



PAINE COLLEGE

FALL 2021

RETURN TO CAMPUS PLAN

OVERVIEW

Paine College's goal has always been and will continue to provide students with transformational educational experiences while preparing them to change the world! Even though the COVID-19 pandemic has changed some of the College's operational procedures, our mission remains the same and that is to provide our students with access to a high-quality educational experience. Paine College will reopen for living and learning on-campus in the Fall 2021 semester. The plan is to welcome everyone back to campus safely. All of our plans remain contingent upon the continued reduction in the spread of COVID-19 and the continuous use of protocols needed to mitigate, observe, and contain any health risks to the Paine Community.

Paine College's Campus Reopening Plan adheres to the Center of Disease Control (CDC) guidelines for Higher Education Institutions and the Georgia Department of Public Health (GDPH). A climate of adherence to sound public health principles among students, faculty, staff, and other constituencies will be maintained to ensure that our COVID-19 campus preparedness plan remains consistent with the guidance set forth by the CDC and the GDPH. Paine uses five institutional domains (Health and Safety, Facilities, Academics, Campus Life, and Faculty and Staff) to highlight the College's preparedness and responsiveness to reopening during COVID-19.

INTRODUCTION

The COVID-19 pandemic has changed our country in so many ways. With Paine College's plans to move forward, everyone has a collective responsibility to proceed with a spirit of thoughtfulness and flexibility. Our strategic approach to reopening includes a commitment to protecting the health and safety of our students, faculty, and staff while providing a transformative educational experience. The Fall 2021 semester will begin on Monday, August 2, 2021. It will look and feel differently as the College seeks to prioritize the quality of the student experience while implementing the recommended health and safety procedures.

Dr. Cheryl Evans Jones, President of Paine College, established a Task Force Committee and charged various planning groups to explore a few scenarios for reopening the College. The committee was asked to provide recommendations on how Paine College should move forward in Fall 2021. The Task Force collected feedback from Paine constituents, analyzed campus data, and reviewed guidelines. This comprehensive plan builds upon the specific recommendations provided by the Task Force, the planning groups, and the feedback from our students, faculty, and staff.

The Task Force Committee will continue to meet regularly in the Fall to review all aspects of the campus operation. The committee will continue to review health and safety protocols, classroom spacing, and cleaning procedures. They will provide guidance in the transition of course offering to remote delivery, if the need arises. We realize that circumstances surrounding COVID-19 may necessitate an adjustment to our plan, and we are prepared to alter it, as necessary. Paine College will overcome the challenges of this moment, and together, we will emerge as a stronger and more connected institution.

HEALTH AND SAFETY

Primary Prevention

Paine College continues to prioritize the health and safety of the campus community. With the plans of reopening the campus, faculty, staff, students, and administrators need to complete COVID-19 training at the start of the semester. The trainings main objectives are:

- Develop an understanding of how COVID-19 is transmitted
- Develop an understanding of the symptoms of COVID-19
- Develop an understanding of measures an individual can take to reduce the spread of COVID-19
- Develop an understanding of health and safety skills, including proper techniques for handwashing, using hand-sanitizer, putting on and taking off mask/facial covering, taking a temperature with an oral thermometer and removing disposable gloves

In addition, preventative care and education programs will also be conducted in the Residence Halls and throughout campus. Residence Life continues to seek the best practices from the American College Health Association (ACHA). There will be no visitations and restricted visitor access in the residence halls. Residence Life and the Counseling Center will collaborate with the Campus Nurse and other medical professionals in order to protect the health and safety of our students.

To monitor health and safety, faculty, staff, and students are required to get vaccinated. All students will be required to be vaccinated prior to arriving to campus. Students that have not been vaccinated prior to coming to campus will be tested. If testing results are positive, students will be prohibited from attending classes and participating in campus activities until he/she has been vaccinated. Failure or refusal to comply with any COVID-19 protocols, policies, or procedures, will result in removal from the College campus. Paine College temperature checks and COVID-19 self-check tool for pre-screening are used as part of the daily monitoring protocol. In addition, all faculty, staff, and students are strongly encouraged to complete the Paine College Coronavirus Self-Monitoring Form for 14 days prior to arriving to campus. (Refer to Appendix B)

Student Well-Being

Residence Life will provide a safe and confidential environment for positive COVID-19 student(s), if it is needed. We have established a partnership with Medical Associates Plus and Christ Community Center regarding contact tracing and the Health Department should a student require additional services. Medical Associates Plus will assist in providing COVID-19 testing and vaccinations, along with other healthcare providers. Students will be required to have tested negative for COVID-19, or have been vaccinated prior to arriving to campus. If a student is exhibiting symptoms, or has possibly been in contact with someone that has COVID-19 virus, he/she will need to be tested and self-isolate until test results are confirmed negative. The College Task Force Committee is working to develop safe daily

workflows to educate students in the climate of the new normal. We encourage all faculty, staff, and students to utilize the COVID-19 self-check available through the CDC and the Paine College Coronavirus Self-Monitoring Form to help make decisions and seek appropriate medical care.

