operations are mentioned in the Academics and Research section; we have noted a continuity between the two functional areas that is necessary to ensure optimal student achievement. Adaptations to the recruitment, admissions, and retention strategies are necessary.

Recruitment Strategy

To ensure the continuation of recruitment efforts, while adhering to social distancing protocols, recruiters have transitioned to staggered work schedules. Staff received laptops equipped to support secure connections to university systems required to assist students with the completion of the admission process. Staff also have access to the following technology:

- Instant messaging technology to communicate instantly with staff colleagues and campus partners.
- Banner Document Management (BDM) database to manage all official student documents and records required to complete admissions processing.
- Softphone application that allows staff to use their personal computer to place and answer voice calls to students as if they were sitting at their office location.

To accommodate social distancing, we have transitioned events to a virtual environment. We have pivoted to digital experiences to maintain student engagement and keep students on the path to enrolling.

- Weekly Instagram chats.
- Weekly Facebook Live sessions featuring campus partners (e.g. Financial Aid, Campus Housing, Academic Advising, Career Services).
- Virtual one-on-one and small group sessions with recruiters.
- Virtual campus tours via pre-recorded narrated videos.
- Online Intent to Enroll form.
- Daily social media posts.
- On campus tours will take place with decreased size groups and enforcement of social distancing.

Admissions Strategy

To ensure the continuation of admissions application processing, while adhering to social distancing protocols, admissions staff have transitioned to staggered work schedules. Staff have received laptops equipped to support secure connections to University systems required to assist students with the completion of the admissions process. Staff also have access to following technology:

- Instant messaging technology to communicate instantly with staff colleagues and campus partners.
- Banner Document Management (BDM) database to manage all official student documents and records required to complete admissions processing.
- Softphone application that allows staff to use their personal computer to place and answer voice calls to students as if they were sitting at their office location.

These procedures allow the admissions staff to be flexible in working with each other, with students, and in being responsive to inquiries from campus partners. All admissions applications are to be completed online via GA Futures. Students have the option to email or mail supporting admissions documents to the Office of Admissions and Recruitment. They can also hand deliver to campus at the front counter of the Enrollment Services Center or leave in the designated drop box at the Enrollment Services Center.

All admissions communications are sent via email, informing applicants of documents needed to be submitted.

Regarding monitoring strategy outcomes, we will use year-to-year comparative data to monitor the number of applicants, admits, and enrolled students via a daily enrollment report. We will continue hosting our weekly enrollment management stand-up meetings to discuss enrollment related updates with campus partners that are impacted by or have an impact on enrollment. The meetings have been transitioned to a virtual format.

Orientation and Welcome Week Strategies

- The June and July New Student Orientations will be held virtually via our campus YouTube channel.
- The August New Student Orientation will be held in a hybrid format, ensuring social distancing.
- Prospective students and their guests will pre-register for orientation online for a specified date and time.
- The orientation program content will include information from all campus partners. Program content will be pre-recorded to accommodate social distancing with live moderation to sustain engagement.
- Welcome Week activities will be delivered in a hybrid format to accommodate social distancing. A mobile app has been configured to assign students to activities and manage capacity limitations.

Co-Curricular Retention Strategy (Beyond the Classroom)

ASU maintains co-curricular strategies at the core of its mission regardless of modality of instruction. To ensure high fidelity to this critical function, the Division of Information Technology has supplied all academic success coaches with the appropriate technology to provide for virtual advisement/coaching sessions. These staff persons are available to assist the students with course registration, while serving as the student's first point of contact for questions and/or concerns about university life and will work to ensure his/her students are informed about campus opportunities, services, and activities.

Our academic success coaches will continue to manage those campaigns designed to identify and proactively intervene with at-risk students, as well as pre-registration and advising campaigns. These

professionals also will ensure that students are connected with student support services and activities and assist students with goal setting and adjustment to university life.

Enrollment Management Use of Technology

ASU will use technology in various ways in relation to the enrollment management process. The nexus of such technology is the One Stop Enrollment Services Call Center (known as Ram Central). The Enrollment Services Center Call Center serves as the initial point of contact for all enrollment related matters (Admissions, Financial Aid, Registrar, and Student Accounts). To ensure the continuation of enrollment services, while adhering to social distancing protocols, Ram Central Specialists have transitioned to staggered work schedules. Staff have received laptops equipped with VPN technology to support secure connections to University systems required to assist students with the completion of their enrollment processes. Staff also have access to the following technology:

- Instant messaging technology to communicate instantly with staff colleagues and campus partners.
- Banner Document Management (BDM) database to manage all official student documents and records required to complete enrollment processes.
- Softphone application that allows staff to use their personal computer to place and answer voice calls to students as if they were sitting at their office location.

Athletics

If classes are held fully online for the fall 2020 semester, Athletics will suspend all on-campus activities, rehabilitation and workouts at the beginning of the term.

NCAA Division II, USG, GDPH, Governor’s COVID-19 Task Force and the Governor’s office, will guide ASU Athletics. ASU will work with institutional administration and USG to determine how/if on-campus athletics activities, rehabilitation and workouts can take place during fall 2020.

