



PAINE COLLEGE

FALL 2020

**REMOTE DELIVERY
HEALTH AND SAFETY
DURING COVID-19**

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OVERVIEW

Paine College's goal has always been 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's instruction will be remote delivery for fall 2020 semester. All 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 remote delivery of instruction 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 for remote delivery of instruction, 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 2020 semester will begin on Monday, August 3, 2020. 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 2020. 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 taskforce, the planning groups, and the feedback from our students, faculty, and staff.

The Task Force 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 and cleaning procedures. We realize that circumstances surrounding COVID-19 may necessitate an adjustment to our plans, 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.

INSTRUCTION AND ACADEMIC SUPPORT

Instruction

Paine College will begin fall 2020 classes on Monday, August 3, 2020. Paine will offer remote delivery of instruction through Blackboard Collaborate.

Academic Calendar Updates

The following adjustments have been made to the Academic Calendar:

- a) There will be **no fall break**
- b) Final examinations are scheduled for **November 19-24** with some examinations on **Saturday, November 21**
- c) Fall semester ends **Tuesday, November 24**
- d) The Fall 2020 Academic Calendar is available on the Paine College website

Student Support Services

The College will continue to offer Student Support Services

- **Advisement**-Academic advisors will offer meetings virtual and via telephone
 - **Freshman**-TRIO academic advisors will be available via telephone Monday through Friday from 9:00am-4:00pm (706)821-8234
 - **All Other Students**-Please contact your faculty advisor for appointments
- **Registrar Office**-We have designated pre-registration, early registration, and regular registration dates, students can use this system/process at any time. For more information, contact the Registrar's Office at (706)821-8301 or email recordsofficestaff@paine.edu.
- **Career Services**-New employment information, internships, and experimental learning opportunities will be communicated via email to all students.
- **Library**-The Collins-Callaway Library will reopen with limited physical access. Physical access to the building will be limited by appointment to students, faculty, and staff with Paine College identification. Barrier shields and signage for social distancing will serve as additional layers promoting safety.
 - **Virtual Support Services for Reference, Instruction, and Research**-Request for virtual support for individual or small groups via the following remote academic delivery formats. Contact number (706)821-8380.
 - **Virtual Service Delivery Hours**
 - Monday-Friday 8:00 AM-10:00 PM
 - Saturday, 1:00 PM-5:00 PM
 - Sunday, 12:00 PM-8:00 PM
 - **Virtual Library Access** (electronic books and journals, databases, services, etc.) <https://paine.edu/wed/academics/library>

- **Chat** (send instant message) Librarians are available to answer your questions to help with your research from 8:00 AM to 10:00 PM
<https://paine.edu/wed/academics/library>
- **Reference** (Remote instruction and research) rmccoy@paine.edu or alawson@paine.edu
- **Library blog** (webinars, help guides, forum)
<https://paine.edu/wed/academics/library/chat>
- **Office of Financial Aid**-The Office of Financial Aid will offer quality customer service to students via telephone, email and Zoom meetings. Barrier shields and signage for social distancing will serve as additional layers promoting safety for scheduled appointments. Telephone lines are available from 9:00am-4:00pm 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, email, by appointment, and online payment options. The barrier shields and signage for social distancing will serve as additional layers promoting safety. Telephone lines are available from 9:00am-4:00pm (706)821-8318.
- **Tutorial, Writing and Enrichment Center**-Tutorial, Writing and Enrichment Center will be available to students by appointment through remote delivery. Students can contact Academic Support Services by telephone and email (706)821-8345 or (706)821-8341 TEctutors@paine.edu.

Information Technology Service

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 two (2) helpdesk contact numbers (706)396-7600 and (706)396-7612 and the ITSSTSFF@PAINE.EDU email address.
- ITS will incorporate remote support tools such as Zoom or Team Viewer to resolve issues that need to be resolved.
- Issues that cannot be resolved remotely or through collaborative software will be scheduled by appointment.
- In cases where an individual must visit a technician in person by appointment, barrier shields and signage for social distancing will serve as additional layers promoting safety. 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.

HEALTH AND SAFETY

Primary Prevention

Paine College continues to prioritize the health and safety of the campus community. With the plans of reopening parts of the campus, faculty, staff, students, and administrators will complete COVID-19 training during the Faculty and Staff Opening Conference. 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 throughout campus. There will be limited visitations and restricted visitor access on the campus.

To monitor health and safety, faculty, staff, and students are encouraged to use the Paine College COVID-19 self-check tool for prescreening and as part of their daily monitoring protocol.

Control Access to Campus

When entering the Paine College campus, be prepared to have your temperature checked. Paine College ID and parking decal must be visible. Information will be logged at checkpoints:

- Upon entering campus, mask/face coverings are required and social distancing.
- 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 campus.
- The checkpoint on Oak Street is a 24-hour gate. Haygood Holsey will open at 6:30 AM Monday-Friday. All other campus buildings will remain locked until designated person calls Campus Police to have building open.

Student Well-Being

Paine College is committed to providing a safe equitable and inclusive environment for faculty, staff, and students. Discrimination or discriminatory harassment is 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 or need counseling or support can schedule an appointment with the College Counseling Center by calling (706)821-8390.

Monitoring Health Conditions to Detect Infection

Paine College has an excellent working relationship with Christ Community Health Services Center and the Richmond County Public Department of Health 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 check list
- b) 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
- c) Paine College will contact the Christ Community Health Services Center and the Richmond County Public Health Department for COVID-19 testing in the event of a campus outbreak. 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
- d) 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.

