Fall 2020 COVID-19 Operations Plan
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Planning Framework

Pending direction from the University System of Georgia (USG), the University of North Georgia (UNG) plans to begin the fall semester with face-to-face instruction. It is important to bring our students back to our campuses so that they may engage in the full higher education experience, which we have all invested much time in developing.

The future for the next months and possibly year(s) is uncertain due to COVID-19. This uncertainty will require robust planning, coupled with extreme flexibility. We cannot predict what the circumstances will be for the start of the 2020-2021 academic year or during any part of the fall term; however, we can develop plans that account for some of the scenarios under which we might be asked to begin the fall term. There are multiple scenarios for the fall semester for which we have planned.

- Academic Year 2020-2021 Start - Fall classes begin with limited social distancing expectations
- Contingency Plan 1 - Fall classes begin with social distancing expectations
- Contingency Plan 2 - Fall classes begin fully online
- Contingency Plan 3 - Classes and operations go to an online format for a period of time during the semester

This plan will be revised as necessary to reflect evolving guidance.

Guiding Principles

All plans will prioritize the health and safety of all members of our community and will comply with Executive Orders and directives from the Governor’s Office as well as guidance from the Georgia Department of Public Health and the University System of Georgia.

UNG will continue to make the safety of students, faculty and staff its first priority. UNG will work in tandem with the Governor’s office, the Governor’s COVID-19 Task Force, the USG, and the Georgia Department of Public Health (GDPH) to make public health-informed decisions affecting the status of each of our campuses. UNG will strive to support or provide resources to students or employees who are in vulnerable or high-risk groups. Further, UNG will develop a communications campaign, operational changes, and physical modifications that promote an understanding of and adherence to safety and health practices and guidelines. Through these efforts, UNG will promote better health practices.

Classes and operations must be able to go between best practices in face-to-face and online delivery for a period during the semester, based on public health information. UNG must be prepared for a disruption in the fall semester based on the fluid situation. Plans must include best practices for operating within an online environment and providing instruction within for social distancing restrictions. The changes necessary to support effective instruction while guarding the health and safety of students and faculty will require substantial investments of time and resources, and maximum collaboration among all members of the UNG community.

Clear and proactive communications regarding planning, implementation processes, and operational changes are essential. A fluid environment with many unknowns contributes to anxiety and confusion among students, employees and community stakeholders. UNG is committed to effective communication that supports effective work, fosters student success, and builds strong communities.
UNG Planning Structure

Working within the leadership structure at UNG, the following workgroups and sub-groups were developed to consider the major considerations for each of the planning scenarios; to develop recommendations for increasing safety, agility and effectiveness; and to identify the resources necessary to implement each plan. The workgroups were composed of faculty, staff and administrators from each of UNG’s campuses and included representation from Faculty Senate and Staff Council. The full list of individuals is acknowledged in Appendix D.

Business & Administration
- Workplace and Health Safety
- Preventative Practices
- Mitigation and Monitoring Practices
- Cleaning and Sanitation Practices
- Travel and International Programs
- Enforcement Practices
- Fiscal Impact

Academics & Research
- Academic Personnel
- Academic Instruction
- Research

Student Affairs & Enrollment Management
- Enrollment Management
- Student Life
  - Student Success
  - Student Activities
  - Residence Life
  - Military
  - Auxiliary and Dining Services
  - Student Services

University Relations
- Public Service, Outreach, Continuing Education and Events
- Communications

Athletics

Advancement & Alumni Relations
Classes Begin with Limited Social Distancing Expectations

Our goal is to begin face-to-face instruction with students for the fall semester as scheduled in August 2020. However, we know that any return to campus in fall 2020 will not be "normal" even if significant social distancing expectations are not present, and modifications to our typical practices will be required. Per direction from the University System of Georgia, UNG fully developed Contingency Plan #1 (beginning in the next section). With that plan as a basis, this section is intended to highlight any areas within UNG’s working groups where a plan with “limited social distancing” requirements would differ significantly.

The only potential difference we envision under this scenario is that larger gatherings may be permissible with certain provisions. UNG will continue to follow guidance from public health officials and the Governor’s executive orders.
Contingency Plan 1:
Classes Begin with Social Distancing Expectations

UNG’s plans will follow guidance from the University System of Georgia (USG), the Governor’s COVID-19 Task Force, the Georgia Department of Public Health (GDPH), the Centers for Disease Control and Prevention (CDC), to make public health-informed decisions affecting the status of any of our campuses.

Workplace & Health Safety

- Workplace Health and Safety includes those components of returning to work that are designed to prevent infection of employees with the COVID-19 virus and to proactively implement measures to keep the university community safe and healthy. Note: Student return will be addressed in the Academic and Student Life sections of this document

- UNG is currently executing a gradual and staggered return to campus for faculty and staff that includes provisions for social distancing. For the purposes of this planning document, all expectations outlined in the Employee Return to Campus planning document remain applicable. Additional plans should be in place to bring all faculty and staff onto campus to resume normal operations but with social distancing practices in place.

- In preparation for an employee and student return to campus, UNG will undertake measures to enforce social distancing requirements, promote healthy practices, and mitigate the risk of COVID-19 transmission.

- Public health guidance is clear that the use of cloth face coverings and practicing social distancing (staying 6’ away from others) in public settings is important in reducing the risk of COVID-19 transmission. Effective July 15, University System of Georgia institutions will require all faculty, staff, students, and visitors to wear an appropriate face covering while inside campus facilities or buildings where six feet of social distancing may not always be possible. UNG will provide all employees and students with cloth face coverings prior to fall semester. Face covering use will be in addition to and is not a substitute for social distancing. Face coverings are not required in one’s own residence hall room or suite, when alone in an enclosed office or study room, or in campus outdoor settings where social distancing requirements are met. Anyone not using a face covering when required will be asked to wear one or must leave the area. Repeated refusal to comply with the requirement may result in discipline through the applicable conduct code for faculty, staff or students. Reasonable accommodations may be made for those who are unable to wear a face covering for documented health reasons.

- Physical environments will be modified, as necessary, to include signage, floor markings, adjusted furniture layouts, bathroom and elevator occupancy limitations, touch-free card swipe devices, and other changes to classrooms, workspaces, buildings, and even outdoor areas (e.g., one-way sidewalks) that promote social distancing, reduce the need to touch objects, and reduce instances of close contact between individuals.

- UNG will ensure the availability and appropriate inventory levels for personal protective equipment or PPE (face coverings, face shields, gloves, and in some cases gowns and other protective outerwear) for employees. The kinds of PPE vary depending on differing factors such as job duties, job location, and other circumstances.
• UNG is developing training to cover a range of information, including guidelines, responsibilities, and resources to help employees and students promote health and safety on campus. These training opportunities will be made available as they are developed.

• Employees and students are expected to adhere to the following general infection prevention practices to help stem the spread of COVID-19:
  o Wash your hands often with soap and water for at least 20 seconds.
  o If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hand and rub them together until they feel dry.
  o Avoid touching your eyes, nose, and mouth with unwashed hands.
  o Cover your cough and sneezes with a tissue or inside your elbow.
  o Employees shall not use other employees’ phones, desks, offices, computers, or other tools and equipment, except in limited circumstances.

• All employees and students should be diligent about self-monitoring and are expected to conduct the following self-screening daily before coming to campus. If the answer is “yes” to one or more of the following questions, the employee should stay home and contact their supervisor; appropriate leave policies described in the next section may be applied.

According to the CDC, people with COVID-19 have had a wide range of symptoms including the following:
  o Cough
  o Shortness of breath or difficulty breathing
  o Fever
  o Chills
  o Muscle pain
  o Sore throat
  o New loss of taste or smell

Are you experiencing any of the COVID-19 related symptoms noted above?

Are you living with or caring for an individual who is suspected or confirmed case of COVID-19?

Have you been in contact with anyone known or suspected to have COVID-19 in the last 14 days?

Have you tested positive for COVID-19?

**High-risk Populations**

Upon request, individuals who are at higher risk for severe illness with COVID-19 will be given an opportunity to continue to work remotely or be given arrangements to ensure they can work or participated in courses with limited face-to-face contact with other individuals. The
GDPH and CDC have stated that people of any age with the following conditions are at increased risk of severe illness from COVID-19:

- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity (body mass index [BMI] of 30 or higher)
- Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Sickle cell disease
- Type 2 diabetes mellitus

The UNG Office of Human Resources will provide a common Employee Accommodation Request form for employees to use in making such a request. Documentation for underlying medical conditions will be required as a part of the request. All requests will be submitted to UNG’s Office of Human Resources, who will review the request and upon approval will work with the employee and their immediate supervisor in documenting and providing for the alternate work arrangement.

Students who would like to request accommodations should contact the Dean of Students at deanofstudents@ung.edu.

Hygiene

The cleaning and disinfecting of campus facilities is an integral part of mitigating and preventing the spread of COVID-19. During this plan implementation:

**Cleaning** removes germs, dirt, and impurities from surfaces or objects. Cleaning works by using soap (or detergent) and water to physically remove germs from surfaces. This process does not necessarily kill germs, but by removing them, it lowers their numbers and the risk of spreading infection.

**Disinfecting** kills germs on surfaces or objects. Disinfecting works by using chemicals to kill germs on surfaces or objects. This process does not necessarily clean dirty surfaces or remove germs, but by killing germs on a surface after cleaning, it can further lower the risk of spreading infection.

**Sanitizing** lowers the number of germs on surfaces or objects to a safe level, as judged by public health standards or requirements. This process works by either cleaning or disinfecting surfaces or objects to lower the risk of spreading infection.

- Custodial staff will clean campus areas per established USG guidelines with the following cleaning frequencies:
  - Main Entrances: Sanitize all door handles, automatic door openers, light switches, and frequently touched door components twice daily.
  - Offices: Office occupants will clean all office surfaces with UNG-provided materials weekly.
  - Instructional Spaces: Clean daily and sanitize twice daily all door handles, automatic door openers, light switches, and frequently touched door components.
Break rooms and copy/supply rooms: Clean and sanitize all door handles, light switches, and horizontal surfaces once daily.

Elevators: Sanitize all request buttons and interior controls twice daily.

Public Restrooms: Clean and sanitize all touchable surfaces to include door handles daily. Replenish supplies as needed during the day. Log cleaning activities on cleaning log installed inside the room.

Trash Pickup: Remove trash and recycled materials from public spaces and restrooms twice daily. Employees must leave office waste in the hallway for pickup at the end of the day.

- Access to hand sanitizer will be provided for public use in all hallways and non-residential restrooms.
- As available, cleaning and/or disinfectant materials will be provided for individual offices.
- Custodial staff will receive third-party training updates on cleaning protocol as needed to remain current on best practices.
- Areas known to be used by an individual infected with COVID-19 will be isolated for 24 hours when possible. Facilities staff will use most readily available and efficient sourcing for individual space decontamination:
  - Third-party services
  - UVC Moonbeam disinfection unit
  - Georgia National Guard fogging techniques

Innovation
During this plan implementation, UNG will continue and expand innovative work practices.

- Virtual meeting software will be used to the greatest extent possible for all meetings. Those meetings and events that cannot be conducted virtually will be limited to comply with most current public health guidance on social distancing and gathering size.
- Electronic signatures of documents previously requiring hard signatures will be utilized to the extent possible.
- Plexiglas shields for employees requiring public access will be installed as needed.
- To focus on public area cleaning, custodial staff will be redirected from trash collection within private office spaces to allow more time to focus on cleaning and sanitizing tasks.

Mitigation and Monitoring
Students and employees should monitor their health to protect the well-being of themselves and the university community.

- Teleworking will continue for employees able to reasonably accomplish work requirements outside of the office.
UNG expects employees and students to conduct daily self-screening for COVID-19 symptoms prior to coming to campus and to stay away if they are symptomatic or have been exposed to someone with COVID-19.

Effective July 15, all USG institutions will require all faculty, staff, students, and visitors to wear an appropriate face covering while inside campus facilities or buildings where six feet of social distancing may not always be possible. UNG will provide all employees and students with washable, reusable cloth face coverings prior to fall semester. Face covering use will be in addition to and is not a substitute for social distancing. Face coverings are not required when alone in an enclosed office or in campus outdoor settings where social distancing requirements are met. Anyone not using a face covering when required will be asked to wear one or must leave the area. Repeated refusal to comply with the requirement may result in discipline through the applicable conduct code for faculty or staff. Reasonable accommodations may be made for those who are unable to wear a face covering for documented health reasons.

Areas known to be used by an infected individual will be isolated for at least 7 days where possible—24 hours when possible or as long as possible.

As information is available, the university will post notifications of confirmed cases of COVID-19 among the campus community and their impact online.

UNG will support contact tracing in cooperation with Georgia Department of Public Health (DPH) for reporting of employees who test positive for COVID-19 or who may have been exposed to someone who has tested positive for COVID-19. Employees or students with COVID-19 symptoms or who are exposed to another individual with COVID-19 must either isolate themselves or receive a negative COVID-19 test result prior to returning to campus with no symptoms of COVID-19.

Occupancy limits will be adjusted to promote social distancing. Allowable occupancies for instructional areas, conference rooms, and other assembly spaces will be calculated based on the latest social distancing requirements ascribed to by the state of Georgia. Some common areas may be closed where social distancing may not be achieved.

Protective screening and queuing guides will be installed as needed for areas where public access is required.

Additional signage to assist in educating employees on information related to COVID-19 and preventive practices will be placed in highly visible areas.

The use of face coverings will be required when more than one person occupies a university vehicle.

Food service venues and operations will be adjusted to allow for social distancing, including take-out services.

Seating and/or computer work stations will be removed or adjusted to enforce social distancing.

Personal office doors will remain closed when practical with accommodations made for visitors/guests to request entry.

Point-of-sale locations will suspend the use of Personal Identification Number (“PIN”) pads, PIN entry devices, electronic signature capture, and any other credit card receipt signature requirements to the extent such suspension is permitted by agreements with credit card companies and credit agencies. Regular disinfection of these devices is required when used.
Staffing

Staff should be functioning at full capacity; however, shared office time will be minimized. In those workspaces that limit the ability to adhere social distancing guidelines, staff should rotate between teleworking and on-campus work. Those in vulnerable populations should be accommodated to the extent Human Resources policy allows and in conjunction with the supervisor.

- All units will be prepared to provide services to students and others remotely when possible.
- All employees should wash or sanitize their hands upon entering the building and office in which they work, intermittently during the day, and upon leaving their offices for the day.
- Copy machines and other shared items should be sanitized between each use.

Guidance on COVID-19 Symptoms and Diagnoses

Employees or students who have tested positive or who have symptoms of COVID-19 should seek medical care, notify their supervisor (in the case of employees), stay home, and complete the UNG COVID-19 Self-reporting Form.

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

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat

Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea. Employees should refer to the most current information at https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html.

Using the GDPH guidelines for discontinuing home isolation, affected employees and students may return to campus when they have met all three of the following criteria and provide a physician’s note that they are able to return to campus:

- No fever for at least 72 hours (three full days of no fever without the use of medicine that reduces fevers), AND
- Improved symptoms, AND
- Gone at least 10 days since symptoms first appeared.

Employees diagnosed with COVID-19 are eligible to use up to two weeks paid leave under the Families First Coronavirus Response Act (FFCRA) and can use any other available leave.
Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and may stay home and telework when possible. The employee should follow GDPH recommendations in caring for their family member. These employees are eligible for up to two weeks paid leave under the Families First Coronavirus Response Act (FFCRA) and can use any other available leave.

Members of the UNG community and visitors may be asked in certain situations to engage in temperature checks while on campus. Normal temperature should not exceed 100.4 degrees Fahrenheit without the aid of fever-reducing medications. If an employee shows a temperature above 100.4, the employee will be sent home and should contact their healthcare provider. To return to work, employees should provide proof of a negative COVID-19 test result OR should be without a fever above 100.4 for a period of 72 hours without the aid of fever-reducing medications and have no additional symptoms. Employees who are sent home should use applicable leave options.

Employees and students who are sick but not with COVID-19 symptoms should follow their medical care provider’s direction.

Please refer to the diagram below for a summary of COVID-19 guidance.
Professional Development Opportunities

UNG’s faculty and staff continue to participate in discipline-specific virtual conferences and training opportunities through professional associations and other organizations as available and as resources allow.

The university’s Office of Human Resources continues to provide instructor-led training virtually on a variety of topics, including best practices in the remote work environment.

The Office of Human Resources uses the SkillPort online learning platform to deliver training that employees can conduct virtually and at their own pace.

The annual UNG LEADS professional development program for all employees is being adjusted to a virtual “conference” format this year, and content will be delivered synchronously throughout the day on August 10. Potential topics include:

- Best practices in teleworking
- Returning to campus--What you need to know
- Making meaningful student connections in an online world
- Being Student-Focused in Times of Crisis: What We Learned About UNG Students
- Best practices in remote instruction--Mindset
- Mitigating Academic Misconduct: Best practices in remote instruction
- Best practices in remote instruction and assessment
- Fear, Anxiety, & Agoraphobia
- Faculty/staff experience through the pandemic
- To mask or not to mask?
- COVID-19 and how pandemics historically play out
- Budget implications for UNG
- Staying Well
- COVID-19 and Diversity
- Financial planning through crisis

Faculty Development

To support faculty in the online delivery of instruction, the Academic Personnel workgroup recommends the following:

- All instructors must be prepared to move instruction online to include a minimal presence in D2L for all courses to support a move to online or hybrid delivery.
  - Maintain the gradebook; Post the Syllabus; Post other items to have at least minimal presence
  - Design features of the D2L that will allow easy transition (what are those?)
- Address course design needs
  - Instructional design
  - D2L training
  - FLOC training
  - QM certify all appropriate courses
  - Design parallel process for non-traditional courses (e.g., lab courses)
  - Need focus on student engagement
− Need substantial training on accessibility and accommodations for compliance
− Specific training on Hybrid instruction - it is not ½ lecture in person and ½ lecture online.

• Course pedagogy/teaching online, we should provide strategies that:
  − Deal with the Five Urban Myths of Online courses
  − Create effective discussions
  − Create overall course engagement
  − Promote best practices in assessment and protecting from academic dishonesty
  − Testing strategies - especially as alternatives to proctored assessment.
  − Support part-time faculty
  − Develop hybrid approaches for easy transitions between phases
  − Promote LEAP frameworks, especially TiLT & HiPs in online environment

• Course management, create more awareness of D2L tools such as:
  − Collaborate
  − Statistics per student, per course activity
  − Apps such as Assignment Grader and Pulse particularly Assignment Grader
  − Early alert

• Develop listserv for dealing with COVID-19 in the classroom, workplace
  − Place to ask questions and share responses
  − Managed and seeded by CTLL or other office.
  − Encourage similar approaches within divisions and departments (e.g., teaching circles).

Academic Personnel

Academic Personnel comprise the following faculty and student support areas: deans and administrative support staff of academic colleges and units; department heads, assistant/associate department heads, and administrative support staff of all academic departments; all faculty; faculty and staff of the Libraries; all staff in DETI, Advising, Faculty Records, and the Academic Affairs offices on each campus, as well as the student support offices housed under University College (e.g., Tutoring, Learning Support, Supplemental Instruction, etc.). Student workers of these offices might also be included in this list.

The Academic Personnel workgroup noted the following concerns about the impact on fall instructional operations if social distancing is required:

• Returning student schedules are mostly set now.
• Capacity of instructional spaces, if we need to reduce numbers in one place at one time.
• New students are soon to be advanced scheduled.
• Potential reduction in adjunct/part-time faculty may further reduce capacity.
• Is it possible to create a two-University plan (M/W & T/Th schedules for both students and faculty/staff)?

The gradual and staggered return to campus plans will inform the ultimate full return of faculty to the campus; however, the Academic Personnel workgroup identified the following priorities for academic and research personnel return to campus, beyond those already identified in other areas.

• Implemented procedures, protocol, and equipment to create an environment in which employees feel safe and can function effectively at work.

• Cleaning/sanitizing policy for all campus buildings and computers before and after each class or individual use.

• Rapid contact tracing of every sick individual with required notification of those exposed and recommended self-isolation. Contact tracing will be conducted by the Georgia Department of Public Health with support from UNG.

• Policy for submission of proposed or ongoing research projects, to include safety protocols requiring higher-level approval.

• A mechanism for employees to report what they feel are unsafe conditions or practices that need to be addressed with rapid follow-up (similar to the BIT behavior reporting team for crisis situations). This could possibly be the UNG hotline, the existing “See Something. Say Something” online form, or a dedicated COVID-19 email address.

• Getting vaccinations if/when they become available.

Additional recommendations include:

• Use alternative spaces as instructional spaces (gyms, convocation center, auditoriums, etc.).

• Leave doors open to minimize contact with door knobs.

• Consider shortening the instructional time to allow for classroom exchanges (especially for 50-minute classes). If adopted, the lost time could be made up through an online component that students would do each week as part of the course.

• Put physical distancing rules/guidelines in the syllabus and go over on first day of class. For example:
  - Enter and leave classrooms one at a time, exit if possible by rows.
  - Sit, stand, enter, and leave rooms at a minimum distance of 6 feet apart, and more, if possible.
  - Ask questions of your instructor from a minimum of 6 feet away.
  - No touching, high fives, or handshaking, etc.
  - No sharing of computers, keyboards, phones, pens, or paper.
  - Don't be shy about asking your classmates or instructor to step back.
  - Don't take offense if someone asks you to step back.
  - If you can almost touch someone, you are way too close.
  - Cover your mouth when you sneeze or cough (or laugh).
− If you want feedback on your schoolwork, be prepared to share it by email or messaging. Email docs or use your phone’s camera to send your work to a professor or classmate even if they are in the same room with you.
− In labs, divide tasks equitably, and step away periodically to allow your groupmates to view results.

   • Need to maintain access for those with disabilities.
   • Use projectors and white boards to interact with seated students.
   • Unplug computers or remove keyboards from computer labs so that only every other computer, or every third computer, is usable.

Each academic unit noted additional materials, supplies, equipment that faculty will need to begin the fall semester. Those resources are noted near the end of this section using the USG- provided template.

Facility Evaluations and Modifications:

   • All instructional areas will be field measured to determine occupancy that maintains social distancing requirements.
   • Data for allowable occupancies will be integrated with Banner scheduling to help inform decisions on appropriate modality by course section.
   • Non-instructional spaces will be evaluated for use as instructional spaces to offset area where required occupancy does not accommodate instructional requirements.
   • Furniture relocations will be made as needed to facilitate social distancing requirements.
   • Faculty and students will be instructed to not change the configuration of classrooms at any time during the semester.

Travel Guidance

All university-sponsored, non-essential travel by USG employees is prohibited until further notice. The USG will provide updated information as the situation changes.

- Intercampus travel should be restricted to essential UNG business only.
- Essential travel should be approved in advance by an employee's supervisor and unit vice president.
- **Study abroad**: Because the COVID-19 is an evolving situation, final decisions for any study abroad/study away programs for fall 2020 should be considered carefully and be informed by public health information. UNG anticipates that the USG will provide some baseline guidance to institutions related to study abroad/study away that will be based on the current public health information. The university will follow CDC guidance related to international travel and have plans in place to accommodate any affected students.
- Employees and students who are traveling back to their campus from other countries or regions should follow the appropriate CDC guidelines related to self-quarantine.
Resources Required

To support the workplace and health safety strategies and tactics in this plan, UNG will implement the following measures. These resource requirements are detailed at the end of this section, along with resource requirements identified by other workgroups, using the template provided by the USG. We anticipate that no new funds will be available to fulfill these requirements and that UNG will need to redirect funds from other sources, as available, to meet these needs.

- Provide reusable cloth face coverings to all students and employees and require use of face coverings when social distancing is not possible. UNG will also provide disposable face coverings for use as necessary.
- Provide enhanced PPE to employees whose jobs require it.
- Enhance cleaning.
- Provide additional cleaning supplies.
- Initiate screening protocols and contact tracing support in concert with Georgia Department of Public Health.
- Provide guidance through the COVID-19 planning team on how to improve workspace design and signage to support social distancing and additional hygiene measures.
- Adjust schedules, shifts, and reporting requirements to help ensure flexibility and social distancing.
- Maintain and encourage transformational work practices as needed.

Enforcement Practices

Every individual in the UNG community has a critical role to play in our successful return to on-campus and in-person activities, and our actions must be guided by concern and respect for others. Education and information are the most effective ways to ensure compliance with health and safety expectations, though enforcement may be applied as necessary. As a university community, in addition to the information campaign noted in the introduction to this plan and required training, UNG will ensure that website resources are updated and reflect current guidance and FAQs regarding:

- Availability of health and safety items to maintain environment, how they will be used, and according to what schedule.
- Expectations for all, including requirements and/or requested use of screening procedures, use of PPE, etc.
- Reporting structure and enforcement of employee and student policy violations that jeopardize health and safety of the UNG community.

Supervisors, in coordination and consultation with the Office of Human Resources, will enforce workplace and health safety guidelines. UNG will develop a resource guide and training for supervisors.

Students should adhere to the Student Code of Conduct and to expectations outlined in UNG’s Supplemental Syllabus.

The following policies will be reviewed with the university community through online training modules and other communication tools:
- FMLA: supervisors need to understand FMLA and when to direct employees to HR to inquire about it.
- FERPA: how to protect student records in an online environment
- Essential personnel
- Student Absence Policies (training and/or revision): focus on flexibility and holding standards.
  - What constitutes an excused absence and how is it demonstrated.
  - Need to accommodate students in quarantine through alternative pathways?
  - University should issue a statement on absences and expectations.
  - D2L attendance quiz, EA, and Student Connection Program (SCP) may be mechanisms to help address.
  - Withdrawals and hardship withdrawals: focus on flexibility and holding standards.
    - D2L attendance quiz, EA, and SCP may be mechanisms to help address.
- Office hours policy:
  - Office hours should be robust and flexible, but may be provided virtually as appropriate.
  - Training may be needed on how to effectively conduct office hours and advising in online platforms.
Academics & Research

Academic Instruction

The goal under this contingency plan is to keep as much of a face-to-face experience intact while ensuring social distancing.

UNG’s planning process, and contingency plans for fall 2020 instruction, are reflective of SACSCOC Position Statements related to both educational quality and institutional planning and assessment. As such, UNG’s plans for reopening in fall 2020 emphasize providing a high-quality educational experience for all students, regardless of the course format. The plans described below include innovative ideas for providing instruction, co-curricular experiences, and student support services.

The following guidance will apply to all academic units:

- For courses and programs that were online prior to the system-wide move to online learning in March 2020, there is no expectation for changes to those courses and how they are or will be delivered.
- Faculty who are scheduled to teach face-to-face or hybrid courses during the fall 2020 semester shall not independently move their courses to fully online.
- A determination regarding fall courses will be made by the university.
- **Instructional modality.** Based on the capacity of the UNG facilities and USG guidance to maximize the face-to-face experience of students while following safety guidelines for all, the majority of courses will fall into one of the hybrid modalities identified below. The deans will monitor the percentage of courses that are moved totally online to accommodate faculty who are in high-risk categories. Colleges will identify and tag each course schedule with the instructional modality using the following definitions:
  - **Face-to-face:** Classes taught face-to-face; all students present for each class period, with a minimal level of required online activity to meet the required instructional time for the semester.
  - **Online/Fully at a Distance (F):** courses offered entirely online, no face-to-face component.
  - **Hybrid split (H1):** courses with a face-to-face component between 25-50%, in which segments of the class rotate through the classroom on a regular cycle to respect social distancing requirements. The frequency of the rotation is based on the classroom capacity and course enrollment.
  - **Hybrid - touch points (H2):** courses are primarily taught online, but have regularly scheduled touch points between faculty and students at intervals throughout the semester.
  - **Hybrid-hands on (H3):** courses are partially online and partially face-to-face. The face-to-face component requires students to be in close proximity to one another or even touch one other. Examples would be kinesiology courses in the College of Education and nursing courses in the College of Health Sciences & Professions. **Classes with this designation require face coverings for the face-to-face content.**
- **UNG academic calendar revision**
  - Fall semester classes will begin as planned on August 17.
  - All classes will end on-campus components on November 24, the Tuesday before Thanksgiving.
The exam schedule will advance by one week (week immediately following Thanksgiving break).