Communications

Topic Areas	Content Topic	Content Owner	Timeline	Audience	Critical Point	Method of Communication
Virtual Classroom Expectations	Faculty preparation for return to campus	Office of the Provost	7/28	Faculty	College and Academic Meetings/ Following instructional plans	Campus Email, GaView

Topic Areas	Content Topic	Content Owner	Timeline	Audience	Critical Point	Method of Communication
Workplace (Campus) and Health Safety	Continued best practices provided by CDC	Office of the President	7/28	Fac/Staff Students Parents	Campus Modifications, Policies and Procedures, campus is only open to essential personnel	Campus Email, University Website, Campus Posters, Social Media, ASU Radio and TV stations
Housing and Residence Life	Campus Housing Updates/	Office of Marketing and Communications (ASUInfo)	7/30	Residential Students	Campus Housing is closed.	Campus Email
Student Life	Housing, Bookstore and Dining Update	Office of Student Affairs	7/30	Fac/Staff Students Parents	Health and Safety guidelines to follow for essential personnel, how to access virtually	Campus Email, University Website, Campus Posters, Social Media, ASU Radio and TV stations

Fiscal Impact

The University’s plan is created with safety as our priority for our employees and students. This portion of our plan aligns with the Workplace and Health Safety, Academics & Outreach, Student Life, Enrollment Management, Athletics, and Communication Working Group Plans to track the budgetary impact of each Contingency Plan for the return to classes for Fall 2020. As guidelines from experts and the USG evolve, our plans will change appropriately.

The University expects to be impacted by lost revenues under any of these contingency plans for fall semester. Given the uncertainty of the current environment, the University is preparing for the possibility of an enrollment decline and the University is developing a budget reduction plans to address any decreases in state tuition and fee revenues related to these anticipated decreases in enrollment. The reduction in auxiliary and student activity fees will be addressed similarly.

The estimated tangible costs associated with online delivery or fall 2020 include the following:

Description	Estimated Cost
*Supplies	\$ 180,000.00
Sanitize Residence Halls	\$ 300,000.00
Classroom Technology Upgrades	\$2,100,000.00
Faculty Technology Upgrades	\$. 800,000.00

*Supplies Include but are not limited to: Sanitizer, Face Coverings, Disinfectant, Wipes, Gloves, Gowns, Plexiglas

In addition to the costs for materials and supplies, if instruction for fall semester is online, the University expects to incur a significant impact on tuition and fees. Depending upon the onset and duration of online instruction, the University could lose all or a portion of the following revenues.

Revenue Type	Fall Estimate
Out of state tuition	\$ 806,668
Athletic Fees	\$ 757,001
Student Activity Fees	\$ 366,767
Card Office Fees	\$ 43,949
Student Center Fees	\$ 1,215,598
Parking Fees	\$ 221,331
Lab / Course Fees	\$ 140,731
Housing	\$ 6,094,081
Dining Fees	\$ 4,158,193
Total	\$13,804,319

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

ASU has instituted a sustainable and comprehensive surveillance testing plan protocol.

ASU is working with Testing for America (TFA), a nonprofit established by academics, engineers and entrepreneurs to address the COVID-19 testing America. The organization has identified and is supporting a portfolio of high-quality, scale-ready technologies that can complete millions of tests per day at very low cost. This partnership will benefit ASU students, faculty, and staff as they will be able to receive non-mandatory COVID-19 testing at no cost to them.

Contact Tracing

Contact tracing is a strategy in which public health officials work with a patient to help them recall everyone with whom they have had close contact during the timeframe while they may have been

infectious. The Georgia Department of Public Health will be responsible for all contact tracing on campus.

For more information on how contact tracing works in Georgia, see the GDPH video at <https://youtu.be/8LANQADjaEY>.

Isolation

While a student is awaiting test results or has tested positive, it is recommended the student will return home to self-quarantine. If that is not possible, there is space identified with quarantine rooms for those students. Arrangements will be made for online instruction and meal delivery.

Notifications

All proper notifications will be made of the Georgia Department of Public Health pursuant to their contact tracing protocols.

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

Workplace and Health Safety

ASU will adhere to all guidelines as provided by the USG, GDPH, CDC, and the Governor's Office. Should classes and operations move to an online format for a period during the fall 2020 semester, the university's faculty and staff will implement a gradual departure as necessary from the campus based upon essential job duties. Some functions may still require the employees to continue to work from the campus.

Policies, Procedures, and New Hires

ASU currently has in place telecommuting agreements with employees (where) applicable. Employees received laptops enabled with cameras and microphones to perform job functions.

During spring 2020 semester, to accommodate telecommuting, the Offices of Legal Affairs and Human Resources completed a review and adaptation of necessary policies and procedures for remote learning.

Roles and responsibilities may be modified based on telecommuting and the fact that not all employees will be on campus.

Human Resources staff and those of the hiring department will work remotely and on campus based on social distancing protocols to onboard new employees.

Supervisor Expectations

All employees are to complete a weekly telecommuting work log tracker. Managers use this information to review weekly progress towards employee goals.

Individual work plans will be developed for employees related to required weekly tasks.