Paine College is committed to providing a safe, equitable and inclusive environment for faculty, staff, and students. Discrimination or discriminatory harassment are not only unlawful, it is harmful to the well-being of our College community. Reports of discrimination, bullying, harassment and/or stereotyping of persons impacted by the COVID-19 or otherwise, will not be tolerated. Students who are experiencing emotional distress, need counseling, or support can schedule an appointment with the College Counseling Center by calling (706) 821-8390.

Student Life Policies & Procedures for COVID-19

The following are guidelines that all students residing in the Residence Halls must adhere to:

- The College requires students to get vaccinated prior to coming to campus. Those who have not been vaccinated prior to arriving on campus **MUST** have written documentation for not having taken the vaccine. These students will also be monitored by the Campus Nurse.
- Students that have not been vaccinated prior to coming to campus will be tested. If testing results are positive, students will not be allowed to register for face-to-face instruction.
- Temperature checks and COVID-19 self-check tools for pre-screening will be part of students daily monitoring protocol
- All students **MUST** wear face coverings in common areas (Exception: alone in your dorm room)
- Seating in common areas/lounges are re-configured for social distancing guidelines
- Room capacity signage will be visible and will be enforced
- Visitation **WILL NOT** be allowed in Residence Halls during the Fall Semester
- Residence Halls will have routine temperature monitoring procedures in place

If a student is found to violate these policies (face-coverings, social distancing, etc.), they will be required to complete the remainder of the semester remotely. This will be done at the discretion of College Administration).

Students will be notified of any changes regarding the College's protocols, policies or procedures.

Monitoring Health Conditions to Detect Infection

Paine College has an established partnership with Medical Associates Plus, Christ Community Center and other healthcare providers for outbreak management and contact tracing. Consistent with the CDC guidelines for Colleges and Universities, Paine will implement the following actions to monitor health conditions to detect infections:

- a) Distribute a COVID-19 Self-Monitoring Information Handout to faculty, staff, and students to include a 14-day incubation period observation checklist
- b) Acquire clinical staffing for Fall, 2021
- c) Task Force Committee approved a COVID-19 Triage Questionnaire (See Appendix C). The Triage Questionnaire will be used to determine if the student meets criteria for COVID-19 test
- d) Paine College has a partnership with Christ Community Center and the Health Department for COVID-19 testing. Testing is done for symptomatic and known COVID-19 contact exposure. The CDC has provided guidance on when it is safe to end isolation in a non-healthcare setting
- e) Paine College faculty, staff, and students are encouraged to visit the CDC and GPHD websites for COVID-19 Self-Checker to help make decisions about seeking appropriate medical care. Individuals should plan to self-screen regularly, which includes regular temperature checks and noting any symptoms consistent with infection

Containment to Prevent Spread of the Disease

- a) Paine will seek guidance from Christ Community Center and GPHD regarding surveillance testing and contact tracing for COVID-19 positive case(s)
- b) After a confirmed COVID-19 positive test, the College will quarantine the student living on-campus. Based on contact tracing, students exposed will be tested. Counseling Center will transition COVID-19 positive cases into confidential accommodations
- c) The College will provide supportive services for quarantined and isolated students to include meals from the Campus Dining Hall. The Counseling Center will provide services to meet the basic needs of quarantined and isolated students. The period of isolation will be consistent with current recommendations from the CDC and GPHD
- d) If a higher level of care is needed for symptomatic students, they will be taken to Augusta University Medical Center

Protocol for Students Suspected to Have COVID-19

If a student is suspected to have symptoms related to COVID-19, the following steps will be taken. The determination of whether students have symptoms will be the Director of the Counseling Center. If the staff determines that testing is warranted, these steps will be taken:

- The Director of Counseling Center (Ms. Jenease Horstead) will be notified immediately (706) 821-8390. The Counseling Center will be responsible for reaching out to the Richmond County Public Health Department who will do COVID-19 testing.
- If it is determined that the student is positive, the student will be given the next steps from the County Health officials. The primary recommendation will be for the student to return home and self-quarantine. If that is not possible, the student will return to campus and be placed in isolation to quarantine. Meal service will be delivered to student for all meal periods.
- The Richmond County Public Health Department will be given the names of the student's roommate, as well as classes to determine if any further testing is required. If other members need to be tested, those students will need to go to the Richmond County Public Health Department.
- It is recommended that the student self-quarantine because they are asymptomatic; they will do so in their current residence hall room for the required time and arrangements will be made for remote delivery of instruction and meal delivery to these students. If these students develop symptoms, then the protocol described earlier will be enacted.
- Before students who test positive are allowed to resume normal activity, they will have to test with the Richmond County Public Health Department or their healthcare provider and be given clearance by them.
- Areas will be immediately closed off used by a sick person and will not be reopened until it has been cleaned and properly disinfected.

