Georgia Southwestern State University

Contingency Plans for Fall 2020
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Overarching Framework

Georgia Southwestern State University plans to begin the fall semester face-to-face. It is important to bring our students back to campus so they may engage in the full higher education experience, which we have all invested much time in developing. The health and safety of our students, faculty, and staff are our top priority. With that priority in mind, GSW will work in tandem with USG, the Governor’s office, the Governor’s COVID-19 Task Force, and the Georgia Department of Public Health (GDPH) to make public health-informed decisions affecting the status of GSW.

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 a multitude of scenarios for the fall semester for GSW.

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

Classes and operations must be able to go between best practices in face-to-face and online delivery for a period, based on public health information during the semester. GSW must be prepared for a disruption in the fall semester based on the fluid situation. While we have proven we can move to an online environment very quickly, we now need to develop and implement best practices for moving to the online environment.
Georgia Southwestern State University

Contingency Plan 1
Fall Classes Begin with
Social Distancing Expectations
Contingency Plan 1: Fall Classes Begin with Social Distancing Expectations

GSW will adhere to the guidelines given by USG, the Governor’s office, the Governor’s COVID-19 Task Force, and the Georgia Department of Public Health (GDPH) for all plans concerning returning to campus in the fall. Following is GSW’s Contingency Plan 1 focused on beginning fall classes on campus with social distancing expectations.

Workplace & Health Safety

Faculty and Staff

As all GSW employees, including faculty, return to campus, they will be expected to follow the GDPH and CDC basic guidelines as defined at that time. They will also be asked to follow the preventative practices given in our staggered return to work document:

1. Environmental modifications have been made adding plexi-glass in the areas of Financial Aid, Registrar, Student Accounts and Business Office.
2. Hand sanitizers have been distributed to offices, and wall dispensers of hand sanitizer gel have been mounted in buildings campus-wide.
3. GSW signage promoting proper respiratory etiquette and hand hygiene.
4. Custodial staff will disinfect bathrooms, kitchen counters and doorknobs daily.
5. Employees will be encouraged to clean their areas regularly.
6. No sharing of phones, desks, computers or work stations.
7. Social distancing will be practiced.
8. Unless absolutely necessary, individuals will not enter a co-worker’s office space.
9. Any meetings where social distancing cannot be applied will be held virtually.
10. Employees considered higher risk have the option to be assigned to temporary work space isolated from higher traffic telework, and/or work after hours.

All faculty and staff will have individual, or socially distanced, office spaces available. They will keep their office doors open to decrease the touch points on door handles, and visitors will be asked to use social distancing while having their needs addressed. In addition, all service areas will be marked with stickers so students know where to stand to allow for appropriate social distancing.

In areas with high student flow, we will utilize queuing software that will allow students to sign up for a place in line virtually and will be notified to come to the building when their number is ready to be served. They can also utilize this application for virtual meetings. In that case, the system will text them when it is their turn and will enter them into a Teams meeting for discussion. This can also be utilized for people off campus such as parents who need assistance with financial aid for their students.

Employees who test positive for COVID-19, or who receive a clinical diagnosis, will be asked to report test results to their immediate supervisor as soon as possible. The supervisor will notify our point person, the GSW HR Director, of an infected employee. The HR Director will initiate notification to USG, local Health Department, and other appropriate health care officials as guided by GDPH. The HR Director will work with the supervisor to contact trace. Employees who are identified in the contact tracing
process will be notified via phone and letter of possible exposure. Identified employees will be provided testing options. A similar process will be followed for students working through the Office of Student Engagement and Success as detailed at the end of this document.

Human Resources will recirculate materials on best practices for working remotely. We will also take advantage of staff training opportunities that are available and accessible from other USG institutions without additional costs. They will also have access to the same types of trainings that are available on the faculty resource page.

Travel

Travel for faculty and staff in the USG will be guided by the up-to-date travel guidance from the CDC. Institutions will receive updated information as the situation changes. Faculty and staff who are traveling back to their campus from a region that is in the midst of a COVID-19 increase should follow the appropriate CDC guidelines related to self-quarantine.
Academics & Research

Academic Instruction

GSW is developing plans for the fall based on the goal of the USG to “keep as much of a face-to-face experience intact while ensuring social distancing.” In the current document we have defined social distancing in two ways: size of the group and spacing within the classroom. For example, while for all classes this will mean maintaining appropriate social distancing, in some areas such as business, education, and nursing we might have a class of 75 students but it will meet in our large auditoriums which will allow us to still maintain appropriate social distancing recommendations.

Faculty who fall into a higher risk population, as defined by the USG at that time, will be asked to provide HR with a written request detailing their need and their requested accommodations, just as they do now for ADA requests. HR will then work with them to provide the certifying documentation from their physician.

Once need has been determined by HR, the faculty member will work with his/her supervisor to determine an appropriate course of action. Possible outcomes include moving the faculty member’s course online when appropriate, having a faculty member currently scheduled to teach online teach face-to-face instead to allow the other faculty member to teach online, or changing the teaching schedule to meet the needs of the faculty member. Should maintaining work in the classroom be deemed impossible, Supervisors will assign a special project or alternative work plan.

Classroom Expectation

Currently each college has their own building that is used for faculty offices and classroom space. They do their own course scheduling based on room availability in their building. Each dean has assessed how they can accommodate their current class schedule given the classroom space in their buildings. Most areas are moving classes with less than 15 students into smaller classrooms that would still allow for social distancing of at least one seat between students. In some cases, this is freeing up larger spaces for those 15-25 student courses so they will be able to maintain social distancing.

As a part of this process, they are creating a master list of those classes that need more space than they can accommodate. Once that is done, we will come together as a Dean’s Council and see what spaces are available across campus for those still needing to find rooms for classes. We have also identified spaces around campus not located in the academic buildings that can safely accommodate more students and will make those spaces available to all colleges as well.