Employees Who Will Remain on Campus During Initial Transition

The following offices will remain operational during the transition to an online format:

- Housing and Residence Life
- Campus Police
- Information Technology Services
- Academic Support Services
- Enrollment Management (Registrar, Academic Advising, Financial Aid, Student Accounts, Admissions/Recruitment)

Departments Requiring Personnel on Campus During Certain Times

Certain offices will be open on campus during the weeks leading up to and during the first three weeks of the semester. These offices will practice social distancing protocols as currently required. These offices include:

- Information Technology Services
- Enrollment Management (Registrar, Academic Advising, Financial Aid, Student Accounts, Admissions/Recruitment)

During the period of working remotely, faculty will have access to their offices. However, this access might be limited. The following additional actions will need to occur to ensure that employees on campus are prepared to start the fall semester, including addressing students' needs in person, while practicing social distancing and moving instruction to an online format:

- A general overview of COVID-19 including infection prevention and control measures, including recognizing signs and symptoms of infection.
- Training and reminder of current and new university policies and procedures.
- Training on how to disinfect workspaces and what areas to clean frequently.
- Placement of social distancing signage.
- Facilities Management staff regular cleaning of high touch and traffic areas to include but not limited to; restrooms, handrails, door handles/push bars, and common areas.
- Reconfiguration of furnishings to promote physical distancing in areas including but not limited to conference rooms and waiting areas.
- Placement of maximum occupancy signage in common areas and configure to accommodate appropriate physical distancing.
- Placement of maximum occupancy outside of all restrooms and classrooms with appropriate messaging.
- Remove high-touch items such as common use pens or magazines.
- Placement of hand sanitizer in as many common areas as possible.
- Using technology, inventive ways to meet with students as needed, will be identified and implemented.

- The Office of the Provost will provide to all faculty specific information regarding classroom expectations. More information is in the Academics and Research section of this document.

Travel

Travel for faculty and staff follows the up-to-date travel guidance from the CDC. Faculty and staff who are traveling back to campus from a region that is in the midst of a COVID-19 increase should follow the appropriate CDC guidelines related to self- quarantine.

Academics and Research

ASU's goal will be to ensure all faculty and academic support staff are prepared to meet students' needs both asynchronously and synchronously.

Course Modality

- All fall 2020 courses are developed with online content in GaView.
- Course modality for fall 2020 face-to-face courses will be offered in a hybrid format where a portion of the students are physically in the room with the instructor while the remaining students are either viewing the class remotely in a synchronous fashion or working online in an asynchronous fashion. Recommendations for hybrid formats include the following:
 - Lower-division courses to use in-person and synchronous instruction. Videoconferencing equipment is installed in all classrooms prior to the start of the semester to facilitate this mode of instruction.
 - Upper-division courses can use either the synchronous format or a mix of in-person and online asynchronous work.
- Faculty, scheduled to teach face-to-face or hybrid courses during the fall 2020 semester, may not move their courses to fully online.
- Faculty who fall into higher risk populations should contact the Office of Human Resources at 229.500.2026 or hrasu@asuams.edu to begin the process of requesting reasonable accommodations for the fall 2020 semester.
- Faculty will work with their department chair and the office of Human Resources to identify an appropriate accommodation for delivering their course(s). Before making changes to course delivery, the provost must provide final approval for faculty to alternate arrangements.

Classroom Expectations

ASU has made the following adjustments to best accommodate our students and to ensure high fidelity in our instructional processes while maintaining course instruction in an online learning environment.

- Faculty will have the necessary equipment they need to work remotely, including Wi-Fi hotspots. ITS will ensure that equipment is ordered and available for this contingency.
- Students will be informed about the basic requirements for online courses – each student must have an electronic device, internet connectivity, and single sign-on credentials to log into campus.
- Instructors should engage students in asynchronous instruction wherever possible. GaView must be utilized fully including all online discussions, assignments, quizzes, exams, etc.
- Attendance verification will happen as usual regardless of the contingency.
- Virtual and simulated experiences will be used to supplement lab experiments.
- A new set of lab safety guidelines incorporating social distancing has been created and will be used for all lab classes.
- Clinical rotations, student teaching, internships and other field experiences will follow the expectations of the employer. Each activity is vetted by the appropriate program director and Career Services to ensure the safety of our students and alignment with accreditation requirements prior to placement. If applicable, we will request USG permission for labs and clinical instruction to continue in accordance with all required safety measures.

Accrediting Bodies Accommodations

ASU has several programs that must follow accrediting body requirements for class size, student to teacher ratios, clinical rotations, internships, and skills-based labs/experiences. Table 1 shows a list of programs with unique accrediting body requirements.

Table 1: Programs with unique accrediting requirements

Program	Accrediting Agency	Impact on Lectures, Labs, and/or Clinical Requirements
Dental Hygiene	Commission on Dental Accreditation (CODA)	CODA requires a ratio of 1 faculty member to 5 students for all lab and clinical settings.
Family Nurse Practitioner	National Organization of Nurse Practitioner Faculties	Clinical requires a ratio of 1 faculty to 6 students.