Three days of instruction will be addressed through a mandatory component of online instruction for all courses. This mandatory online component will enhance our preparedness for a pivot to online instruction if that should become necessary.

- Communications
  - **Department heads**: will communicate modality decision to faculty, will place order for PPE kits for individuals’ offices to start the year and point faculty to appropriate professional development offered by DETI and CTLL to support preparation of courses.
  - **Provost**: will communicate standard online component requirements, new items related to COVID-19 and to communications with students to be included in syllabi, and expectation for initial email to each class providing “start the semester” information; and guidance for noting student evaluation decisions in annual evaluations and P & T folders.
  - **The Division of Academic Affairs** will confirm with the Registrar’s office the tagging of courses in the course schedule and/or Banner and communicate any guidelines beyond the definitions agreed upon above to the departments. Where appropriate, UNG will leverage technology to support both teaching and learning.
  - The university’s planning and assessment processes will be adjusted, as necessary, to ensure that we can continue to monitor the impact of changes made during this time on both operational effectiveness and student learning.
  - Academic instruction will follow the plans submitted by Workplace and Health Safety workgroup and Preventative Practices workgroup; however, some instructional spaces (identified below) require additional attention.

Guidance for faculty working with students who are unable to participate in all course activities:

- **Flexibility**: Although documenting regular attendance is a best practice for student success and retention in both virtual and traditional environments, faculty should consider the following recommendations as we accommodate students who may fall ill during the semester or have responsibilities to help care for their families and friends:
  - Do not use an attendance grade.
  - Allow students to complete missing work in a timely fashion if they must miss class.
  - Do not require that a student submit a note from student health or their doctor to make-up missing assignments.
  - **Incompletes**: In circumstances where a student misses a portion of the course, a grade of Incomplete may be a suitable option over withdrawing. Incompletes are inappropriate if the student has not completed approximately 75% of the course work.
College-specific Planning
The diverse offerings and degree of specialization in some programs within each college require additional explanation. Thus, portions of the plan for contingency plan 1 (Classes begin with social distancing expectations) are more detailed than sections covering contingencies 2 & 3.

**College of Arts & Letters**

The College of Arts & Letters (CAL) is prepared to offer its full-range of instruction:

1) entirely on campus per previous semesters,

2) completely online with certain exceptions, and

3) through a combination of online and on-campus instruction while observing social distancing.

Depending on the social distancing guidelines as well as other policies regarding the health and safety of students and all UNG employees, a typical on-campus class could be divided into halves, thirds, quarters, or even sixths with, for example, one-quarter of the class coming on Tuesday, another quarter on Thursday, the next quarter the following Tuesday, and the final quarter on Thursday, thus allowing all students an on-campus, in-the-classroom experience once every two weeks. It would be preferable to have that in-classroom experience once a week, but whether it’s once a week or once every two weeks will depend on the circumstances. Content can be broken into the online portion and the in-class experience with faculty tailoring their classes accordingly.

Some specialized classes present interesting challenges in disciplines such as film, music, theatre, and visual arts. A percussion class can still be held in their designated space taking into consideration certain precautions like wearing face coverings, wiping down instruments, etc. Voice and ensemble classes as well as certain Theatre classes, however, present distinct challenges. For those, during the early part of the semester, when it’s warmer, classes can be held under tent on the drill field if in Dahlonega, or making use of the new review stand on the drill field (assuming it’s completed by August). These outdoor spaces offer opportunities to allow for students to practice and perform while maintaining distance and not in an enclosed setting.

In addition, there are ways to continue with performances by limiting the audience and installing recording equipment in Shott, Hoag, and the Ed Cabell Theatre. The guidelines for music will also apply to theatre. Visual arts studios should function very similarly to the science and computer labs and will necessitate careful scheduling, reduction in capacity to allow for distancing, and regular cleaning. CAL recognizes that it will fall to its students, faculty, and staff to undertake certain cleaning responsibilities and that facilities staff cannot be expected to handle everything.

Internships and Practicums for Gerontology & Psychology: As we prepare to open campus, internship and practicum directors should review our sites for the safety of both our students, as well as the clients and businesses they would be serving. Internships and practicums, particularly for Gerontology, should be done from a distance or virtually. For older adult populations usually served by the gerontology minor practicum we are creating more research opportunities with faculty to satisfy the capstone experience for students that will graduate summer and fall of 2020.

Military Science Instruction
Course offerings will be blended with an appropriate amount of cadets in the classroom adhering to physical distancing guidelines while the remaining cadets participate in the class via online Blackboard technology. A rotating schedule will ensure the blended concept allows for instructors and cadets to have face-to-face interaction.

Military science level 1: (8 sections)
Military science level 2: (8 sections)
Military science level 3: (5 sections)
Military science level 4: (5 sections)

Military science internship/independent study and military science history have one section each. Each section meets two (2) times a week (Mon/Wed) or (Tues/Thur). Military history meets Mon/Wed/Fri (only 1 section).

Standard class seats/classroom capacity is (30). Blended/rotating instruction will comprise of reducing live instruction to the directed number of authorized persons in a room in order to meet social distancing protocols. The remaining number of student cadets will conduct academic instruction on-line/distance learning.

Military Science Lab and Field Training Exercises (FTX)
Lab periods will still occur on Monday and Wednesday every week. FTX will still be conducted in the fall and spring semesters.

- The lab and FTX periods use outdoor locations on the drill field, promenade and Pine Valley, Camp Frank D Merrill, Fort Benning, GA, and other locations necessary to conduct training. The lab and FTX periods will be best for maintaining physical distancing while education occurs in an outdoor setting.
- Physical distancing protocols will remain in place and those drills that require touching will be replaced with demonstration or multimedia demonstrations.
- Lab location/areas will be assigned by Military Science Department for each company with enough space to break down and train in a platoon formation adhering to social distancing protocol.
- Lessons plans for each lab will include a description of social distancing procedures for that specific training. There will be a risk assessment completed for each lab period. Each lab period will be monitored by assigned cadre.

Military Science Physical Fitness Training
PT will still occur on Monday through Friday from 0630-0800 hours. PT formations, size, location and activity will change to meet CDC and Army physical distancing procedures. As for any performance standards, cadre and cadet leadership will be responsible for enforcing the social distancing standards until it becomes a norm.

- There will not be a Brigade accountability formation on the drill field at 0630. Companies will be assigned a designated training area (TA) where they will form for accountability and conduct PRT. Companies will form-up by platoon in the extended rectangular formation (double arm interval).
- Cadets and cadre will wear face coverings to all formations. The face coverings can only be removed while conducting physical training activities.
- The PRT plan will support a rotation of training areas so that cadets are not limited to terrain or equipment.
- Equipment will be sanitized before and after PT on a daily basis.
• Units will not run in a traditional Army formation, but may run in release or extended formats to adhere to physical distancing requirements. Run routes will be clearly marked and enforced. Runners will be released at five second intervals to maintain distancing or can run in an extended squad sized file formation.

Special Units – Ranger Challenge, Scabbard and Blade, Aggressors.
These units will function with limitations due to the types of training that are conducted.
• Ranger Challenge will continue to execute its assessment and selection programs in the fall and spring along with training for the competition teams.
• Aggressors will continue to execute their assessment and selection and largely support lab and FTX training periods for our upper class cadets.
• Scabbard and Blade Honor Society will continue unchanged.

College of Education
The College of Education (COE) has developed the following plans to address instances that could occur in any of the contingency plans, from face-to-face with social distancing to fully online. Currently, the COE already has several Fully Online Programs in place:
• Master of Education in Early Childhood Education: Fully online as of summer 2020
  o Autism Endorsement: Fully online
  o English for Speakers of Other Languages Endorsement
  o Reading Endorsement: Fully online
  o Gifted Endorsement: Fully online
• Middle, Secondary, and Science Education
• Master of Education in Middle Grades Science and Mathematics: Fully online
• Doctorate in Higher Education Leadership and Practice: Fully online
• Master of Education in Curriculum and Instruction: Fully online
• Educational Leadership Tier II: Fully online
• Post-Master’s Certificate in Transfer Leadership and Practice: Fully online
• Teaching English as a Foreign Language (TEFL): Fully online
• Diversity Certificate: Fully online
• Center for Language Education: Fully online for fall/spring
• Master of Science in Kinesiology: Fully online
• Appalachian Studies Center: Courses online (with the exception of courses offered via departments outside of the College of Education)

For the college’s face-to-face programs, however, in preparation for any situation, faculty are encouraged to have two syllabi ready for each course—one for face-to-face and one for fully online. All COE departments, both education and kinesiology, require students to engage in learning in area schools or local organizations and healthcare facilities. As a result, COE courses and programs may have to shift modalities according to situations at
those locations before any changes at the university. At this time, COE cannot limit class sizes due to a limited number of faculty and courses being at capacity. To change class sizes would require additional faculty, which we do not have the financial capability or space to support. For this reason, all departments are structuring face-to-face courses as Hybrid-Touch Points or Hybrid-Hands On for lab and clinical courses. Hybrid-Touch Point courses will allow faculty to interact with all students while maintaining social distancing in smaller classrooms, and Hybrid-Hands On will allow faculty to continue clinical and lab courses in smaller settings.

Off-Campus Courses:

*Elementary and Special Education*

The Baccalaureate in Elementary and Special Education is conducted through seven Professional Development Communities (PDCs) in the following locations: (1) South Hall 1, (2) South Hall 2, (3) Gainesville City, (4) Dawson, (5) Lumpkin, (6) South Forsyth, and (7) Forsyth. Typically, these PDCs meet in the local schools for their courses, so professors travel to the schools to teach their courses. Each PDC meets for college courses two back-to-back full days per week from 9:00 a.m. until 5:45 p.m. This makes it difficult to provide courses on campus due to the amount of space this program requires (one PDC having courses all day on Monday and Tuesday would eliminate these classrooms from use by other areas for typical Tuesday/Thursday or Monday/Wednesday/Friday courses). After talking with each of our school partners, we have decided to move all but the Forsyth PDC courses back onto campus as Hybrid-Touch Point courses. While we cannot accommodate regular hybrid courses due to space, this will allow faculty to have limited face-to-face interactions with teacher candidates throughout the semester. Additionally, it means we have stability if our partner schools decide to close at any point throughout the semester. If we remained in the schools, we would be beholden to their schedule, and this might require moving locations in the middle of a semester if a school closed its doors. For the Forsyth PDC we have retained permission to continue instruction in the school due to a lack of space on UNG’s Cumming Campus. In the case that we were to need additional space, however, the Hybrid-Touch Point models allows us to meet in smaller groups with students in either City Hall or utilizing conference rooms on the Cumming Campus.

*Science Education*

Science education faculty also teach courses within our local school districts for UNG’s Elementary and Special Education courses. These classes are being moved on-campus and will be Hybrid-Split courses, meaning they will meet with students every one to two weeks in small groups.

On-campus courses

*Social Foundations of Education* (Area F Courses): Social Foundations of Education serves more than 1,000 students each semester at the Gainesville, Dahlonega, Oconee, Cumming, and Blue Ridge campuses. While we have some Foundations courses already online to serve all our students’ needs, our face-to-face courses will be changed to Hybrid-Touch Points to allow faculty to meet with students in smaller groups throughout the semester. Typically, we require 40 hours of observation experiences in local schools, but students will have alternate online options rather than requiring school visits. Instead, students will complete hours utilizing the IRIS modules developed through Vanderbilt University to learn more about special education and classroom diversity and they will
complete modules via Teaching Tolerance. Both modules provide students with a certificate of completion.

**Master of Arts in Teaching and Post Baccalaureate Programs:** While these programs are typically taught on the Cumming campus, courses will be moved to Hybrid-Touch Point to accommodate social distancing. In a regular semester, courses are one night per week, and this would make social distancing difficult, which is why the Touch Point modality was selected. This allows professors to meet with teacher candidates in smaller groups, while also providing content in an online capacity.

**Baccalaureate in Middle Grades Education:** Program courses will be changed to Hybrid-Touch Point to accommodate social distancing on both Dahlonega and Gainesville campuses for juniors and seniors. This allows faculty to provide content online while meeting with small groups of students throughout the semester for individualized feedback and instruction. Science education courses in the middle grades program will be taught as Hybrid-Split, due to the laboratory component of these courses. Faculty will meet with small groups of students on a regular basis, meeting with all students at least once every week.

**Secondary Education Programs** (in conjunction with departments across the university): All education courses for the secondary programs will be moved to Hybrid-Touch Point to accommodate social distancing on both Dahlonega and Gainesville campuses for juniors and seniors. This allows faculty to provide content online while meeting with teacher candidates in small groups for individualized feedback.

**Educational Leadership Tier I:** Courses are typically taught as hybrids on the Cumming and Gainesville campuses, so this format will continue as normal. As evidence here, each education program has different requirements that must be met for the purposes of certification (i.e., grade-level bands that must be covered, specific content that must be covered, specific numbers of hours in each placement) and for program approval and accreditation. This is a tentative plan, as we will be awaiting further direction from the Georgia Professional Standards Commission, as well as from our partner school districts and the University System of Georgia’s Educator Preparation representatives.

**Kinesiology Programs:** With the exception of Athletic Training (which will be addressed below), courses in the Department of Kinesiology will range from Hybrid-Split, to Hybrid-Touch Point, to Hybrid-Hands On, depending on the course design and purpose. All one-hour activity courses will be Hybrid-Split, allowing the faculty to meet with students on a consistent basis to demonstrate techniques and provide students time to practice the activity while following social distancing guidelines. Kinesiology requires several labs, including Strength and Conditioning, Advanced Strength and Conditioning, Exercise Testing and Prescription, and Weight Training. These labs will be Hybrid-Hands On, as they require students to participate on a consistent basis in demonstrating techniques learned. Faculty will meet with students in small groups on a weekly to bi-weekly basis, depending on the number of students in the course and the size of the classroom. Kinesiology has two labs on the Dahlonega campus, including the Human Performance Lab and the Strength and Conditioning Lab, and one Human Performance Lab on the Gainesville campus. Labs will be staggered, allowing enough time for all equipment to be thoroughly cleaned between each use. Lecture-based courses will be Hybrid-Split or Hybrid-Touch Point based on the size of the course and classroom, to accommodate for appropriate social distancing.

**Master of Science in Athletic Training**
This program will be face-to-face, as it is small enough that social distancing can occur in the classroom without needing extra space or without necessitating the need to move to
more limited hybrid modalities for social distancing. Faculty will have online syllabi prepared and will make use of D2L consistently, in case a transition is needed at any point throughout the semester. This program requires hands-on practice, and Personal Protective Equipment will be provided to ensure that students can put theory into action in the classroom. Students will wear shields, masks, and gloves at all times during the hands-on, clinical components of instruction.

Field Placements, Clinical Placements, and Internships:

The following College of Education programs have weekly internship requirements within the public school systems or within local healthcare or other organizations:

- Elementary and Special Education (P-12 schools)
- Middle Grades Education (P-12 schools)
- Secondary Education (P-12 schools)
- P-12 Programs including Kinesiology with Teacher Certification, Art, and Music (P-12 schools)
- Master of Arts in Teaching and Post Baccalaureate Program (P-12 schools)
- Educational Leadership Programs (P-12 schools)
- Curriculum and Instruction (P-12 schools)
- Exercise Science (Healthcare or other organizations)
- Athletic Training (P-12 schools, healthcare, or other organizations)
- Sports Medicine (P-12 schools, healthcare, or other organizations)

In school districts that are operating face-to-face, we will move forward with in-person internships. If P-12 schooling were to move online, we will move our internships online along with each mentor teacher’s course. For instance, if a student were completing an internship with a mentor teacher in 6th-grade social studies at Gainesville Middle School, this teacher candidate would move online with the same mentor teacher and continue to work with the teacher and students in small and large groups and individually. We have already spoken with all partner school districts and are preparing for all teacher candidates to have access to their placement district’s learning management system.

- Social Foundations of Education - As noted above, students enrolled in EDUC 2120 and EDUC 2130 complete a 20-hour internship per course. After talking with our partner district, we will have online options for all students, including modules from Teaching for Tolerance (diversity focus) or the IRIS Center (special education and diversity focus). These modules are timed, and students receive a certificate upon completion. They can select up to 20 hours of modules from a menu to suit their interests and needs for the courses in which they are enrolled.

- Curriculum and Instruction - All candidates are certified educators and all but two are current employees in the K-12 school system. They will be able to complete the 30-hour internship whether schools move forward with face-to-face or online schooling for fall.

- All Endorsements - All candidates are practicing teachers and current employees in the K-12 school system. They will be able to carry forward with internships hours whether the school systems move forward with face-to-face or online schooling for fall.
• Educational Leadership Tier I - All candidates are practicing teachers/administrators and current employees in the K-12 school system. They will be able to carry forth in their internship whether the school systems move forward with face-to-face or online schooling for fall.

• Educational Leadership Tier II - Internship hours occur as part of current position and will carry forward weather face-to-face or online, as per the requirements of each candidate’s position in the K-12 system.

Kinesiology (Exercise Science and Sports Medicine) - All internships are set to move forward in a face-to-face format, following the guidelines of each internship site regarding proper safety measures and social distancing guidelines. Students intern at multiple types of sites, including, but not limited to, schools, health organizations/ settings, and industrial settings (i.e., Kings Hawaiian factory). We are currently working on options to consider if sites were to close or if we were to move fully online.

Athletic Training - All internships are set to move forward in a face-to-face format, following the guidelines of each internship site regarding proper safety measures and social distancing guidelines. Students intern at multiple types of sites, including but not limited to schools, health organizations/ settings, and industrial settings (i.e., Kings Hawaiian factory). In the instance of a hybrid or fully online semester, we will work with our accrediting body, the CAATE, to develop alternatives according to their recommendations and guidelines. In the case that sites were to close, students could participate in small-scale simulations on campus. This would require additional work from faculty outside of scheduled course times.

For all internships, if the site is open, students will be expected to go to their placement/internship/clinical following the guidelines and abiding by the rules set in place in each district/organization/business/etc. In addition, the college is working to purchase GoReact for all faculty and part-time supervisors and preceptors to eliminate the need for additional visitors within our partner organizations. Supervisors and preceptors will be able to evaluate and provide immediate, real-time feedback to students in their clinical and internship sites without having to be physically present. This also reduces funding spent on travel to sites and between campuses, thus helping the college in terms of finances during this time.

Faculty from the Social Foundations of Education surveyed students this spring to form a better understanding of what worked well and what didn’t work well when courses were moved online this past March (approximately 800 surveys sent). The goal of this survey was to be able to implement changes for summer and possibly for fall, if we were to need to move classes online or offer them in a hybrid capacity. We want to ensure that we are continuing to engage students in high-impact practices, and we hope student feedback will continue to move faculty in this direction. Results of this survey have been shared with faculty to help in the development of engaging online course content. Additionally, the College of Education held an online student forum to gather feedback on the struggles/obstacles they are facing in this current environment. Resources are being gathered to share with faculty and students in terms of providing support for students.

**College of Health Sciences & Professions**

As a collective body, the College of Health Sciences & Professions (CHSP) recognizes that students, faculty and staff may potentially be at higher risk of exposure to COVID-19 due to the resumption of clinical education of health profession students in hospitals and
outpatient settings beginning in July 2020. Because of the increased potential risk and in an effort to control the spread of COVID-19 virus on UNG campuses, the CHSP has developed the following action plan, including safety procedures and modifications to academic instruction for the fall 2020 semester.

Staffing

Employees will return to campus on a staggered schedule to reduce potential exposure and to support social distancing practices. The following employees of CHSP are considered essential:

- CHSP Dean
- CHSP Assistant/Associate Dean
- Department Heads
- Assistant/Associate Department Heads
- Program Heads
- Administrative Assistants to all CHSP administers and programs
- CHSP Development Officer

Overall Cleaning & Sanitizing

- CHSP employees and students will be required to wear face coverings in university facilities when social distancing cannot be practiced.
- All employees should wash their hands upon entering the building in which they work.
- Employees will be required to sanitize their work spaces upon arrival for work and prior to leaving the office each day.
- The college will provide each employee office with a personal protective kit, which will include a cloth 2-ply mask; hand sanitizer; and disinfecting spray and wipes. All employees will wipe down and sanitize their office environments and workstation surfaces prior to beginning work and at the end of each working day before they leave the office.
- For offices in which 2 or more employees share office space, employees will work a staggered schedule, so that only one employee will work in the office in a given time frame. Sanitizing procedures of office is outlined in #3 above. In the event that employees who share offices both need to be in their office at the same time, one of the employees will be directed to a supplemental office space for temporary use to comply with social distancing.
- The CHSP will maintain an online calendar of staggered scheduling for shared office spaces that can be shared with other university departments as needed.
- Employees working in their offices are encouraged keep doors closed to reduce exposure.

Academic Instruction

The CHSP will observe a model of instruction for the fall 2020 semester in accordance with modified course university course codes, as noted previously in the main Academic Instruction section, with the following modifications:
• Students and faculty will be required to wear face coverings for all in-class instruction.

• For all courses coded Hybrid-Hands-On (H3), students and faculty will be required to wear face coverings, protective gowns, and gloves, as in-class instruction may require students and faculty to be in close proximity of each other and even touch each other. For these courses, students will be required to purchase a PPE (personal protective equipment) kit, which will contain a washable cloth mask and gown, as part of their course-required supplies. Students will be able to purchase their kit prior to the start of classes and may pick them up outside the instructional classroom on the first day of face-to-face instruction.

• Prior to entering a classroom for face-to-face instruction, students and faculty will be temperature screened outside the classroom, required to use hand sanitizer, and will don protective face coverings, gowns and gloves.

• Following in-class instruction, students and faculty will sanitize all classroom workstations in accordance with university guidelines, and students will take PPE equipment home and wash them in accordance with instructions provided to them with their kit.

Campus-specific Considerations

Cumming

The Department of Counseling is located in Cumming City Hall. The building is not operated by UNG, including cleaning and sanitization. Furthermore, this building is open to the general public. All faculty in the Department of Counseling share office space. As such, faculty members will be encouraged to telework as possible and observe a staggered office schedule when they are required to come to campus.

Dahlonega

The Interdisciplinary Health Care, Nursing, and Physical Therapy departments are located in the Health & Natural Sciences Building at the Dahlonega Campus. In addition the Department of Counseling maintains a pro-bono Community Clinic at the Dahlonega campus. The CHSP employees on the Dahlonega Campus will observe the safety and sanitization guidelines described above.

Gainesville

The Department of Nursing operates in the Oakwood and Continuing Education/Performing Arts buildings at the Gainesville Campus. The CHSP employees who work on this campus will observe a staggered work schedule and the safety and sanitization guidelines described above.

College of Science & Mathematics

The College of Science & Mathematics (CSM) has developed Contingency plans 1 and 2 with the assumption that most, if not all, classes, including laboratory-based classes, will be back to normal operations with some social distancing protocols in place. In addition, it
is assumed that study abroad/study away, internships, and research activities will be conducted as planned.

- CSM plans to convert as many courses as possible to a hybrid format for the fall semester, preserving as much face-to-face classroom/lab time as possible but still abiding by social distancing requirements. When bandwidth permits, many of the high enrollment, lower division courses will be partially live-streamed, which has been found to be very effective. Other delivery modalities will be employed when live-streaming is not possible. Most, if not all, of the small lecture-based based courses will remain face-to-face, if appropriate classroom space is available.

- To manage the social distancing requirements for hybrid courses, the students will be divided into groups and brought into the classroom at periodic intervals, especially for those activities requiring face-to-face interactions such as problem solving, presentations, etc. To maintain social distancing requirements, classrooms will be limited to 1/3 of their normal capacity.

- Laboratory-based courses will also be converted into a hybrid format similar to lecture courses, where most of the material will be delivered at a distance via a combination of modalities. Laboratories will be limited to 1/3 of their normal capacity and the sharing of equipment will be minimized. Course schedules will be maintained as they currently exist for the hybrid courses, so as to coordinate the on-campus times and locations of the students when they are scheduled to be in a classroom or laboratory. In those cases in which a course has enrollment small enough and a meeting space large enough, students will be allowed to attend every session face-to-face. This will apply to multiple upper-division and graduate courses.

- Faculty will be strongly encouraged to conduct office hours and student advising at a distance, if possible. For those situations in which face-to-face meetings are necessary, strict social distancing will be enforced.

- All faculty will be directed to training on use of Blackboard Collaborate and encouraged to use this platform, if it is appropriate for their specific courses. This tool gives faculty a mechanism for real-time dialog with students while closely emulating a face-to-face environment. This is ideal for office hours, meeting with small student groups for problem-solving sessions, facilitating student presentations to a class, etc.

- One of the weakest links in moving courses online has been the inability of instructors to have proctored exams. If students are permitted back on campus but with social distancing, enough space can be reserved so that adequate in-person testing can be given, even if most other instructional activity is still online. This is the only way to ensure that all students can be proctored during a test, since not all students have the right equipment to participate in remote proctoring. This can be the alternative for students who cannot use Respondus. In addition, faculty will be strongly encouraged to pursue alternative assessments in place of proctored exams, with help from DETI.
Institute for Environmental and Spatial Analysis

Institute for Environmental and Spatial (IESA) courses will operate as normal under this contingency with the following exceptions:

- Courses that typically assign group activities, group labs and group projects should consider virtual options. If virtual options are not feasible, these and other group activities will be minimized or suspended for fall semester.
- Lab activities which require significant sharing of equipment will be minimized or suspended for fall semester.
- Other student and/or faculty/staff activities that require a high-level of social interaction should consider virtual options or should be suspended for fall semester.
- All courses that can maintain physical distancing of a minimum of six feet between individuals in the classroom will continue with originally scheduled times and formats. Courses that cannot meet the physical distancing requirement will adjust the instructional format to ensure the requisite distancing between individuals, based on options below.

Option 1: Hybrid/Partially Online, Adjusted format to meet distancing requirements

- Lab and technology courses (L and K courses) will move lecture content to an asynchronous format using D2L; while lab or requisite technology course experiences will retain a face-to-face format.
- Lecture courses will move lecture content to an asynchronous format using D2L. In addition, each class will meet on average one hour each week for face-to-face summary and review.
  - Situation 1: A lab science (L or K course) course meeting 3 days per week for lecture and lab shall move the lecture content to asynchronous online in D2L. A face-to-face lab experience will be retained and occur three times per week during the originally scheduled class meeting times. To maintain the requisite physical distancing, one-third of the class will each attend lab on one of the three days originally scheduled for the class. Some accommodation for days originally scheduled for shorter lengths of time will be devised and may include online prelab and/or rotating students each week so that all students are equally exposed to the longer lab periods throughout the semester.
  - Situation 2: A lab science course meeting 2 days per week for lecture and lab shall move the lecture content to asynchronous online in D2L. A face-to-face lab experience will be retained and occur two times per week during the originally schedule class meeting times. To maintain the requisite physical distancing, one-half of the class will attend lab on one of the two days originally scheduled for the class. Some accommodation for days originally scheduled for shorter lengths of time will be devised and may include online prelab and/or rotating students each week so that all are exposed to the longer lab periods throughout the semester. For courses in classrooms which cannot accommodate half of the students enrolled in the course in the classroom and maintain the requisite physical distancing, the labs will follow a Tuesday, Thursday, Tuesday rotation with the next lab beginning on Thursday, Tuesday, Thursday etc.. The lab experience will occur where one-third of the class will each attend lab on one of the three days (T, TR, T) originally scheduled for the class. Some accommodation for days originally scheduled for shorter lengths of time will be devised and may include online prelab and/or
rotating students each week so that all are exposed to the longer lab periods throughout the semester.

- Situation 3: A lecture course originally meeting 3 days per week will be transitioned to an asynchronous format using D2L. In addition, each class will meet on average one hour each week for a face-to-face summary and review. To ensure requisite physical distancing, one-third of the class will meet for the face-to-face instruction each of the three originally scheduled class periods.

- Situation 4: A lecture course originally meeting 2 days per week will be transitioned to an asynchronous format using D2L. In addition, each class will meet on average one hour each week for a face-to-face summary and review. To ensure requisite physical distancing, one-third of the class will meet for face-to-face instruction 1.5 hours on a rotating schedule (T, TR, T or M, W, M).