Because we are a smaller campus with few large meeting spaces available, we will not be able to find a new classroom for all of our courses. That will necessitate many of our courses moving to a hybrid format. Faculty will ensure each student has access to equal time in the classroom, and that all class sessions will be available to all students. For most classes this will be synchronous class sessions due to the complexity of student schedules. This will necessitate providing some technology for many of our classrooms. At GSW, due to financial and technical support constraints, this will often entail having a web camera broadcasting from the classroom computer live to students either via Microsoft Teams or Blackboard Collaborate. This will also require some technology on the part of our students, but both of these platforms can be viewed via mobile device if necessary.
Small group activities which take place during classes will either utilize multiple classrooms to allow for social distancing, or utilize technology such as Microsoft Teams, Blackboard Collaborate, or apps such as FlipGrid.

It was clear from student feedback given during Spring 2020 that they missed interaction with their faculty while they were entirely virtual. Thus, office hours become even more important for Fall 2020, especially for those classes that are meeting in a hybrid format. For this reason faculty will be asked to maintain a minimum number of office hours each week, including some time online as appropriate. We will have a faculty development session available over the summer and during Southwestern Week that teaches faculty how to hold virtual office hours, and our peer mentors will also be available to help with this should it be needed.

**Unique Classroom Spaces**

**Computer Labs**
Computer labs present a unique challenge on all campuses. In almost all cases, those classes that meet in computer labs will be held in a hybrid format to allow for social distancing within the labs. Each student will be in class one day a week and will watch the class virtually the other day of the week. Appropriate precautions will also need to be taken in the labs which includes having wipes available, and requiring students to clean mice, keyboards, and desk space before and after each use. Instructors will monitor to ensure compliance.

**Education Science Lab**
Based on current enrollment, we can keep the class in this lab space. However, if we increase enrollment at all, we will split the class into two sections. If the class is divided, instruction will take place in a hybrid format and livestreamed when the instructor is conducting lab demonstrations. We also plan to schedule two classrooms for now.

**Science Labs**
Some science labs have small enough enrollments that social distancing can be maintained in currently assigned lab spaces. Other lab classes will need to adopt some sort of hybrid format. Part of lab material will be online and F2F contact will be restricted to only those activities that can only be accomplished with hands-on work. The lab classes will be split so that only part of the students enrolled will actually be in the lab at any one time, and all students will have an equal amount of time in the labs completing assignments.

**Music**
Many music classes, including most applied lessons, can be taught while maintaining appropriate social distancing. Choir and Band will not be able to practice together as normal. These courses will be taught by small group practice and online communication in order to allow for social distancing. Performances will be determined in the fall based on whatever guidelines are in place at the time.

**Drama**
Most Drama classes are small enough to be taught as usual while maintaining social distancing. Some classes will be taught in a hybrid format as needed. Theatrical performances will be determined in the fall based on the guidelines in place at that time.
**Visual Arts**
Most studio classes are small enough that we can offer them F2F while maintaining social distancing. The faculty have developed thorough plans for each studio space maintaining distance between students and faculty members. Some classes will move to a hybrid format to limit the number of students within a classroom/studio at any one time.

**Nursing Labs (Skills/Health Assessment Areas)**
Based on appropriate social distancing guidelines, we will limit lab size to no more than 12 students per session and will require PPE (masks/gloves/gowns as appropriate). All nursing students will be required to purchase washable face masks to wear in all lab areas as part of uniform requirements.

**Simulation Labs- College of Nursing and Health Sciences**
We will limit simulation sessions to fewer than 6 students per session and require PPE (masks/gloves/gowns) be worn at all times. This will allow us to maintain appropriate social distancing.

**Clinical Facilities- College of Nursing and Health Sciences**
Students will be asked to follow agency protocol on PPE and wearing uniform outside of agency. Students traveling to and from clinical agencies should not travel in groups of more than 2.

**Social Spaces in Academic Buildings**
Most of our academic buildings have spaces for students to hang out and socialize or do work together. We will rearrange furniture as appropriate to ensure social distancing, and will have signs posted reminding students of appropriate safety precautions for shared space.

**Programmatic Areas with Special Considerations**

**Opening School Experience for the College of Education**
Student teachers typically report in July to participate in the opening of schools as a part of their educational experience. At this point, it is unclear if this will be allowed or not. Should we need to replace OSE, we will ensure candidates have access to procedures, rules, and organizational tips to prepare for a successful school year. Candidates will complete the following activities – 1) meet virtually a minimum of one time with their master teacher and complete assignment, 2) complete 5 virtual professional development modules (developed by UNCW and Jefferson County Public Schools), 3) Complete Google Classroom Virtual Training, 4) Create a Google Classroom, and 5) submit OSE requirements to Via LiveText.

**Field Experiences in the College of Education**
How we manage field experiences will depend on the opening of P-12 schools. The plan is to send the upper division out to the schools earlier this year than previous semesters (if this is possible). Orientations will be held virtually if needed. Suggestions for teacher candidates (not to deviate from P-12 schools plans) – take temperature prior to leaving their residence, follow rules of local school district regarding wearing masks, use hand sanitizer and wash hands frequently, cover coughs and sneezes with a tissue and wash hands, social distance, if exposed to COVID-19 contact the COE immediately via phone or email and self-quarantine (follow guidance given), if test positive for COVID-19 contact the COE immediately via phone or email.
If the candidate needs to quarantine, the COE will evaluate and determine how the candidate will complete field experience. This could be done through returning to the classroom placement later in the semester or through ATLAS and/or virtual Zoom activities.

**Student Teaching**
We will follow guidelines set by P-12 schools with the social distancing guidelines followed. They will follow the same guidelines as given for field experiences suggestions to follow.

**CPR/First Aid Course**
We will continue as we are with this class using appropriate social distancing. We are in the process of purchasing face masks as compared to the face shields for these course.

**Other PEDS Classes**
We will social distance to the best of our abilities in the activities class. Students will be reminded and signs will be placed in the classrooms. The equipment will be cleaned after every class (yoga mats, step aerobics, weight room, etc.), and wipes will be needed in the weight room and aerobics room for yoga, weight training, and step aerobics classes.