Transitioning to Remote Instruction and Services

The College will adhere to public health guidelines established by the Governor of Georgia and GPHD pertaining to statewide restrictions. In the event there is no mandatory statewide restriction in place, the College will determine if campus-wide conditions are severe enough to transition to remote delivery of instruction.

The College will consider shutdown when:

- a) Mandatory state-wide restrictions have been put in place
- b) Outbreak, in combination with increased COVID-19 positive tests of students, or confidential self-reported results from faculty and staff
- c) It has been determined that a level of care is needed which exceeds the College's and/or local hospitals capability

Decisions regarding dismissals and shutdowns should be made in consultation with the Paine College Board of Trustees, local and state public health officials, and orders from the Governor's office. Notifications will be posted through the College's Emergency Alert System, website, social media platforms, e-mails, and virtual Town Hall meetings.

FACILITIES

The Paine College facilities reopening plan focuses on social distancing measures, enhanced cleaning, and personal protective equipment (PPE) and supplies.

PPE and Supplies

Common areas in all occupied buildings, such as, entrances, lobbies, elevators, laundry facilities and shared restrooms will be equipped with hand-sanitizer stations and disinfectant wipe dispensers for “clean as you go” after each use to supplement the enhanced cleaning in high touch areas.

Occupied faculty and staff offices will be provided with disinfectant wipes, hand-sanitizers, and disposable masks for use as needed to supplement daily cleaning.

To contain spread, each classroom will be equipped with hand-sanitizers and disinfectant wipe dispensers for student and faculty use during the instructional day. In addition to our Maintenance Department cleaning twice a day, the classroom PPE will allow students and faculty to “clean as they go” by wiping down desks and workspaces before and after each use.

All students will need to bring extra masks/face coverings when returning to the campus for Fall 2021 semester.

Mask Requirements

Because COVID-19 is primarily spread through respiratory droplets, Paine College is requiring the wearing of masks/face coverings while inside buildings and anywhere on campus when at least six feet physical distancing cannot be maintained.

- Paine College will require that all faculty, staff, students, and visitors wear masks while on-campus when within six feet of other individuals
 - Masks/face coverings must be worn in times when at least six feet physical distancing cannot be maintained
 - During meetings or gatherings, or in narrow hallways, or other settings where physical distancing may not be easy to maintain, a mask/face covering must be worn
 - All students, faculty and staff on-campus will receive a mask/face covering to comply with this requirement
 - Guests of the College will be provided disposable masks for use when visiting buildings on-campus
 - Signage explaining the requirements will be posted at entrances and high visibility facility locations

Social Distancing

All social distancing protocols will be adhered to the extent possible, including maintaining a safe distance apart (usually six feet) and maintaining practice of good personal hygiene - i.e., self-monitoring of symptoms, hand washing, etc.

- Classroom seating have been modified to provide for social distancing
- Furnishings in classrooms, assembly areas and Residence Halls will be rearranged to de-densify spaces for social distancing
- Open assembly areas will be blocked or monitored to prevent spontaneous gatherings that do not allow for social distancing
- Areas of assembly that do permit gatherings will be monitored to ensure that social distancing and PPE protocols are observed
- Signage to delineate safe distances and hygiene precautions will be placed campus-wide
 - Signage indicating direction of flow of traffic in hallways/corridors
 - Signage indicating utilization of public and shared spaces
 - Signage about good hygiene
 - Signage for elevator capacity (no more than 2 individuals in elevators)

Enhanced Cleaning

Custodians will perform enhanced cleaning in instructional spaces twice per day and at the end of each day in accordance with class schedules. High-touch areas, such as lobbies, elevators, corridors and door handles, and public restrooms will be wiped and disinfected continuously throughout the day using products approved by the CDC.

High-tough areas in residential facilities, such as, community restrooms, elevators, corridors, laundry facilities and vending machines will be wiped and disinfected continuously throughout the day in accordance with resident schedules and privacy precautions.

Vendors

Vendors and contractors operating on College property are required to adhere to the same risk mitigation guidelines as College constituency groups. All vendors will be advised of the institution's health and safety protocols and guidelines.