Program	Accrediting Agency	Impact on Lectures, Labs, and/or Clinical Requirements
Diagnostic Medical Sonography	Joint Review Commission on Education in Diagnostic Medical Sonography (JRCEDMS)	Maximum student enrollment should be commensurate with the volume and variety of sonographic procedures, equipment, and personnel available for educational purposes. The student/clinical staff ratio should be one-to-one.
Emergency Medical Services <i>(includes Paramedic and Advanced EMT certificates)</i>	Committee on Accreditation of Educational Programs for the EMS Professions (CoAEMSP)	<p>CoAEMSP is accepting individual state requirements and changes for EMS.</p> <p>Labs have a 1:6 ratio maximum.</p> <p>25% of the total hours can be simulated (must be hour for hour). 75% must be traditional. This does not apply to the capstone, which must be completed traditionally.</p> <p>50% in each <u>area</u> (patient contacts) must be completed traditionally.</p> <p>The remaining 50% may be simulated in the lab, but must be "real time" and be documented exactly as a traditional experience. For example, if they must have 5 preschool pediatric contacts (4-5 yrs. old), 3 must be completed traditionally and the other 2 can be simulated.</p>
Radiologic Science <i>(includes Computed Tomography certificate)</i>	Joint Review Committee on Education in Radiologic Technology (JRCERT)	JRCERT specifies a 10:1 student to instructor ratio for clinicals.
Respiratory Care	Commission on Accreditation of Allied Health Education Programs (CAAHEP)	CoARC requires a 6:1 student to faculty ratio and a 6:1 student to clinical preceptor ratio in both lab and clinicals.
Nursing	GA Board of Nursing	20:1 Student to FT faculty ratio and an 8:1 student to faculty/clinical instructor in clinical. This ratio only applies to clinical sites.

Program	Accrediting Agency	Impact on Lectures, Labs, and/or Clinical Requirements
Teacher Education	GACE Program Admission Assessment	<p>Based on the flexibility provided, Educator Preparation Providers by the Georgia Professional Standards Commission, the College of Coastal Georgia will consider for conditional admission students who have a 2.5 GPA or higher, have passed 2 out of 3 sections of the GACE Program Admission Assessment, and have met all other admission requirements.</p> <p>Also consistent with GaPSC guidance, students conditionally admitted to teacher preparation programs must pass all three sections of the GACE PPA requirement by June 30, 2021. The EPP will be offering targeted in-program support to help candidates conditionally admitted meet this requirement.</p>

Momentum Year and Momentum Approach/Student Success

Our primary focus for the Momentum Year is to strategically devote time, energy and resources towards strategies during the first-year of college that seamlessly navigate students through the campus academic experience, while reducing mid-term deficiencies and increasing the likelihood of on-time completion at ASU. Regardless of the contingencies that are enforced, the momentum year framework will be of utmost priority.

- **Pre-Career Assessment (Early Career and Major Exploration)** - Prior to their matriculation, pre-college students will be provided a link to take this assessment. In addition, the First-Year Seminar Courses (ASU 1101) will conduct the assessment. Career Services will manage the data via Focus2Career.
- **Gateway to Completion** – Implement G2C for high-risk courses (specifically at mid-term) such as English, college algebra, biology, chemistry, accounting, computer science. Utilize tutors, supplemental instructors and study table techniques for students in these courses. Assessment will continue based on G2C guidelines.
- **First Year Experience (FYE)** – ASU 1101 courses will be offered based off the contingency in place (i.e. hybrid and online), through a series of seminars, and other interactive activities. FYE focus on meta-majors and the curriculum will utilize activities that develop an academic mindset.
- **Academic Advising** – Professional and faculty advisors are virtual and in person. They can operate either on-campus or remotely.
- **Smarthinking** – Smarthinking is a 24/7 online resource which covers more subjects with subject matter experts, including difficult to staff areas like accounting, economics etc. There is also dedicated writing instruction. Smarthinking operates through a chat feature, live tutoring, and a submission-response system depending on your required level of engagement. For our students,

in every section within GaView, Smarthinking is embedded in Online Learning.

- **Writing and Math Center** – The centers will be open as well as available online. The Online Writing Center is available for students to submit their papers from any class to receive feedback from a full time ASU staff member. The Math Center is available online via WebEx.
- **Study Table** – Occurs face-to-face and virtually in the evening while practicing social distancing.
- **Tutoring (Peer and Professional)** - Students may request tutoring from professional staff through a variety of methods. Tutors will be available in the tutoring center throughout the day.
 - Methods – Synchronous tutoring will be offered via WebEx for our professional staff.

International and Domestic Travel

Albany State University will not offer Study Abroad programs for the fall of 2020. All faculty international and domestic travel is also suspended.

Faculty Development

Continued professional development for our faculty is critical to a successful fall 2020 semester. ASU has implemented several initiatives that will continue to allow faculty to hone their knowledge, skills, and abilities at a distance.

- ASU has established an Online Instruction Certification training program, based upon the USG's Certification training. That program is currently available for faculty to complete by July 31, 2020. The expectation is that all faculty teaching at ASU are certified as online instructors.
- The Center for Faculty Excellence will continue to provide virtual professional development offerings throughout the fall semester, regardless of the contingency in place. During the week of August 3-August 7, the Center for Faculty Excellence will provide training sessions (virtually) for faculty focusing on how to develop courses online.
- Faculty submitted an Instructional Plan to their chair by July 22, 2020. The Center for Faculty Excellence provided a template. Additional resources and materials for faculty will be available on GaView at the Distance Learning site.
- ASU utilizes faculty coaches/mentors to assist with developing courses in an online format. The Office of Distance Learning and the Center for Faculty Excellence will provide tips and strategies for student engagement. That information is on the Distance Learning website.