<table>
<thead>
<tr>
<th>Resource</th>
<th>Purpose</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>3 GoPros and accessories</td>
<td>Filming in lab spaces</td>
<td>$1,200</td>
</tr>
<tr>
<td>Wacom Intuos tables</td>
<td>Filming in all spaces- 100</td>
<td>$7,700</td>
</tr>
<tr>
<td>HD Web cams and other accessories for classroom spaces</td>
<td>Filming classrooms and broadcasting/recording- 75 rooms</td>
<td>$250/each Total $18,750</td>
</tr>
<tr>
<td>HD Webcams for faculty office computers</td>
<td>Attend virtual meetings, office hours, class participation- 75</td>
<td>$60 each Total $4,500</td>
</tr>
<tr>
<td>Lavalier microphones</td>
<td>Allow for better sound transmission while filming classes/remoting classes-60</td>
<td>$120 each Total $7,200</td>
</tr>
</tbody>
</table>

**Momentum Year & Momentum Approach/Student Success**
Our current Momentum Plan and Sustainability Plan will not need to be altered significantly if we are able to implement Plan 1. Social distancing measures will need to be implemented in events, but otherwise we should be able to move forward with our plans.

The student advising model is still being developed based on feedback from a yearlong Advising Task Force that is helping to redesign our student advising. As a part of this process all first-year students are being assigned an advisor from FYE to help them answer questions and schedule classes, and a faculty advisor in their area of interest to help ensure they remain on the appropriate course of action for reaching their academic and career goals. FYE will conduct advising either virtually or individually during the semester using social distancing guidelines.

Instructional support, such as the writing center, will utilize virtual sessions as well as F2F sessions that utilize social distancing. Information will be sent back and forth prior to the appointment to eliminate
the need to share paper resources, and appointments will be made to minimize people waiting for an appointment in shared space. We will utilize queuing software so students can schedule an appointment virtually and will be notified by text when it is their turn to report for their appointment.

Tutoring and supplemental instruction will utilize virtual sessions, F2F sessions, and small group sessions limited to 10 students at a time as social distancing requires. Collum Hall and the Student Success Center are designated for after-hours academic support services. The meeting rooms in the two facilities accommodates academic support sessions utilizing social distancing practices.

Student Disability Services will continue to provide student services. An electronic appointment scheduling tool will be utilized for managing social distancing practices while serving students. Testing spaces will be adjusted to meet social distancing requirements.

FYE programs will utilize a mixed approach of face-to-face and virtual events and workshops. Events will be held in larger rooms to allow for social distancing. It will be standard practice to have hand sanitizer and wipes available at all events and workshops.

FYE and University College computer labs will be reconfigured to limit the number of students for appropriate social distancing. Appropriate precautions will also need to be taken in the labs which includes having wipes available, and requiring students to clean mice, keyboards, and desk space before and after each use.

**International/Domestic Travel**

GSW does not typically offer study abroad/study away programs during the fall and this will continue fall 2020. Tentative plans will be made for travel during the January term and spring break and a final decision about those will be made based on CDC guidance.

**Faculty Development**

If fall classes begin on campus with social distancing, we have five goals that will guide our activities related to faculty development and course preparation.

**Goal 1: Encourage faculty to implement active learning strategies with social distancing in mind**
- We will encourage faculty to continue adopting best practices in teaching, including active learning strategies, while keeping social distancing in mind.
- Faculty development workshops about active learning strategies will be provided over summer and during our faculty planning week, known as Southwestern Week, to help us meet this goal.

**Goal 2: Assist faculty with developing hybrid classes that facilitate social distancing**
- Some faculty are choosing to adopt a hybrid model for their classes to maintain regular face-to-face contact with students. In a hybrid model, faculty will teach half of a class on one day (e.g., Monday) and the other half on another day (e.g., Wednesday). By doing so, faculty can still present new material in lecture form and incorporate active learning strategies in-person, while moving assignments, activities, and some material (e.g., videos) online. Because this approach will require some online presence, we plan to offer virtual training and faculty development opportunities for all our faculty to learn about best practices in online teaching over summer.
and into fall semester. Our goal is to help faculty feel confident with the online portions of a course, as well as the instructional design and pedagogical elements that are needed to make a course successful. Specifically, we will offer faculty development in online teaching in four modalities:

- **Workshops and training sessions:** We will host a series of virtual workshops on online teaching over the summer. These workshops will be recorded and will be posted on the Online Faculty Development webpage. We will promote these workshops in advance and encourage faculty to attend. Several workshops will be repeated during our faculty development week the week before classes begin, known as Southwestern Week, to give faculty the opportunity to become more familiar with technologies such as BB Collaborate Ultra, Microsoft Teams, and D2L and to ask just-in-time questions. In addition, we will provide faculty with the opportunity to participate in other institution’s virtual trainings through the consortia of centers for teaching and learning across the state. These inter-institutional sessions will be advertised well in advance, and all faculty will be encouraged to attend.

- **Mentoring programs:** We will offer two distinct faculty mentoring programs, each of which will assist faculty with becoming familiar with new technologies and communication platforms and to help faculty create online materials. The first program is offered through Microsoft Teams and will offer live support to faculty who have questions about online teaching. Through this modality, faculty can have one-on-one training with a faculty member on topics such as BB Collaborate Ultra or Microsoft Teams. The second program is offered through our LMS, GeorgiaVIEW, and allows faculty to post questions about online teaching in a discussion forum and search for articles and videos about online and remote teaching. Once questions have been posted, a team of peer mentors will answer the questions depending on their area of expertise. The GeorgiaVIEW platform is also intended to keep a record of past questions and responses for future reference. These two distinct programs were developed in March 2020 to support faculty through both direct one-on-one meetings and through a course page that offers resources and a FAQ page. We will continue offering both programs into the summer and fall, and longer if needed.

- **USG three-course series on online teaching:** We will encourage all faculty to complete the three-course series on online teaching developed and offered by the USG. This series is free and is scheduled to be available throughout the summer. Faculty can take one, two, or all three courses, depending on their level of interest and expertise.

- **Online Faculty Development webpage:** In response to the initial COVID-19 outbreak, we developed a webpage for faculty resources that included links to video trainings developed by other GSW faculty, articles, D2L tutorial videos, and teaching guides and resources developed by the USG. Many of these resources were intended to help faculty transition quickly from face-to-face to remote learning. Currently, our focus is to help faculty plan well in advance for moving their courses online. As such, we will develop a new Online Faculty Development webpage that will offer several of the previously developed resources, along with newly created resources and materials that focus more
so on best practices of online teaching. The webpage will be dedicated to information about transitioning to online teaching and will include workshop recordings, information about upcoming workshops and trainings, videos, articles, links to webinars, and access to the peer mentoring programs.