- Situation 5: For land surveying courses that were originally scheduled as hybrid courses with lecture online and a face-to-face lab experience Friday afternoon, the lecture content will continue online using D2L, and the Friday afternoon lab experience will be split into 2 separate lab times to ensure physical distancing by reducing the number of students in each lab section.

Option 2: Online, Adjusted format to meet distancing requirements

All classes that cannot be accommodated in the above scenarios for hybrid/partially online format and that do not require a face-to-face experience, will move to a 100% online format.

Co-curricular/formative experiences: IESA activities under this contingency plan may be affected in the following ways:

- Canceled student actives including club meetings and other activities etc.
- Canceled Environmental Symposium Series
- Canceled Research Seminars

Sanitation Procedures

- Sanitizing hand gel will be provided at the door of each IESA computer lab and science lab.
- Disinfectant wipes shall be provided to students at the entrance to each IESA computer lab and science lab. Students shall use the wipes to clean their computer and/or lab space before and after instruction.
- Information Technology and Facilities will provide direction on any additional disinfectant requirements for computer labs.
- Faculty should sanitize workspaces prior to use and at the end of use each day.
Mike Cottrell College of Business

For the Mike Cottrell College of Business (MCCB), the greatest challenge under the contingency plans is limiting class size. The average class sizes are usually among the largest in the university, averaging around 35-40 students. Next year is the MCCB’s “year of record” for AACSB reaccreditation. Thus, the college is limited in the number of adjunct faculty it can employ and maintain the required percentage of AACSB faculty teaching its courses.

Given this constraint and the need to ensure some level of social distancing, the MCCB will move to hybrid courses for the fall semester and will not offer any fully face-to-face courses.

This plan will enable the college to move between face-to-face and online as needed over the course of the semester. Most classrooms used by the MCCB will accommodate only one-third of the class at most with social distancing. Thus, the faculty members will have to develop an arrangement that ensures all students have some face-to-face class time during the semester. The most likely scenario will be one in which faculty have students attend class for assigned times over the course of the semester, perhaps every three weeks.

Computer science and other courses that use the computer labs will need special attention in planning for face-to-face classes. These labs have very tight seating arrangements, so only a limited number of students will be able to be in the classrooms at any one time.

Internships

The MCCB does not have a required internship for any of its programs; however each semester students choose to take part in internships, and the college encourages students to do so. For fall semester, many organizations are moving their internship programs online. In those instances where employers permit face-to-face internships, the MCCB has developed a risk-assessment process to investigate the extent to which employers will have a safe working environment for students. Students will then be asked to sign an acknowledgement that they have been informed of any concerns. We have successfully used this plan for summer 2020.

Service-learning

Service-learning activities will be able to be conducted virtually.

Co-curricular/formative activities

- The MCCB will continue to invite guest speakers to participate virtually in individual classes and in larger events, such as speaking to student organizations. Students will be able to participate in virtual competitions as they did spring 2020.
- PROs (student professional development program) activities were mostly online before the March 2020 movement to an online format, at which time the remaining activities were moved to an online format. The program is implementing a new software program named Suitable this summer that will enhance the virtual format for PROs.
- Student organizations will continue to meet virtually and participate in virtual conferences held by the international organizations with which they are affiliated.
University College

All departments within University College will provide multiple formats for students to access their services. When feasible, departments will offer in-person options, as well as virtual ones using easily accessible platforms, such as Microsoft Teams and Blackboard Collaborate. This model will enable students at multiple campuses to access services previously unavailable to them based on location.

Academic Coursework

The IDST Capstone will be offered in fall 2020 in an online format, as originally scheduled. No changes are required for instruction in this course, regardless of the contingency plan operated by the university as a whole. UNIV courses will be offered in a hybrid format to ensure physical distancing, if enrollment per section exceeds any classroom’s ability to seat students without six feet between them. Sections that were scheduled to be fully online will remain fully online; other sections will be offered in a hybrid model, taught by University College staff experienced in that format.

Tutoring and Supplemental Instruction

All employees are capable of teleworking. Certain individuals within these departments will work with the Office of Human Resources to meet requirements allowing them to telework, regardless of the contingency plan. These departments use full-time staff, part-time staff and student assistants, all necessary to the mission of serving students. The staffing model will vary by campus, due to space constraints.

Tutoring

Plans to offer tutoring to students on all campuses if normal operations have resumed will vary based on campus due to space restrictions. To serve all students regardless of home campus location, virtual tutoring via Microsoft Teams will remain an option for disciplines like math, chemistry and physics. Writing consultations will be conducted through WCOnline. The development of the virtual tutoring format allows Tutoring Services to expand options for all students without additional resources, after the initial purchase of laptops and iPads for tutors to use remotely occurred in FY20. No drop-in, face-to-face appointments will be available on any campus in any discipline.

- Blue Ridge Campus - Tutoring will be conducted through Teams and WCOnline due to space and staff constraints.
- Cumming Campus - Tutoring has historically included assistance in math and writing. Due to space constraints, writing consultations will only be available via WCOnline during regular office hours. One individual will staff the front desk in the Student Resource Center to assist students with scheduling appointments or virtual access. The math tutor will offer minimal appointments on campus, but, due to the size of the Math Lab, it is preferable to conduct all math tutoring sessions via Teams. In addition, all Cumming students will have access to other course support via Teams.
- Dahlonega Campus - In-person tutoring will be limited due to the space constraints in the Academic Skills Center, the dedicated space for University College. No more than three individuals can use the space at any given time, if the university is enforcing social distancing. This would include the assistant director (who will be a math tutor) and one or two students. The hours of operation will be standard for the workweek. STEM tutoring would continue through MS Teams to serve additional students or those who are wary of in-person interaction. Computers and webcams in the ASC will be available for tutors to facilitate their virtual sessions.
- Gainesville Campus -

The ACCT Center will stagger its staff and tutors on a schedule determined by the team there as a whole. The ACTT Center includes staffing the front desk, a Math Lab, a dedicated Learning Support Math Lab, a Physics/Chemistry Lab, study space, and a Testing Center for makeup tests, requested by the Gainesville faculty. Each space has different square footage, and therefore can serve a different maximum of students at any given time, ranging from 3 in the Testing Center to 12 in the study space.

- Hours of operation: M-R, 7:30 a.m.-10 p.m.; F, 7:30 a.m.–3 p.m.; S 10 a.m.– 5 p.m.
- Tutoring in the ACTT Center will provide both online and in-person tutoring to serve the most number of students in the safest manner. Tutoring appointments, regardless of discipline, will be scheduled through a new system being developed, TutorMe, similar to UNG’s current advising schedule system, AdviseMe.
- In-person tutoring will also occur in the Math Lab, LS Math Lab, and Physics/Chem Lab. The Tutoring Services team will rearrange tutoring lab and study spaces to increase distance between tutors and students.
- ACT2 Computer Lab—No more than 10 students and staff in the lab at any given time.
- A staff member will be stationed at the main desk to monitor social distancing and lab activities.
- Alternate computers will be marked as unavailable for student use. Each computer will be disinfected after student use.

Writing Center

- No more than three staff can be in the Writing Center at any given time. The Writing Center will stagger the staff/writing consultants on a scheduled determined by the team.
- Hours of operation for in-person writing appointments: M-R, 8 a.m.-8:30 p.m.; Friday, 8 a.m.-3 p.m. All appointments must be scheduled in advance through the TutorMe system, currently in development.
- Online writing tutoring will continue through WCOnline to increase the volume of student appointments.
- To assist students with challenges with writing, the staff will offer online workshops, advertised through myUNG and UNGConnect, after consultation with English department faculty. These workshops will be recorded for optimal number of students to benefit and will be available to students, regardless of campus location.
- Any professional or student consultants who choose to tutor remotely will comply with UNG telework policies and have an additional check-in to work.

- Oconee Campus -

- Tutoring is located in the LTC with minimal full-time staff with offices or workstations. Two or three additional tutors or students can safely occupy the main tutoring space.
- Hours of operation: M-R, 7:30 a.m.-8 p.m.; F, 7:30 a.m.-3 p.m.
- The same guidelines and actions that apply to the ACTT Center in Gainesville would apply to the LTC as well, except the LTC is significantly smaller in size.
Accordingly, the capacity for the center will be only two students at a time. The large study room could safely accommodate one or two other individuals, depending on the task (make-up testing, meetings, online tutoring, etc.). The larger space is dedicated to Supplemental Instruction as a classroom for a small number of students, but it may not be useful for SI in Fall 2020 due to the inability to serve a sufficient number of students with social distancing.

Supplemental instruction (SI)

If students return to campus under social distancing conditions, SI sessions will be held in three formats.

- The most prevalent will be a hybrid model where students can attend two of three study sessions for each course section per week. Two will offer the same material in-person with social distancing and one will be an online session with different material. As always, students from other sections are invited to attend any session; however, the material aligns with one instructor’s timeframe and syllabus.

- For course sections with historically lower attendance, students will be offered face-to-face options with social distancing.

- To better serve students on campuses without dedicated SI sessions and those who are unable to be on campus or are wary of doing so, SI will offer sessions for high-demand courses in a fully online format via Blackboard Collaborate.

Academic Success Coaches

University College includes three individuals who serve as Academic Success Coaches, one each on the Blue Ridge, Gainesville and Oconee campuses. The Academic Success Coordinator on the Blue Ridge Campus is such an integral part of the small student community that she will continue to work with that student population alone, regardless of the Contingency Plan in place. If students are on campus, the Coordinator will be available for coaching appointments in her office, provided adequate space is available to maintain social distancing. The remaining two coaches will be on their respective campuses for appointments, and will also conduct coaching sessions virtually through Teams or Skype. The Gainesville coach’s office is sufficient to meet with one student and maintain social distancing. The Oconee coach’s office is problematic. The coach will coordinate with the Director of Supplemental Instruction to schedule face-to-face appointments to use the small SI classroom. Coaches will also offer virtual workshops on topics such as time management, stress management, and growth mindset on Blackboard Collaborate and as announced through UNG Connect.

Learning Support

University College supports the co-requisite model for Learning Support English and Math by advising students placed in these courses and by recommending additional Academic Success Resources, such as a UNIV course, tutoring and coaching. University College, in collaboration with the English department, is exploring ways to serve an increased number of incoming freshmen who met Learning Support criteria.

Students will be assigned an academic coach for their fall semester who will meet with the student either in person or virtually, depending on the campus location or the contingency plan in place. Students who were unsuccessful in the spring 2020 semester in their co-requisite Math and/or English courses will enroll in a required UNIV 1101 Fundamentals of Academic Achievement course taught in a hybrid model.
University College staff will strongly encourage all incoming freshmen students with a high school GPA of 2.0-2.49 to meet a minimum number of times with an Academic Success Coach, attend math tutoring sessions, writing consulting sessions, and multiple virtual workshops covering topics such as growth mindset, success study skills for college, time management, and stress management. The Academic Success Coaches will offer these workshops via Blackboard Collaborate. The staff can telework and serve students virtually through Teams and Skype, as they are in the summer term.

Based on discussions among the English Department, the Director of Learning Support, the Director of Interdisciplinary Studies and Academic Coaching, and the Activity Coordinator of the Title III grant, all students in co-requisite English 1101 will be required to meet with an academic success coach at the beginning of the course to develop a plan for success. Coaches will work closely with the Tutoring leadership in scheduling appointments for Learning Support students. UNG has specific Math tutors assigned to the co-requisite Math courses, however, all Math tutors can assist students in those courses, if needed. Beginning in fall 2020, a writing consultant will be dedicated to assisting primarily LS and ESL students, although all writing consultants will be available for appointments with those students.

CAMP and HEP

Within University College, two federally-supported programs present unique challenges—the College Assistance for Migrant Program (CAMP) and the High School Equivalency Program (HEP). These programs have large staffs and numerous student workers with few offices. Both teams will operate staffing in a hybrid model to ensure operations and student services are maintained. Staff will alternate days and times to be on campus and telework during the remainder of their scheduled workweek. Student workers and/or other staff will occupy the current CAMP study space in the University College wing of the Nesbitt Academic Building, with no more than five in the space at any given time. The CAMP study halls, required by the federal grant, will move to an online format through Blackboard Collaborate. The required Academic Coaching meetings will be conducted via Teams or in-person, with no more than one student in the coach’s office at any given time.
High Impact Practices (HiPs)

This contingency plan and associated protocols will undoubtedly impact High Impact Practices (HiPs) traditionally employed across the university, to include reductions in service-learning initiatives, reduced internship possibilities and student internship interest, reduced student participation in special topics courses, and reduced or cancelled study abroad opportunities.

We anticipate that undergraduate research will be allowed to take place, with strict social distancing enforced. Students required to share laboratory space will use a facility scheduling scheme developed by each department. While it is hoped that all students wanting to participate in undergraduate research will be able to do so, social distancing will likely result in reduced research time for most students.

Momentum Year & Momentum Approach/Student Success

COVID-19 has presented institutions with the need to be very flexible in their delivery of education. Critical to the success of students during this time will be comprehensive plans that are focused on supporting students for success. Momentum Year and Momentum Approach plans are in place or in development. UNG has adapted its plans and services to account for the need for flexibility and social distancing practices.

As a result of the transition to online, UNG expanded its offering of online tutoring services and Supplemental Instruction sessions, offered virtual academic coaching appointments, and virtual advising appointments. Also, beginning in the spring semester and continuing through summer, UNG implemented a new Student Peer Outreach program that engaged student workers in virtual outreach to students to identify struggles and connect them to University resources.

Initiatives that have or will be adjusted

Many of the elements for transitioning students to our campuses and creating a sense of social belonging will be altered. Among them, all orientations for summer will be online with a goal of on-campus events in August. Student convocation events are being planned as virtual events, as is UNG LEADS Day (faculty/staff professional development). Adjusting to remote operations has also paused work on pathways (advising and student co-curricular experiences), our study of the results of the Getting to Know Your Students survey, review of policies/barriers to student success, and completion of remaining program maps.

Alternate arrangements

Shifting to remote operations did advance some work related to interventions to keep students on track, especially the effort to support students requesting withdrawals from a course or the university. The early alert system for online students was expanded temporarily until a new system can be rolled out in the fall.

Technology is needed to implement alternate arrangements

The main technology that had to be added was a live online chat system to provide support and to respond to students’ questions. UNG utilized the system hosted by the library and expanded its operations for remote learning support. The live chat system is now employed by 10 academic and student support units. The university also accelerated
the launch of “Ask Nigel,” a grant-funded initiative that employs Artificial Intelligence to answer questions online.

Student Advising and Instructional Support

Advising and instructional support appointments have shifted to online using Microsoft Teams. The professional advisors have provided tutorials and trainings for faculty who wish to do the same. These advising and instructional support systems are working very well and students have adopted the technology readily. Advising and instructional support offices are small spaces that do not accommodate physical distancing. Additionally, advising and, sometimes, Instructional Support services engage protected information, which does not lend itself to using open spaces. These offices intend to continue to use virtual meeting options as much as possible and to provide limited on campus services that are based on contingency operations.

Professional Development for Faculty and Instructional Staff

During the transition to online instruction in spring and summer, UNG’s Office of Distance Education and Technology Integration (DETI) and Center for Teaching, Learning and Leadership (CTLL) provided support and resources to assist faculty and instructional staff. Many of those resources have been curated and are available at UNG’s “Teaching Remotely” webpage - https://ung.edu/remote-life/teaching/index.php.

Since March, there has been widespread faculty and student use of the D2L online platform for a larger percentage of course offerings.

- Enhanced course materials developed or implemented from online and other sources.
- Faculty have gained new skills and developed video and audio course materials that may be used in future semesters and courses.
- Faculty, staff and students regularly interact through the use of collaboration platforms, such as Microsoft Teams. This has also enhanced communication and meetings across UNG’s multiple campuses.

As part of planning for instruction during fall 2020, UNG initiated a survey to all faculty to identify lessons learned during spring 2020, determine whether any additional technology or equipment is needed to support fall 2020 instruction, and to plan for professional development needs that will supplement those described below.

- The Office of Distance Education and Technology Integration (DETI) is offering workshops surrounding remote topics such as Quality Matters, eLearning, using Kaltura, and developing and building online courses, planning and developing hybrid courses, BB Collaborate (beginning in July), and Respondus products (beginning in July). These offerings are accessible from the DETI Digest calendar: https://blog.ung.edu/deti/events/.
- DETI also has an extended archive of recently offered workshops that have been recorded: https://my.ung.edu/departments/distance-education/Pages/faculty-resources/teaching-remotely-video.aspx.
- UNG’s Center for Teaching, Learning and Leadership (CTLL) will present remote faculty development offerings to our faculty and staff and will collaborate with the USG to advertise these offerings to our USG sister institutions. The topics include
Supporting Students in the Remote Environment, Supporting Adjunct Faculty During Covid, and Communicating in the Time of Corona.

- DETI and CTLL will continue to provide tenure and promotion workshops in July, the schedule for which may be accessed here: https://ung.edu/center-teaching-learning-leadership/index.php.

- CTLL will continue to provide all fall semester faculty development offerings, and will provide them in either face-to-face or remote format, depending upon circumstances. Planned offerings may be accessed here: https://ung.edu/center-teaching-learning-leadership/index.php.

- The USG CTL Director of Faculty Development, Denise Domizi, is compiling a list of remote opportunities available to the USG in a Summer Workshop Series. That list is forthcoming.

- ISETL (International Society for Exploring Teaching and Learning) is providing a workshop series “Focusing on Empathy for Students as we Transition to Online Teaching”, the schedule for which may be accessed here: www.isetl.org/workshop-series/

Colleges within the university will continue to encourage professional development opportunities offered by UNG and by outside organizations, including the University System of Georgia, disciplinary accrediting bodies and professional organizations. Many professional organizations are moving conferences online, starting now, and faculty have still been able to participate at a reduced cost. Additionally, departments are conducting or planning their own professional development. For example, the Department of Kinesiology has begun a series of virtual professional development sessions focused on best practices for online teaching. Their next series will focus on research, including a presentation from the UNG’s Institutional Review Board, a session on research and time management, and refresher sessions on quantitative and qualitative research.
Research

Faculty who are expected to engage in research should continue their activities as appropriate and safe to do so. The university will work within the college/unit structure to communicate with every faculty member about their current research agenda and the extent to which their research projects have been/are/will be affected by the disruptions from COVID-19. Whenever possible, UNG will make efforts to facilitate the resumption of faculty research. Special care should be taken to support the continuity of the careers of early stage faculty whose research may be disrupted during this time.

UNG has committed to enhancing student learning outcomes through an increase in research activity that exists in three broad categories. First, faculty-led scholarship that has creative and empirical components that might require dedicated space in the pursuit of success. This type of scholarship is critical to the advancement of tenure track and tenured faculty, and it is acknowledged that during the return to work period, junior faculty (tenure track and tenured assistant professors) will be given priority.

The second category of scholarship is one that covers student/faculty joint research that serves to advance scholarship while providing mentoring opportunities for students to participate in completing scholarship. Third, faculty supervised student led research that either is required in fulfillment of degree plans at the graduate level or special programs at the undergraduate level (e.g., McNair Scholars Program) or is encouraged as a high impact practice for students who wish to engage further in areas of scholarly interest.

Through the gradual return to on-campus operations, faculty, staff and students engaged in research and scholarly activities will be expected to follow all university guidelines related to the safe return to campus. Additional practices in support of research will be implemented as necessary to ensure that specific types of scholarly and creative activities are not detrimentally affected by those procedures. For example, experimental bench science that would be adversely affected by enhanced cleaning will be identified and the lab coordinator will work with facilities to ensure that hygiene is maintained without adversely affecting the results gathered from longitudinal studies.

An important consideration of UNG’s support for research activity is that UNG has a limited amount of dedicated research space on its campuses. For purposes of this document, primary research spaces are defined as that those that are used primarily for research, even though these may also be used for research instruction with graduate and/or undergraduate students. These spaces are not part of the “classroom pool”, and classes would not normally be scheduled to be held in these spaces. Primary research spaces that are used or controlled by a single faculty member or research lab group (e.g., PT lab spaces in HNS) will be referred to as dedicated research spaces. Primary research spaces that are used by multiple faculty members or research groups (e.g., the Psychological Science lab in the Strickland building) will be referred to as shared research spaces.

In addition to work done in primary research spaces, a great deal of on-campus research activities take place in secondary research spaces – i.e., facilities that are primarily used for instruction (e.g., computer labs, biology labs, and chemistry labs) or general use (e.g., conference rooms) but that may also be used for research when they are available. It may be difficult to restrict access to these spaces, and special precautions will be needed to ensure that a) routine cleaning and disinfecting protocols as well as social distancing measures do not unduly interfere with the research and b) any special cleaning and disinfecting protocols or social distancing protocols are enforced. As such, faculty requiring use of secondary research space will submit a written request, to be approved by their chair, dean, the Chief Research Officer, and provost, indicating the space to be used, who will be involved, what precautions will be taken to ensure safety, and special considerations related to the research that might be impacted by standard cleaning procedures for secondary research spaces. The additional information will allow prompt communication with facilities personnel regarding
appropriate “lab keeping” procedures. It will also allow for monitoring when rooms will be subject to open space sanitation activities such as fogging and UV light. This information will be used to make sure appropriate individuals are communicated with.

In addition to primary and secondary research spaces, UNG’s mission as a community engaged institution requires that research work done within our institution, either through an established center or with individual faculty, staff and students, involves active participation with members of the external community. This involvement includes joint work, some of which is carried out on UNG campuses (i.e., clinics and labs facilitated by colleagues in the College of Health Science & Professions), some through on-line collaborative facilitation, and some which is carried out on sites controlled by the external partner. Acknowledging that different institutions are planning return to work activities at different paces, UNG faculty/staff/students participating in joint research will seek to conform to their external partner’s required processes when they do not conflict with UNG requirements. Conflicts will be disclosed to the researcher’s supervisor as they arise, and additional direction will be sought. At no time will either UNG or the external partners participating in the joint activity be expected to violate rules related to the pandemic that their institution has set forth.

To facilitate an orderly return to work related to research, the Office of Research and Engagement, in coordination with Academic Affairs, will initiate a process for gathering information related to scholarly and creative activities that require and/or utilize one or more of the following:

1. Primary research space, either dedicated or shared, with other faculty and staff (not just other researchers).
2. Secondary research space shared with faculty/staff/students engaged in instructional activities.
3. Collaboration with partners external to UNG.
4. Research under the monitoring of the Institutional Review Board (excluding exempt).
5. Part of the research team is considered junior faculty as defined above.
6. The research is considered time-sensitive:
   a. FUSE / Presidential Summer Incentive Award
   b. Externally funded with specific due dates that cannot be moved.
   c. Graduate student thesis/dissertation implications
   d. Research that involves COVID-19 “at risk” populations.
   e. Research involving biologics - plants / live creatures.

This list will provide information in support of department chairs, deans, and members of the academic affairs leadership in deciding on allocation of resources as necessary and appropriate to ensure that UNG returns to research work in a manner that is safe. It will also support planning access to necessary shared services related to research. Shared resources include access to library volumes, the writing center, the IRB, the Office of Research Integrity, the Office of Grants and Contracts and other research related services.

- Under Contingency Plan 1, requirements will be placed on starting new faculty-directed, student projects to mitigate, as much as possible, the potential impact of moving to contingency plan 2 or 3.
- Faculty will continue research in the capacity allowed by social distancing and/or fully online settings. Faculty who are engaged in group research have already begun making plans for meeting social distancing guidelines. For example, research that would typically occur with a large group of participants will be revised to bring in only
small groups of students at one time and these settings will follow proper safety procedures (i.e., face coverings will be worn by all participants, gloves will be worn, any materials or machine utilized will be sanitized after each use, there will be no physical contact between participants and social distancing will be required).

- Faculty whose research is being hampered by COVID-19 have been encouraged to apply for the promotion and tenure gap year at the same time that department heads are working with faculty to look at alternative ways of conducting and completing research studies.

- To maintain information security related to research activities involving students, at no time will students be asked, or permitted, to use their personal phone or email accounts to interact with patients in a clinical setting while doing research related to their graduate programs in the health sciences.
Student Life & Student Services

The workgroups assigned to address these areas focused on University services designed to address student health & wellness (i.e. Student Health, Student Counseling, Campus Recreation), services that provide an essential service to students (i.e. Student Disability Services, Student Integrity, Testing), and departments that provide programs to support and engage students (i.e. Multicultural Student Affairs, Student Activities, Intramurals, Fraternity & Sorority Life) or teach necessary skills (Career Services, Student Money Management).

Residence Life

Residence life is a critical component to many students’ experience at our institutions and should be preserved as much as possible. The university will create an environment in which students can practice the safety guidance adapted from the CDC in the public areas of the residence halls. UNG will follow the current CDC recommendations, as well as the recommendations of the Cleaning and Sanitation workgroup. Representatives from both UNG Facilities and Corvias Campus Living served on the Residence Halls workgroup and assisted in developing this plan. Per USG guidance, the university is not able to guarantee the safety from COVID-19 to residential students.

Staffing and Training

- Housing for both Residence Life and the Corps of Cadets will be full staff for both housing offices by the time that fall housing opens.
- Training for Resident Assistants will begin the first week in August. RAs will be trained in multiple classrooms utilizing video technology and 6ft social distancing. As many training sessions as possible will be conducted through virtual learning prior to in-person training.
- Resident Assistants will complete virtual health and safety checks via video chat while under social distancing. Corps of Cadets’ leadership will continue to perform in-person room checks.
- Student staff will check-in virtually with their residents using GroupMe, texts, and social media applications.
- Residence Life programming requirements pertaining to UNG’s residential curriculum will be modified to accommodate for virtual programming.

Residence hall rooms will be viewed as a shared residence within each room or suite, similar to a family’s shared residence in that social distancing practices are not expected within the room or suite. As such, it is the responsibility of the residential students to adhere to appropriate behaviors related to the prevention of COVID-19, including the cleaning of their room or suite. Individual students should be reminded of the best practices in prevention but must take responsibility for their own actions. Guidance for individuals living in shared housing are outlined below.

Move-in (non-cadets)

- Under this contingency plan, residence halls will open in fall 2020 with social distancing guidelines in place. Move-in will happen across a five-day window, prior to
the beginning of classes, with no more than 20 students moving into any particular residence hall at a time.

- New freshmen non-cadets move-in beginning August 12.
- Returning students move-in the weekend before classes begin on Monday, August 17.
- Students will be limited to no more than two guests to assist them in moving in, and no move-in volunteers will be allowed inside the residence halls. Residence Life will provide carts for students to utilize during the move-in process. Carts will be disinfected with spray between users.
  - Move-in volunteers who normally carry belongings in for students and families will assist with traffic control for non-cadet move-ins.
  - As part of the check-in process, students will complete a digital form acknowledging up-to-date safety protocols regarding social distancing and hygiene. The form will be available to a student through their UNG Connect account and will be available prior to move-in and at move-in for any student who has not yet completed it.
  - Student Health Services personnel will be available on move-in day for temperature checks and making sure that students have completed the questionnaire.
  - Best practices in prevention will be addressed during Residence Life’s online modules for summer orientation as well as the virtual first hall meeting the night of each student’s move-in. Short video clips covering prevention will also be released on Residence Life’s social media sites leading up to move-in.
  - Students will be urged to bring face coverings and disinfectant products with them when they move into the residence halls. These items will be added to packing lists as well as encouraged as part of online orientation and social media posts.

**Move-in (cadets)**

- Plan to stagger cadets (estimated 750) moving into UNG Military Village
- 1 AUG - All Cadet Commanders and Senior Non-Commissioned Officers move in in the morning. Estimated number of cadets 27 into three cadet residence halls. Cadet Cadre in charge of Non-Commissioned Officer Academy move in starting in the afternoon. Estimated number of cadets 16.
- 2 AUG - Cadet BDE & BN primary staff move in. Estimated number of cadets 20. Pre-Command leadership education starts.
- 3 AUG - NCOA candidates move in. Estimated number of cadets 150.
- 4 AUG - NCOA leadership education and Army training starts.
- 5 AUG - BDE & BN support staff/personnel move in. Estimated number of cadets 50.
- 6 AUG - Begin 1st BN Freshman cadets move in. Estimated number of cadets 120.
- 7 AUG - Begin 2nd BN Freshman cadets move in. Estimated number of cadets 120.
- 16 AUG - Remaining cadets return to campus: Move in of upperclassman cadets not involved in pre-semester military training starting at 09:00 until complete. Estimated number of cadets 150.
**Accommodations for High-risk Students**

- UNG’s Residence Policy will be waived for any high-risk student who chooses to live off campus. Students may request a waiver from the policy through the Dean of Students website. Residence Life will reach out to Student Disability Services to ask them to reach out to any registered students in housing to communicate the policy.