Research

The vast majority of faculty research does not require the use of specialized research spaces on campus. Science may have a few exceptions. Some faculty use their offices to do research and many will have continued need of library services. For most, access to offices and library resources is sufficient. The

exception will be the analytical equipment that requires weekly maintenance. The laboratory managers will maintain the equipment regularly.

Public Service, Outreach, Continuing Education & Cooperative Extension

ASU has identified those activities and programs that fall within the categories of public service, outreach, continuing education, and cooperative extension. The university will continue to make public health informed decisions that are appropriate and in alignment with guidance and directives from USG, the Georgia Department of Public Health and the Governor's Office.

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Major events such as the Freshman Induction Ceremony, Homecoming related activities, and Commencement Exercises, will be evaluated by the Office of the President to determine permissibility under current conditions. ASU will follow state guidelines as they make local determinations on the expectations for those events.

Student Life

ASU seeks to offer a traditional student life experience that follows CDC and USG recommendations and complies with social distancing requirements. Our continued primary focus is to provide a student experience that engages ASU students holistically.

Housing and Residence Life

If a determination is made that instruction must move to an online format for the remainder of the semester and students must move out of residence halls completely, the Office of Housing and Residence Life will utilize a staggered move-out process across buildings and floors to optimize social distancing. The additional measures will be followed:

- All move-out will be by appointment only.
- Students will be permitted to bring no more than two guests to assist with move out
- Students will have up to 1 hour to pack and move their belongings out of their housing assignment.
- Students must be present to move out; parents or other family members will not be provided access on behalf of a student.

- At the end of the one-hour move-in time, parent/family member will need to exit the campus in order to support social distancing and low density.

If a determination is made that instruction must move to an online format for the remainder of the semester and students must shelter in place in the residence halls, the Office of Housing and Residence Life will maintain safety and sanitation processes outlined in Contingency Plan 1 and scale those processed to accommodate students remaining in housing.

Dining Services

Dining services will operate at a reduced capacity should a transition to online and remote instruction occur. Dining services will operate under the same plan as contingency one, until such a transition would occur.

Counseling Services

The ASU Counseling and Accessibility Services will be providing all services during the fall semester. Face-to-Face appointments will be for emergency and crisis situations only. Social distancing will be required when entering the center. Albany State University Center of Counseling and Accessibility Services will operate through a tele-therapy platform also by appointments only.

Number of Full-Time Counselors

There are three professional counselor/therapists, one coordinator of Student Accessibility Services, one director and one administrative assistant in the ASU Counseling Center.

Number of Graduate Interns/Practicum Students

The center utilizes four graduate interns and practicum students each semester.

Current Ratio of Counselors to full-time enrolled students (spring 2020 enrollment)

The current ratio of counselor to student is 1 to 1,917 based on an enrollment of 5,751.

Space Requirements and Counselor Availability

The professional counselors will be able to service students adequately in the existing Counseling and Accessibility Services Center individual offices if face-to-face Counseling is needed in crises only. Tele-therapy sessions will be by appointment only. The standard operating procedures of the center will be documented and filed.

Client Care

Students will be able to make appointments in advance on the tele therapy platform. The center has a computer for students without means to get services online and to keep appointments with counselors. Students will be required to wear a mask.

Tele-Therapy Counseling

The professional counselor/therapist and coordinator of Student Accessibility Services will utilize HIPPA compliant tele-therapy platforms.

Updated computer equipment and proper protective equipment are used (face coverings for staff and students, wipes, hand sanitizer etc.).

All counselors will be available for tele counseling.

Outreach Programming/Community Consultations

Outreach Programming/Primary Prevention Education requests will continue to be fulfilled. For faculty & staff, training sessions on topics related to faculty monitoring of students' well-being, the mental health impact of tele-service and/or the COVID-19 health crisis, and managing mental health in a virtual environment will continue to be available via the collaboration between the Counseling Center and the Office of the Provost/Academic Affairs. All outreach programs can be offered on-site, for small groups in spaces that allow for social distancing, or virtually.

Student Health Services

ASU Health Centers (East and West Campus) are prepared to operate fully for the fall semester. The centers will be open Monday – Friday, 8:30 a.m. to 4:30 p.m. On weekends, Students can contact the on-call staff at 229.500.3544 or 229.500.3545

Patient Care

Students will be able to make Tele-health appointments by contacting Student Health Services at 229-500-3544 East Campus or 229- 500-3545 West Campus.

Tele-health

For student convenience, Tele-health services will be offered via secured and HIPPA compliant video communications.

Resources and Equipment

- Video capable desktops/laptops.
- Additional staffing in preparation for fall 2020 includes a Nurse Practitioner.
- ASU Student Health Centers have ordered personal protective equipment to include but not limited to N95s surgical masks, gowns, goggles, hand sanitizers, disinfects (wipes and sprays), non-touch thermometers, and other necessary items.

Student Organizations

Utilizing established social distancing protocols, ASU will continue to operate its student organizations and Student Life engagement programs. Several traditional student engagement activities may not be able to occur this fall and some will be modified to occur in virtual or [semi-virtual hybrid](#) formats. Also impacted by social distancing protocols are registered student organizations. These organizations will be provided with guidelines related to their continued on-campus operations during the COVID-19 pandemic.