**Goal 3: Provide faculty with a template for moving components of their courses online**

- Even if classes begin on campus, faculty will be asked to make detailed plans about how parts of their courses will be moved online should the need arise. To streamline the process, faculty will be provided with a fillable online form to complete. On this form, faculty will be asked specifically about how the following may be transitioned online: course syllabi, objectives, materials, assignments, assessments, student projects (e.g., presentations or group projects), and student engagement opportunities, such as discussions and meetings with students.

- We will offer a workshop on best practices of online teaching that will help guide faculty to better understand how they will transition each of these components online, as well as encourage faculty to participate in one or both of the peer mentoring programs.

**Goal 4: Require faculty to create a D2L shell and upload content for each course into D2L**

- If classes begin on campus, faculty will still be required to create a D2L shell and upload a syllabus, grade book, and one module for each course that can include a discussion, course material, or quiz. Requiring faculty to create a D2L shell over the summer will help minimize the pressure on faculty to develop a course last-minute. All faculty will be provided with a common class “shell” that can be used to upload their required content. These pre-existing shells will have a standard format and organizational structure to provide a streamlined experience for faculty learning about D2L.

- All faculty will be provided online training over the summer for D2L. Training will consist of several workshop sessions that will give a general overview of D2L, as well as information about specific D2L features, including grades, test banks, quizzes, and discussions. We will also provide links to several video tutorials on these D2L topics on the Online Faculty Development webpage. Finally, all faculty will be able to participate in one-on-one training sessions on setting up a course in D2L via the peer mentoring program we are offering through Microsoft Teams.

- Department chairs, or whoever is deemed appropriate by the dean, will be embedded in each faculty member’s course to ensure this requirement has been met prior to the start of classes in August. In some areas, such as COE, faculty will be asked to utilize the Quality Matters rubric to ensure quality of the online components of each course. Other colleges have self-developed measures that will be utilized to ensure the D2L components of the course are of high quality and are easily accessible for students.

**Goal 5: Provide faculty development opportunities to help faculty meet goals 1-4**

- As described in goals 1-4, we will be offering faculty development training and support in several ways, including a virtual workshop series on online teaching, D2L, Microsoft Teams, and BB Collaborate Ultra, peer mentoring programs, the USG three-course series on online teaching, and an Online Faculty Development webpage. All programs and resources will be offered during the summer when faculty are preparing for their courses to be online and during the week before classes begin, known as Southwestern Week.
• Our Online Faculty Development webpage will be dedicated to information about transitioning to online and hybrid teaching and will include workshop recordings, information about upcoming workshops and trainings, articles, links to webinars, and the peer mentoring programs.

Faculty from other campuses would be welcome to visit our Online Faculty Development webpage and to attend any of the virtual workshops over the summer or in the fall. We will also advertise those opportunities available on other USG campuses as allowable on our web page and via email. We believe given the types of information we can provide, and the courses already available from the USG, we can meet all faculty development needs.

**Research**

Faculty are evaluated based on scholarship each year as a part of their annual review process. Faculty labs, student research projects and creative arts projects, and other forms of scholarship will be allowed as appropriate following social distancing guidelines. Junior faculty, and students who are seniors, will be given priority in these areas.
Public Service, Outreach, Continuing Education & Cooperative Extension

GSW activities and programs that fall within the categories of public service, outreach, continuing education, and cooperative extension will have a comprehensive plan that allows for social distancing while achieving program objectives. GSW will make public health-informed decisions that are appropriate and in alignment with USG, GDPH, and Governor’s office guidance and directives. All off-campus activities will follow the current guidelines in place when classes resume in the fall.

GSW will seek to abide by existing contracts and will work with USG legal counsel to ensure that future contracts include language that allows for flexibility during COVID-19. GSW will attempt to reschedule events as needed. For events that are unable to occur, credit will be offered for a future event or a refund will be provided. GSW will develop a set of published expectations for outside events being held on campus that reflect the requirements for campus operations.

Major events on campus such as Homecoming and student preview days are expected to follow the up-to-date social distancing requirements. GSW will follow state guidelines as they make local determinations on the expectations for those events.

Because of the importance in the educational process, as well as the impact on potential job placement, student internships will continue in the fall. Students will be asked to follow the COVID-19 guidelines in place at their placement site, as well as those being advised by the USG. Faculty supervisors will conduct site placement reviews with agencies using a virtual meeting platform.
Student Life

GSW seeks to offer a full student life experience within the boundaries of social distancing guidelines at the time. The ultimate objective is to engage students to maximize student success.

Residence Life

Residence life is a critical component to many students’ experience at GSW. Residence hall rooms are 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 cleaning of their room or suite. Individual students should be reminded of the best practices in prevention, but must take responsibilities for their own actions.

GSW will foster an environment in which students can practice the safety guidance adopted from the CDC in the public areas of the residence halls. Individual students should be reminded of the best practices in prevention, but must take responsibility for their own actions. GSW cannot guarantee safety from COVID-19 to residential students.

GSW COVID-19 Guidelines for Residential Students:

Protect Yourself:
- **Social distance** by staying at least 6 feet apart from others that you do not live with.
- Consider wearing **cloth face coverings** in any shared spaces, not including your room.
- Every preventative action everyone should take:
  - Know how it spreads
  - Wash your hands often
  - Avoid close contact
  - Cover your mouth and nose with a cloth face cover when around others
  - Cover coughs and sneezes
  - Clean and disinfect

Know where to get information
- Make sure you know how your residence hall is going to communicate COVID-19 information to you; email, websites, automated text messaging, and flyers to help communicate information.

Common Spaces
- Be flexible, rules may change in common areas. Maintain 6 feet of **social (physical) distance** between yourself and everyone that you do not live with. This may mean there will be alternate activities, cancelled activities, or closed areas. If you see people in small areas, like stairwells and elevators, consider going one at a time.