- For any student who can document high-risk circumstances, the housing contract cancellation fee will be waived as well should that student choose to cancel their housing contract for the 2020-2021 academic year.

- Requests for single-occupancy rooms will be accommodated as space allows, with students with documented high-risk circumstances receiving first priority, including students living single in a double occupancy room if there are spaces available.

**Sanitation Practices & Procedures**

- UNG will follow the current CDC recommendations as well as the recommendations of the Cleaning and Sanitation workgroup. New standard protocols include:
  - Cleaning community baths increased to twice daily. Baths will be shut at designated times to allow time for custodial staff to clean.
  - Additional common areas in the residence halls (kitchens, computer labs) will be closed twice daily for cleaning.
  - Wiping high-touch surfaces periodically throughout the day.

- Students will be responsible for cleaning their own rooms/suites/apartments. Basic cleaning tips will be provided to residents prior to move-in via video and addressed in their first virtual hall meeting.

- Disinfectant/handiwipes will be provided inside the main entrance doors of the residence halls.

- Alcohol-based hand sanitizers will be provided in each residence hall lobby.

- Plexiglas shields will be installed around each of the desks in the residence hall lobbies, as well as in the Residence Life and Assistant Commandant’s housing offices.

- Standard water fountains will be disabled so that only the water bottle filling portion of the station will remain accessible.

- If a residential student is COVID-19 positive:
  - The Office of Residence Life will notify facilities with a phone call, followed by an email to Physical Plant works, copying housekeeping staff regarding the affected space(s).
  - Student and their roommate(s) must the leave residence hall and self-isolate at home.
  - Student cannot pack room to leave, only taking laptop, charger, and medications home.
  - The student’s room/suite will be vacated for 24 hours.
  - To disinfect the space(s), UNG Facilities will treat the space first with foggers and then with MoonBeam UV light.

- Students who test positive or experience COVID-19 symptoms should stay home to self-isolate as appropriate. Students must remain off campus until they are able to
cleared by the Dean of Students by meeting the GDPH guidance for discontinuing isolation below.
  o No fever for at least 72 hours (three full days of no fever without the use of medicine that reduces fevers), AND
  o Improved symptoms, AND
  o Gone at least 10 days since symptoms first appeared.

**Bathroom Accommodations**

- Community bathrooms will be limited to three people per bathroom at once. Signage on the community bath doors will reflect this. Community bathrooms will be cleaned twice daily per CDC guidelines and well stocked with soap and paper products.
- CDC handwashing signs will be posted in the bathrooms, and students will be informed that sinks are not sanitary areas to place toothbrushes as well.
- Suite-style and apartment-style bathrooms may include two to four residents per bathroom. Residents will be required to clean the bathroom on their own. Cleaning instruction and tips will be provided.

**Visitation**

- In-room visitation will be prohibited during the social distancing phase.
- Guests will not be permitted within the residence halls.
- Students must meet and visit with any guests outside of the residence halls.

**Ongoing Mitigation and Monitoring**

- The hygiene and distancing practices listed on the acknowledgement form will also be posted inside each room/suite/apartment door. Poster-sized signs will also be placed in each residence hall lobby area.
- Self-monitoring and prevention plans will be communicated prior to move-in and posted in student rooms.
- Students will be required to wear face coverings when social distancing cannot be practiced. Students should remain 6 feet (2 meters) apart and be mindful of enclosed spaces.
- Medics in the Corps of Cadets will complete temperature checks and/or a medical questionnaire for each cadet at morning PT class.
- Resident Assistants will complete virtual health and safety checks via video chat while under social distancing. Corps of Cadets’ leadership will continue to perform in-person room checks.
- Students will be instructed to visit Student Health Services as necessary.
- Students who test positive for COVID-19 should report this information to the Dean of Students office so that appropriate accommodations can be made, if necessary. If an RA or a Resident Director receives a report, they will notify the Dean of Students office. Students who test positive or experience COVID-19 symptoms will be sent home to self-isolate whenever possible. One faculty housing unit is currently available.
for use as a self-isolation space for fall semester for students who cannot leave campus. The Collins House (3 beds) is currently available.

- If demand allows, two suites (8 beds) will be held offline for Residence Life. The Corps of Cadets will also hold 4-8 beds offline for self-isolation spaces.
- Protocols for hand-washing and bathroom hygiene will be posted in the bathroom area.
- Elevators will be limited to one person a time. Signage will be posted on each floor outside the elevator area. Stairwells will be designated as either up or down. Signage will be posted outside each stairwell floor.

**Policies, Practices, and Rules to be in place by fall:**

- UNG’s Residence Policy will be waived for any high-risk student who chooses to live off campus. Students may request a waiver from the policy through the Dean of Students website. Residence Life will collaborate with Student Disability Services to reach out to any registered students in housing to communicate the policy.
- Requests for single-occupancy rooms will be accommodated as space allows, including students living single in a double-occupancy room, if there are spaces available.
- Common lounge areas in the residence halls will be closed during the social distancing phase. Spaces will be locked or furniture removed when feasible.
- Community kitchens will remain open, but students will be required to provide their own cooking utensils. Pots and pans will still be provided upon request, but students will be required to wash with hot soapy water both before and after use. Students who use their own pots and pans must remove them from the kitchens when they are no longer being used.
- Students who develop a cough, fever, or difficulty breathing should remain in their room, immediately alert UNG staff through the Live Safe App or via the notification form to the Dean of Students form, and stay in their room until UNG staff contact them with next steps. Students should call Public Safety (706-864-1500) or 911 for difficulty breathing or another medical emergency.
- Residence Life’s roommate agreement already outlines discussions regarding cleaning procedures, but it will add discussions regarding what would happen when a roommate becomes ill during the semester.

**Financial Considerations**

- UNG would follow USG guidance regarding pro-rated refunds for housing if students were to move online at any point during the semester. If a partial semester refund is required, the loss would be approximately $26.15 per resident per day.
- For the current beds that are held offline, UNG expects a $75,104 loss in revenue for FY21.
- If UNG were to move to a single-occupancy model for housing, and housing would be filled at a 50% rate, a $3.6 million loss per semester would result.
- Projected housing revenues for fall 2020 and spring 2021 are approximately $12 million. Debt service for FY21 is $3.8 million. Salaries, utilities, etc. are an estimated $3.7 million per year, but could be adjusted downward in a lower occupancy scenario.
UNCG could support one semester at half capacity through Auxiliary reserves, but could not maintain that rate for an entire fiscal year. Debt service will be the first priority regarding expenses.

UNCG is eliminating cable TV for FY21 and using the savings to add bandwidth to residence halls.

Corps of Cadets

Cadets will start move in two weeks before FA20 semester courses begin. The staggered move-in will be executed with social distancing expectations. The early move-in is required to support three leadership education and Army training events. The move-in information for cadets is also included in the Residence Life section of this planning document.

**Corps of Cadets Leadership Education and Army Training**

- Starts two weeks before fall semester starts.
- Consists of cadet Pre-Command leadership education and planning, cadet basic Non-Commissioned Officer Leadership Academy and Freshman Recruit Orientation Group leadership education and Army training.
- All educational and training events will start with a health screening and daily checks by select qualified medical personal.
- UNG process for cadets who become sick will be followed.
- All cadets will be informed of proper COVID-19 hygiene procedures and locations of cleaning products.
- PPE will be required during classroom and outdoor activity. Exception is morning physical training when only social distancing will be practiced.
- Cadet residence hall rooms will be cleaned daily by cadets.

**Cadet Move-in Plan**

Cadets (approximately 750) will move in on a staggered basis to cadet residence halls.

- 1 AUG - All Cadet Commanders and Senior Non-Commissioned Officers move in in the morning. Estimated number of cadets 27 into 3 cadet resident halls. Cadet Cadre in charge of Non-Commissioned Officer Academy move in starting in the afternoon. Estimated number of cadets 16.
- 2 AUG - Cadet BDE & BN primary staff move in. Estimated number of cadets 20. Pre-Command leadership education starts.
- 3 AUG - NCOA candidates move in. Estimated number of cadets 150.
- 4 AUG - NCOA leadership education and Army training starts.
- 5 AUG - BDE & BN support staff/personnel move in. Estimated number of cadets 50.
- 6 AUG - Begin 1st BN Freshman cadets move in. Estimated number of cadets 120.
- 7 AUG - Begin 2nd BN Freshman cadets move in. Estimated number of cadets 120.
• 8 AUG - UNG Orientation for Freshman cadets and students
• 9 AUG - Begin cadet Freshman Orientation Group leadership education and Army training week
• 16 AUG - Remaining cadets return to campus: Move in of upperclassman cadets not involved in pre-semester military training starting at 09:00 until complete. Estimated number of cadets 150.

**Daily/Weekly Routine**

• Routine health and welfare inspections will be conducted by cadet leadership to ensure hygiene guidelines are being followed.
• Routine education of cadets on personal cleaning and room cleaning procedures.
• Daily sick call procedures
• Nightly information updates before Command of the Quarters to inform cadets of UNG procedure changes.

**Cadet Command and Staff Meeting**

Venue will change from conference room to large classroom to ensure physical distancing guidelines are met.

**Corps Closed Weekend Training**

Typical semester events will be planned for, but implementation will be guided by the most current COVID-19 directives on social distancing and gatherings.

**Special Units**

Special units include Association of Cadet Chaplains, Blue Ridge Rifles Drill Team, Color Guard, Combat Rifle Club, Cyber Unit, Golden Eagle Band, Mountain Order of Colombo, and Patriot Choir. All units will continue to function but with limitations due to the types of training that are conducted.

• Blue Ridge Rifles Drill Team, Color Guard, Combat Rifle Club, Cyber Unit, and Mountain Order of Colombo will continue to conduct training and execute its selection programs in the fall and spring.
• Association Cadet Chaplains, Golden Eagle Band, and Patriot Choir will continue unchanged.
Dining Services

UNG Dining Services features exclusive dining operations or dining outlets in large venues, including the Dining Hall and Hoag Student Center in Dahlonega, the Gainesville Student Center, and the Oconee Student Resource Center. These outlets, all operated by contracted vendors, plan to open on all campuses, with standard dining hours of operation and full staffing for fall 2020. The following safety and health measures are planned:

- All contracted staff will be screened for symptoms and temperature prior to starting work each day by supervisors.
- All outlets providing service will adhere to the strictest state and federal requirements, and any agency guidelines and recommendations.
- UNG Dining Hall will disinfect all food prep areas, serving counters, POS areas, and door handles, and mop all floors, at least twice daily. Floor cleaning with disinfectant will occur at least twice daily.
- UNG Facilities & Operations will conduct mopping in the food service areas of the Hoag Student Center, Library Technology Center, Health & Natural Sciences Building, Cumming, Gainesville Student Center, Nesbitt Building, and Oconee Student Resource Center.
- Any catered service areas will be disinfected prior to any service, with disinfectant wipe down during service if event exceeds two hours.
- PPE, including face masks, will be required during work as recommended by health officials.
- Hand-washing and sanitation requirements from the Georgia Department of Public Health will be in effect and monitored.
- Plexiglas sneeze guards will be installed at all POS.
- Staff will use standard health protective equipment: face coverings, gloves, aprons and hairnets.
- Self-serve stations will be reduced or eliminated to decrease risk of contamination, until guidance from Health department allows otherwise.
- Each station will feature a full meal option to eliminate need to visit multiple stations.
- Implementation of a quick service daily meal option for pickup is proposed to increase speed of service and allow for more through put of guest.
- Relocate service ware behind the counter to minimize contamination; provide dine-in patrons with reusable service ware when allowed by local health guidance.
- Appropriate condiments will be provided at the station or upon request (proposed).
- Beverages may be provided via one of the following options:
  - Convert beverage station to full service and have an attendant pour the beverages for the guest
  - Disposable cups with contactless beverage dispensers with the addition of hourly sanitizing of the beverage station
  - Bottled or canned beverages
- Use of contactless pay options when possible.
• Expanded promotion of mobile ordering where available for grab-and-go options.

• The following practices will be monitored by on-site supervisors during operations and spot-checked by UNG Auxiliary Services personnel.
  
  o UNG Dinning Hall capacity will be reduced to approximately 400, with no tables of more than four, and a distance of at least 6’ between tables, until public health guidance allows greater density.
  
  o The Hoag Student Center commons area seating capacity will be reduced to approximately 70 in the commons area, with no tables of more than four, and a distance of at least 6’ between tables, until public health guidance allows greater density.
  
  o The Gainesville Student Center commons area seating capacity will be reduced to 110, with no tables of more than four, and a distance of at least 6’ between tables
  
  o Oconee Student Resource Center commons area seating capacity will be reduced to 40, with no tables of more than four, and a distance of at least 6’ between tables, until public health guidance allows greater density
  
  o All other UNG Dining Services operations (catering, Starbucks, Java City, and athletics concessions) will feature appropriate distancing protocols and signage in queue lines and between tables, and patrons will not be allowed to congregate in waiting areas.

• At the Dahlonega Campus Dining Hall, where the restrooms have more than three adjacent stalls, some stalls will be closed to allow for social distancing and to reduce the risk associated with flush spray. Partitions are already installed.

• Encourage use of reusable green-to-go program to provide take-out option to accommodate the limited seating.

Student Health Centers

Student Health Services will be prepared to operate at full capacity for the fall semester and will continue to provide face-to-face care to all UNG students who pay the health fee.

• Student Health Services transitioned to an appointment-based system in June 2020. Students will be able to make appointments on the “patient portal” site of the Point and Click electronic medical records system or by phoning the clinic. Making appointments will maintain control of traffic flow into and out of each clinic which will assist with following CDC guidelines for social distancing as well as support the safety of staff and patients. Walk-in appointments will be accepted for patients with COVID-19 symptoms or if a patient’s situation is deemed an emergency. All other appointments will be made based on availability and symptom acuity.

• Student Health Services centers currently have glass barriers at the check-in station.

• Students presenting to the health centers will be triaged at the front door of each clinic by a front office staff member. The patient’s temperature will be taken and questions will be given to determine risk of COVID-19 or exposure. Those at risk will be isolated immediately into an exam room for evaluation.
• Follow-up appointments will be made as necessary or if the patient does not improve and requests to be rechecked. These follow-up appointments will be given priority when possible.

• No COVID-19 testing will conduct very limited testing at UNG Student Health Services. Students will generally be referred to the Georgia Department of Public Health for testing.

• Practices to be implemented for telemedicine when needed or appropriate. UNG’s Student Health Services has not been given permission to practice telemedicine based on the protocols and expectations from the Georgia Composite Medical Board. Student Health Services’ clinicians are currently reviewing these policies to determine how to gain permission for telemedicine at the approval of our physicians and the Composite Board.

• Student Health Services staff have been trained with appropriate use of PPE and will be cleaning areas of concern in the clinics immediately after patient visits. These steps are documented in the SHS policy and procedure manuals. Student Health Services staff have also been trained for respirator fit testing for all staff. Presentations will be given to Resident Assistants and CORPS of Cadets prior to the fall semester to ensure PPE use complies with CDC and GDPH guidance.

Student Counseling

Student Counseling Services will be prepared to operate at full capacity at the beginning of fall semester. Social distancing may require alternate arrangements for delivering counseling services based on the physical space of the counseling center and individual offices. Details on UNG’s Student Counseling Services are provided below.

• 10 full-time counselors, with three vacant positions
• No part-time counselors
• The current ratio of counselor FTE to spring 2020 student FTE is 1 clinician per 2,276 students.
• Eight counselors will be able to continue to serve students in their current physical space to provide in-person services.
• Two offices too small to observe social distancing rules, so they will alternate days using the conference room at work and teleworking from home.
• All 10 UNG student counseling clinicians are approved to deliver tele-counseling and can work from the office or telework to provide virtual services.
• Student Counseling will only see students face-to-face in situations of life-threatening emergency; all other sessions will be conducted virtually. Student Counseling will also have a room in the department designated for students to participate in video/virtual sessions with their therapists, if other options are unavailable.

• Practices to be implemented for face-to-face counseling visits that ensure social distancing from the time a student schedules an appointment to the time the student leaves the appointment include:
  o Appropriate PPE supplies will be provided through UNG’s Emergency Preparedness office. Training on PPE use will be provided by Student Health Services.
Plexiglas shields will be installed in all front office areas.

- Mirroring the university-wide expectations, employees should conduct a daily self-screening for COVID-19 symptoms and to stay home if they are symptomatic.

- Employees must sanitize workspaces between each client. Sanitation supplies will be provided through UNG’s Emergency Preparedness office.

- Clients/Visitors to offices will be verbally screened for symptoms of COVID-19 based on current guidance from the CDC and Georgia Department of Public Health.

- Signs will be installed to direct people who have COVID-19 symptoms not to enter the area.

- Student Counseling will encourage students to make appointments by telephone, rather than dropping in. Student Counseling will post signs on department doors asking for student to call rather than walk-in to schedule appointments. Walk-in crises will be accommodated in the student video room. Triage questions will include COVID-19 symptom questions.

- Staff will disinfect equipment and frequently-touched surfaces after every use, including computers, workstations, lockers, pencils, calculators, card swipes, door knobs, light switches, and waiting room chairs.

- Staff will exercise frequent handwashing and disinfecting of common work areas.

- Office space and traffic flow will be modified to promote social distancing.

- Stanchions or other directional equipment will be used to indicate traffic flow in the area.

- Block off/Remove furniture or areas that cannot be utilized within social distancing guidelines.

- Items, such as magazines or brochures, in common areas will be removed to reduce contamination risks and make it easier to sanitize areas.

- The number of students in the waiting area will be limited.

- A virtual check-in system for students will be implemented.

**Parking and Transportation Services**

- Parking Services will be open for face-to-face services and operate in accordance with University guidance on staffing.

- Queue lines will be marked with appropriate social distancing limits and entry to the offices (Dahlonega and Gainesville) will be limited to three customers at a time.

- Sneeze guards will be installed at all POS locations.

- Staff will disinfect all service counters, POS areas, and door handles hourly. Floor cleaning with disinfectant will occur daily.

- Rental fleet vehicles will be limited to a single rider, unless occupants use face coverings.
• Fleet vehicle interiors and exterior door handles will be wiped down as issued.
• Parking Services vehicles will be limited to a single occupant and will be cleaned and disinfected after each use.

*Shuttle services at the Dahlonega and Gainesville campuses:*
UNG has five 15-passenger buses and one 28-passenger bus. The following operational changes will be effective for the fall 2020 semester.
• UNG Parking & Transportation Services will reduce ridership on all shuttles buses to maintain social distancing. Capacity will be reduced to one-third, allowing 4 passengers and the driver on all 15-passenger buses and 9 passengers and the driver on 28-passenger buses.
• Passengers will occupy every other seat to allow for social distancing, starting with back seats first. Only one person per seat.
• Students should expect a short delay due to reduced capacities. Students can track bus timing with the Passio app.
• Shuttle drivers will be required to wear a UNG-provided face covering; gloves are optional.
• All shuttles stop transporting students at 5 p.m.
• Actively promote non-transit modes walking, biking, scooters, etc.
• Shuttle buses will be sanitized twice a day, at lunch and end of the day with a hospital grade disinfectant or fogger.
• The number of shuttle bus stop will be reduced. At the Dahlonega Campus, pick-up and drop-off will be at the Health & Natural Science Building and the Convocation Center. At the Gainesville Campus, pick-up and drop-off will be limited to Tumbling Creek Apartments and the Student Center.

*Bookstores*
• The Dahlonega Bookstore and Military Store, the Gainesville Bookstore, and the Oconee Bookstore will all open on or around August 3 to the general public with regular store hours. Limited delivery services will be made for Blue Ridge and Cumming campuses during the first week of fall semester.
• Plexiglas shields will be in place at all POS locations.
• Flooring will be marked to indicate traffic flow direction and distancing guidelines.
• Bookstore staff will disinfect door handles, registers, counters, writing equipment after each use. Bookstore will continuously disinfect store fixtures and general merchandise items.
• Military Clothing & Sales Store staff will disinfect door handles, registers, counters, pens and fitting equipment after each use; this will include the restroom area used for uniform try-ons.
• Stores will fill and ship mail orders to ensure that students and customers have the needed material for their courses.
- Bookstore employees will adhere to requirements for social distancing and use of face coverings. Each employee will have their own hand sanitizer and be required to disinfect areas before they leave the store.

- Signage will be placed throughout the stores to remind staff and employees about social distancing.

- Rental returns will be handled from drop boxes at each campus location and the bookstore staff will wear gloves and disinfect the textbooks.

**Student Organizations**

Student organizations and the opportunities they provide students are critical components of the student experience. Social distancing will not allow for many of the traditional activities and events that students have come to enjoy and expect. In that spirit, UNG will plan for providing alternate activities and experiences that promote social distancing and engagement at the same time. The university will also plan for ways to support student organizations in planning for different types of organizational meetings, activities, fundraisers, etc.

The Office of Student Involvement will develop and distribute guidelines for student organizations regarding recruitment, event planning, and the approval process. As part of event approval, Student Organizations must acknowledge receipt and understanding of the guidelines via the UNG Connect portal. The Office of Fraternity and Sorority Life will offer specific guidelines to this population in addition to the Student Involvement guidelines.

**Student Life Staffing**

- Some departments (Student Health Services) will have all staff on-campus during University business hours, but most will be operating with staggered hours on campus and teleworking to practice social distancing.

- Departments will offer 100% of normal services in-person or virtually.

- Departments will focus on their main priorities on seeing patients or providing testing, over outreach activities, to limit the number of attendees. To promote social distancing, outreach services will be provided virtually.

- All Student Affairs services will practice social distancing while operating under normal working schedule.

- All employees and students should follow UNG’s COVID-19 health protocols for student and staff members and report positive or suspected cases via the appropriate form at ung.edu/covid-19/.

**Student Centers and Other Community Gathering Locations**

- Common spaces within the university may re-open in accordance with public health guidelines.

- Social distancing and sanitation guidelines from the GDPH and CDC should be followed. Furniture may be removed from areas to accommodate social distancing guidelines.
• Capacities will be limited and in those lounge areas that are monitored by staff, time limits may be enforced to allow for the most people to be able to use those areas. (Examples include the Adult Learner Resource Center, Multicultural Student Affairs Resource Centers, and Veteran Resource Centers).

• Signage regarding recommended sanitation/health practices will be installed.

• These areas will be sanitized frequently by employees and will have necessary sanitation items available for patrons to use in the facility.

Events

• Where feasible, meetings should be held in whole or in part using online collaboration tools (e.g., Microsoft TEAMS). When allowed, in-person meetings are limited to the restrictions of gathering sizes, assuming individuals can still maintain 6 feet of separation for social distancing requirements.

• The Office of Student Involvement and/or UNG staff members should remove or rearrange chairs and tables (e.g., consider staggering seats) or add visual cue marks in meeting rooms to support physical distancing practices between attendees.

• Enhanced cleaning and sanitation protocols will follow CDC guidance and are in place on campus for high-risk/high-touch areas (e.g., door handles, light switches, handrails, interior doors, door push plates, common spaces, flat surfaces such as tables, elevator buttons).

• After a face-to-face student organization or staff space meeting concludes, an Office of Student Involvement staff member(s) will clean and use approved single-use disinfectant wipes for human touch points within meeting spaces, such as computer keyboards, public tables/counters, chairs, card readers, phones, and shared surfaces and items. In some cases, cleaning materials will be provided by the Office of Student Involvement, to users of meeting/event spaces to clean the facilities after use. Groups will be notified of the need to clean and sanitize spaces after use.

• The Office of Student Involvement is developing training and manuals for all Student Organizations on new guidelines, event/space limits, virtual resources, safety procedures, event planning and contingency plans.

• Large events scheduled for the fall 2020 semester should adhere to institutional guidance for events and gatherings. The UNG Office of University Events will serve as resource for planning and executing events to help ensure adherence to social distancing guidance and alternative delivery methods.

• Facilities and room capacities in UNG’s Event Reservation System may be adjusted to limit reservations to conform to the most current social distancing requirements.

• Facility reservations for larger events will require at least 24 hours between events to allow for appropriate cleaning.

• High-demand facilities may have a limit of two events per semester per office or student organization to ensure that as many parties as possible are allowed programming space.

• Student organizations are encouraged to meet virtually when possible (the Office of Student Involvement will train any student organization on how to conduct a meeting using Microsoft Teams). This includes all in-person chapter meetings, regular membership meetings, recruitment events, fundraisers, rehearsals, practices, performances, socials, celebrations, and/or other types of gatherings. This includes
governing bodies, programming boards, and arts groups. In-person meetings, where necessary, will follow public health guidance and state directives on gatherings and events.

- Events with food must be served by UNG Dining Services or be prepackaged food approved through UNG Dining Services. Additional guidelines regarding food services may be forthcoming.
- Student organization recruitment activities must adhere to the current social distancing requirements in place. If an organization cannot ensure social distancing, the organization should consider deferring recruitment to the spring semester.
- All student organizations are discouraged from hosting events off-campus. Any organization wishing to do so should consult with the Office of Student Involvement. All student organizations must follow public health guidelines regarding social distancing and sanitation and should abide by guidelines set for on-campus events in terms of the number of attendees.

Events to be addressed
The Student Life workgroup will modify event plans to conform to public health guidance and state guidance regarding gatherings and social distancing protocols. This guidance and protocols are subject to change.

- Student Convocation - August 17, 19, 24, and 26, 2020 - one event on each campus; locations vary (Committee exploring online contingency plans and different locations to hold the events)
- Weeks of Welcome events - August 12-28, 2020 (begins with move-in on the Dahlonega Campus)
- First Saturday of Service
- Nighthawks Fest
- Greekapalooza
- Rec Fest
- Nighthawks Entertainment events - usually a minimum of two events per campus
- SGA 9/11 Ceremony - September 11, 2020 (Dahlonega Campus)
- Making Cents Make Sense - multiple campuses in September
- Student Conference on Leadership - October 24, 2020

*Note: Event organizers are already planning on contingencies for these events.

Bands & Choral Groups
Decisions related to band and choral groups will be made with the most up-to-date social distancing guidelines.

Rehearsals
We plan for ensemble rehearsals to move forward this fall either in full or divided into chamber groups as space permits. We are currently waiting on preliminary results from
studies being conducted on singing and playing and appropriate precautions and plan to have guidelines in place for ensemble size, spacing, etc. by August 1. In addition, alternate rehearsal and performance venues, including outdoor venues, are being explored. Students will be asked to refrain from sharing instruments, and strict cleaning protocols will be required for instruments that must be shared. To minimize contact, students will not share stands or music in rehearsals. All equipment and space cleaning protocols will be in place by August 1.

**Performances**

We currently plan to have performances without live audiences that will either be webcast live or recorded and released at a later date. Again, proper social distancing and other precautions will be in place for all performers and those working technical operations.

**Campus Recreation & Wellness Plan**

UNG will follow best practices for gyms and recreation centers to open campus facilities in a manner that allows for social distancing.

**Hours of operation**

If the university opens for fall classes with limited social distancing, the campus recreation centers expect to operate with normal hours.

**Staffing levels**

The campus recreation centers expect to operate at full staffing levels to ensure appropriate service to patrons and compliance with sanitation and social distancing guidance.

Schedule and perform staff training sessions and practice the new protocol duties and processes for serving patrons

Identify supervisors responsible for implementing plans and monitor compliance

**Occupancy changes**

Recreation Center occupancy would be limited and congregating would be discouraged to support the appropriate level of social distancing, based on the 6-foot distance (i.e., 10,450 square feet such as a gymnasium could hold 290 people 6 feet apart from each other).