Fraternity and Sorority Life

Recruitment activities for these organizations will be permissible based on guidelines as provided by their national organization leadership and ASU COVID-19 pandemic safety protocols. The only allowable activities are those that are able to take place in a social distance manner.

Campus Recreation

Campus Intramural programs will follow social distance guidelines as applicable. If these guidelines cannot be followed to ensure safety of students, they will be discontinued.

- Game Room(s) and Fitness Centers hours of Operation will be modified: Monday- Friday (7 a.m. - 9 a.m., 4 p.m. - 7 p.m.) Saturday (10 a.m. - 2 p.m.)
- Two professional staff members along with work-study students will staff the Game Rooms.
- Occupancy will be limited per facility to allow for social distancing.
- Areas will be sanitized and cleaned daily. Staff and students will be responsible for sanitizing equipment between usage (Sanitation wipes and cleaners provided by Facilities Management).
- Students required to bring personal towels.
- Equipment sanitized upon closure.
- Make sure restrooms are cleaned daily and supplies replenished.

Training for Recreation Staff

- Signage on COVID-19 Prevention and CDC Regulations will be posted in the facilities.
- Staff will increase the availability of hand sanitation stations.
- All water fountains will be closed.
- Staff will encourage use of water bottles.

Student Unions, Other Campus Gathering Locations, Bookstore

All such facilities will be reconfigured to permit for social distancing.

University Bookstore

- On a regular basis, staff are wiping down counters, door handles and other frequently touched surfaces using appropriate disinfectant.
- The Bookstore has implemented social distancing measures, including floor tape, reduced occupancy, directional aisles, and spaced fixtures and checkout counters.

- Customers will be able to visit the bookstore for purchases, returns or exchanges by appointment only.
 - A clerk will meet customers at the appointment time allowing entry. Customers are to follow signage identifying specific entry and exit doors as well as directional movement within the store. No browsing or walking around the store is allowed.
- The clerk will select the requested books, supplies, etc. from store stock and take them to the cashier station.
- Only contactless payments via debit/credit card or student accounts are accepted.
- Upon payment, the customer will immediately exit the facility.
- A link to the booking website is available.
- The Bookstore will promote online ordering. Orders will be processed and ready for curbside pick-up or shipping to customers. Detailed instructions for placing online orders is available.
- Orders placed online may be picked up curbside at either the East or West Campus.
- The pick-up location must be indicated at the time the order is placed.
 - Customers will receive a phone call to confirm the order and schedule the day, time and location of the order pick-up.
 - Customers will receive an email when the order is ready for pickup
 - A valid photo ID/student ID is required for pickup.
 - A bookstore team member will bring purchases to the customer.
- Bookstore hours of operation have been expanded for the short term.
 - East Campus: Monday - Friday 8:30 a.m. - 6:30 p.m. and Saturday 10 a.m. - 3 p.m. August 3 - 21, 2020
 - West campus: Monday and Wednesday - 9:00 a.m. - 4:00 p.m., Tuesday, Thursday and Friday - 11:00 a.m. - 4:00 p.m., August 3-14, 2020
- Questions regarding bookstore purchasing processes should be made directly to albanystateuniversity@bkstr.com or 229.500.2007.

Enrollment Management

Albany State University's Division of Enrollment Management and Student Success is committed to serving our students from enrollment through graduation. Therefore, we will implement best practices

during the COVID-19 pandemic. Continued operations of the university's enrollment management function are essential. Although most of our student success related operations are mentioned in the Academics and Research section; we have noted a continuity between the two functional areas that is necessary to ensure optimal student achievement. Adaptations to the recruitment, admissions, and retention strategies are necessary.

Recruitment Strategy

To ensure the continuation of recruitment efforts, while adhering to social distancing protocols, recruiters have transitioned to staggered work schedules. Staff have received laptops equipped to support secure connections to university systems required to assist students with the completion of the admission process. Staff also have access to the following technology:

- Instant messaging technology to communicate instantly with staff colleagues and campus partners.
- Banner Document Management (BDM) database to manage all official student documents and records required to complete admissions processing.
- Softphone application that allows staff to use their personal computers to place and answer voice calls to students as if they were sitting at their office location.

To accommodate social distancing and to mitigate missing yield events, we have transitioned events to a virtual environment. We have pivoted to digital experiences to maintain student engagement and keep students on the path to enrolling.

- Weekly Instagram chats.
- Weekly Facebook Live sessions featuring campus partners (e.g. Financial Aid, Campus Housing, Academic Advising, Career Services).
- Virtual one-on-one and small group sessions with recruiters.
- Virtual campus tours via pre-recorded narrated videos.
- Online Intent to Enroll form.
- Daily social media posts.
- On campus tours will take place with decreased size groups and enforcement of social distancing.

Admissions Strategy

To ensure the continuation of admissions application processing, while adhering to social distancing protocols, admissions staff have transitioned to staggered work schedules. Staff have received laptops equipped to support secure connections to university systems required to assist students with the

completion of the admission process. Staff also have access to the following technology:

- Instant messaging technology to communicate instantly with staff colleagues and campus partners.
- Banner Document Management (BDM) database to manage all official student documents and records required to complete admissions processing.
- Softphone application that allows staff to use their personal computers to place and answer voice calls to students as if they were sitting at their office location.