Control Access to Campus

Paine College faculty, staff and students will need to have current decals for their vehicles and have them registered with the Campus Police Department. All Paine College faculty, staff, and students must have an updated College Identification Card. These can also be obtained at the Campus Police Department. Everyone, including all visitors and vendors, will be required to check-in at the security check points at the gate entrances. All visitors

will be provided with one disposable mask/face covering, or they may wear a personal comparable mask/face covering when entering the campus.

INSTRUCTIONAL AND ACADEMIC SUPPORT

Instruction

Paine College will begin Fall 2021 classes on Monday, August 2, 2021. Following CDC and GPHD COVID-19 health and safety recommendations, Paine's instructional and academic support will make all efforts to remain flexible and maintain low-density classrooms. Paine will offer face-to-face instruction. This means all instruction for courses will meet in-person at the established time and location on-campus.

Face-to-Face Instruction Safety Protocols

The following protocols will be in place and enforced in classroom settings for face-to-face instruction:

- All classrooms have been restructured to support social distancing for students and faculty. Classes will have a limited number of students, pending the size of the classroom to ensure social distancing guidelines.
- Students and faculty are required to wear masks/face coverings to reduce the potential spread of the COVID-19 from person-to-person in accordance with CDC guidelines.
 - Paine faculty and students must wear masks/face coverings while engaging in face-to-face instruction
 - Mask/face coverings must be worn at times when at least six feet physical distancing cannot be maintained
 - During meetings or gatherings, or in narrow hallways, or other settings where physical distancing may not be easy to maintain, a face covering must be worn
 - Students and faculty are also encouraged to use hand-sanitizing stations at the entrances to classroom buildings, prior to entering classrooms
 - Students and faculty are also encouraged to use provided sanitizing wipes to disinfect the surfaces of desks and learning stations, both before and after use
 - Students experiencing symptoms consistent with coronavirus infection are strongly encouraged to avoid classroom settings and seek care from either the Public Health Department (706) 721-5900) or their independent healthcare provider
 - Faculty experiencing symptoms consistent with coronavirus infection are strongly encouraged to avoid classroom settings and seek care from their independent healthcare provider

Student Support Services

The College will continue to offer Student Support Services

- **Advisement-** Academic Advisors will offer meetings, both in-person and virtual.

- **Freshmen-** TRIO Academic Advisors will be available via Monday through Friday from 8:30AM - 5:00PM (706) 821-8234.
- **All Other Students-** Please contact your Faculty Advisor (for appointments)
- **Registrar Office-** While we have designated pre-registration, early registration, and regular registration dates, students can use this system/process at any time to avoid lines and unnecessary contact. For more information, contact the Registrar's Office at (706) 821-8301 or e-mail recordsofficestaff@paine.edu
- **Career Services-** New employment information, internships, and learning opportunities will be communicated via e-mail to all students and in-person by appointment.
- **Writing Center-** Assistance with writing assignments is available online and by appointment.
- **Library-** The Collins-Callaway Library will reopen with strict guidelines. This will assist with being able to sanitize the building. Barrier shields and signage for social distancing will serve as additional layers promoting safety as we resume face-to-face interaction. Physical access to the building will be limited to students, faculty, and staff with Paine College Identification **only**.
- **Office of Financial Aid-** The Office of Financial Aid will offer quality customer service to students via telephone, e-mail and face-to-face by appointment only. Barrier shields and signage for social distancing will serve as additional layers promoting safety as we resume face-to-face interactions by scheduled appointments. Telephone lines are available from 8:30AM-5:00PM daily (706) 821-8262.
- **The Cashier Office and Office of Student Accounts-** The Cashier Office and the Office of Student Accounts will offer quality customer service to students and parents via telephone, e-mail, online payment options, and cashier services. The barrier shields and signage for social distancing will serve as additional layers promoting safety as we resume face-to-face interactions. Telephone lines are available from 8:30AM-5:00PM (706) 821-8318.
- **Computer and Science Laboratories-** Computer and Science Labs will be open to students with strict guidelines for social distancing. All computer labs will be monitored and sanitized following any usage. In Lab type classes, Music, Art, Science, etc., students will not be allowed to share equipment. As with classrooms, students should expect that laboratories will be locked or secured to monitor safe conditions.
- **Tutorial and Enrichment Center-** Tutorial and Enrichment Center will be open to students with strict guidelines for social distancing. Both centers will provide in-person services by appointment to avoid overcrowding. Students can still contact Academic Support Services by telephone and e-mail (706) 821-8345 or (706) 821-8341 TECtutors@paine.edu. All computer stations and other property will be monitored and sanitized following any usage.