Testing Contact Information

COVID-19 Testing Resources:

- Richmond County Public Health Department-(706)721-5800 (8:00 AM to 5:00 PM)
- Augusta 311-Dial 311 (7:00 AM to 7:00 PM) to request a free COVID-19 test, or dial (706)821-2300
- MedNow Urgent Care-(706)922-6578 (2851 Washington Road)
- MedNow Urgent Care-(706)922-3669 (104 North Belair Road)
- Urgent Care Facilities will honor the College's health coverage plan, and other forms of health insurance
- In all cases, make sure to request a Viral test (a test for current infection)

- In most cases, results can take 3-10 days. It is your responsibility to ask the healthcare provider to expedite the test results

FACULTY AND STAFF

Health and Safety Guidelines

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

- Employees who are essential to the success of remote delivery of instruction and those performing other essential functions will return to campus beginning July 13, 2020.
 - All faculty and staff are encouraged to complete the Paine College Health Self-Monitoring Form for 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.

Campus Repopulation

- There are certain jobs or aspects of a job that must be performed on campus and other jobs or aspects of jobs can be performed remotely with a laptop and the necessary accessibility. Individual supervisors and departments will work with employees to determine who will perform their jobs remotely and who will be required to be on-campus. This will allow the College to better manage necessary cleaning and disinfecting of offices and shared spaces.
- If remote or teleworking options are needed for an employee, they would need to consult the Office of Human Resources (OHR) to facilitate the request by completing an Accommodation Request Form.
 - Requests for an accommodation, along with any necessary supporting documentation, will be reviewed by the appropriate OHR staff
 - The OHR staff will discuss the request with the individual faculty or staff member and will meet with appropriate individuals, such as department chair, supervisor, or department head, to assess the options for reasonable accommodations.
 - OHR shall notify the faculty or staff member in writing of the decision of the accommodations.

Travel

All College-related domestic travel is 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 2020 semester.

Protocol for Faculty and Staff with Symptoms of COVID-19

Know the signs of COVID-19: cough, sore throat, muscle aches, headache, fever and/or chills, fatigue, shortness of breath or difficulty breathing, nausea/vomiting, and/or diarrhea, and new loss of taste or smell. If a faculty or staff member has symptoms related to COVID-19, the following steps should be taken:

- **IF SICK, STAY HOME**
- The Paine College Campus Police Department should be notified immediately at (706) 821-8235 or (706) 840-0119.
- Immediately separate faculty or staff members 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.
- In accordance with applicable federal, state, and local laws and regulations, Paine will notify the Richmond County Public Health Department, faculty, staff, and students immediately 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 faculty or staff member who tested positive are allowed to resume normal activity on campus, they will have to test with the Richmond County Public Health Department or their health care provider and be given clearance by them.
- Areas will be immediately closed used by an infected person and will not be reopened until it has been properly cleaned and disinfected. This process will take 48-hours before the building can be reopened.
- Contact tracing of infected individuals will be interviewed about their contacts and who they may have been in close encounter while on campus. Immediately following the interview, individuals will be notified who may have come in contact with the person who has tested positive for COVID-19. Contacts are to follow CDC guidelines for testing.

Sanitizing and Disinfecting Infected Areas

If there is an infected area, it should be reported immediately to Campus Facilities Maintenance and Environmental Services 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 sanitized and disinfected. Sanitizing and disinfecting procedures will follow the CDC guidelines. This process will take 48-hours before the building can be reopened. Individuals who work in those infected areas will be notified immediately. Notification will be given to them when it is safe to enter the disinfected area.

FACILITES

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, 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.

All faculty and staff will need to bring extra masks/face coverings when returning to the campus.

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
 - 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.).

- 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 all buildings at the end of each day. High-touch areas, such as lobbies, elevators, and door handles, and public restrooms will be wiped and disinfected continuously throughout the day using products approved by the CDC.

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.

CAMPUS LIFE

Student Activities

To promote student engagement, the Department of Student Affairs will provide remote delivery and virtual programs for students. Several virtual platforms will be utilized to deliver programming and services to students. The College will continue to monitor this as we consider plans to host the postponed spring 2020 Commencement on December 6, as well as other large gatherings on-campus.

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 and staff with identification.

- Entrance into the complex will be through the back doors by the water fountain on Druid Park Avenue
- Use hand sanitizer provided at entrance before entering
- 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 is closed
- Ice machine will not be used for individual purposes

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

Gilbert-Lambuth Memorial Chapel

The Gilbert-Lambuth Memorial Chapel will be open with guided usage for Paine College faculty and staff. It is expected that weekly Wednesday assemblies will be held through virtual means.

Rental of the Gilbert-Lambuth Memorial Chapel is suspended until further notice.

APPENDICES

Appendix A-Paine College Taskforce

President Cheryl Evans Jones charged the Paine College Taskforce Committee to establish a proactively response plan to the emerging COVID-19 health crises. The team represented a cross-section of the College community to include students, faculty, and staff. The members represented 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, and Residence Life. We also included the voice of our external Healthcare experts through our partnerships with the Christ Community Center and the 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 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 is the longest time between when you were last exposed to coronavirus and when symptoms begin.

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

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.

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.

**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 |

End of Document