**Move-In**

GSW freshmen are assigned to Oaks 1 and 2 Residence Halls. Prior to summer 2020, GSW Freshmen Move-In was a 1 day event. This year, GSW Freshmen Move-In will be spread across Thursday, August 6 and Friday, August 7. Starting July 1, students can sign up for either a morning session from 7:30 a.m. – 1:30 p.m. or an afternoon session from 2:30 p.m. – 7:30 p.m. Sessions will be capped at 50 residents per
Residents will have the option to utilize GSW volunteers to assist with moving-in. Traffic plans and drop-off locations will be assigned based on resident’s volunteer assistance request.

Upperclassmen Student Move-In will open Saturday, August 8 for Magnolia and Pines Residence Halls. Residential students will be required to confirm arrival day and time via online reservation system. Check-in packets will be in student’s rooms on reserved day.

All Residence Halls will have and/or do the following:

- GSW moving equipment will be cleaned after each use.
- Hand sanitizer will be available in common spaces.
- GSW employees and volunteers will be encouraged to wear cloth face coverings.
- Signs detailing preventative practices will be placed in all entries and common spaces.

Move-in packets will include information on best practices, campus resources, and an acknowledgement form for students listing the best practices known at the time. The acknowledgement form will be reviewed in floor meetings held virtually and/or F2F.

Communication Plan
All GSW residential students will receive a “Fall Move-in Guide” in print and electronic version. Reservation confirmation emails will include a link to the online “Fall Move-In Guide”.

Policy and Operation Adjustments
GSW Residence Hall Guest policy will adjust to include a required check-in and check-out. Residence halls will implement 24 hour desk coverage in building lobby areas to address student needs and manage visitation requirements. Community spaces will have limited seating, community kitchens will be closed, and laundry rooms will have COVID-19 Preventative Practices reminders. We will increase lobby and common bathroom cleanings to twice a day.

Community connection is a critical component to GSW student retention. Residential hall staff will adjust efforts to engage residential students through methods beyond F2F, including but not limited to virtual meetings, texting, and the use of other technology resources.

Student health and safety is a top priority. Room health and safety checks will occur once a semester or on an as needed basis. Residence Life will follow guidelines from CDC, GDHC, and USG when responding to student health and wellbeing.

Residency requirements for first and second year students will remain. The residency requirement appeal information will be modified to expand medical exception for those who are high risk to COVID-19.

<table>
<thead>
<tr>
<th>Resource</th>
<th>Purpose</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lobby desk areas – Magnolia 1 and 2</td>
<td>Manage visitor check-in and out, serve students</td>
<td>$10,000</td>
</tr>
<tr>
<td>Desk assistant staffing</td>
<td>Manage 24 hour desk operation</td>
<td></td>
</tr>
</tbody>
</table>
Dining

GSW Dining Services is committed to advancing safe practices to minimize risk of COVID-19. GSW’s dining services contract is with Aramark. GSW has three physical dining services. Real Food on Campus (RFoC) is GSW’s primary dining hall located in the Marshall Student Center serving breakfast, lunch and dinner. RFoC’s primary patrons are residential students on meal plans, faculty and staff. RFoC is cafeteria-style service with food stations located throughout the facility. Current occupancy is 280 and seating will be reduced to approximately half. Tables will seat no more than 4 individuals at a time. GSW will implement 30 minute lunch shifts for students and community members to dine during peak times. The cafeteria will have a designated one-way entry and one-way exit to manage traffic flow. A separate designated pick-up window will be established for students who desire to takeout. There will not be changes to the meal plan program or payment methods. Employees will be required to wear masks, gloves, and other standard protective gear as required by health officials.

Higher Grounds Café and Provision on Demand (P.O.D.) is located in the Marshall Student Center. The hours of operation are limited to weekdays and designated Saturdays for special events. Higher Grounds Café is a coffee shop with grab and go food items. Seating is limited (56) and space is ample to meet CDC social distancing guidelines. P.O.D. is a convenient store inside Higher Grounds and is set up with grab and go products. Customers will be limited to one at a time in the space due to size. Employees in the two operations will be required to wear masks, gloves and other standard protective gear as required by health officials. Residential students are the primary users of Higher Grounds Café and P.O.D.

The Student Success Center, located on the North side of GSW’s campus, houses a small food court with Chick-fil-a and Boar’s Head Deli. The current seating capacity is 50. Measures will be implemented to address social distancing and limited seating capacity through pick-up options. Employees in the two operations will be required to wear masks, gloves and other standard protective gear as required by health officials.

Counseling Services

GSW Counseling Services will be prepared to operate at full capacity. Services will include F2F, tele-counseling, and virtual service. GSW Counseling Services is currently staffed with 1 full-time counselor. GSW’s student population is 3000, resulting in a counselor to student ratio of 1:3000. Appointments will be available through web portal or by calling the Health and Counseling Center. Students will be pre-screened to determine the type of service option needed. Students will make appointments online. Pre-screening will determine appropriate counseling service: tele or F2F. Students with F2F counseling will be pre-checked outside the waiting room with thermal temperature check via infrared thermometer, be given a mask, and be asked to display their GSW student ID card.

Health Center

GSW Health Center will operate at full capacity for the fall semester. Appointments will be required. Walk-in service will be discontinued. SHS staff will telephone triage all individuals seeking health services to provide a verbal screening and direction for best health resource options for further evaluation/follow up if scheduling a face-to face or telehealth appointment is not appropriate. In alignment with RAC/Health colleagues, we will adopt the pre-campus closure model clinics we’re operating on with locked clinic door and clearly posted phone numbers/resources/directions. This initial
measure ensures physical distancing to avoid crowding, added staff/patient exposure, and decrease delay in care for high acuity/severe illness or otherwise special needs that the clinic is not suited to manage. We will also utilize queuing software to allow students to obtain a place in line virtually, and be notified via text when someone is available to serve them. Pending availability of PPE, services may be limited to illness related. Meaning immunizations, physicals, testing and preventative services will be temporarily suspended until PPE supplies are adequate.

Health outreach/educational programming will be provided through virtual options and small group F2F with social distancing practices.

Student Counseling Services and Health Center are in a shared space. The waiting room lobby will be split to minimize interaction between students with illness and those seeking other services.