- Gainesville Campus Fitness Center – 4550 sq. ft.
- Gainesville Campus Gymnasium – 10,450 sq. ft.
- Gainesville Campus Pool – if open, potentially six individuals allowed in swim lanes or four individuals in the deep area.
- Locker room practices/restrictions
  - Gainesville locker rooms and restroom occupancies would be restricted to:
    - sink area, 1
    - toilet area, 3
    - locker area, 4
    - shower area, 3
  - Dahlonega locker rooms and restroom occupancies would be restricted to:
    - sink area, 2 (1/side)
Safety and cleaning practices

- Should admission require temperature screenings of patrons, UNG has touchless forehead scan thermometers available and would establish screening stations outside the main entryways.
- Plexiglas barriers will be installed at the check-in desks at the entryways of the recreation centers.
- Contactless patron check-in: card swipe system already in use for all in-person scenarios
- Fitness cardio equipment will limited to every other machine.
- Floor markers will be used in common areas and weight room to accommodate distancing.
- Traffic flow will be adjusted to ensure appropriate social distancing, including one-way traffic in narrow hallways.
- Signage will emphasize the personal responsibility of each patron to disinfect equipment, wash hands, and follow public health guidelines.
- Water fountains will be disabled, but touchless, water bottle filling units will remain operable.
- Ensure cleaning and disinfection complies with CDC-recommended frequencies and protocols.
- All equipment will be disinfected by patrons between uses and by facility employees as regular frequencies.
- Perform cleaning and disinfecting throughout hours of operation, in addition to the regular custodial services cleaning schedule; monitor cleaning and enforce protocols.
- Cleaning supplies such as shower spray and sanitizing wipes will be readily available especially for touch points on doors, door handles, and trash receptacles.
- Continue with deep-cleaning protocols.
- Provide and encourage use of hand sanitizer stations.
- Place additional trash receptacles and disinfecting wipes next to all doors to allow using wipe to open door and then discard wipe into trash receptacle.
- Visitors and guests - When the Recreation Centers open, UNG will allow community members to resume use under paid memberships, but will not allow guest passes.

Recreational sports

UNG’s intramural sports program has designed activities that allow for social distancing, should contact sports be prohibited.
Enrollment Management

Enrollment Management staff and Student Affairs & Enrollment Management stakeholders developed this plan with the following key assumptions and concepts in mind:

- Plan assuming that UNG will start courses on campus in fall with some level of social distancing expected, but ensure flexibility that supports opening fully online or transitioning to online instruction with minimal disruption.
- Be mindful of the anxiety felt by employees, students, and guests.
- Technology (Virtual Outreach) should be enhanced to support all recruitment and outreach efforts regardless of contingency.
- Large campus gatherings (50+) may continue to be restricted.

Enrollment Management (EM) offices will be open with staffing sufficient to conduct operations, but with some employees continuing to telework based upon at-risk guidance from CDC, USG, UNG, and other directive issuing entities (e.g. HR). Co-Curricular and retention strategies are listed in the following portions of the plans: student life and involvement; academic advising; momentum year and student success.

EM will adapt its daily operations to comply with social distancing, hygiene and COVID-19 reporting protocols. EM staff will implement the following changes.

Visitors to Campus

- Increase communication promoting Ask Nigel chatbot for getting questions answered; staff Live Chat to reduce need for office visits.
- Promote Skype meetings to the maximum extent possible, reducing the need for travel and in-office visits.
- Use booking or scheduler functions to create in-office appointments, to help control traffic volume in office. (Note: Need to provide time between appointments for sanitation as appropriate.)
- Develop appointment follow-up email outlining safety expectations for visiting campus (post guidance on website and as part of busy-line phone message).
- Appointments – Each office will designate one area for meeting with guests.
  - Admissions – TBD
  - Registrar – TBD
  - Financial Aid – TBD
  - Cadet Admissions – Presentation Room
  - Graduate Admissions – TBD
  - Individual offices, if Plexiglas barriers are in place or 6’ of separation is possible.

Walk-In Visitors and Appointments

- Increase signage about social distancing guidelines in all lobby areas.
- Place social distancing markers on floors.
- Ensure wait area seating is set up to comply with social distancing.
- Increase hygiene signage in bathrooms.
• Acquire virtual check-in software (kiosk) with text response to notify guest that staff is ready for them. (EM IT rep exploring capabilities within UNG Connect)

• Explore “Virtual Counseling” kiosk concept that may allow visitors to meet with staff virtually for initial consultation.

**Document Dropbox**

• Change policy to allow document drop in any EM office, use inter-office distribution to route documents as appropriate.

• Create a centralized drop box in common EM lobby spaces as follows:
  - Gainesville - Student center lobby outside Admissions Office
  - Dahlonega – Outside Financial Aid office
  - Dahlonega - 3rd floor lobby of Chestatee Building

**Campus Tours**

UNG will offer in-person campus visit options only when we feel it is safe enough to conduct such operations within the established guidelines. Taking tour visitors inside buildings other than the main Admissions building on each campus will be limited when social distancing is in effect. Advance communication will emphasize self-screening and ask visitors to reschedule if they are experiencing specific symptoms.

**Campus Visit Invitation**

• Mid-July send invitation to students announcing fall campus visit options.

• Include social distancing plans and health expectations as part of the communication.

**Campus Visit Reservations**

• Shift to smaller campus visit tours. 1-2 families/Tour Guide (would require additional student worker funding).

• Build schedule around Tour Guide availability based upon class schedules.

| Potential Individualized Campus Visit Schedule |
|------------------|------------------|------------------|------------------|------------------|
| Arrival | Walking | Families | Presentation | Departure |
| 8:50 a.m. | 9:00 a.m. | 2 | 9:45 a.m. | 10:10 a.m. | 11:50 a.m. | 12:00 p.m. | 2 | 12:45 p.m. | 1:10 p.m. |
| 9:20 a.m. | 9:30 a.m. | 2 | 10:15 a.m. | 10:40 a.m. | 12:20 p.m. | 12:30 p.m. | 2 | 1:15 p.m. | 1:40 p.m. |
| 9:50 a.m. | 10:00 a.m. | 2 | 10:45 a.m. | 11:10 a.m. | 12:50 p.m. | 1:00 p.m. | 2 | 1:45 p.m. | 2:10 p.m. |
| 10:20 a.m. | 10:30 a.m. | 2 | 11:15 a.m. | 11:40 a.m. | 1:20 p.m. | 1:30 p.m. | 2 | 2:15 p.m. | 2:40 p.m. |
| 10:50 a.m. | 11:00 a.m. | 2 | 11:45 a.m. | 12:10 a.m. | 2:20 p.m. | 2:30 p.m. | 2 | 3:15 p.m. | 3:40 p.m. |
| Lunch Break | 2:50 p.m. | 3:00 p.m. | 2 | 3:45 p.m. | 4:10 p.m. |

**Student Visitors 22 Plus Guests**

Represents starting phase or during lower demand season

• Increase number of arrival time slots; stagger arrival times of multiple family tours.

• Offer additional Saturday tours to increase options for families who are able to travel.

• Maintain social distancing within current visit spaces.
Oconee – Current capacity- 10 Guests, Social Distancing Capacity – TBD
Gainesville – Current capacity- 15 guests, Social Distancing Capacity – TBD
Dahlonega – Current capacity- 40, Social Distancing Capacity – TBD

- Communicate social distancing and health status expectations during the reservation communication process as follows:
  - In every email communication, notify guests of our safety precautions and expectations (i.e. registration email, all reminder emails leading up to event, and day of email)
  - Ensure families understand that their arrival time is tied to social distancing requirements, therefore, they should strive to arrive on time.
  - Place “Please keep in mind our expectations:” on registration confirmation page and in emails

**Campus Visit Pre-Arrival**

- Tour guides conduct self-health check the evening prior and morning of tour; immediate “call off” under specified symptoms.
- Develop an “on call” roster of Tour Guides based on schedules to find replacement.
- Arrange for tour guides to meet families at designated time in parking lot to begin tour. Set up branded tent shelter for Tour Guides to wait.
- Identify which buildings require inside visit experience. Work with building manager to determine where visitors are allowed. Ensure building manager inform occupants of building being part of campus visitation tour route and explaining precautions being taken. Ensure only “gloved” tour guide opens doors or use handicap entrances to reduce contact spread potential. Restrict movement inside buildings except to restrooms.
- Brief Tour Guides to stay in open spaces and keep 6’ distance from tour guests.
- All students, employees, and visitors are required to wear face coverings in UNG buildings and facilities when social distancing may not be possible.
- Follow visitor protocol for other buildings if guidelines change.
- Work to increase all signage around campus to reduce guests from entering other offices to ask for directions (e.g. outside lower Chestatee)

**Campus Visit Experience**

- All tours have both an indoor and outdoor component; tours continue during inclement weather unless storm warnings preclude such.
- Begin with walking tour followed by family presentation in Campus Visit room.
- Stagger arrival times to ensure steady flow of families into and out of Chestatee Building with minimum overlap to limit social distancing issues
- Ensure tour routes are varied to keep multiple groups apart as appropriate.
- In single-family visits, tailor presentation experience to engage prospect’s specific interest or information needs.
• Start small – this is a new format, and need to ensure quality experience before increasing number of tours offered per day. Need to condense the visit program to accommodate for volume of demand and student staffing availability.

• Give away individual, promotional-size hand sanitizer and UNG-branded face coverings, as available, to guest family at pick-up to emphasize the importance of health safety during the visit.

• Continue stuffing tour bags with t-shirt sizes; hand tour bag directly to student after presentation.

**Campus Visit Follow-up**

• Send visitors a follow-up survey about their campus visit experience; incorporate questions related to how well social distancing was practiced; ask opinion about how to improve visit to address safety concerns.

• Continue sending handwritten “thank you for visiting” notes from guides to prospective students.

**Group Tours**

• Outdoor walking tour only for group visits.

• No group tour admissions presentations when social distancing is in effect.

• If social distancing measures can be achieved, UNG will consider driving tour option for school group visits; 2 tour guides (with face coverings) board bus, one provides directions to driver while other talks to students during the tour. Limit off-bus stops to essential locations (leg stretch opportunity), keep groups outdoors.

• Decrease amount of students allowed for group tours; maximum one bus per school; suggest prioritizing seniors.

• Limit group visits to juniors and seniors for large schools.

• Cancel group visits during flu season for safety purposes.

• Ask high schools to cancel planned visit if they have cases of COVID-19 reported in their school.

**Virtual Alternatives**

• Continue providing Live Student Panels using SLATE Webinar and student takeovers of social media platforms—vary the number of sessions based on registration demand.

• Mail UNG merchandise to students who participate in student panels.

• Explore developing audio walking tour app (UNG Mobile?)—similar to tours at a museum where each stop provides audio recording (potential QR code to scan)

• Invest in creating a highly polished virtual campus experience including student testimonial videos, drone photography, and 360-video indoor of various locations (e.g. campus rec, residence halls, etc.)
Enrollment Management Events

Various options were considered as to how it might be possible bring outside guests to large-scale “open house” style events, in a social distancing environment. Given the number of unknowns in trying to plan for such an event, it was the consensus of the workgroup that it would be better to devote staff planning energy, time and resources into developing a quality Virtual Nighthawk Preview experience that will work well in any of the three contingencies.

Planning Considerations:

- Increase weekend campus tour opportunities as a means of supporting families who want to “see the campus” in person. For example, at Dahlonega, have 10 student tour guides give 6 tours each to accommodate 60 individual families each time it is offered. Stagger start times and designate different routes so families do not come in contact with other guests.
- Work to replicate the traditional Preview experience in a virtual environment to the maximum extent possible. Ensure experience includes Spanish language options.
- Explore and select the best technology format to create a virtual “live” experience that isn’t excessively long in duration.
- Construct experience in a manner that lets prospective families log-in to different sessions without having to register for each individually.
- Consider surveying prospects in mid-July about types of virtual sessions they may be most interested in attending to help build the virtual experience, sometime after contingency selection is announced.
- Ensure all campuses are represented and highlighted. Give participants the ability to virtually connect with each campus; perhaps, student panel sessions for each as a possibility.
- Promote the experience through all marketing channels.
- Build showcase in a virtual college-fair style “rooms” format that allows guests to explore campus services, student life groups, colleges, programs, etc. and chat with representatives of each.
- Ensure the website is clear about the event, how to register and log-in. Consider how to allow “on the spot” registration to access the event.
- Increase the “fun factor” by including some drawings and prizes; perhaps, tied to the number of sessions attended, etc. Mail prizes and/or gifts for attending.

National Leadership Challenge (NLC) – There is no virtual alternative for such a high-adventure, hands-on activity. **Note:** This event is run by the Commandant’s office who will make recommendation on the best way to proceed.

Cadet Overnight Visit Experience (COVE) – The purpose of this event is to give a prospective cadet the opportunity to cadet life. **Note:** This is also a Commandant-supported event. Cadet Admissions will explore options of creating a “virtual mentoring experience” to pair a prospective cadet to current cadet via Skype to answer questions and build a mentoring relationship.
Recruitment

In-Person Recruitment

- Permission to visit will be determined by USG travel guidelines and school system restrictions. Recruiters would follow safety procedures established by the school.
- Recruiters would be instructed on how to maintain social distancing safety.
- Provide necessary items needed to maintain a safe environment (i.e. hand sanitizer, face coverings, cleaning supplies, etc.).
- Determine whether recruiters will need antibody testing or periodic COVID-19 testing.

College Fairs

- Recruiters will participate in college fairs as offered, and follow established guidelines and safety precautions.
- Should NACAC, PROBE, or other regional fairs move to a virtual format, we will participate virtually.
- Explore other virtual fair options, such as GoToCollegeFairs or College Fairs Online. Undergraduate and Cadet Admissions would collaborate so all options are presented.
- Graduate Admissions will follow the directions of any colleges offering virtual college fair offerings for their students.

High School Visits (Private Visits and Lunch Visits)

- In schools that do not permit visits, offer high school-specific webinars via SLATE.
- Coordinate with the high school guidance counselors to distribute the event link and encourage student participation.
- Recruiters would set-up webinars for the appropriate high schools within their assigned territory.
- CRM manager(s) would create email and text campaigns in SLATE to encourage students to participate in the virtual event. Digital ad geofencing around campus could also be used to promote the event, if funds are available.
- Undergraduate Admissions and Cadet Admissions recruitment teams would collaborate to ensure both cadet and traditional undergraduate perspectives are represented at these events as appropriate.

Additional Outreach

Personalized Communication & Appointment Scheduler

- Based upon travel restrictions and visit opportunities, continue to conduct personalized outreach via direct mail, personalized phone calls, text messaging, and email communications.
- Include UNG Connect meeting scheduler in each recruiter’s email signature as appropriate based upon scheduling time available.
- Use SLATE “snippet” to increase segmented communications based on student interest.
**Digital Marketing**

- A significant increase in digital advertising is needed to compensate for the likelihood of travel or visit restrictions. Transfer recruitment digital efforts are needed as well.
- Undergraduate and Graduate Admissions would work with the EM Communications Coordinator to develop geofencing campaigns to support specific virtual events and call-to-action campaigns in support of specific populations or programs. Geofence ads at certain GTCS locations.
- Detailed plans have been developed to shift resources to support current conditions.

**Live Social Strategies & Webinars**

- Continue to use Facebook and Instagram social media live sessions based upon availability of recruiters.
- These would be in addition to the tour guide takeovers on Instagram that provide the current student perspective.
- Continue to host Live Student Panel webinars as demand dictates. Cadet Admissions would also work to include a current cadet in select student panels and prompt these events to prospective cadets.
- UA would could work with interested academic departments to offer “live” professor and current student webinars to discuss program design, educational experiences, career outlook, etc.
- Similar “college experience” panels could be created and promoted for other areas such as Honors, Study Abroad, Service Learning, First Generation, etc.
- Graduate Admissions would work with program coordinators to offer program-specific webinar opportunities.
- Create a “Virtual Hub” website to house a variety of online experience choices.

**Virtual UNG Application Days**

- Conduct a virtual “Apply to UNG” Day via SLATE webinar.
- Recruiters provide high school guidance counselors with step-by-step instructions on how to complete UNG's application along with the fee-waiver code.
- Recruiter would be available via webinar to answer questions or walk students through the application (if students are in a lab setting), accept email supporting documents, and answer any questions.

**Virtual FAFSA events**

- Host Financial Aid webinars via SLATE to explain FAFSA and answer questions in the webinar or via Ask Nigel Live Chat afterwards to provide individual help.
- Use webinars to answer HOPE/ZELL or other Financial Aid questions.
- Record session and post to web for others to access anytime (without live Q&A).
Diversity Recruitment

- Enhance “¡Hola!” page with more robust content aimed at Latinx population.
- Use SLATE’s conditional logic to allow students an option to receive communications in Spanish.
- Host monthly Spanish Facebook and Instagram live sessions and promote to prospective Spanish-speaking students and families.
- Continue Hispanic Heritage Month campaigns featuring Latinx UNG students, faculty, and staff. Develop similar comprehensive campaign for Black History Month.
- Create FAQs for relevant to international students (work with CGE & Athletics to create).

Needed Updates and Tools

- Campus virtual tours need to be updated with integrated video to improve virtual experience.
- Videos of each campus, with integrated drone videography and 360 of certain buildings would be ideal. Shorter cuts of these videos (10-20 seconds) would be needed for digital marketing purposes. Dahlonega version needs to have cadets integrated in footage.
- Graduate program videos are needed to help promote programs, especially in the competitive online market.
- A new “A Day in the Life of a Cadet” and FROG week videos are essential to helping market the Corps of Cadets to out-of-state students more effectively.
- Consider renewing Promo license for simple video editing and creation.
- Create more authentic student-produced video content (e.g. Vlogging) integrated into the Virtual Hub or for use on social media.
- Consider recording a “walking video FaceTime-like tour” for posting on website.
- Create “snippet” videos for special areas (i.e. study aboard, etc.) to link in emails.

Admissions Operations

Processing and Decisions

- Develop a Telework Standard Operating Procedure of all current teleworking practices as a guide.
- Determine whether some employees should continue teleworking based upon social distancing space needs in office. Employees who do not need campus-based access or public contact could be allowed to continue working remotely.
- Normalize acceptance of electronic documents.
- Use Live Chat, SLATE 2-way Text, UNG Connect, TEAMS, and other technologies as appropriate to connect virtually with students about their application and status.
**Admission Criteria**

- Disruption of testing needs to be expected; advocate for test-optional process for fall 2021 from the beginning (i.e. July 2020 when the application opens).
- Examine bachelor criteria for GPA-only admission, modeled from a student success perspective (i.e. persistence and graduation). Consider test-optional model that allows students with high test scores but lower GPAs to enroll. New model must fit within the capacity of each campus.
- Seek to avoid mid-cycle switch to preclude unfair application of decision rules or the need to re-evaluate all applicants.
- Depending on the model, this could cause alienation of students with those with low GPA’s and high test scores if available.

**Orientation Programs**

UNG is planning a hybrid orientation approach, with summer orientation sessions being offered online, and an August early-arrival on-campus welcome aboard orientation in person. An in-person orientation is a great venue to introduce students to the new campus norms and can help alleviate health and safety concerns and prepare students to operate in a social distancing environment as classes begin. If the anxiety from health and safety risks outweigh the perceived benefits of the in-person session, UNG’s Orientation and Transition Programs (OTP) are prepared to move this portion of orientation fully online as well.

**Deciding Factors**

- CDC/DPH/USG and UNG guidelines will influence the ability to offer in-person orientation events. Having to administer temperature checks would likely create too much angst and would be one of the deciding factors.
- Orientation events rely on moving large numbers of people through large spaces. Policies for space capacities, group size maximums, and social distancing requirements will impact the ability to be in-person.
- Requirements and availability of protective equipment, as well as necessary cleaning and sanitation supplies.
- UNG will convert to an online orientation if we cannot provide a physical environment that is safe and comfortable, minimizing participant anxiety. People should leave orientation with increased comfort and confidence in their decision to attend UNG, not with heightened anxiety due to health and safety concerns.

**Technology to Support Virtual Orientation**

OTP is being intentional in using technologies for programming that provides students a hands-on experience with many of the commonly used formats they will be using throughout their time at UNG.

Orientation will continue to use the following technologies to enhance or substitute for in-person new student orientation outreach and experiences:

- Supplemental Live Facebook events with Zoom as administrative hub - Pre-Flight Updates – information for students, parents and guests about the upcoming orientation formats and time sensitive content for Fin Aid, Payment Plans, Advance Scheduling, etc.
• Nighthawk Talks – sessions specific to parents/guests to help prepare them for the upcoming transition to having a college student. Content includes preparing for the college transition, mental health in college, preparing your student for on-campus living, etc.

• Microsoft Teams –
  o Used for virtual orientation sessions for summer starters and allows for a breakout session option by setting up different meeting links.
  o Option for August content if in-person sessions are not possible.
  o Used for individual and small group meetings between incoming students and Orientation Leaders and Transfer Coaches.
  o Preferred meeting space for individual appointments with students.
  o Have access to the Teams Live feature so can do large groups if needed.

• Desire2Learn (D2L) – D2L is where orientation course content is housed. Helps students learn the system they will likely use in their technology-supported courses.

• Use Blackboard Collaborate feature if needed for small group communication.

• Incorporate virtual tour opportunities when they become available.

• UNG Connect
  • Use scheduler feature to set-up appointments with students.
  • Using the connection feature/mentoring feature for assigning student mentees, tracking student contacts and keeping student notes.
  • Using check list feature for Tech Talk Guide and badges.
  • Also using to send emails to students assigned to Orientation Leaders.

Communications and Messaging

• For in-person portion of orientation, guidelines and expectations will need to be communicated via email prior to the in-person events since the reservation process is already underway.

• Use Slytext or phone messaging to increase the odds the messaging is received.

• Explain during Facebook Live events prior to the event.

• Ensure website explains self-screening and rescheduling expectations.

In-person Event (August Session)

If social distancing is limited in terms of restrictions, a viable in-person program can be implemented via one of the following options:

Option A

This plan is the ideal situation. It assumes there are minimal social distancing guidelines and orientation has regular access to large spaces, such as auditoriums.

• Participants and guests would be encouraged to self-monitor for illness/fever prior to attending the event.
• Orientation Leaders and staff would self-monitor and “call off” if sick.
• Per USG guidance, all students, employees, and visitors will be required to wear an appropriate face covering while inside campus facilities or buildings where six feet of social distancing may not be possible.

Option B
This option takes into account more restrictive social distancing guidelines, but permits in-person orientation prior to face-to-face fall classes beginning:

• The schedule for the event would be reduced and would focus more on the services and resources provided at the campus and the location for specific departments as well as the new safety rules and guidelines in place and ways to successfully connect and make the most of the college experience in this new format.
• New students and guests would be asked to arrive with face coverings in accordance with guidelines, as would Orientation Leaders and staff. Masks may be provided on-site, as available.
• OTP will work with Facilities to follow any identified sanitation procedures during and after events.
• Traditional check-in and check-out processes would be converted to virtual check-in option using QR codes posted in appropriate locations.
• Establish pre-designated tour routes and increase signage to minimize overlap during Orientation Leader-led tours around campus.
• Have Orientation Leaders review guidelines at the onset of the program, move people in small groups, and rely on people listening to the instructions.
• Eliminate or modify Icebreakers that include close proximity, circling up or handshakes/touch to meet social distancing guidelines.
• Group meals and resource fair-style events would be eliminated or planned in a way to mitigate any social distancing concerns.
• Increased availability of hand sanitizer and disinfectant spray throughout.
• Group size would be reduce and split between different classrooms not to exceed the social distancing capacity limits. For example, if a classroom normally seats 32 but is limited to 16 (50% capacity) we will cap the group size at 16. Each room would have an Orientation Leader to cover topics. Microsoft Teams technology may also be used to share content between classrooms.
• Eliminate resource fair element or ensure that the fair is spaced out based on distancing guidelines. Do not allow resources or brochures to be handed out. Encourage each table to use a QR code that can be scanned from a distance allowing participants to link to content or a MachForm allowing the participant to request more info be emailed.
• Orientation has already been converting to paperless over the past year. The parents and guests would still hopefully receive a padfolio and a printed orientation booklet. Ideally, this would be given at the beginning of the program. Students would receive a t-shirt at the end of the program. Water bottles and pre-packaged snacks would also be available.
• Ideally, large bottles of hand sanitizer and disinfectant spray would be readily available. Staff members should wear face coverings and gloves while handling supplies and as required throughout the program.

**Alternative Option B**

Reducing the length of each event and students report directly to different locations across campus to avoid large gatherings. Small groups of students will be paired with an Orientation Leader and, ideally, one professional staff member in a classroom or similar setting that adheres to social distancing guidelines. The proposed abbreviated in-person sessions would be supplemented with additional online content similar to orientation earlier in the summer. In this option, both participants and staff would wear face coverings and staff would wear gloves.

**Option C**

Convert to a fully online program if an in-person program cannot be reasonably implemented. This option is the likely outcome if UNG opens with online instruction only in the fall.
Public Service, Outreach, Continuing Education, & Events

UNG will continue to follow guidance from public health officials and the Governor’s executive orders regarding the size of gatherings. All major events on campus – both internal and external – are expected to follow the most current social distancing requirements.

If current social distancing protocols remain in place for fall semester, the workgroup recommends the following measures.

University Events/Programs

- Common spaces on campus should remain closed.
- UNG will formulate a plan to deliver University-sponsored activities or programs in a manner that allows for social distancing or reschedule events as possible. Plans will be aligned with USG, GDPH, and the Governor’s office guidance and directives.
- The Office of University Events will work with Facilities to reduce the capacity for spaces that can be reserved through the Event Reservation System, based on square footage and social distancing protocols.

External Programs

- Decisions related to external events scheduled on our campuses should conform to the current campus status and align with USG, GDPH, and the Governor’s office guidance and directives regarding gatherings and events.
- No facility rentals should occur unless the event can comply with current social distancing protocols. UNG will abide by existing contracts and will work with their legal counsel or UNG legal counsel to ensure that future contracts include language that allows for flexibility during COVID-19. For events that are unable to occur, credit will be offered for a future event or a refund will be provided.
- UNG will develop a set of published expectations for outside events being held on campus that reflect the requirements for the campus operations. This guidance is intended for all events, meetings, camps, or facility use by external groups/visitors on any UNG campus.
- The minimum time required for cleaning and disinfecting between events involving external community members is 24 hours.

Community Engagement Activity

- Attendance at off-campus meetings or events restricted to those deemed essential.
- Guests and visitors may come onto campus for UNG business only and must follow UNG, GDPH, and CDC social distancing guidelines.

Scheduled Events & Activities

Listed below are some of the internal and external activities and programs that fall within the categories of public service, outreach, continuing education, and university events for fall 2020 (most student events are listed under the Student Life section of this document). It is likely that many of the following events will need to be adjusted for capacity, transitioned to a
virtual format, rescheduled for a later time, or cancelled. University staff will consult with event organizers at minimal intervals of eight, six and four weeks ahead of scheduled events to assess plans. Event organizers will be encouraged to develop alternative plans and should determine at least four weeks ahead of the event (six weeks for larger events) the most appropriate course of action. When an event must change plans, the event organizer(s) will:

1) Notify any registrants.
2) Cancel or change any facility reservations.
3) Post a notification of the event changes via the UNG Master Calendar or other available mechanisms.