Information Technology Services

The Department of Information Technology Services (ITS) will continue to be the leading force behind the institution's technology. Technology usage will be key to the continuity of the student experience. ITS standard operating procedures are in line with the CDC guidelines.

- ITS will accommodate trouble tickets remotely by using the contact number (706) 396-7600 and the ITSSTAFF@PAINE.EDU e-mail address.
- ITS will incorporate remote support tools, such as, Zoom or Team Viewer to resolve issues that need to be resolved. It is important to support our faculty and staff with training on various in-house applications, software, and technology already available at Paine College. There will be additional training on Blackboard Collaborate.
- Issues that cannot be resolved remotely or through collaborative software will be scheduled by appointment. This is to ensure that multiple customers are not in the office at the same time.
- The barrier shields and signage for social distancing will serve as additional layers promoting safety as we resume face-to-face interactions in cases where an individual must visit a technician in person. Disinfectant wipes will be used after each time an individual uses a workstation and when technicians work on computers.
- At this time, ITS will not be repairing personal laptops.

CAMPUS LIFE

Residence Life and Housing

On-campus Housing Capacity

The Fall 2021 on-campus housing capacity will be reduced to adhere to the American College Health Association (ACHA). The occupancy capacity and enhanced procedures applicable to all residential students are outlined below:

- In accordance with health and social distancing guidelines, student housing options will include both double and single occupancy
- Preference for on-campus housing will be based upon housing applications submitted prior to July 8, 2021
- All on-campus students will engage in residential specific health and safety training to address new safety and cleaning protocols within their assigned spaces to reduce the spread of COVID-19 in Residence Halls
- All residents will need Personal Protective Equipment (PPE) upon arrival to campus. Students **MUST** wear masks/face coverings in the common areas within the Residence Halls
 - Note:
 - Masks/face coverings **MUST** be worn in times when at least six feet physical distancing cannot be maintained
 - During meetings or gatherings, or in narrow hallways, or other settings where physical distancing may not be easy to maintain, a mask/face covering **MUST** be worn
- Facilities will continue to implement and modify its cleaning protocols for common areas to address COVID-19 and minimize spread of the disease
- Hand-sanitizer stations are in all Residence Hall lobbies

Residence Hall Check-In Procedures:

Only students who have been vaccinated or negative COVID-19 results and present a validated Paine College ID will be admitted to the Residence Halls to check-in.

Only two guests will be allowed to enter the building with a student to assist with moving. Students will be tested prior to completing registration, and only students with a negative COVID-19 test result will be allowed to move-in to their assigned Residence Hall. Guests will complete temperature checks before entering the Residence Hall. Social distancing guidelines and the directional traffic flow must be adhered to by students and their guests.

- Upon entering the Residence Hall, students and two (2) guests must stop at the front desk to check-in

- Students must complete all required documents (housing contracts, agreements, etc.) before being assigned a room and issued a key
- Students and guests MUST adhere to wearing face covering at all times
- Students and guests MUST adhere to social distancing throughout the Residence Hall
- There will be NO socializing during the check-in procedure
- Students and guests can begin moving into the room after being checked-in by a Residence Hall Director or Resident Assistant (RA) representative
- Students and guests MUST adhere to all signage throughout the Residence Hall pertaining to health, safety, and directional instructions
- Once a student has moved in completely, the guests MUST exit the Residence Hall

Residence Halls Check-In and Campus Entrance Access:

Resident Hall Assistants (RAs) Check-In – July 18, 2021

New Students Orientation Team Check-In – July 18, 2021

New Students & Student-Athletes Check-In – July 28, 2021

Returning Students Check-In – July 29, 2021

Move-In Guidelines

Paine College will welcome new students to campus beginning July 30, 2021 and returning students July 31, 2021. All students will be required to “check-in” prior to moving into the Residence Halls.

The following are guidelines for students to move in the Residence Halls:

- Students must be cleared before being assigned a room and given a key to include: Re-opening policies and procedures acknowledgements, housing terms and agreements, and other required documents
- Early arrival and move-in the Residence Hall must be pre-approved by the Residence Life Coordinator or the Assistant Dean of Student Affairs. Your assistance in adhering to the move-in dates is an important part of the move-in process
- Upon entering the Residence Hall, student and two (2) guests must stop at the front desk to be checked-in. Guests must complete temperature check before entering the Residence Hall
- Student and two allotted guests can begin moving into the room after being checked in by a Residential Life Representative
- To ensure a quality move-in experience and insure health and safety, the number of student arrivals will be decreased to avoid crowds and long wait times
- Student and guests must adhere to wearing a face mask or covering at all times
- Student and guests must adhere to social distancing throughout the Residence Hall

- There will be no socializing during the check-in duration
- Student and guests must adhere to all signage throughout the Residence Hall pertaining to health, safety, and directional instructions
- Once a student has moved in completely, the guests must exit the Residence Hall
- NO visitors are allowed in the Residence Halls, unless approved by the Director of Housing or Assistant Dean of Student Affairs until further notice
- Failure or refusal to comply with any COVID-19 protocol, policy, or procedure will result in removal from the College campus
- All policies and procedures are subject to change by College Administration or Federal, State, or local guidelines.
- Students will be notified of any changes regarding the College's protocols, policies or procedures.