**Student Organizations and Student Activities**

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, GSW will provide alternate activities and experiences that promote social distancing and engagement at the same time. Student organizations will be encouraged to utilize GSW’s Microsoft Teams feature as a means to conduct organization business. Collum Hall and the Student Success Center (SSC) are dedicated spaces for student organizations to meet F2F in rooms’ set-up for gatherings with social distancing practices in mind.

Meeting room reservations will be limited to Collum Hall and SSC for student organizations, campus events, and campus community. Third party reservations will be limited to social service organizations focused on community or public good. Examples of social service organization activities include blood drives and health education.

University-sponsored student activities will adhere to social gathering guidelines. Larger outdoor venues and indoor spaces will be utilized for larger gatherings to occur. Student activities will be a mix between F2F and virtual engagements.

**Bands and Choral Groups**

GSW activities associated with music are managed in Academic Affairs through the Music Department. Decisions related to band and choral groups will be made with the most up-to-date social distancing guidelines.

**Campus Recreation**

GSW Wellness and Fitness Center is located in the SSC. Fall semester operating hours will remain consistent with previous semesters. Fitness Center guests will be asked to sign up for a workout time through an online portal to manage peak usage. Occupancy will be reduced to 30 guests at a time to allow for social distancing guidelines. Designated cardio machines will be assigned for use to handle distancing needs and sanitation practices. Group classes will be determined based on type of activity and ability to manage social distancing guidelines. Sanitation resources for guests to use before and after equipment use will be increased. Staff will be assigned to regularly clean equipment and facility. Locker rooms are not located close to the facility and have limited use. Reminders of preventative practices will be posted in the facility. GSW will contract custodial services to add another cleaning shift to the Fitness Center and public locker room spaces.
Co-curricular Requirements

Plans are being made for students to attend Windows to the World Events, which are a requirement for graduation as a part of our Quality Enhancement Plan. Students will be required to sign up for events online so we can ensure social distancing, and the event will be broadcast into other rooms so larger crowds can attend. Those rooms will also be monitored so students can ask questions. Finally, we will record events and allow students to view the events online over the course of the semester to minimize large gatherings.

Student Unions and Other Community Gathering Locations

GSW’s community gathering location is limited to the SSC. Seating areas will be spread out to address social distancing practices. Facilities traditionally used for private gatherings will be discontinued for the time being.
Enrollment Management

GSW will adapt existing strategic enrollment management plans to account for the anticipated changes in recruitment, admissions, and retention.

Admissions and Recruitment

GSW has a robust CRM for prospective student outreach. It is anticipated that historic F2F practices at high schools and college fairs will change. As such, a targeted approach to prospective student recruitment is underway with strategic list purchases, electronic outreach, and virtual personal contacts. Campus tours will be limited to 2-3 families. Our tour meeting room is large enough for up to 3 families to social distance. Visitors will be encouraged to wear masks. Masks and hand sanitizer will be available in the tour room and throughout the campus tour in various campus locations. Virtual Tour options will remain in place for students and families who prefer not to visit in person.

Recruitment travel will be dictated by high school’s college visit policies and the decisions made by the GEAC regarding the Georgia Probe Fairs. Our hope is that we will be able to travel and share the Southwestern story with high school students. Masks, hand sanitizer, and any other items needed to keep recruiters safe will be made available and are a top priority for our office.

GSW gathers and benchmarks data to monitor enrollment forecasting. Applications, acceptances, and deposits are all factors that will allow the institution to predict future enrollment.

New Student Transition

Fall 2020 Orientation will be conducted F2F in small groups sessions adhering to social distancing guidelines. Larger gathering facilities will be used to allow appropriate distancing between students. Precautions will be taken to minimize group movement such as keeping smaller groups in the same classroom with speakers rotating, staggered mealtimes, and grouping based off of residential living assignments. Freshmen will receive GSW branded face masks and hand sanitizer in welcome packets (pending backorder). GSW COVID-19 Health and Safety signage will be strategically placed to remind students of best practices.

Welcome Week activities will be modified to promote connecting to smaller groups and the university. Social distancing practices will be used as a guide to finalizing plans.

Student Retention

GSW will continue strategic approaches to address student retention. Student progress will be monitored through semester check-in meetings in FYE. Residence Life staff will monitor student engagement in living facilities. Beacon alert system tracking will continue to be used as a primary communication tool between faculty and staff regarding student needs. Class attendance, mid-term grades, and enrollment will serve as data benchmark points.

Additional Enrollment Management Support

Offices supporting student enrollment, such as Registrar, Financial Aid, and Business Services, will provide student services with social distancing measures in place. Hours of service operation will align with student traffic needs and academic schedule. GSW will utilize a digital queuing system to allow students to schedule service meetings without waiting in lines.
Athletics

GSW Athletics program will be guided by NCAA Division II, USG, GDPH, Governor’s COVID-19 Task Force, and the Governor’s office. Most of GSW’s fall Athletics teams require person-to-person interaction that excludes social distancing. GSW will work with the USG and NCAA Division II Peach Belt Conference to determine how/if the competition athletic programs will resume in fall 2020. When additional guidance is available, GSW will submit more detailed plans as appropriate.
Communication

The following communication plan supports the advancement of Contingency Plans and will be overseen by the Office of Marketing and Communication.