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
<th># people</th>
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<tbody>
<tr>
<td>Ongoing</td>
<td>Professional &amp; Continuing Education courses</td>
<td>5-35</td>
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<tr>
<td>July 28</td>
<td>Lumpkin County High School graduation</td>
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<td>July 29</td>
<td>Dawson County High School graduation</td>
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<td>August 2</td>
<td>UNG Nursing Pinning Ceremony</td>
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<td>August 4 and 6</td>
<td>New Faculty Orientation</td>
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<td>August 8</td>
<td>New Student Orientation</td>
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<td>August 9</td>
<td>FROG intake (new cadets)</td>
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<td>August 11</td>
<td>Athletics Compliance Meeting</td>
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<td>August 13-15</td>
<td>New Student Orientation (Dahlonega)</td>
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<tr>
<td>August 17</td>
<td>Student Convocation (Dahlonega)</td>
<td></td>
</tr>
<tr>
<td>August 17</td>
<td>Nighthawks Athletic Club Scholarship Golf Tournament (off-campus)</td>
<td>150</td>
</tr>
<tr>
<td>August 24</td>
<td>Golden Nighthawks Awards Banquet</td>
<td></td>
</tr>
<tr>
<td>Fall</td>
<td>GDOT Forum (no specific makeup date yet)</td>
<td>200</td>
</tr>
<tr>
<td>August</td>
<td>Welcome Back Street Party-Lumpkin County Chamber (off-campus)</td>
<td></td>
</tr>
<tr>
<td>September 12</td>
<td>Forsyth County Orchestra Day</td>
<td>200</td>
</tr>
<tr>
<td>September 12</td>
<td>Latino Leadership Conference</td>
<td>100</td>
</tr>
<tr>
<td>September 16</td>
<td>Blue Ridge Campus Ribbon Cutting Ceremony</td>
<td></td>
</tr>
<tr>
<td>September 18-20</td>
<td>Commencement Ceremonies for Spring and Summer 2020 Graduates</td>
<td>TBD</td>
</tr>
<tr>
<td>September 23</td>
<td>Annual REED Summit</td>
<td>300</td>
</tr>
<tr>
<td>September 25</td>
<td>Peach State Chevelle Car Show</td>
<td>250</td>
</tr>
<tr>
<td>September 25-27</td>
<td>Boar’s Head Weekend</td>
<td></td>
</tr>
<tr>
<td>September 26-7</td>
<td>Lumpkin County Chamber Six Gap Bike Race</td>
<td></td>
</tr>
<tr>
<td>September 30</td>
<td>Center for Cybersecurity Conference</td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>Blue Ridge Campus Ribbon Cutting Ceremony</td>
<td></td>
</tr>
<tr>
<td>Sept-Nov</td>
<td>Entrepreneurship Panels in collaboration with Fannin County High School</td>
<td></td>
</tr>
<tr>
<td>September</td>
<td>UNG Volunteer Fair</td>
<td>150</td>
</tr>
<tr>
<td>October</td>
<td>Secret Santa Car Show (no specific date)</td>
<td>300</td>
</tr>
<tr>
<td>October 2-3</td>
<td>Georgia Film Festival</td>
<td></td>
</tr>
<tr>
<td>October 3</td>
<td>Relay for Life</td>
<td>1000</td>
</tr>
<tr>
<td>October 3</td>
<td>LSAT</td>
<td>75</td>
</tr>
<tr>
<td>October 3</td>
<td>Koyo Bearings (Pine Valley)</td>
<td>250</td>
</tr>
<tr>
<td>October 5-6</td>
<td>USG President’s Retreat</td>
<td>40</td>
</tr>
<tr>
<td>October 9-11</td>
<td>Class of 1970 50th Reunion</td>
<td>100</td>
</tr>
<tr>
<td>October 11</td>
<td>St. Elizabeth’s Episcopal Church (Pine Valley)</td>
<td>75</td>
</tr>
<tr>
<td>October 17-19</td>
<td>Gold Rush Weekend (alumni events)</td>
<td></td>
</tr>
<tr>
<td>October</td>
<td>Oconeefest</td>
<td>200</td>
</tr>
<tr>
<td>November 14</td>
<td>LSAT</td>
<td>75</td>
</tr>
<tr>
<td>November 14</td>
<td>Ethics Bowl</td>
<td>200</td>
</tr>
<tr>
<td>December</td>
<td>Women’s Holiday Scholarship Luncheon (off-campus)</td>
<td>350</td>
</tr>
<tr>
<td>December</td>
<td>Conditioned Air Systems Christmas Party (date TBD)</td>
<td>100</td>
</tr>
<tr>
<td>December</td>
<td>Center for Entrepreneurship and Innovation Pitch Competition</td>
<td>100</td>
</tr>
</tbody>
</table>
Additional Event Notes

- UNG’s Music Department typically hosts many concerts and performances in October, November and December that are open to the community.

- Gainesville Theatre Alliance has full calendar of performances.

- Events not yet scheduled but had hoped to host:
  - Lumpkin County High School Students for Healthcare education and career exploration visit - 35 students working w/ College of Health Sciences & Professions
  - Visit w/ representatives of the Ga Development of Economic Development
  - Fall Career Fairs & Activities w/ Forsyth County Schools (November)
Athletics

Guidance for the ongoing athletic situation will reflect guidance from GDPH, the Governor’s COVID-19 Task Force, and the Governor’s office. Further considerations will be given from the national athletic associations and athletic conferences. Most of the competition athletic teams require person-to-person interaction that excludes social distancing. UNG will work with the USG and their institutional affiliate organizations to determine how/if the competition athletic programs will resume in fall 2020.

UNG will use NCAA Division II (Presidents’ and Management Councils) and Peach Belt Conference guidance and direction to inform decisions specific to return to practices, competition and other team related activities. This guidance is most likely to occur after the deadlines associated with the UNG Fall 2020 workgroup planning process.

UNG has more than 225 students participating in intercollegiate sports. The novel COVID-19 virus presents a high risk of transmission in athletic settings due to frequent physical contact, potential for aerosolization during exercise, fomites (shared towels, water bottles, athletic equipment, balls), and the potential physical effects of over-training and dehydration on disease resistance.

Athletics will adhere to University guidelines pertaining to the re-opening of, and use of, all athletics facilities. The Athletics department will also continue to evaluate what social distancing workflow efficiencies can be carried over from teleworking practices.

UNG Athletics COVID-19 Action Team (ACAT)

UNG Athletics will assemble a COVID-19 Action Team (ACAT) that will be charged with creating guidelines and expectations that relate to new operating criteria under social distancing constraints and beyond. The Action Team will assess the potential for COVID-19 transmission in each sport (e.g., individual vs. team sports; contact vs. non-contact sports; major spectator vs. limited spectator sports) as well as present framework for practices, competitions and team travel. Suggested team members include: athletic director or designee, head athletic trainer, head team physician or designee, coaching staff representative, sports performance representative, student health services representative, counseling services representative, student-athlete, University crisis management/emergency preparedness representative, and healthcare system representative.

Athletics COVID-19 Action Team (ACAT) [to-date]
- Lindsay Reeves, Athletic Director
- Derek Suranie, Associate Athletic Director, Internal Operations
- Matt Daniel, Head Athletic Trainer
- Michelle Lima, Assistant Athletic Trainer
- Lindsay Hunt, Assistant Athletic Trainer
- Jessica Deane, Assistant Athletic Trainer
- Richard Pruitt, Director of Sports Performance

The ACAT will develop, review, and update plans, including an assessment of the potential for COVID-19 transmission in each sport (e.g., individual vs. team sports; contact vs. non-contact sports; major spectator vs. limited spectator sports), as well as suggested daily operational guidelines and expectations for the following areas.
Pre-Participation Screening and Evaluation of Student-Athletes

- UNG Athletics will conduct pre-participation screening of all student-athletes (outlined below) regarding COVID-19 diagnosis, recent or current illness suggestive of COVID-19, exposure, current restrictions (isolation or quarantine), and/or current symptoms.
- The process requires a review of each athlete for the presence of underlying health conditions that place the individual at higher risk for COVID-19.
- Consider further evaluation of a student-athlete based upon their screening and recommendation of team physician or student health or primary care provider. Ensure on-site access to appropriate PPE in the event of a concerning student-athlete questionnaire or screening.
- Pre-participation screening will be staggered either by team or by individual athlete appointments, to ensure physical distancing during waiting and examinations and allow cleaning of exam spaces between athletes.
- Athletics will identify challenges with newly uninsured student-athletes.
- Athletics will employ temperature monitoring and COVID-19 screening prior to all sanctioned activity (workout, practice, meeting, travel, etc.).

Isolation and Quarantine Guidelines for Student-Athletes:

- Many student-athletes live together in groups (off-campus housing), which may present issues for isolation and quarantine of individuals and groups.
• UNG Athletics must have a contingency plan for onset of illness and/or exposure during athletics-related travel and competition.
• UNG Athletics will follow UNG’s plans regarding positive diagnoses or suspected cases of COVID-19 as follows:

The following Emergency Action Plan (EAP) will be executed following a positive screening or suspected case of COVID-19.

If a student-athlete reports for pre-participation screening prior to a voluntary workout, rehabilitation or treatment, and has any symptom(s) pertaining to the COVID-19 Screening, the Sports Medicine Team will:

1. Isolate the individual immediately.
2. Athletic Training staff will contact Georgia Mountains Health (GMH) regarding symptomatic student-athlete.
3. Athletic Training staff will initiate COVID-19 communication/decision tree within the Athletics department.
4. Athletic Training staff will arrange transportation needs for the student-athlete to get to Georgia Mountains Health.
   • If the student-athlete has a vehicle, they will drive themselves.
   • If the student-athlete does not have a vehicle, a member of the Sports Medicine Team will transport student-athlete to Georgia Mountains Health, if possible, while maintaining CDC guidelines for social distancing (wearing a mask, etc.)
5. If Georgia Mountains Health is unable to see the student-athlete:
   - Athletic Training Staff will contact UNG Student Health Services.
   - Student-athlete will be sent to UNG Student Health Services on campus for further evaluation/testing.
   - If UNG Student Health Services is unavailable, the student-athlete will be referred to local urgent care facility or Georgia Department of Public Health (DPH) website to set-up an appointment.

6. If the student-athlete is a minor, Athletic Training staff will contact the student-athlete’s legal guardian before further steps are taken.

7. Student-athlete should complete the UNG COVID-19 self-reporting form.

If student-athlete reports symptoms of COVID-19 and/or is not feeling well prior to arrival on campus for a voluntary workout, rehabilitation or treatment:

1. Sports Medicine Team will require student-athlete to stay home.

2. If symptoms warrant further evaluation and potential testing, Athletic Training staff member will refer the student-athlete to Georgia Mountains Health, Student Health Services, the Georgia Department of Public Health, or a personal healthcare provider.

If a student-athlete tests positive for COVID-19:

1. Student-athletes who test positive for COVID-19 should report this information to the Dean of Students office and the Athletic Training staff so that appropriate accommodations can be made, if necessary. If an RA, a Resident Director, or a member of the Athletics department receives a report, they will notify the Dean of Students office. Students who test positive or experience COVID-19 symptoms will be sent home to self-isolate whenever possible. Students must remain off campus until they are able to meet the GDPH guidance for discontinuing isolation (see #3 below).

2. Student-athlete should complete the UNG COVID-19 self-reporting form.

3. Athletic Training staff will initiate COVID-19 communication tree.

4. The affected student-athlete may return to campus and athletics when he or she has met all three of the following criteria and provides a physician’s note that they are able to return:
   - No fever for at least 72 hours (three full days of no fever without the use of medicine that reduces fevers), AND
   - Improved symptoms, AND
   - Gone at least 10 days since symptoms first appeared.

In the event an ill student is unable to return to their primary residence, UNG has identified two faculty housing units that are currently available for use as self-isolation spaces for fall semester for students who cannot leave campus.

If a student-athlete is not feeling well, but tests negative for COVID-19:

1. Student-athlete will follow physician’s guidelines, if warranted
2. Student-athlete symptoms will be monitored by Athletic Training staff.

3. Student-athlete will be unable to participate in voluntary workouts, rehabilitation or treatments until symptoms are resolved.

### Athletic Facilities

- UNG athletic trainers and custodial services will use appropriate techniques and PPE for cleaning and disinfecting common non-clinical spaces, training rooms and sports medicine health care spaces, including terminal cleaning.

- Team functions (study hall, video, etc.) will be administered virtually using Microsoft Teams or, if in-person communication is required, it will be based on amended capacities per social distancing guidelines.

- If physical attendance is required, meetings will take place in outdoor spaces with appropriate social distancing markers.

- All locker room use will be eliminated during preseason activities and use during competition season will be further evaluated.

- To maintain social distancing requirements, occupants of shared office space will stagger their schedules or will be encouraged to maintain social distancing protocols.

- The table below outlines all UNG Athletics facilities with an amended capacity based on one person per 50 square feet of space.

<table>
<thead>
<tr>
<th>FACILITY</th>
<th>SQF</th>
<th>AMENDED CAPACITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Coleman Field House Athletic Training Room</td>
<td>253</td>
<td>5</td>
</tr>
<tr>
<td>Coleman Field House Baseball Locker Room</td>
<td>545</td>
<td>11</td>
</tr>
<tr>
<td>Coleman Field House Baseball Team Meeting Room</td>
<td>400</td>
<td>8</td>
</tr>
<tr>
<td>Coleman Field House Softball Locker Room</td>
<td>545</td>
<td>11</td>
</tr>
<tr>
<td>Coleman Field House Softball Team Meeting Room</td>
<td>400</td>
<td>8</td>
</tr>
<tr>
<td>Convocation Center Floor</td>
<td>18,025</td>
<td>360</td>
</tr>
<tr>
<td>Convocation Center Men’s Basketball Locker Room</td>
<td>825</td>
<td>17</td>
</tr>
<tr>
<td>Convocation Center Women’s Basketball Locker Room</td>
<td>825</td>
<td>17</td>
</tr>
<tr>
<td>Memorial Hall Nighthawk Conference Room</td>
<td>523</td>
<td>10</td>
</tr>
<tr>
<td>Memorial Hall Meredith Academic Success Center</td>
<td>420</td>
<td>8</td>
</tr>
<tr>
<td>Memorial Hall Large Athletic Training Room</td>
<td>955</td>
<td>19</td>
</tr>
<tr>
<td>Memorial Hall Men’s Basketball Locker Room</td>
<td>805</td>
<td>16</td>
</tr>
<tr>
<td>Memorial Hall Women’s Basketball Locker Room</td>
<td>800</td>
<td>16</td>
</tr>
<tr>
<td>Memorial Hall Small Athletic Training Room</td>
<td>600</td>
<td>12</td>
</tr>
<tr>
<td>Memorial Hall Tennis/Cross Country Meeting Room</td>
<td>144</td>
<td>3</td>
</tr>
<tr>
<td>Memorial Hall Weight Room</td>
<td>4,755</td>
<td>95</td>
</tr>
<tr>
<td>Soccer Locker Room (Men)</td>
<td>675</td>
<td>14</td>
</tr>
<tr>
<td>Soccer Locker Room (Women)</td>
<td>675</td>
<td>14</td>
</tr>
</tbody>
</table>

In the event of a positive COVID-19 for an employee or student-athlete, the spaces occupied by the individual(s) will be vacated for 24 hours or as long as practical and undergo cleaning and disinfecting protocols as deemed appropriate by UNG Facilities.
Athletic Training

- Student-athletes will only be allowed to train during their appointed time to facilitate more efficient contact tracing, should that become necessary.
- Treatment tables will be spaced six (6) feet apart when possible. If this is not possible, every other treatment table will be utilized.
- Training sessions will be limited to a maximum of 8-10 student-athletes and one or two coaches, dependent upon social distancing requirements.
- When possible, treatments and rehabilitation will be conducted outside of the athletic training rooms.

Preseason Events & Practices

- Captains’ practices
- Ball transfer during practice and competition (e.g., basketball, soccer, baseball/softball, etc.)
- Return travel for fall sport international student-athletes
- Student-athletes returning before general population & move-in assistance

Team Travel

- Social distancing will be practiced in ground transportation, hotels and restaurants.

Home Event Operations

Planning must consider:

- The difficulty/feasibility of “policing physical distancing” among spectators, even in a very small crowd, and whether it is a task that athletics staff are able/willing to undertake.
  - Starting lineups, handshakes, post-game
  - Ticketing
  - Concessions
- Visiting team locker rooms

Important Benchmark Dates (TENTATIVE) - pending NCAA and Peach Belt Conference guidance

August 7    Fall sports move-in day
August 8    Impact testing and group physicals
            Orientation for fall sports/internals
August 9 or 10  Fall sports compliance meeting
August 12   First day of fall sports practices
            Remainder of freshmen student-athlete move-in
August 13   Student-athletes assist with general move-in – traffic direction
August 14   Athlete-specific programming
### Hygiene

<table>
<thead>
<tr>
<th>PROTECTIVE MEASURE</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Social Isolating</strong></td>
</tr>
<tr>
<td>Stay isolated from non-family members if possible</td>
</tr>
<tr>
<td><strong>Social Distancing</strong></td>
</tr>
<tr>
<td>Stay at least six feet apart and be mindful of enclosed spaces</td>
</tr>
<tr>
<td><strong>Hand Washing</strong></td>
</tr>
<tr>
<td>Wash and/or sanitize hands often</td>
</tr>
<tr>
<td><strong>Surface Cleaning</strong></td>
</tr>
<tr>
<td>Clean and disinfect frequently touched surfaces daily</td>
</tr>
<tr>
<td><strong>Face coverings</strong></td>
</tr>
<tr>
<td>Wear face covering when social distancing is not possible</td>
</tr>
<tr>
<td><strong>Temperature Checks</strong></td>
</tr>
<tr>
<td>Required temperature checks before events (practices, contests, etc.)</td>
</tr>
<tr>
<td><strong>Common Areas</strong></td>
</tr>
<tr>
<td>Common areas will remain closed</td>
</tr>
<tr>
<td>Common areas will begin to open (as needed)</td>
</tr>
</tbody>
</table>

- Athletic Training staff will disinfect all areas that have patient contact after every patient encounter. This includes tables, modalities, exercise equipment and high touch areas.
- Sports Performance staff will clean all surfaces and equipment after every group that completes their workout.

### Staff and Athlete Education

- All student-athletes will be required to participate in a Microsoft Teams meeting regarding COVID-19 education and protocols before returning to campus, as well as any other general student education or training requirements.
- COVID-19 educational information posted in facilities, distributed at student-athlete check-ins, posted on UNGAthletics.com, and distributed and confirmed with signature through ARMS software.
- Deeper COVID-19 education has been added to student-athlete orientations and compliance meetings.
- Coaching staff has executed COVID-19 operations training through Microsoft Teams.
- COVID-19 educational component will continue to develop and expand as updated guidance from CDC and USG emerges.
- All student-athletes will be asked to sign a COVID-19 Acknowledgement and Pledge statement.
Advancement & Alumni Relations

Plans are in place to bring all Advancement Staff onto campus to resume normal operations but with social distancing practices in place. Some teleworking may continue for employees able to reasonably accomplish work requirements outside of the office where social distancing requires or if health circumstances exist.

Operational Changes

• Meetings in the Alumni Relations conference room will be limited room in accordance with social distancing guidance.

• Advancement Services - Accounting currently receives electronic check requests and backup documentation. All phone extensions are forwarded to the employee’s personal phone. Mail is picked up and processed twice a week. Deposits are made twice a week. Receipts are sent at least once a week or more as necessary. Accommodations will be made for distribution of essential campus mail delivery.

• Development - Restrictions on non-essential travel make face-to-face meetings with donors impossible or impracticable. Meetings and conferences with donors and staff will be conducted virtually or by phone, as appropriate.

• Donor Relations - Continue use of technology and teleworking resources in performing the job duties of Donor Relations & Stewardship.
# Resources Required

The following resources have been identified as required for this contingency plan, with the understanding that there will not be additional budget dollars for these resources. This list is meant to identify what is needed so that the institution can begin to make arrangements.

<table>
<thead>
<tr>
<th>Unit</th>
<th>Resource</th>
<th>Purpose</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>University-wide</td>
<td>- Provide PPE to employees whose jobs require it.</td>
<td>To support social distancing requirements and promote healthy practices.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Hand sanitizer readily available in all areas on campus.</td>
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<tr>
<td></td>
<td>- Disposable face coverings</td>
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<tr>
<td></td>
<td>- Additional cleaning equipment and supplies.</td>
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<tr>
<td></td>
<td>- Screening protocols.</td>
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<td></td>
<td>- Workspace accommodations.</td>
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<tr>
<td></td>
<td>- Signage to support social distancing and hygiene.</td>
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<td></td>
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<tr>
<td></td>
<td>- Enhanced facility air filtration protocols.</td>
<td></td>
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<tr>
<td></td>
<td>- Microphones for classroom use.</td>
<td></td>
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<tr>
<td></td>
<td>- Online appointment technology</td>
<td>To support social distancing requirements.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Contactless check-in process (mobile app)</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>- Plexiglas partitions to facilitate social distancing between students and tutors.</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Signage</td>
<td>To support social distancing requirements.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Stanchions</td>
<td></td>
<td></td>
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<td></td>
<td>- Tape/Signage for demarcation on floors to control traffic flow.</td>
<td></td>
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<tr>
<td></td>
<td>- Plastic shields for frontline workers</td>
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<td></td>
<td>- UV wands for surface sanitization.</td>
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<tr>
<td></td>
<td>- Disinfectant spray or wipes</td>
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<tr>
<td></td>
<td>- Online appointment technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Contactless check-in process (mobile app)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College of Health Sciences &amp; Professions</td>
<td>- Specialized PPE</td>
<td>To support healthcare education programs</td>
<td>$111,300</td>
</tr>
<tr>
<td></td>
<td>- Software to support DPT program (Visible Body software, EXXACT software, WebPT/Zoom)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Software to support nursing program (VSim, Shadow Health, I Human, Sentinel)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>College of Science &amp; Mathematics</td>
<td>- IT software investment</td>
<td>To enable lectures to be live-streamed.</td>
<td>$15,000</td>
</tr>
<tr>
<td>Mike Cottrell College of Business</td>
<td>- IT software investments</td>
<td>To enable lectures to be live-streamed and to manage and deliver online services for the student professional development program.</td>
<td>$35,000</td>
</tr>
<tr>
<td>Tutoring Services</td>
<td>- Plexiglas partitions to facilitate social distancing between students and tutors.</td>
<td>To support social distancing requirements.</td>
<td></td>
</tr>
<tr>
<td>Student Affairs, various departments</td>
<td>- Signage</td>
<td>To support social distancing requirements.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Stanchions</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Tape/Signage for demarcation on floors to control traffic flow.</td>
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<td></td>
<td>- Plastic shields for frontline workers</td>
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<td></td>
<td>- UV wands for surface sanitization.</td>
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<tr>
<td></td>
<td>- Disinfectant spray or wipes</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>- Online appointment technology</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>- Contactless check-in process (mobile app)</td>
<td></td>
<td></td>
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<tr>
<td>Residence Life</td>
<td>- Disinfectant wipes &amp; dispensing stations (9)</td>
<td>Residence hall reopening.</td>
<td></td>
</tr>
<tr>
<td>Department</td>
<td>Items</td>
<td>Cost</td>
<td>Notes</td>
</tr>
<tr>
<td>-----------------------------</td>
<td>----------------------------------------------------------------------</td>
<td>-------------------------------------------</td>
<td>----------------------------------------------------------------------</td>
</tr>
<tr>
<td>Corps of Cadets</td>
<td>Spray disinfectant (9 cases)</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Temperature guns for medical personnel or if not feasible, thermometer for use in ear (10)</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Protective barriers for all RA desks and offices</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>30 Campus Cruiser carts to assist in move-in/move-outs</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>PPE for 800 cadets – washable black face coverings; 3 per cadet</td>
<td></td>
<td>To support social distancing and hygiene requirements.</td>
</tr>
<tr>
<td></td>
<td>Cleaning supplies for cadet resident hall rooms (347 rooms), common areas (23), classrooms (4), offices (23) and laundry rooms (8). disinfectants, plastic gloves</td>
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<td></td>
<td>Hand-cleaning stations at doors to residence halls and Military Leadership Center</td>
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<td></td>
<td>Equipment for qualified medical screeners: Thermometer guns (9), Latex gloves (18 boxes), washable black face coverings (27)</td>
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<tr>
<td></td>
<td>2 automated water bottle filling stations in Pennington Military Leadership Center</td>
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<tr>
<td></td>
<td>3 backpack spray disinfectant systems for Physical Training equipment</td>
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<td></td>
<td>Hand sanitizer or additional hand-washing stations for staff and customers.</td>
<td></td>
<td>To support social distancing and hygiene requirements.</td>
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<tr>
<td></td>
<td>Sneeze guards at all POS locations.</td>
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<td></td>
<td>Signage</td>
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<tr>
<td></td>
<td>Tape/Signage for demarcation on floors to control traffic flow</td>
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<tr>
<td>Student Health Services</td>
<td>Specialized Personal Protective Equipment (N95 masks, surgical masks, gloves, isolation gowns, coveralls, shoe covers, goggles or face shields, no-touch thermometers, disposable stethoscopes)</td>
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<tr>
<td></td>
<td>Plastic shields for front office</td>
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<td></td>
<td>Two additional laptops to check-in and triage at the front doors of the clinics</td>
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<tr>
<td>Campus Recreation &amp; Wellness</td>
<td>Signage for entries, equipment areas</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Athletics</td>
<td>COVID-19 signage</td>
<td></td>
<td>To support social distancing and hygiene requirements.</td>
</tr>
<tr>
<td></td>
<td>Five sets of stanchions for ticketing at events</td>
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<tr>
<td></td>
<td>Cones or other mobile markings to designate 6’ distances for queue lines</td>
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<tr>
<td></td>
<td>Forehead temperature monitors</td>
<td></td>
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</tr>
</tbody>
</table>
## Fiscal Impacts

| University-wide         | Required PPE resources
<table>
<thead>
<tr>
<th></th>
<th>Workspace adjustments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academics</td>
<td>Reduced enrollment in lab-based courses will result in reduced lab-fee revenue. Grant-sponsored activity may be reduced or suspended resulting in potential revenue loss and transfer of expenses to UNG. Discipline-specific investments in technology to support hybrid or fully-online courses.</td>
</tr>
</tbody>
</table>
| Student Life            | Many events that take place at UNG are funded through Student Activity Fees. A reduction in revenue from these fees will have an impact on the number and scope of events that occur (virtually or in person).  
  - Fiscal impact of needed resources to provide safe working area for staff and students.  
  - Cost of upgrading Doxy.Me from free to professional version for Student Counseling clinicians.  
  - Cost of virtual career fair platform and virtual networking/alumni-student mentoring platform  
  - Cost from Career Services of AI interview and resume review software  
  - DocuSign  
  Testing will offer all exams with reduced seats and sessions decreasing department revenue. |
| Residence Life          | For the current beds that are held offline, UNG expects a $75,104 loss in revenue for FY21. UNG would follow USG guidance regarding pro-rated refunds for housing if students were to move online at any point during the semester. If a partial semester refund is required, the loss would be approximately $26.15 per resident per day.  
  $75,104 |
| Dining                  | Additional costs for frequent cleaning labor, serving labor for stations that were self-service, sanitizer PPE and protective barrier installment as well any technology expansion of mobile ordering to additional locations/venues. It is possible for reduced revenue collection for if meal plan waivers are offered in light of these food service changes. |
| Public Service & Outreach | Loss of revenue associated with Professional & Continuing Education courses and programs.  
  Loss of revenue associated with facility rentals. |
| Advancement and Alumni Relations | Expenses and loss of revenue connected to alumni and donor events. |
## Communications Considerations

<table>
<thead>
<tr>
<th>Audience</th>
<th>Key Information</th>
<th>Content Lead</th>
<th>Tools</th>
<th>Timing</th>
</tr>
</thead>
</table>
| University-wide | Hygiene and social distancing education | University Relations | – CDC posters  
– Website  
– Digital signage | Prior to classes beginning and ongoing |
| University-wide | – No one is allowed in the dining facility if they are exhibiting COVID-19 systems or a fever over 100.4  
– New operations and procedures | Dining Services | – Website  
– Mobile ordering app  
– Social media  
– Emails  
– Entry signs | Re-opening and ongoing |
| University-wide | Resources for Learning, Teaching and Working Remotely | University Relations | UNG Remote Life website | On-going |
| Student leaders, faculty and staff org advisors | – Guidance on events and gatherings  
– New operations and procedures | Office of Student Involvement | – UNG Connect  
– Meetings via Microsoft Teams  
– Website | Prior to classes beginning and ongoing |
| Student patients | | Student Health Services | – Secure patient portal | As necessary |
| Student Involvement Staff | Training on new procedures | Office of Student Involvement | TBD | |
| Residence life students | Prevention and hygiene guidance | Residence Life | Video clips for social media and online training | Prior to and at move-in |
| Residence life students | Bring cloth face coverings, cleaning and disinfectant products when you move-in | Residence Life | Add to packing list  
Online orientation  
Social media | Prior to move-in |
| Cadets and parents | Date/time of leadership education and Army training events  
FROG graduation will be closed but available via live-stream  
Safety precautions for cadets | Commandant of Cadets | Parent videos  
Social media | TBD |
| New Students | Training on Teams and Blackboard Collaborate | Student Affairs | Virtual training | Orientation |
| Students | Course-specific information on available Academic Success Services | University College | TBD | Beginning of semester |
| New Students | Academic Success Coaching services | Student Affairs/University College | TBD | Orientation |
| Students | Academic Success Coaching services | Academic Advising/University College | Advising sessions | On-going |
| Recreation Center patrons and employees | – Adjusted operations and procedures to | Campus Recreation & Wellness | – CDC posters  
– Entry signs  
– Locker room signs | On-going |
<table>
<thead>
<tr>
<th>Promote safety and social distancing</th>
</tr>
</thead>
<tbody>
<tr>
<td>- Heightened cleaning and sanitizing requirements and expectations</td>
</tr>
<tr>
<td>- No one is allowed in the rec center if they are exhibiting COVID-19 symptoms or a fever over 100.4</td>
</tr>
</tbody>
</table>

- Signage throughout facility
- Update Recreation & Wellness employee handbook
Contingency Plan 2: 
Classes Begin Fully Online

UNG’s plans will follow guidance from the Governor’s office, the Georgia Department of Public Health (GDPH), the Centers for Disease Control and Prevention (CDC), the University System of Georgia (USG), and local governments to make public health-informed decisions affecting the status of any of our campuses.