These procedures allow the admissions staff to be flexible in working with each other, with students, and in being responsive to inquiries from campus partners. All admissions applications are to be completed online via GA Futures. Students have the option to email or mail supporting admissions documents to the Office of Admissions and Recruitment. They can also hand deliver to campus at the front counter of the Enrollment Services Center or leave in the designated drop box at the Enrollment Services Center.

All admissions communications are sent via email, including information regarding documents that need to be submitted.

Regarding the monitoring strategy outcomes, we will use year-to-year comparative data to monitor the number of applicants, admits, and enrolled students via a daily enrollment report. We will continue hosting our weekly enrollment management stand-up meetings to discuss enrollment related updates with campus partners that are impacted by or have an impact on enrollment. These meetings have transitioned to a virtual format.

Orientation and Welcome Week Strategies

- The June and July New Student Orientations will be held virtually via our campus YouTube channel.
- The August New Student Orientation will be held in a hybrid format, ensuring social distancing.
- Prospective students and their guests will pre-register for orientation online for a specified date and time.
- The orientation program content will include information from all campus partners. Program content will be pre-recorded to accommodate social distancing with live moderation to sustain engagement.
- Welcome Week activities will be delivered in a hybrid format to accommodate social distancing. A mobile app has been configured to assign students to activities and manage capacity limitations.

Co-Curricular Retention Strategy (Beyond the Classroom)

ASU maintains co-curricular strategies at the core of its mission; regardless of modality of instruction. To ensure high fidelity to this critical function, the Division of Information Technology has supplied all academic success coaches with the appropriate technology to provide for virtual advisement/coaching sessions. These staff persons are available to assist the students with course registration, while serving as the student's first point of contact for questions and/or concerns about university life and will work to ensure his/her students are informed about campus opportunities, services, and activities.

Our academic success coaches will continue to manage those campaigns designed to identify and proactively intervene with at-risk students, as well as pre-registration and advising campaigns. These professionals also will ensure that students are connected with student support services and activities, and assist students with goal setting and adjustment to university life

Enrollment Management Use of Technology

ASU uses technology in various ways in relation to the enrollment management process. The nexus of such technology is the One Stop Enrollment Services Call Center (known as Ram Central). The Enrollment Services Center Call Center serves as the initial point of contact for all enrollment related matters (Admissions, Financial Aid, Registrar, and Student Accounts). To ensure the continuation of enrollment services, while adhering to social distancing protocols, Ram Central Specialists have been transitioned to staggered work schedules. Staff have been assigned laptops equipped with VPN technology to support secure connections to University systems required to assist students with the completion of their enrollment processes. Staff also have access to the following technology:

- Instant messaging technology to communicate instantly with staff colleagues and campus partners.
- Banner Document Management (BDM) database to manage all official student documents and records required to complete enrollment processes.
- Softphone application that allows staff to use their personal computer to place and answer voice calls to students as if they were sitting at their office location.

The Enrollment Services Center has added plexiglas barriers to the customer service stations. This protects the Ram Central Specialist and the customer. Students and visitors to Ram Central are encouraged to make an appointment via QLess, a digital appointment system that avoids lines, and they will be notified when it is their turn to approach the customer service window for assistance.

Athletics

ASU Athletics allowed student-athletes to return to campus for voluntary workouts sessions in July. Student-athletes are required to provide documented results of a COVID-19 test prior to returning to campus. The test must be within seven days of the campus return. The athletic training staff will screen all student-athletes and staff at the Jones Brothers Health, Physical Education and Recreation Complex (HPER Complex).

Student-athletes must demonstrate they are symptom free before being cleared to participate. Daily monitoring will take place prior to workouts or access to the athletic training room. Following NCAA, Southern Intercollegiate Athletics Conference and Peach Belt Conference rules, access to and use of facilities and equipment will be coordinated and scheduled through strength and conditioning personnel, athletic training and coaches, where permissible. Coaches and/or staff must be present for oversight during training.

Only current ASU student-athletes who have been cleared by the athletic training staff may utilize the facilities. Incoming student-athletes who have been admitted to ASU will work through the athletic training staff to be allowed to participate in voluntary workouts.

The athletic training room will be limited to no more than 10 people at one-time including coaches and/or trainers. Athletic training staff will screen all student-athletes and staff at the Jones Brothers HPER Complex, and must demonstrate they are symptom free before being cleared to participate. Daily monitoring will take place prior to workouts or to access the athletic training room. Masks will be required for student-athletes and staff when occupying the athletic training room. Student-athletes must provide their own masks. Current CDC Guidelines recommend six feet distance between individuals. Physical distancing will be followed inside the athletic training room, with the exception of staff providing treatment or taping. The spaces in the athletic training room where physical contact is made (equipment, tables or chairs) will be appropriately cleaned and disinfected following each rehabilitation session.

Team activities and the weight room will be limited to no more than 18 people, including coaches and/or trainers. Current CDC Guidelines recommend six feet distance between individuals. With the exception of staff conducting techniques, or when spotting is required, physical distancing will be followed inside the athletic weight room. Student-athletes must provide their own masks.