<table>
<thead>
<tr>
<th>Content Topic</th>
<th>Audience</th>
<th>Timeline</th>
<th>Content Owner</th>
<th>Critical points</th>
<th>Method of Communication</th>
</tr>
</thead>
</table>
| Social Distancing Guidelines            | All campus individuals | Early June 3 weeks prior to start of semester | AA/SES Marketing          | • General CDC guidelines at the time   
                                                                 |                        | First week of classes                                      | • Social distancing in social spaces   
                                                                 |                        |                                                                  | • Preventative practices   
                                                                 |                        |                                                                  | • General expectations   
                                                                 |                        |                                                                  | **Method of Communication** | Primary: printed posters for public areas, email to all campus and students  
                                                                 |                        |                                                                  | Secondary: social media posts directing students to email       |
| Preventative practices                  |                        |                                  |                           |                                                                                 |                                                                  |
| Returning to campus for fall semester   | All students          | End of July August leading up to start of semester | SES Marketing             | • What to expect  
                                                                 |                        |                                                                  | • How to   
                                                                 |                        |                                                                  | • General guidelines on preventative practices   
                                                                 |                        |                                                                  | **Method of Communication** | Primary: printed publication mailed to all students  
                                                                 |                        |                                                                  | Secondary: website       |
| Residence Hall Move-In Guide            | Residential students  | July                             | SES/Residence and Campus Life | • Move-in reservation process  
                                                                 |                        |                                                                  | • What to expect   
                                                                 |                        |                                                                  | • What to pack   
                                                                 |                        |                                                                  | • Visitation policies   
                                                                 |                        |                                                                  | • General Res Life policies   
                                                                 |                        |                                                                  | • General guidelines on preventative practices   
                                                                 |                        |                                                                  | **Method of Communication** | Primary: printed publication mailed to residential students, email and social media  
                                                                 |                        |                                                                  | Secondary: website       |
| Fall Course Preparation Expectations    | Faculty               | June July SW Week                 | Provost                   | • Requirement for plan for moving online   
                                                                 |                        |                                                                  | • D2L presence requirement   
                                                                 |                        |                                                                  | **Method of Communication** | Primary: email  
                                                                 |                        |                                                                  | Secondary: Faculty resource web page       |
| Fall Classroom Space Expectations       | Faculty               | SW Week                          | Provost                   | • Signage for social distancing   
                                                                 |                        |                                                                  | • Hand sanitizers   
                                                                 |                        |                                                                  | • Office hour expectations   
                                                                 |                        |                                                                  | **Method of Communication** | Primary: workshop  
<pre><code>                                                             |                        |                                                                  | Secondary: email       |
</code></pre>
<table>
<thead>
<tr>
<th>Content Topic</th>
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</tr>
</thead>
</table>
| Student absences due to COVID-19                  | Faculty                         | SW Week             | Provost       | • Ensure faculty know students must be allowed to make-up missed assignments  
• Students will be allowed to withdraw if necessary from courses                  | Primary: email                
Secondary: website                                                               |
| Social Distancing in the Library                 | All campus                      | First week of class | Academic Affairs | • Rules to be followed when working or meeting in the library                    | Primary: email          
Secondary: social media                                                           |
| Reservation guidelines                            | All campus and community        | July Ongoing        | SES           | • Allowable reservations  
• Social gathering guidelines  
• Reservation process                                                            | Primary: Email, direct mail, RSO virtual meetings  
Secondary: website, Canes Connect                                                   |
| Student organizations and activities              | All students and campus community | July Ongoing       | SES           | • Social distancing practices.  
• Virtual resources  
• F2F resources                                                                       | Primary: Virtual information sessions, email  
Secondary: website, Canes Connect                                                   |
| Student Services                                  | All students and campus community | July Ongoing       | SES/AA Marketing | • Service department resources, operation hours, communication methods       | Primary: website, email  
Secondary: Canes Connect, posters                                                   |
| Athletics                                         | Campus community                | August              | Athletics Marketing | • Fall sports schedule  
• Fan guidelines                                                                    | Primary: website, mail, social media  
Secondary: printed posters                                                           |
Fiscal Impact
Specific plans related to tracking and reporting fiscal impacts will be given by the USG Office of Strategy and Fiscal Affairs at a later date.

Education and General Funds impact
State Appropriations are expected to be cut 14% and appropriate projections and related cuts have been submitted to the Board of Regents. To date, freshmen enrollment is tracking 20% ahead of prior year. We believe this increase would help offset any loss in revenue related to tuition differential or the 15 hour cap. GSW intends to roll over in excess of $300,000 in tuition carry-forward to help offset any further tuition losses. GSW is estimating a cost of over $100,000 in webcams, laptops, tablets and technology related expenses to retrofit classrooms and better prepare for hybrid classes. In addition, up to $30,000 of purchases is needed for PPE related items including Plexi-glass shields, masks, hand sanitizer, and surface cleaners. Most of this will be purchased in FY 20, but some may have to be purchased in FY 21.

Auxiliary and Student Activity Funds impact
We are expecting an occupancy of 85% or higher in residence halls with a corresponding number on the meal plans. GSW is currently tracking in that direction. We would need to increase student activity wages within the residence hall budgets to ensure 24 hour service. This would cost a minimum of $10,000 annually. There could be similar PPE related items in the auxiliary units that will likely need to be purchased; this is estimated to cost $10,000.
Expectations for Testing, Screening, Contact Tracing, Isolation, and Notifications

At this time, GSW does not know what our testing role will be. In concert with GDPH, specific guidance from the USG 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. GSW will be flexible in plans to be able to respond to the most up-to-date best practices.

Testing

GSW will not administer tests onsite. GSW will partner with Sumter County Health Department and Phoebe Medical System for administering tests at community based testing sites for both campus-based and local students.

Screening

GSW will use guidance and best practices as outlined by GDPH for monitoring employee and students. Programs and services that require screening will utilize no touch digital thermometers. Gloves and facemasks will be required for individuals administering screenings. Temperature threshold for program or service participation will be determined by GDPH or CDC best practice.

Contact Tracing

GSW will follow USG guidance on contact tracing. In preparation, monitoring traffic in residential facilities will be implemented. Faculty will also be asked to monitor attendance as feasible.

Isolation

Employees who test positive or receive a clinical diagnosis for COVID-19 should leave campus immediately and not return to work until they meet the criteria below for discontinuing home isolation. The Workplace and Health and Safety plan should be followed and support the needs of the employees while away from work due to COVID-19.

Students who test positive for COVID-19 should leave campus immediately and return to their primary residence whenever possible. Students must remain off campus until they are able to meet the GDPH guidance for discontinuing isolation (see below).

Residential students who are unable to return to a primary residence will be sent to a local hotel for accommodations. Residence Life and Student Health Services personnel will assist student in transporting to local hotel. Daily meals will be delivered to student and placed outside doorway. Student Health Services personnel will conduct virtual monitoring during isolation.

Residence Life will contract with local hotels to maintain access to available rooms for isolation needs. GSW will establish food delivery plan with food service provider.