1) Pre-Arrival

- a. Residential students are strongly encouraged to undergo initial testing upon arrival to campus
- b. All residential students are encouraged to complete the Paine College Health Self-Monitoring Form 14 days prior to arrival. Please bring this form with you to check-in. This form is located on page 25 of this [COVID-19 Manual](#).

2) Arrival

- a. Students come to campus
- b. Students must complete temperature check upon entering building
- c. Paine College Health Self-Monitoring Form
- d. Complete move-in checklist (this can be done prior to arrival)
 - i. Complete Admissions Office Process
 - ii. Complete Financial Aid Process
 - iii. Submit Health Forms (Which include: Immunization Records and proof of COVID-19 Vaccine, or written documentation for not having taken the COVID-19 Vaccine)
 - iv. Submit verification of paid deposits (Enrollment, Orientation, Housing)
- e. Pick up room keys
- f. Move into assigned residence hall

Student Activities

To promote student engagement, the Department of Student Affairs will provide face-to-face and virtual programs for students.

The Department of Student Affairs will have limited face-to-face meetings with Student Organizations, unless there are changes approved by College Administration, CDC and

ACHA guidelines. Several virtual platforms will be utilized to deliver programming and services to students, both on-and-off campus.

Dining Services

The Dining Services will employ a student and client focus approach to communicate and reiterate the importance of physical safety and general safety guidelines while dining and/or visiting the dining venue.

- Proper Personal Protective Equipment (PPE) prior to entering the dining facility
- Proper handwashing and sanitizing prior to entry or service points
- Infrared thermometer stations at campus designated entry points
- Efficient signage to inform students and faculty on local Health Department Guidelines if a cluster occurs
- A cyclic cleaning of high touch areas has been established

David and Betty C. Peterson HEAL Complex

The David and Betty C. Peterson HEAL Complex will be open with limited use for Paine College faculty, staff, and students with identification.

- Entrance into the complex will be through the front doors by the Chapel only
- Use hand-sanitizers provided at the entrance before entering
- Water fountains are taken off-line
- Facility will be fully cleaned at least once per day
- Exiting the building will occur through the back doors, leading to the parking lot
- Campus groups that want to request usage of the complex can call (706) 821-8428 for availability. During meetings, everyone will wear masks/face coverings
- Weight room usage for groups of students working-out or lifting will be organized as to limit the number of students in the space at one time
 - Weight room equipment will be cleaned after each person using that specific equipment
 - Weight room floor will be cleaned frequently throughout the day
- Ice machine will not be used for individual purposes

Rental of the David and Betty C. Peterson HEAL Complex is suspended until further notice.

Gibert-Lambuth Memorial Chapel

The Gilbert-Lambuth Memorial Chapel will be open with guided usage for Paine College faculty, staff, and students. It is expected that weekly Wednesday assemblies will be held through virtual means. If the decision is made to have assembly in the Chapel, the following guidelines will occur:

- If you are entering at the very front of the building (Druid Park side), use the sanctuary door on the left to enter.
- If you are entering from the southwest (closest to the HEAL Complex), use the sanctuary door on the left side.
- If you are entering from the northwest corner of the Chapel (near the wheel-chair ramp), use the door on the left. This entrance will be used for faculty, staff, and guests.
- All other entrances will be locked and marked as exits for the building.
 - Persons seated on the baseball field side of the Chapel will exit through the same doors they entered.
 - Persons seated on the HEAL Complex side of the Chapel will exit through the same doors they entered.
- Hand-sanitizer stations will be at all entrances
- Currently, there will be no Choir. Soloist and small ensembles are strongly urged during Assembly Services.
- Seating in the pews with social distancing and signage to guide persons to available seats.
 - In the main part of the Chapel, there are forty-four (44) pews, each seats about 10-12 people. Only eleven (11) on each side will be used with only **6 people seated at each pew (using every other pew)**.
 - In one of the transepts, there are four (4) short pews. Only **three (3) people will be seated on each row** using every other pew. In the other transepts, there are six (6) pews, only **five (5) people** can be seated at each pew.
 - The **balcony will be off limits** to everyone, except for audio and video staff.
 - The Choir stand may be used for additional seating if needed, using social distancing. The Choir will not be included in worship (except the soloists, or small ensembles) as a group.
- The “Paine College Hymn” will not be part of the service, as it will involve group singing
- Only the original podiums will be used in the Chapel. This will create distance between the speaker and the audience

Rental of the Gilbert-Lambuth Memorial Chapel is suspended until further notice. (Future dates may be tentatively proposed, but not finalized until more certainty is gained from this plan).