Workplace & Health Safety

- If fall semester begins with classes fully online with no or limited students residing on campus, it is presumed that employees, in consultation with their supervisors, would continue teleworking arrangements to the fullest extent possible.
- Most campus facilities will remain closed to public, except for areas with published open hours of operation.
- For those essential employees required to work on campus or those teleworking employees who need to access campus-based resources and materials essential to their work, the social distancing, hygiene and reporting practices outlined in Contingency Plan 1 would be applicable.

Academics & Research

Academic Personnel

On-campus activities and access are limited for faculty, staff, and students. Priorities include positions that are needed for campus safety or reopening, or some jobs that cannot be effectively completed from home and are critical to ongoing operations.

Essential employees: each college unit has identified essential faculty, staff, and administrative personnel. All employees will be encouraged to telework. Essential employees may return to campus on a staggered schedule only with supervisor approval.

Non-essential employees: may request permission to return to campus by emailing their department head and dean for approval. Requests must include days and times to be on campus. Additionally, if faculty or staff plan to be on campus, they need to inform supervisors of when and where in case of building evacuation (this will be tracked by college via virtual spreadsheets).

Units Not Operated at UNG Facilities

Departments or units in two academic colleges operate programs at off-site locations. Both the College of Health Sciences & Professions (Department of Counseling) and the Mike Cottrell College of Business (Masters in Business Administration) are located in Cumming City Hall. The building is not operated by UNG, including cleaning and sanitization. Furthermore, this is a public building, so the general public may be able to come and go without approval or knowledge of UNG officials. All faculty share office space at this location. As such, faculty members will observe an approved, staggered office schedule.
All staff and faculty teaching in either program at Cumming City Hall should notify their supervisors and designated administrative assistants at least 24 hours before being on campus and observe sanitation guidelines outlined by UNG and in accordance with guidelines provided by the USG and the state of Georgia. UNG will need to work with the city of Cumming to ensure proper sanitation guidelines are in place and followed daily, as well as to ensure contact tracing includes UNG staff if it becomes necessary.

Guidance for faculty working with students who are unable to participate in all course activities:

- **Student attendance:** Attendance in online courses is established through completed activities, such as discussion posts, assignment submission, quiz or test completion, etc. This recommendation stands whether the work has been graded or not. This is the reason the mandatory attendance quiz and introduction post are used for role verification purposes.

- **Timely response:** Responses to student inquiries should be sent within 24 hours during the regular work week, and within 48 hours on the weekend or during holidays. Grading of submitted work should be completed within 7 days of submission.

- **Flexibility:** Although documenting regular attendance is a best practice for student success and retention in both virtual and traditional environments, faculty should consider the following recommendations as we accommodate students who may fall ill during the semester or have responsibilities to help care for their families and friends:
  
  - Do not use an attendance grade.
  - Allow students to complete missing work in a timely fashion if they must miss class.
  - Do not require that a student submit a note from student health or their doctor to make up missing assignments.

- **Incompletes:** In circumstances where a student misses a portion of the course, a grade of Incomplete may be a suitable option over withdrawing. Incompletes are inappropriate if the student has not completed approximately 75% of the course work.

**Academic Instruction**

Consistent with the overall plan for contingency 1, implementation of contingency 2 will require notification of the change to SACSCOC and other accrediting bodies. As a result of the pandemic in spring 2020, nearly all programs have plans to move to fully online models, with a few exceptions.

This contingency presents concerns regarding student access to technology and Internet. UNG has identified and addressed these concerns in the following ways, thus far:

1. UNG used CARES Act funding to purchase additional laptops to loan to students.

2. UNG joined EDUROAM, a global Wi-Fi network that allows students and employees to access their university Wi-Fi from any participating university. An eligible university can provide users with Wi-Fi access at participating institutions through the use of their home institution credentials.
3. The UNG Student Connections Program surveyed students about access during spring semester and received more than 4,000 responses.
   - Approximately 9-10% of students did not have reliable device or internet access
   - 42% of students had not taken a course online
   - Time and space present access issues and hinder students’ completion of course work; to be clear, time and space refers to the fact that many students found themselves competing with siblings/parents for time on a computer and physical space to do work.
   - One takeaway is the need for faculty to be flexible on time-bound windows for assignments, etc.

**College of Arts & Letters**

Most courses can move to fully online instruction. Exceptions are performing arts programs such as Theatre and Music. In those programs, alternatives will have to be developed, in some cases, on a student-by-student basis.

Some specialized classes present interesting challenges in disciplines such as film, music, theatre, and visual arts. A percussion class can still be held in their designated space taking into consideration certain precautions like wearing face coverings, wiping down instruments, etc. Voice and ensemble classes as well as certain theatre classes, however, present distinct challenges. For those, during the early part of the semester, when it’s warmer, classes can be held under tent on the drill field if in Dahlonega, or making use of the new review stand on the drill field (assuming it’s completed by August). These outdoor spaces offer opportunities to allow for students to practice and perform while maintaining distance and not in an enclosed setting.

In addition, there are ways to continue with performances by limiting the audience and installing recording equipment in Shott, Hoag, and the Ed Cabell Theatre. The guidelines for music will also apply to theatre. Visual arts studios should function very similarly to the science and computer labs and will necessitate careful scheduling, reduction in capacity to allow for distancing, and regular cleaning.

**College of Education**

As outlined in the previous contingency plan, the College of Education has a number of programs already online and a plan in place, in collaboration with local P-12 partner schools, to move instruction online as necessary.

**College of Health Sciences & Professions**

For fall 2020, the College of Health Sciences & Professions (CHSP) has organized instruction in accordance with DETI Online Instruction and Quality Matters Online Instruction Evaluation Rubrics in the event we are moved to a higher isolation level and are required to move all courses online. If this were to happen, all employees of CHSP would move back to teleworking and all instruction would be moved to completely online. Essential personnel requiring access to campus would be permitted to request individual
access to campus for limited periods of time through the CHSP Employee Request Access to Campus Calendar.

The CHSP is organizing all fall 2020 courses in DETI in accordance with Quality Matters Instructional Evaluation Templates in the event classes are to begin online. Components of courses that do not require face-to-face instruction will be delivered online in the D2L classroom. The CHSP will use asynchronous instruction as able and provide synchronous instruction only where necessary.

Clinical components of courses will be taught using virtual simulations where able or otherwise be reserved for instruction later in the semester when students and faculty are able to return to campus. Clinical courses and courses with hands on lab instruction will require face-to-face instruction. CHSP will organize a master schedule for block face-to-face instruction for required components of courses. Students will maintain proper social distancing, sanitation, and protective equipment guidelines while participating in face-to-face instruction. Following instruction, classrooms will be disinfected as regulated by guidelines prior to the next group of students entering the classroom. If additional classroom space is needed for clinical skill instruction, the CHSP will consider setting up a university tent on the HNS grounds or parking lot to serve as additional instructional space to ensure all students are meeting course required skills learning. The CHSP will continue to supplement face-to-face instruction with virtual learning when possible in accordance with accrediting bodies and professional licensure organization guidelines to ensure students stay on track for completion of programs.

**College of Science & Mathematics**

The impact of all fall classes beginning fully online will result in several major impacts on the College of Science & Mathematics (CSM). Although the college has acquired a great deal of knowledge regarding online courses from the spring 2020 semester and summer sessions, many obstacles still exist. It is anticipated that the college will be able to move all courses fully on-line in a manner similar to summer 2020. However, most, if not all, study abroad/study away experiences and internships for the fall will need to be cancelled. Finally, most undergraduate research projects will need to be re-evaluated and, if possible, shifted to projects that do not require lab-based activities such as data analysis or literature reviews.

When bandwidth permits, many of the high-enrollment, lower-division courses will be live streamed, which has been found to be very effective. This will ensure consistency of content and delivery by using common lectures. More faculty will be directed to training on use of Blackboard Collaborate. This tool gives faculty a mechanism for real-time dialog with students while closely emulating a face-to-face environment. This is ideal for office hours, meeting with small student groups for problem-solving sessions, facilitating student presentations to a class, etc.

Undergraduate research may or may not take place, depending upon guidelines received from the state and USG. If research is permitted, students required to share laboratory space will use a facility scheduling scheme developed by each department. While it is hoped that some students wanting to participate in undergraduate research will be able to do so, the unintended consequences of this contingency will most likely result in significant reductions in the number of student performing undergraduate research.
Institute for Environmental and Spatial Analysis

Unless additional guidance dictates modification, instruction for IESA courses will operate under UNG instructional and operational protocols developed and utilized for summer semester of 2020, including online training and certification for all faculty and courses. Innovative IESA practices that are likely to carry over from spring and summer semesters to the fall of 2020 include:

- Greater faculty and student use of the online platform D2L for a larger percentage of course offerings.
- Enhanced course materials developed or implemented from web sources.
- Newly developed faculty video and audio materials which may be used in future semesters and courses.
- Greater faculty and student interaction through the use of video conferencing software such as Teams.
- Enhanced faculty and departmental communication and meetings across five campuses through the use of video conferencing tools such as Teams.

Under this contingency plan as a result of COVID-19 and associated protocols, pedagogy and other best and high impact IESA practices will be impacted and affected during the fall of 2020. These may include canceling a significant number of service-learning initiatives, reduced internship possibilities and student internship interest, reduced student interest in special topics courses and associated undergraduate research projects. In addition, some IESA students planning to participate in study abroad courses for fall may not be allowed or choose not to participate. Lastly, the move to a significant online portion of courses for fall may negatively affect the ability of IESA to provide students the normal strong technical skill sets typically provided by the actual hands on uses of geospatial, surveying, engineering and environmental technologies. For the last two years, IESA has funded a student tutor and offered computer lab hours on the weekend for surveying, GIS and CAD students. This best practice may not be feasible in the fall of 2020.

Co-curricular/formative IESA activities under this contingency plan may be affected in the following ways:

- Canceled student actives including club meetings and activities etc.
- Canceled Environmental Symposium Series
- Canceled Research Seminars

Mike Cottrell College of Business

As outlined in the previous contingency plan, the Mike Cottrell College of Business plans only hybrid courses for the fall semester and will not offer any fully face-to-face courses. This plan will enable the College to move between face-to-face and online as needed over the course of the semester.

University College

The innovative approach to providing these Academic Success Services allows for fluid transition to and from an in-person format and online. These services will be available regardless of contingency plan. For example, if UNG starts the semester online and moves to on-campus instruction, the virtual tutoring, supplemental instruction sessions, coaching
appointments, Learning Support advising appointments, and coursework will be accomplished via Microsoft Teams, Blackboard Collaborate, and D2L. If UNG opens the fall semester on campus but shifts to online, the hybrid model of these services described in the document will be in place but can shift solely to a virtual environment. The latter example will be the case if UNG opens in the fall without student presence on any campus and fully online.

Research

Faculty who are expected to engage in research should continue their activities as appropriate and safe to do so. UNG will work within the college/unit structure to communicate with every faculty member about their current research agenda and the extent to which their research projects have been/are/will be affected by the disruptions from COVID-19. Whenever possible, UNG will make efforts to facilitate the resumption of faculty research. Special care should be taken to support the continuity of the careers of early stage faculty whose research may be disrupted during this time.

Research activities will be restricted, depending on the phase the institution is in, as determined in UNG’s Employee Return to Campus Plan for summer 2020, when the decision to begin fully online is made. After that, research will be brought online in accordance with UNG’s movement through operational phases.

- If UNG is in Phase I, special consideration will be given to accommodate faculty-led, student research that is required as part of the student’s degree plan. Faculty advisors will be strongly encouraged to work with students to develop a plan for meeting their research degree requirement in a manner that can be successfully completed in a remote work environment. New no project requiring presence on UNG’s campus will be allowed to start without approval of the Provost.

- If UNG is in Phase II, special consideration will be given to accommodate faculty-led, student research that is required as part of the student’s degree plan. Faculty advisors will be strongly encouraged to work with students to develop a plan for meeting their research degree requirement in a manner that can be successfully completed in a remote work environment. Students will be encouraged to complete the work that requires access to UNG’s campus as soon as feasible to avoid further interruption should another interruption take place.
Student Affairs

Student Life & Services
Staff will follow University guidelines and will conduct work remotely or in the office on a limited and rotating basis.

All Student Affairs service units will provide trainings, workshops, presentations, and activities in a virtual or recorded format. Requests for special exceptions will be considered on a case-by-case basis.

The Military Operations workgroup has requested that cadets who are contracted to commission as military officers be allowed to remain on campus to complete required Army ROTC training. The request is detailed further below.

Student Centers and Other Community Gathering Locations
Will be closed.

Residence Life
If UNG opens with classes fully online (Contingency 2) with students in residence halls, we will move forward with plans for Contingency 1 with no changes. UNG is upgrading Wi-Fi bandwidth in all residence halls during June and July to support a shift to online instruction before or during a semester.

If UNG opens with classes fully online (Contingency 2) without students in residence halls, based on USG and public health guidance, the residence halls would remain closed.

Corps of Cadets
As one of six federally-designated senior military colleges in the nation, UNG holds a unique role in Georgia and the USG. Because of this role, the Military Operations workgroup strongly requests that, if fall semester opens in an online-only format, an exception be made for the Corps of Cadets to remain in residence on campus due to Army-required training. Army ROTC programs and cadets throughout Georgia will be required to report to campus this fall to execute pre-commissioning tasks that must be completed before a cadet becomes a lieutenant. These are generally critical individual skills and collective (team) skills that must be evaluated to assess cadets’ capabilities to lead troops after their graduation and earning their commission.

Usually this occurs at Fort Knox each summer at Cadet Summer Training. Due to the COVID-19 pandemic, the Army announced a decentralized “on-campus” strategy and has charged university ROTC programs with completing this training and evaluation requirement. UNG’s Professor of Military Science has developed initial plans and preparation for this training. If students return to campus in the fall, the only likely requirement will be support for some necessary cadet absences from classes to meet various on- and off-campus military training requirements. Again, the required training would be for contracted cadets only to meet their commissioning requirements.
If students are not allowed to return to campus for fall semester, we request that all cadets be allowed to reside on campus, under Army-accepted COVID-19 training protocols, to complete pre-commissioning training requirements. Otherwise, our cadets and cadre will be forced to move to military installations for this training during the semester, which would negatively impact student success and the completion of their studies.

**This requirement will apply to all Army ROTC cadets across the USG.** As a system, if a fall campus opening is delayed or cancelled, UNG could support the statewide ROTC requirement at UNG’s Dahlonega Campus, enabling other USG Army ROTC cadets and their cadre for completion of their requirements.

If approved the request is approved, Contingency Plan 1 will be used. If not approved, the plan below would apply.

**Department of Military Science/Professor of Military Science**

- Military Science instruction will be delivered online via Blackboard technology.
- Military Science Lab and Field Training Exercises (FTX) – lab periods will still occur on Monday and Wednesday every week. Labs will be conducted through Blackboard technology. FTX will still be conducted in the fall and spring semesters. The lab and FTX periods utilize outdoor locations on the drill field, promenade and Pine Valley, Camp Frank D. Merrill, Fort Benning, GA, and other locations necessary to conduct training. The lab and FTX periods will be best for maintaining physical distancing while education occurs in an outdoor setting. Physical distancing protocols will remain in place and those drills that require touching will be replaced with demonstration or multimedia demonstrations.
- Military Science Physical Fitness Training. Cadets will be expected to conduct PT on Monday through Friday from 0630-0800 hours. Upon notification, cadets may be required to present for an Army Physical Fitness Test at a location arranged by the department.
- Special Units (Ranger Challenge, Scabbard and Blade, Aggressors) - These units will not function.

**Commandant of Cadets**

- No cadets on campus, unless an exception is granted as noted above. If an exception is made to allow cadets on campus, will follow Contingency Plan 1.
- Special Units (Association of Cadet Chaplains, Blue Ridge Rifles Drill Team, Color Guard, Combat Rifle Club, Cyber Unit, Golden Eagle Band, Mountain Order of Colombo, and Patriot Choir) - Blue Ridge Rifles Drill Team, Color Guard, Combat Rifle Club, and Mountain Order of Colombo will not function. Association of Cadet Chaplains, Cyber Unit, Golden Eagle Band, and Patriot Choir will continue online only.

**Dining Services**

If UNG opens with classes fully online (Contingency 2) and cadets are allowed to remain on campus, dining services would operate under a grab-and-go model with limited hours through the dining hall at the Dahlonega Campus only.
Student Counseling Services
Student Counseling Services will continue to operate at full capacity and will provide services virtually.

Student Health Centers
Student Health Services will continue to operate and will offer curbside service for medications, consult with students by phone, and see students on-site by appointment.

Campus Recreation and Wellness
If UNG opens with classes fully online (Contingency 2) with students in residence halls, the Student Recreation Center at the Dahlonega Campus would operate with social distancing guidelines in place from Contingency 1, if public health guidance allows. Additional services would be provided to all students virtually.

If UNG opens with classes fully online (Contingency 2) without students in residence halls, based on USG and public health guidance, services would be provided to all students virtually.

Enrollment Management
In Contingency Instruction Scenario II students would not return to campus to receive traditional classroom based instruction. All instruction would be fully online.

Enrollment Management (EM) offices will be open or closed (as directed) with minimum staffing sufficient to conduct essential operations. The majority of employees would continue or return to Teleworking based upon guidance from CDC, USG, UNG, and other directive issuing entities (e.g. HR).

EM recruitment operations would revert to being fully virtual (same as Post-COVID Spring 2020) and virtual outreach, digital marketing, personalized communication would be significantly increased. Note: These improved capabilities are being developed to enhance CIS #1 and to prepare in case CIS #3 is called for due to a COVID-19 resurgence.

In this scenario campus tours would be suspended as no students would be available to give tours and the health risk conditions would be high (enough to warrant online only instruction) that staff would not do so either. Campus offices might be open, depending on guidance, but with strict social distancing, mask, and sanitation requirements. Consider limiting on-campus staffing to those who test positive for COVID-19 anti-bodies (if HIPPA allows such information to be shared). Orientation would be Option C.
Public Service, Outreach, Continuing Education, & Events

Should UNG implement Contingency 2 for Fall Semester beginning fully online, we recommend the following measures:

- Professional & Continuing Education courses will be delivered online to the extent possible.
- Employee attendance at off-campus meetings or events should be virtual only.
- Common spaces on campus should remain closed.
- Campuses will be closed to outside guests and visitors.
- No internal or external group events, activities or camps activities should occur on campus. Events will be rescheduled as possible.
- No facility rentals should occur. UNG will abide by existing contracts and will work with legal counsel to ensure that contracts include language that allows for flexibility during COVID-19. For events that are unable to occur, credit will be offered for a future event or a refund will be provided.

Athletics

If fall semester opens with classes fully online and no students on campus, it is presumed that Athletic programs would not be operational.

If fall semester opens with classes fully online with students able to reside on campus, UNG Athletic programs could potentially operate, though perhaps on a limited basis, within state directives and with guidance from public health agencies, the USG, NCAA, and the Peach Belt Conference.

Advancement & Alumni Relations

If fall semester opens with classes fully online, the Division of University Advancement would continue to operate as outlined under Contingency 1 with teleworking arrangements for the majority of employees. Events, either on-campus or off-campus, would only continue if they could be conducted in alignment with state directives and public health guidance on gatherings.
## Resources Required

The following resources have been identified as required for this contingency plan, with the understanding that there will not be additional budget dollars for these resources. This list is meant to identify what is needed so that the institution can begin to make arrangements.

For Contingency Plan 2, if UNG is operating with classes fully online with no students on campus and most employees continuing to telework, we anticipate that the need for certain resources, such as widespread availability of PPE and workspace accommodations, would be reduced. However, because of the necessity of being able to provide instruction and other student services in every scenario, the need for technology investments remain relevant.

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<thead>
<tr>
<th>Unit</th>
<th>Resource</th>
<th>Purpose</th>
<th>Estimated Cost</th>
</tr>
</thead>
</table>
| University-wide | − Provide PPE to employees whose jobs require it.  
− Hand sanitizer readily available in all areas on campus.  
− Disposable face coverings  
− Additional cleaning equipment and supplies. | To support social distancing requirements and promote healthy practices. |  |
| College of Health Sciences & Professions | − (Visible Body software, EXXACT software, WebPT/Zoom)  
− Software to support nursing program (VSim, Shadow Health, I Human, Sentinel) | To support healthcare education programs | $111,300 |
| College of Science & Mathematics | − IT software investment | To enable lectures to be live-streamed. | $15,000 |
| Mike Cottrell College of Business | − IT software investments | To enable lectures to be live-streamed and to manage and deliver online services for the student professional development program. | $35,000 |
| Student Health Services | − Specialized Personal Protective Equipment (N95 masks, surgical masks, gloves, isolation gowns, coveralls, shoe covers, goggles or face shields, no-touch thermometers, disposable stethoscopes)  
− Plastic shields for front office  
− Two additional laptops to check-in and triage at the front doors of the clinics | |  |
## Fiscal Impacts

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<th>University-wide</th>
<th>Required PPE, sanitation and cleaning supplies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academics</td>
<td>Reduced enrollment in lab-based courses will result in reduced lab-fee revenue. Grant-sponsored activity may be reduced or suspended resulting in potential revenue loss and transfer of expenses to UNG. Discipline-specific investments in technology to support hybrid or fully-online courses.</td>
</tr>
<tr>
<td>Student Life</td>
<td>Many events that take place at UNG are funded through Student Activity Fees. A reduction in revenue from these fees will have an impact on the number and scope of events that occur (virtually or in person).</td>
</tr>
<tr>
<td></td>
<td>• Fiscal impact of needed resources to provide safe working area for staff and students.</td>
</tr>
<tr>
<td></td>
<td>• Cost of upgrading Doxy.Me from free to professional version for Student Counseling clinicians.</td>
</tr>
<tr>
<td>Residence Life</td>
<td>Loss in potential housing revenue for beds held offline for FY21</td>
</tr>
<tr>
<td>Dining</td>
<td>Reduced revenue collection if meal plan waivers are offered in light of these food service changes.</td>
</tr>
<tr>
<td>Public Service &amp; Outreach</td>
<td>Loss of revenue associated with Professional &amp; Continuing Education courses and programs. Loss of revenue associated with facility rentals.</td>
</tr>
<tr>
<td>Advancement and Alumni Relations</td>
<td>Expenses and loss of revenue connected to alumni and donor events.</td>
</tr>
</tbody>
</table>

## Communication Considerations

With all courses in a fully-online status and an expectation that most employees would be teleworking, digital and virtual communication would be prioritized over print and traditional communications.
Contingency Plan 3: Classes Move Online for a Period During the Semester

UNG’s plans will follow guidance from the Governor’s office, the Georgia Department of Public Health (GDPH), the Centers for Disease Control and Prevention (CDC), the University System of Georgia (USG), and local governments to make public health-informed decisions affecting the status of any of our campuses.

Workplace & Health Safety

- If during the semester classes must move online for a period, it is presumed that employees, would also be required to transition to remote work and teleworking practices. In consultation with their supervisors, would continue teleworking arrangements to the fullest extent possible.
- Most campus facilities will remain closed to public, except for areas with published, limited hours of operation.
- For those essential employees required to work on campus, the social distancing, hygiene and reporting practices outlined in Contingency Plan 1 would be applicable.
- When transitioning from an online format back to face-to-face instruction, we recommend that employees’ return to work should be implemented over a period of not less than 14 days before students return to campus.

Academics & Research

Academic Personnel

Understanding that conditions can change rapidly, staffing protocols may need to be adapted with minimal notice. The goal should be maintaining continuity in university operations to minimize the impact on students and the completion of the institutional mission. Should it become necessary to return to remote operations for any period during the semester, the following recommendations should be followed:

- Essential Employees: Each college has identified essential faculty, staff, and administrative personnel. All employees will be encouraged to telework. Essential employees may return to campus on a staggered schedule only with supervisor approval.
- Non-essential Employees: May request permission to return to campus by emailing their department head and dean for approval. Requests must include days and times to be on campus. Additionally, if faculty or staff plan to be on campus, they need to inform supervisors of when and where in case of building evacuation (this will be tracked by college via virtual spreadsheets).
Academic Instruction

Shifting between instructional modalities and locations may require SACSCOC notification. Largely, Contingency Plan 3 will implement the approaches developed in the contingencies above as needed.

The UNG Student Connections Program, initiated in spring semester 2020, attempted to engage students who did not return to instruction through outreach program in concert with DETI online student success advisors. Additionally, the withdrawal process has been changed and is being piloted over the summer. Every withdrawal request, regardless of origin, is reviewed by someone, and, when appropriate, interventions and redirection strategies are used to mitigate attrition. An early alert system using Civitas Inspire is coming online this fall. Full implementation, however, will probably not be achieved until the end of the fall term.

Research

Faculty who are expected to engage in research should continue their activities as appropriate and safe to do so. UNG will work within the college/unit structure to communicate with every faculty member about their current research agenda and the extent to which their research projects have been/are/will be affected by the disruptions from COVID-19. Whenever possible, UNG will make efforts to facilitate the resumption of faculty research. Special care should be taken to support the continuity of the careers of early stage faculty whose research may be disrupted during this time.

Research activities will be restricted in Phase I or Phase II (as described in UNG’s Employee Return to Campus Plan for summer 2020), depending on the phase the institution is moved back to when it is required to move fully online. After that, research will be brought online in accordance with UNG’s movement through operational phases. Since research will have already been allowed to commence, special consideration will be given to on-campus requirements to safely suspend research until it can be restarted.

If UNG moves back to Phase I, special consideration will be given for accommodating faculty-led, student research that is required as part of the student’s degree plan. Faculty advisors will be strongly encouraged to work with students to develop a plan for meeting their research degree requirement in a manner that can be successfully completed in a remote work environment. New no project requiring presence on UNG’s campus will be allowed to start without approval of the Provost.

In addition, special consideration will be given for accommodating faculty research that has been started and that has a time-critical component to it. Faculty will need time to properly suspend/move their activities to accommodate remote work requirements.

If UNG moves back to Phase II, special consideration will be given to accommodate faculty-led, student research that is required as part of the student’s degree plan. Faculty advisors will be strongly encouraged to work with students to develop a plan for meeting their research degree requirement in a manner that can be successfully completed in a remote work environment. Students will be encouraged to complete the work that requires access to UNG’s campus as soon as feasible to avoid further interruption should another interruption take place.
Student Affairs

Student Life & Student Services
Should UNG be required to transition to an online instructional mode at any point during the semester, all student life and service units would operate in a manner similar to the spring and fall 2020 semesters. For this planning document, these units include, dining services, Student Counseling Services, Student Health Services, Student Involvement, Bands & Choral Groups, and Campus Recreation and Wellness.

Staffing
- Staff will follow University guidelines and may telework or work in office on a rotating basis.
- Anticipate minimal staffing on campus,
- Student services would transition to a virtual format to the extent possible.