In the athletic weight room, where physical contact is made (i.e. benches, weight bars or dumbbells), appropriate cleaning and disinfecting will follow each workout session.

Following the beginning of fall 2020 classes

Head coaches will follow the team management plan that was approved by athletics administration on how social distancing will be managed during team meetings, film sessions, locker rooms, non-participation workouts/training/practices.

In instances where coaches and staff must be in close proximity (within 6 feet) of student-athletes during practices, masks must be worn for their own protection and the protection of the student-athletes.

The Department of Athletics will work closely with Facilities Management on cleaning and sanitizing equipment and all areas of activity.

Campus Visit and Tours for Prospects

Visits are subject to NCAA sport-by-sport recruiting calendars.

Prospective student-athletes must schedule a campus tour a minimum of 48 hours in advance with the appropriate coaching staff member.

The coaching staff member will communicate the visit with ASU Campus Police, or other designated office based on guidance from the ASU administration. Upon arrival, an Athletics staff member will conduct a temperature and questionnaire screen with each guest.

Prospects will be limited to two guests who are in their immediate family (parent/guardian or sibling).

Campus tours will be limited to open air space and the interior of the select pre-approved facilities.

Social distancing will be followed on the visit, and all individuals on the tour will be required to wear a mask. Guests will be instructed to provide their own mask.

Communications

Topic Areas	Content Topic	Content Owner	Timeline	Audience	Critical Point	Method of Communication
Classroom Expectations	Faculty preparation for return to campus	Office of the Provost	7/28	Faculty	College and Academic Meetings/ Following instructional plans	Campus Email, GaView
Workplace (Campus) and Health Safety	Continued best practices provided by CDC	Office of the President	7/28	Fac/Staff Students Parents	Campus Modifications, Policies and Procedures.	Campus Email, University Website, Campus Posters, Social Media, ASU Radio and TV stations
Housing and Residence Life	Campus Move-In Reminders	Office of Marketing and Communications (ASUInfo)	7/30	Residential Students	Students must schedule an appointment and follow health and safety guidelines	Campus Email

Topic Areas	Content Topic	Content Owner	Timeline	Audience	Critical Point	Method of Communication
Student Life	Housing, Bookstore and Dining Update	Office of Student Affairs	7/30	Fac/Staff Students Parents	Health and Safety guidelines to follow for student life including hours of operation	Campus Email, University Website, Campus Posters, Social Media, ASU Radio and TV stations

Fiscal Impact

The University’s plan is created with safety as our priority for our employees and students. This portion of our plan aligns with the Workplace and Health Safety, Academics & Outreach, Student Life, Enrollment Management, Athletics, and Communication Working Group Plans to track the budgetary impact of each contingency plan for the return to classes for fall 2020. As guidelines from experts and the USG evolve, our plans will change appropriately.

Under any of these contingency plans for fall semester, the University expects to be impacted by lost revenues. Given the uncertainty of the current environment, the University is preparing for the possibility of an enrollment decline and the University is developing a budget reduction plans to address any decreases in state tuition and fee revenues related to these anticipated decreases in enrollment. The reduction in auxiliary and student activity fees will be addressed similarly.

The estimated tangible costs associated with a return to campus with social distancing expectations include the following:

Description	Estimated Cost
*Supplies	\$ 180,000.00
Sanitize Residence Halls	\$ 300,000.00
**Residence Hall Lost Revenue	\$ 27,300.00
Classroom Technology Upgrades	\$2,100,000.00
Faculty Technology Upgrades	\$ 800,000.00

*Supplies Include but are not limited to: Sanitizer, Face Coverings, Disinfectant, Wipes, Gloves, Gowns, Plexiglas

** Reconfiguration of 105 rooms from triple occupancy to double occupancy	Triple Occupancy	Double Occupancy	
Bed Rate	\$ 1,400.00	\$ 1,970.00	
# Occupants	3	2	
Total Revenue	\$ 441,000.00	\$ 413,700.00	\$ (27,300.00)

Specific plans related to tracking and reporting fiscal impacts for the period that instruction would shift to online under Contingency 3 will be given by the USG Office of Strategy and Fiscal Affairs at a later date.

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

ASU has instituted a sustainable and comprehensive surveillance testing plan protocol.

ASU is working with Testing for America (TFA), a nonprofit established by academics, engineers and entrepreneurs to address the COVID-19 testing America. The organization has identified and is supporting a portfolio of high-quality, scale-ready technologies that can complete millions of tests per day at very low cost. This partnership will benefit ASU students, faculty, and staff as they will be able to receive non-mandatory COVID-19 testing at no cost to them.

Contact Tracing

Contact tracing is a strategy in which public health officials work with a patient to help them recall everyone with whom they have had close contact during the timeframe while they may have been infectious. The Georgia Department of Public Health will be responsible for all contact tracing on campus.

For more information on how contact tracing works in Georgia, see the GDPH video at <https://youtu.be/8LANQADjaEY>.

Isolation

While a student is awaiting test results or has tested positive, it is recommended the student will return home to self-quarantine. If that is not possible, there is space identified with quarantine rooms for those students. Arrangements will be made for online instruction and meal delivery.

Notifications

All proper notifications will be made of the Georgia Department of Public Health pursuant to their contact tracing protocols.