FACULTY AND STAFF

Health and Safety Guidelines

The following health and safety guidelines for faculty and staff are outlined below:

- Employees will return to campus beginning July 1, 2021.
- All faculty and staff are encouraged to complete the Paine College Health Self-Monitoring Form 14 days prior to returning to campus (See Appendix B).
- Faculty and staff must wear masks/face coverings while inside buildings and must practice social distancing.

Note: Masks/face coverings must be worn in public areas and in office spaces where six feet of physical distance cannot be maintained.

Travel

All College-related domestic travel are prohibited unless approved by the Vice-President of Administrative and Fiscal Affairs. International travel for faculty, staff, and students will not be authorized for the Fall 2021 semester.

Protocol for Faculty and Staff Suspected to have Covid-19

If a faculty or staff member are suspected to have symptoms related to COVID-19, the following steps should be taken:

- Immediately separate faculty or staff member with COVID-19 symptoms (such as, fever, cough, or shortness of breath). Individuals who are sick should go home or to a healthcare facility, depending on how severe their symptoms are, and follow the CDC Guidance for caring for oneself and others who are sick.
- The Department of Academic Affairs (Mrs. Peggy Hines) will be notified immediately at (706) 396-8102.
- In accordance with applicable federal, state, and local laws and regulations, Paine will immediately notify faculty, staff, and students and the Richmond County Public Health Department who may have had close contact with the person diagnosed with COVID-19. Those persons should self-quarantine and self-monitor for symptoms and follow CDC guidelines if symptoms develop.
- Before the faculty or staff member who tested positive are allowed to resume normal activity, they will have to test with the Richmond County Public Health Department or their healthcare provider and be given clearance by them.
- Areas will be immediately closed off used by a sick person and will not be reopened until it has been properly cleaned and disinfected.

Cleaning and Disinfecting Infected Areas

If there is an infected area, it should be reported immediately to Campus Maintenance Department, Mr. Gather Lewis or Mr. Yewston Curry (706) 821-8292. The area will be closed immediately and will not reopen until it has been properly cleaned and disinfected.

APPENDICES

Appendix A-Paine College Task Force

The President, Dr. Cheryl Evans Jones, charged the Paine College Task Force Committee to establish a proactively response plan to the emerging COVID-19 health crises. The team represents a cross-section of the College community which includes students, faculty, and staff. The members represent multiple campus divisions, including Provost/Academic Affairs Office, Student Affairs Office, Administrative and Fiscal Affairs Office, Institutional Advancement Office, Facilities Management, Religious Life, Information Technology, Dining Services, Campus Police/Security, and Residence Life. We also included the voice of our external healthcare experts through our partnerships with the Christ Community Center and the Richmond County Public Health Department.

Paine College has remained inclusive throughout this crisis. The Paine College website includes COVID-19 information.

Appendix B-Paine College Coronavirus (COVID-19) Self-Monitoring Form

Paine College Coronavirus (COVID-19) Self-Monitoring Information

Coronavirus (COVID-19) Self-Monitoring Information Guidance for persons being monitored for coronavirus. This guidance is to help you closely monitor your health for up to fourteen (14) days because you may have potentially been exposed to the coronavirus. This does NOT mean that you will get sick with COVID-19. It is very important for you to monitor your health so that you can be treated quickly if you do get sick. Based on what is known about COVID-19, 14 days indicate the longest time between when you were last exposed to coronavirus and when symptoms began.

What are the signs and symptoms of coronavirus? Fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting and diarrhea. This list does not include all possible symptoms, please visit www.CDC.gov to view updated COVID-19 information.

How should you monitor your health during this time period? Use the next page of this form to record your temperature and other possible symptoms. Record this information twice per day.

Practice protective and careful measures during this time period.