Events
- Events already scheduled will need to be canceled, reschedule, or moved to a virtual platform
- Reservations in spaces will be canceled, but exceptions may be made in accordance with GDPH and CDC guidelines

Student Centers and Other Community Gathering Locations
Will follow Contingency 1 with social distancing guidelines, until a shift is made and then lounges and gathering spaces would be closed.

Residence Life
If UNG were to move to online instruction at any point during the semester. UNG would follow USG guidance on whether residence halls could remain open or whether residents must leave.

If students were instructed to leave the residence halls per USG guidance, students would have the opportunity to apply to remain in the residence halls and would be asked to document any extenuating circumstances that would require them to remain in housing.

Awareness Campaign
- Communication to students would be developed by Residence Life and edited/approved by the Division of University Relations before being released to students.
- Communication would be provided via email as well as in-person “knock and talks” at student doors to make sure that residents are aware of the plan.
• Every effort would be given to students and families to coordinate a convenient time for them to gather belongings and move home.

**Refunds**

Refunds would be handled following USG direction.

**Staffing**

• RA staff may be reduced in conjunction with the number of students who remain on campus.

• Residence Life programming requirements pertaining to UNG’s residential curriculum will be suspended if students are required to leave campus and RA staff is reduced. If students are allowed to remain on campus, requirements will remain virtual.

• Student staff will check in virtually with remaining residents using GroupMe, texts, and social media applications.

**Sanitation Practices & Procedures**

• UNG will update any CDC or GA DPH recommendations regarding hygiene and prevention. Students will continue to be responsible for cleaning their own rooms/suites/apartments. Resident Assistants will complete virtual health and safety checks via video chat while under social distancing. Disinfectant will be provided inside the main entrance doors of the residence halls.

• If residence halls close to most students, the remaining students will be relocated out of the traditional residence halls and into suite-style housing where they do not share a bedroom or a bathroom with another student if possible.

• Community bathrooms would be closed to all students.

• Students would continue to follow self-monitoring and self-reporting protocol under Contingency Plan 1, if they remain in the residence halls.

• Students who test positive or experience COVID-19 symptoms will be sent home to self-isolate whenever possible. Single-occupancy suites with designated HVAC will be provided for any students who tests positive and who cannot leave campus. Residence Life or Commandant’s Staff will provide to-go-meals from the dining hall for students. Trash will be red bagged and picked up on a schedule per UNG’s Hazmat disposal contract.

**Move-Out Plans: Civilian Residents (non-cadets)**

• Move-outs would take approximately 10 days to complete for civilian students.

• Eight to 10 civilian students per residence hall will be able to sign-up for a specified time to enter the building and remove their items from the building (limit to 90 per campus at one time). **SignUpGenius** will be used for civilian students for housing appointments.

• Move-out appointments will be 8 a.m. to 5 p.m., including weekends.
• Students in campus apartments will have a 2-hour limit during which they can enter the building, pack their belongings, and remove them from the building. Traditional residence halls and suite-style housing can be scheduled in 1.5- to 2-hour blocks.

• A form in UNG Connect will track student check-ins and their guests (no more than 2 guests per resident), so that an area does not become overcrowded.

• During this time, we will not charge for a “cleaning fee” and will require that students vacate the building. Any potential damage charges would be assessed post-move out.

• Students will check-out via StarRez, which does not require student signatures. At the end of the check-out, students would drop keys into a bucket with a Lysol/water mix to be sorted through at end of day. When the key is dropped off, a student’s name would be highlighted on the roster.

• Students and families would enter one central area per residence hall, check-in at the front desk, and exit the side doors. The central door and all fire doors would be propped open during the move-out hours to limit the number of doors that students and parents need to touch.

**Staffing plan:**

• Each Resident Director (RD) works in their own building until their building empties.

• In each building, eight Resident Assistants (RAs) work at a time.

• RAs would be available for students to ensure that the room is empty. RDs will take care of checking-out the residents via StarRez.

• RAs would sign-up for shifts, if they are interested and able to do so, via an all-call with SignUpGenius.

**Move-out Plans: Military Residents (Cadets)**

Cadets will move out over five days, under the direction of the Assistant Commandant. Each hall will have up to 30 residents per building, but no more than 10 per floor, at one time. Cadets will be allowed to use only designated points of entry and exit that are specific to their floor and wing. This facilitates up to 10 cadets per floor/wing in each building for a total of 30 cadets clearing a building simultaneously during a designated time.

• Floors will have designated entry and exit locations. Example: Liberty Hall, first floor, west wing, will enter and exit via center main doors; Liberty Hall, second floor, east wing, will enter and exit through east stairwell; and Liberty Hall, third floor, west wing, will enter and exit through the west stairwell.

• Cadet RAs will be available for cadets to ensure that the residence halls are empty.

• Personnel under the direction of the Assistant Commandant will augment the cadet RAs.

• During this time, we will not charge for a “cleaning fee” and will require that students vacate the building. Any potential damage charges would be assessed post-move out.

• Each cadet who possesses federal government-issued military equipment and who is NOT scheduled to conduct military training, will turn in the equipment to U.S. Army Military Supply on the cadet’s designated day of military residence hall (barracks) clearing.
• If a cadet is departing UNG (i.e., transferring to another university or plans to graduate at the end of the semester), the cadet will clear the Military Department and UNG online as much as possible.

• Saturday clearing of the Military Residence Halls and turn-in of military equipment will be by exception only.

*Policies, Practices, and Rules to be in place by fall:*

• Requests for single-occupancy rooms will be accommodated as space allows, including students living single in a double-occupancy room, if there are spaces available.

• In-room visitation will be prohibited during the social distancing phase. Students must meet and visit with any guests outside of the residence halls.

• In-room visitation will be prohibited during the social distancing phase. Guests are not permitted within the residence halls. Students must meet and visit with any guests outside of the residence halls.

• Common lounge areas in the residence halls will be closed during the social distancing phase. Spaces will be locked or furniture removed when feasible. Community kitchens will remain open, but students will be required to provide their own cooking supplies. Students who use their own pots and pans must remove them from the kitchens when they are no longer being used.

• Students who develop a cough, fever, or difficulty breathing that I am to immediately alert UNG staff through the Live Safe App/Dean of Students form. Students should not leave their room until UNG staff contact them with next steps. Students should call Public Safety (706-864-1500) or 911 for difficulty breathing or another medical emergency.

**Corps of Cadets**

*Department of Military Science/Professor of Military Science*

• Military Science instruction will be delivered online via Blackboard technology.

• Military Science Lab and Field Training Exercises (FTX) – Lab periods will still occur on Monday and Wednesday every week. FTX will still be conducted in the fall and spring semesters. The lab and FTX periods utilize outdoor locations on the drill field, promenade and Pine Valley, Camp Frank D Merrill, Fort Benning, GA, and other locations necessary to conduct training. The lab and FTX periods will be best for maintaining physical distancing while education occurs in an outdoor setting. Physical distancing protocols will remain in place and those drills that require touching will be replaced with demonstration or multimedia demonstrations. Labs will be conducted through Blackboard technology and then transition to on campus adhering to social distancing guidelines. Lab location/areas will be assigned by military science department for each company with enough space to break down and train in a platoon formation adhering to social distancing protocol. Lessons plans for each lab will include a description of social distancing procedures for that specific training. There will be a risk assessment completed for each lab period. Each lab period will be monitored by assigned cadre.
• Military science physical fitness training. Cadets will be expected to conduct PT on Monday through Friday from 0630-0800 hours. Upon notification, cadets may be required to present for an army physical fitness test at a location arranged by the department.

• Special Units – Ranger Challenge, Scabbard and Blade, Aggressors. These units will not function.

**Commandant of Cadets**

• Follow Contingency Plan 1. Increase monitoring of health of cadets and video inspection of rooms to ensure cadets are following hygiene procedures.

• Special Units (Association of Cadet Chaplains, Blue Ridge Rifles Drill Team, Color Guard, Combat Rifle Club, Cyber Unit, Golden Eagle Band, Mountain Order of Colombo, and Patriot Choir) - Blue Ridge Rifles Drill Team, Color Guard, Combat Rifle Club, and Mountain Order of Colombo will not function. Association Cadet Chaplains, Cyber Unit, Golden Eagle Band, and Patriot Choir will continue online only.

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**Enrollment Management**

In Contingency Plan 3, students would return to campus to receive traditional classroom based instruction but a resurgence of COVID-19 might create a restricted environment such that all face-to-face instruction is suspended and all instruction moves fully online. Unknown in this scenario is whether or not students would remain on campus in the residence halls or be sent home.

Enrollment Management (EM) offices will be open with minimum staffing sufficient to conduct operations, with some additional employees Teleworking based upon guidance from CDC, USG, UNG, and other directive issuing entities (e.g. HR).

EM recruitment operations would move virtual as the conditions dictate and would significantly increase level of virtual outreach, digital marketing, personalized communication. Note: These improved capabilities are being developed to enhance CIS #1 and to prepare in case CIS #3 is called for due to a COVID-19 resurgence.

In this scenario campus tours may be suspended depending upon the conditions. If students are sent home, and no students available to give tours, tours would be suspended. If students remain on campus but taking classes online, tours might go forward, but would likely be reduced.

Orientation would be Option B or C, depending upon conditions, as outlined in Contingency Plan 1.

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**Public Service, Outreach, Continuing Education, & Events**

Should UNG implement Contingency 3 for fall semester transitioning to online instruction for a period, we generally recommend following the same measures as in Contingency Plans 1 and 2 with the following adjustments. State, national and public health guidance would continue to inform operations.

• Generally, campuses will be closed to outside guests and visitors. Exceptions may be made in accordance with the most current public health guidance.
• Transitioning from or to face-to-face classes through the Office of Professional and Continuing Education should be incremental, if possible, to minimize disruption of instruction.

**Athletics**

Should UNG implement Contingency 3 for fall semester transitioning to online instruction for a period, UNG Athletics would generally follow the actions in Contingency Plan 1. However, UNG Athletic programs would act in accordance with state directives and with guidance from public health agencies, the USG, NCAA, and the Peach Belt Conference.

**Advancement & Alumni Relations**

If fall semester opens with classes fully online, the Division of University Advancement would continue to operate as outlined under Contingency 1 with teleworking arrangements for the majority of employees. Events, either on-campus or off-campus, would only continue if they could be conducted in alignment with state directives and public health guidance on gatherings.
### Resources Required

The resource requirements to implement Contingency Plan 3 mirror those for Contingency Plan 1. The following resources have been identified as required for this contingency plan, with the understanding that there will not be additional budget dollars for these resources. This list is meant to identify what is needed so that the institution can begin to make arrangements.

<table>
<thead>
<tr>
<th>Unit</th>
<th>Resource</th>
<th>Purpose</th>
<th>Estimated Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>University-wide</td>
<td>- Provide PPE to employees whose jobs require it.</td>
<td>To support social distancing requirements and promote healthy practices.</td>
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<td></td>
<td>- Hand sanitizer readily available in all areas on campus.</td>
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<td></td>
<td>- Disposable face coverings</td>
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<td></td>
<td>- Additional cleaning equipment and supplies.</td>
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<td></td>
<td>- Screening protocols.</td>
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<td>- Workspace accommodations.</td>
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<td></td>
<td>- Signage to support social distancing and hygiene.</td>
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<td></td>
<td>- Enhanced facility air filtration protocols.</td>
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<tr>
<td>College of Health Sciences &amp; Professions</td>
<td>- Specialized PPE</td>
<td>To support healthcare education programs</td>
<td>$111,300</td>
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<td></td>
<td>- Software to support DPT program (Visible Body software, EXXACT software, WebPT/Zoom)</td>
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<td></td>
<td>- Software to support nursing program (VSim, Shadow Health, I Human, Sentinel)</td>
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<tr>
<td>College of Science &amp; Mathematics</td>
<td>- IT software investment</td>
<td>To enable lectures to be live-streamed.</td>
<td>$15,000</td>
</tr>
<tr>
<td>Mike Cottrell College of Business</td>
<td>- IT software investments</td>
<td>To enable lectures to be live-streamed and to manage and deliver online services for the student professional development program.</td>
<td>$35,000</td>
</tr>
<tr>
<td>Tutoring Services</td>
<td>- Plexiglas partitions to facilitate social distancing between students and tutors.</td>
<td>To support social distancing requirements.</td>
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<tr>
<td>Student Affairs, various departments</td>
<td>- Signage</td>
<td>To support social distancing requirements.</td>
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<tr>
<td></td>
<td>- Stanchions</td>
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<td></td>
<td>- Tape/Signage for demarcation on floors to control traffic flow.</td>
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<td></td>
<td>- Plastic shields for frontline workers</td>
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<td>- UV wands for surface sanitization.</td>
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<td></td>
<td>- Disinfectant spray or wipes</td>
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<td>- Online appointment technology</td>
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<td></td>
<td>- Contactless check-in process (mobile app)</td>
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<tr>
<td>Section</td>
<td>Items</td>
<td>Resource</td>
<td>Description</td>
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<tr>
<td>Residence Life</td>
<td>− Disinfectant wipes &amp; dispensing stations (9)</td>
<td>Residence hall reopening.</td>
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<td></td>
<td>− Spray disinfectant (9 cases)</td>
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<td></td>
<td>− Temperature guns for medical personnel or if not feasible,</td>
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<td></td>
<td>thermometer for use in ear (10)</td>
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<td></td>
<td>− Protective barriers for all RA desks and offices</td>
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<td></td>
<td>− 30 Campus Cruiser carts to assist in move-in/move-outs</td>
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<tr>
<td>Corps of Cadets</td>
<td>− PPE for 800 cadets – washable black face coverings; 3 per cadet</td>
<td>$10,000-$16,000</td>
<td>To support social distancing and hygiene requirements.</td>
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<tr>
<td></td>
<td>− Cleaning supplies for cadet resident hall rooms (347 rooms),</td>
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<td>common areas (23), classrooms (4), offices (23) and laundry rooms</td>
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<td>(8). disinfectants, plastic gloves</td>
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<td></td>
<td>− Hand-cleaning stations at doors to residence halls and Military</td>
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<td></td>
<td>Leadership Center</td>
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<td>− Equipment for qualified medical screeners: Thermometer guns (9),</td>
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<td>Latex gloves (18 boxes), washable black face coverings (27)</td>
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<tr>
<td>Dining, Bookstores</td>
<td>− Hand sanitizer or additional hand-washing stations for staff and</td>
<td>To support social distancing and hygiene requirements.</td>
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<td></td>
<td>customers.</td>
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<td>− Sneeze guards at all POS locations.</td>
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<td>− Signage</td>
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<td></td>
<td>− Tape/Signage for demarcation on floors to control traffic flow</td>
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<tr>
<td>Student Health Services</td>
<td>− Specialized Personal Protective Equipment (N95 masks, surgical</td>
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<td></td>
<td>masks, gloves, isolation gowns, coveralls, shoe covers,</td>
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<td>goggles or face shields, no-touch thermometers, disposable</td>
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<td>stethoscopes)</td>
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<td>− Plastic shields for front office</td>
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<td>− Two additional laptops to check-in and triage at the front doors</td>
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<td>of the clinics</td>
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<tr>
<td>Campus Recreation &amp; Wellness</td>
<td>− Signage for entries, equipment areas</td>
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<tr>
<td>Athletics</td>
<td>− COVID-19 signage</td>
<td>To support social distancing and hygiene requirements.</td>
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<td>− Five sets of stanchions for ticketing at events</td>
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<td></td>
<td>− Cones or other mobile markings to designate 6’ distances for queue</td>
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<td></td>
<td>lines</td>
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<tr>
<td></td>
<td>− Forehead temperature monitors</td>
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Fiscal Impacts

The Fiscal Impacts for Contingency Plan 3 largely mirror those for Contingency Plan 1, as UNG would have to be prepared for both on-campus and remote-delivery of services and instruction.

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<td>Cost of virtual career fair platform and virtual networking/alumni-student mentoring platform</td>
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<td></td>
<td>Cost from Career Services of AI interview and resume review software</td>
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<tr>
<td></td>
<td>DocuSign</td>
</tr>
<tr>
<td></td>
<td>Testing Services will offer all exams with reduced seats and sessions decreasing department revenue.</td>
</tr>
<tr>
<td></td>
<td>May lose money due to having to pay out contracts for events, or return portions of fees.</td>
</tr>
<tr>
<td>Residence Life</td>
<td>Significant revenue reduction if refunds were offered to students who moved out of residence halls.</td>
</tr>
<tr>
<td>Dining</td>
<td>Additional costs for frequent cleaning labor, serving labor for stations that were self-service, sanitizer PPE and protective barrier installment as well any technology expansion of mobile ordering to additional locations venues.</td>
</tr>
<tr>
<td></td>
<td>It is possible for reduced revenue collection for if meal plan waivers are offered in light of these food service changes.</td>
</tr>
<tr>
<td>Public Service &amp; Outreach</td>
<td>Loss of revenue associated with Professional &amp; Continuing Education courses and programs.</td>
</tr>
<tr>
<td></td>
<td>Loss of revenue associated with facility rentals.</td>
</tr>
<tr>
<td>Advancement and Alumni Relations</td>
<td>Expenses and loss of revenue connected to alumni and donor events.</td>
</tr>
</tbody>
</table>
Communications Considerations

Under Contingency Plan 3, communications would be similar to Contingency Plan 1. While a sudden transition to fully online instruction and services presents multiple communication challenges, based on the experiences of spring and summer 2020, UNG is prepared to pivot communications to digital and virtual formats as needed.
Appendix A: Communications Plan

UNG is planning for the return of students to each of its campuses for the fall 2020. The process is intended to ensure the necessary structures are in place to ensure faculty and students may safely resume face-to-face instruction (with certain social distancing and sanitation measures in place). This supporting communications plan is designed with the primary objective of equipping personnel and students with the information and resources they need to safely and successfully transition back to campus-based work and face-to-face instruction. This includes:

- Communicate clear expectations, protocols and timeframes that prioritize health and safety, address concerns about returning to campus-based operations and maximize operational efficiency.
- Provide appropriate contact information to address questions or provide feedback.

The communications plan for the fall return to campus plan accounts for the following contingencies:

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

Stakeholders and Audience Segments

The fall return to campus plan calls for both overarching internal university communications and specialized communications for the following segmented audiences: new students, returning students, residential students, veterans/adult learners, international students, Corps of Cadets, alumni, parents and families. The university also serves a vital role in the economic recovery of the communities where our campuses are located, and we will engage external leaders and community stakeholders as appropriate to keep them informed of the campus reopening plans and process and to support community priorities.

Evaluation

The effectiveness of the communications plan will be evaluated by monitoring qualitative feedback and questions and quantitative metrics associated with the following tools:

- Email open and click rates
- Remote Life and Re-opening webpage visits
- Downloads of materials (i.e., FAQs, Returning to Campus Checklist, and signage templates)
- Participation in virtual town hall meetings
- Social Media engagement and views
- Media placements and reach
Appendix B: Testing, Screening, Contact Tracing, Isolation and Notifications

In concert with the Georgia Department of Public Health (GDPH), specific guidance from the University System of Georgia will be forthcoming related to COVID-19 testing, monitoring, contact tracing, and isolating. Guidance related to testing, screening, contact tracing, isolation, and notifications is evolving and the USG has directed that institutions should be flexible in their plans to be able to respond to the most up-to-date best practices. For the purposes of this planning document, please note the following information:

Testing
UNG Student Health Services does not currently have access to rapid testing, and would need to partner with Northeast Georgia Health System or the GDPH District 2 and District 10 offices to administer tests.

Screening
Per USG guidance, institutions should develop and implement appropriate policies regarding screening, including temperature checks and/or symptom monitoring for employees and for students. UNG will use guidance and best practices as outlined by GDPH in adopting in practices or policies.

UNG expects employees to conduct a daily self-screening process before coming to campus. If the answer is “yes” to one or more of the following questions, the employee should stay home and apply the appropriate leave policy as described in the next section.

According to the CDC, people with COVID-19 have had a wide range of symptoms including the following:
- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

Are you experiencing any of the COVID-19 related symptoms noted above?

Are you living with or caring for an individual who is suspected or confirmed case of COVID-19?

Additionally, employees and students may be asked to engage in regular temperature checks while on campus. Normal temperature should not exceed 100.4 degrees Fahrenheit without the aid of fever-reducing medications. If an employee shows a temperature above 100.4, the supervisor, in consultation with the Office of Human Resources, will send the employee home and instruct them to contact their healthcare provider. To return to work, employees should provide proof of a negative COVID-19 test result OR should be without a fever above 100.4 for a period of 72 hours without the aid of fever-reducing medications and have no additional symptoms. Employees who are sent home should use applicable leave options.
Residential students, including members of the Corps of Cadets, will be screened as part of the move-in process, as outlined in the Residence Life portion of Contingency Plan 1. Also, student-athletes will be screened upon reporting to campus.

Contact Tracing
Contact tracing is an important part of a comprehensive approach to mitigating the spread of COVID-19. The Georgia Department of Public Health will conduct contact tracing with support from UNG. Additional information will be forthcoming.

Isolation
Employees who test positive or receive a clinical diagnosis for COVID-19 should leave campus immediately and not return to campus until they meet the below criteria for discontinuing home isolation. The Workplace and Health Safety plan should be followed and support the needs of the employee while away from work due to COVID-19. Using the GDPH guidelines for discontinuing home isolation, the affected employee may return to work when he or she has met all three of the following criteria:

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

Students who test positive for COVID-19 should report this information to the Dean of Students office so that appropriate accommodations can be made, if necessary. If an RA or a Resident Director receives a report, they will notify the Dean of Students Office via a Maxient form or the Live Safe app. Students who test positive or experience COVID-19 symptoms will be sent home to self-isolate whenever possible. Students must remain off campus until they are able to meet the GDPH guidance for discontinuing isolation (see below).

- No fever for at least 72 hours (three full days of no fever without the use of medicine that reduces fevers), AND
- Improved symptoms, AND
- Gone at least 10 days since symptoms first appeared.

In the event an ill student is unable to return to their primary residence, UNG has identified one faculty housing unit that is currently available for use as self-isolation spaces for fall semester for students who cannot leave campus.

- The Collins House (3 beds) is currently available.
- If demand allows, two suites (8 beds) will be held offline for Residence Life. The Corps of Cadets will also hold 4-8 beds offline for self-isolation spaces.

To mitigate contact with any students who may be in those isolation spaces, the spaces would be equipped with cleaning and disinfectant supplies for the students to conduct daily cleaning; Student Health Services would monitor the students' health using telemedicine practices; and food would be delivered to the students from Dining Services. Using best
practices, Facilities would conduct a thorough cleaning and disinfection of the space when vacated by an ill student.

Academic Arrangements for Faculty and Students with COVID-19

If a faculty member tests positive for COVID-19 or receives a clinical diagnosis for COVID-19 and is temporarily unable to continue teaching their courses, department chairs will make appropriate arrangements for the faculty member's courses to be covered and for students to continue to earn the credit for which they are registered. Faculty will work with the campus human resources department to identify available leave options.

If a student tests positive for COVID-19 or receives a clinical diagnosis for COVID-19, faculty should be prepared to make any necessary flexible arrangements for a student to complete the coursework. The institution should make every effort to provide for continued enrollment for students with COVID-19 without penalty to the student. Students may choose to obtain a medical withdrawal for courses with a COVID-19 test or diagnosis.
Appendix C: Technology Inventory and Training Recommendations

The Student Success workgroup developed the following list of basic technological tools, platforms and virtual support services that are currently available to all UNG students, faculty, and staff.

- Adobe Acrobat – for digital forms with signatures
- Banner
- D2L/goView
- DocuSign
- Duo (2FA)
- Microsoft Teams
- Office 365 (Outlook Email, Calendar, OneDrive)
- Skype for Business
- Service Now
- UNG Connect
- UNG Software Center
- VLab/Pulse
- WiFi

Virtual Support Services:
- Smarthinking
- Tutoring
- Advising
- Counseling
- Library Services
- Supplemental Instruction (Blackboard)
- Testing
- Academic Success Coaching
- Online Student Success

The following basic technologies could be relied upon more heavily if UNG transitions to a hybrid or remote format mid-semester.

- AskNigel
- Blackboard Collaborate
- Computer Labs (Modified for social distancing)
- D2L/goView
- DocuSign (Move to digital/paperless processing)
- Laptops (Computer-lending Program)
- Library live chat
- LiveSafe App (Report COVID-19 Cases)
- Microsoft Teams
- Office 365
- Skype for Business
- UNG Connect
- VLab/Pulse (Increase in Licensing)
- Webcams
- WiFi (External connectivity)
- UNG Mobile App

The following advanced technologies are currently available, but not heavily used, and might be beneficial to explore if needed.

- Blackboard Ally (Accessibility Checker for D2L – New product)
- Civitas Inspire (Appointment scheduler)
- D2L (Course migration, Calendar Features)
- Kaltura (Videos, Lectures, Presentations)
- Microsoft Stream (Video hub – Lectures, Presentations)
- Microsoft Teams
- OneDrive (Filesharing)
- Slate (Communication tool)
- SlyText (Communication tool)
- UNG Connect (Communication tool)
- UNG Connect (Appointment scheduler/Check-in)
- UNG IT Support (In-house development)

The following technologies are currently being explored and considered for implementation that are not currently widely available or operational.

- Doxy.me (Telemedicine)
- IVY.AI (Video Tutorial)
- LiveSafe App (for COVID-19 Reporting)
- Q-Less (Line Management)
• Slate Webinars

The workgroup identified the following additional technologies that should be considered based on the potential benefit to large populations of students/faculty/staff.

• Camtasia (Videos, Lectures, Presentations) (Limited Licenses)
• Powtoons (Videos and Presentations) (Limited Licenses)
• Zoom (Pending review)

### Training Recommendations

<table>
<thead>
<tr>
<th>Operational Status</th>
<th>Timeline</th>
<th>Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall classes begin with social distancing expectations. This would require mostly virtual training.</td>
<td>New + transfer students trained during Orientations. Current/returners self-trained at own pace via D2L/Blackboard Collaborate. Staff available remotely to assist with each training.</td>
<td>Orientation <a href="#">Tech Talk Guide</a> trains on or uses:  • Banner basics  • D2L/goView  • VLab/Pulse  • Office 365 (Outlook Email, Calendar, OneDrive)  • Microsoft Teams/Skype  • UNG Connect  • Duo (2FA)  • Printing services still available at the library  • File sharing</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Operational Status</th>
<th>Timeline</th>
<th>Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fall classes begin fully online. Virtual training would be preferred,</td>
<td>All students self-train at own pace via D2L/Blackboard Collaborate with identified staff to assist remotely with each training. Coordinate with DETI and CTLL.</td>
<td>Trainings listed above would go online first, followed by the trainings listed below:  Virtual Support Services: focus on better, shorter communication of these resources, consider centralizing them on one UNG webpage (<a href="#">example</a>)  • <a href="#">Online Student Success</a>  • Smarthinking  • Tutoring Services  • Advising Tools  • Counseling Services  • Libraries: Recommend a video to promote all services.  • Supplemental Instruction (Blackboard):  • Academic Success Coaching</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Operational Status</th>
<th>Timeline</th>
<th>Training</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes and operations must go to an online format for a period of time during the semester. Virtual training only.</td>
<td>All students self-trained at own pace via D2L/Blackboard Collaborate with identified staff to assist remotely with each training. Coordinate with DETI and CTLL.</td>
<td>Students have access to all trainings throughout the semester.</td>
</tr>
</tbody>
</table>
Appendix D: Acknowledgements

UNG established the following workgroups to inform the planning process for an employee return to campus during summer 2020 and plans for instruction and student services for the 2020-2021 academic year. We gratefully acknowledge the thoughtful work by the groups and individuals below that contributed to this plan.

Planning Leads: Greg Williams, Associate Director of Emergency Preparedness
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Johnny Kahn  
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Gary Adcox  
Jennifer Herring  
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Mike Hyams  
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Albert Nowak  
Jarrod Stanley  
Brynn Seidenstricker  
Michael Anderson (Corvias rep)

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COL (Ret) Sharon Hamilton  
COL (Ret) Joe Matthews  
COL Joshua Wright  
LTC (Ret) Keith Antonia  
LTC (Ret) Tony Fritchle  
LTC (Ret) Mike Ivy  
CPT Gomolak  
Phil Collins  
Christy Orr
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David Owen, Owen and Exley
Derek Holmes
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Morgan Mitchell

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