- Cover your mouth and nose with a tissue or sleeve when coughing or sneezing
- Clean your hands often, using soap and water, or a hand-sanitizer that is 60%-95% alcohol
- Limit travel on public transportation
- Wear a mask
- Practice social distancing of 6 feet

Instructions for monitoring your temperature and symptoms:

- 1) Take your temperature orally (by mouth) with a digital thermometer two (2) times a day (once in the morning and once in the evening). If you forget to take your temperature, take it as soon as you remember
- 2) Mark if you have any of the symptoms of COVID-19 listed on the form
- 3) If you marked any symptoms of COVID-19 on the form, please get tested

What should I do if I become ill during this monitoring period? If you feel your symptoms are at EMERGENCY LEVELS (shortness of breath, fever over 102 Fahrenheit, chest pain etc.) that cannot wait until morning, call Paine College Campus Police (706) 821-8235 and explain that you are being monitored for potential exposure to COVID-19 and need emergency care. Campus Police will transport students to Augusta University Emergency Room. If you cannot reach Campus Police, call 911.

What should I do if I suspect I have the Coronavirus?

If you have a fever, cough or other symptoms, you might have COVID-19. Most people have mild illness and are able to recover at home. If you think you may have been exposed to COVID-19, contact your healthcare provider. If you have symptoms and want to get tested for COVID-19, Paine College students, faculty, and staff can contact the Richmond County Health Department at (706) 721-5900.

How to protect yourself from the coronavirus disease?

- If you are at home, avoid close contact with the infected individual. The infected individual should quarantine or be isolated from other household members.
- Outside of your home, maintain social distancing of 6 ft. and wear a mask

**PAINE COLLEGE (COVID-19) Self-Monitoring Form**

Take your temperature twice a day, in the morning and in the evening, and write it down. Mark if you have any symptoms: Circle 'Y' for Yes and 'N' for No. Do not leave any spaces blank.

Date	Time	Temperature	Cough	Fatigue or Aches	Shortness of Breath	Diarrhea	Chills
1.	AM		Y N	Y N	Y N	Y N	Y N
	PM		Y N	Y N	Y N	Y N	Y N
2.	AM		Y N	Y N	Y N	Y N	Y N
	PM		Y N	Y N	Y N	Y N	Y N
3.	AM		Y N	Y N	Y N	Y N	Y N
	PM		Y N	Y N	Y N	Y N	Y N
4.	AM		Y N	Y N	Y N	Y N	Y N
	PM		Y N	Y N	Y N	Y N	Y N
5.	AM		Y N	Y N	Y N	Y N	Y N
	PM		Y N	Y N	Y N	Y N	Y N
6.	AM		Y N	Y N	Y N	Y N	Y N
	PM		Y N	Y N	Y N	Y N	Y N
7.	AM		Y N	Y N	Y N	Y N	Y N
	PM		Y N	Y N	Y N	Y N	Y N
8.	AM		Y N	Y N	Y N	Y N	Y N
	PM		Y N	Y N	Y N	Y N	Y N
9.	AM		Y N	Y N	Y N	Y N	Y N
	PM		Y N	Y N	Y N	Y N	Y N
10.	AM		Y N	Y N	Y N	Y N	Y N
	PM		Y N	Y N	Y N	Y N	Y N
11.	AM		Y N	Y N	Y N	Y N	Y N
	PM		Y N	Y N	Y N	Y N	Y N
12.	AM		Y N	Y N	Y N	Y N	Y N
	PM		Y N	Y N	Y N	Y N	Y N
13.	AM		Y N	Y N	Y N	Y N	Y N
	PM		Y N	Y N	Y N	Y N	Y N
14.	AM		Y N	Y N	Y N	Y N	Y N
	PM		Y N	Y N	Y N	Y N	Y N

Appendix C-Paine College Triage Form

PAINE COLLEGE COVID19 ASSESSMENT FORM

- | | | |
|---|-----|----|
| 1) Do you have a fever/chills (100.0 or greater? | YES | NO |
| 2) Do you have a cough? | YES | NO |
| 3) Are you experiencing the following? | | |
| Shortness of breath | YES | NO |
| Difficulty breathing | YES | NO |
| Fatigue | YES | NO |
| Muscle or body aches | YES | NO |
| Headache | YES | NO |
| New loss of taste or smell | YES | NO |
| Sore throat | YES | NO |
| Congestion or runny nose | YES | NO |
| Nausea or vomiting | YES | NO |
| 4) Have you traveled to areas with known widespread COVID-19 outbreak in the last 14 days | YES | NO |

What area(s)/country did the person travel

- | | | |
|--|-----|----|
| 5) Have you had close contact with a person who has been tested for COVID-19 and is currently awaiting results, while that person is ill? | YES | NO |
| 6) Have you had close contact with someone confirmed with having COVID-19 (within six feet or prolonged period without Personal Protective Equipment)? | YES | NO |

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