GDPH guidance for discontinuing isolation will be followed, retrieved https://dph.georgia/isolation-contact.

Discontinuing home isolation if you have symptoms
You must remain under home isolation precautions until:
- You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers), AND
Other symptoms have improved (for example, when your cough or shortness of breath have improved), AND
At least 7 days have passed since your symptoms first appeared.

Discontinuing home isolation if you do not have symptoms
You must remain under home isolation precautions until:

- 7 days have passed since the date of your first positive COVID-19, AND
- You have had no subsequent illness.

In addition:
- For 3 days following discontinuation of isolation, you should continue to limit contact (stay 6 feet away from others) and limit potential of dispersal of respiratory secretions by wearing a covering for your nose and mouth whenever you are in settings where other persons are present. In community settings, this covering may be a barrier mask, such as a bandana, scarf, or cloth mask. The covering does not refer to a medical mask or respirator.
- If you develop symptoms, you should follow the “Discontinuing home isolation if you have symptoms” above.

Notifications

Employees
Employees who test positive for COVID-19, or who receive a clinical diagnosis, should report test results to their immediate supervisor as soon as possible. The supervisor will notify the point person, the GSW HR Director, of an infected employee. The HR Director will initiate notification to USG, local Health Department, and other appropriate health care officials as guided by GDPH. The HR Director will work with the supervisor to contact trace. Employees who are identified in the contact tracing process will be notified via phone and letter of possible exposure. Identified employees will be provided testing options. Supervisors are not to share the news of, or the identity of, a COVID-19 diagnosis/test with anyone other than the campus point of contact.

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

Living on campus – Director of Campus and Residence Life
Living off campus – Executive Vice President for Student Engagement and Success

If an employee receives a notification of a positive test for a student, they should immediately notify the Executive Vice President for Student Engagement and Success (EVPSES).

The EVPSES will work with the Provost on notification to faculty regarding student absences due to COVID-19 diagnosis. The Behavior Intervention Team (BIT) will be utilized for establishing diagnosed student needs, communication to faculty members, communication to other needed entities and appropriate follow-up. Student responses will be customized to the student’s needs.

Academic Arrangement 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 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 HR 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.
Georgia Southwestern State University

Contingency Plan 2
Fall Classes Begin Fully Online
Contingency Plan 2: Fall classes begin fully online

GSW will adhere to the guidelines given by USG, the Governor’s office, the Governor’s COVID-19 Task Force, and the Georgia Department of Public Health (GDPH) for all plans concerning returning to campus in the fall. Following is GSW’s Contingency Plan 2 focused on beginning fall classes fully online.

Based on the guidance of the USG, GSW will begin fall semester with all classes fully online and campus offices operating under operation practices established in the return to work plan of June 1, 2020. If USG guides GSW to move to operation with essential personnel only, then GSW will follow work plans put into place spring 2020.

Workplace & Health Safety

Staff

GSW employees will be expected to continue campus operations while adhering to workplace health and safety guidelines as defined at the time by the GDPH and CDC. They will also be asked to follow the preventative practices given in our staggered return to work document:

1. Environmental modifications have been made adding plexi-glass in the areas of Financial Aid, Registrar, Student Accounts and Business Office.
2. Hand sanitizers have been distributed to offices, and wall dispensers of hand sanitizer gel have been mounted in buildings campus-wide.
3. GSW signage promoting proper respiratory etiquette and hand hygiene.
4. Custodial staff will disinfect bathrooms, kitchen counters and doorknobs daily.
5. Employees will be encouraged to clean their areas regularly.
6. No sharing of phones, desks, computers or work stations.
7. Social distancing will be practiced.
8. Unless absolutely necessary, individuals will not enter a co-worker’s office space.
9. Any meetings where social distancing cannot be applied will be held virtually.
10. Employees considered higher risk have the option to be assigned to temporary work space isolated from higher traffic telework, and/or work after hours.

All faculty and staff will have individual, or socially distanced, office spaces available. They will keep their office doors open to decrease the touch points on door handles, and visitors will be asked to use social distancing while having their needs addressed. In addition, all service areas will be marked with stickers so students know where to stand for appropriate social distancing.

In areas with high student flow, we will utilize queuing software that will allow students to sign up for a place in line virtually and will be notified to come to the building when their number is ready to be served. They can also utilize this application for virtual meetings. In that case the system will text them when it is their turn and will enter them into a Teams meeting for discussion. This can also be utilized for people off campus such as parents who need assistance with financial aid for their students.

Based on lessons learned during Spring 2020, some areas will improve upon their policies and procedures in these areas:

- Tracking of work completed and work productivity when working remotely will be assessed
more specifically

- A work plan that allows everyone equal opportunity to both be on campus, and work remotely
- A reclassification of work responsibilities based on telecommuting as needed to ensure all areas of operation are maintained despite not having the entire workforce on campus
- Staff will be asked to work with new hires both remotely and with social distancing rules on campus to ensure a smooth transition to the campus.

Personnel in the Registrar’s Office, Disability Services and Testing will need to be more easily available the week prior to campus and up until drop/add day to ensure students have easy access to managing their courses. Offices will follow social distancing guidelines such as utilizing queuing software so students can sign up for an appointment virtually and be notified that it is their appointment time via text. This will eliminate lines in this office. Virtual meetings and resolving issues via email will also be utilized. Finally, we will remove the barriers of paperwork that historically had to be carried from one office to the next and allow, instead, an email thread to serve as a record of activity.

Human Resources will recirculate materials on best practices for working remotely. We will also take advantage of staff training opportunities that are available and accessible from other USG institutions without additional costs. Staff will also have access to the same types of trainings that are available on the faculty resource page.

Faculty

Faculty will still be able to gain access to their offices as needed throughout the semester to ensure they are able to continue working while online. Faculty will be asked to remain in their offices or research spaces to ensure social distancing while on campus. Classroom and lab spaces will be available for filming course materials. They will be able to sign up for a time to use the space needed for filming to decrease interaction with others also needing to use the space.

Travel

Travel for faculty and staff in the USG will be guided by the up-to-date travel guidance from the CDC. Institutions will receive updated information as the situation changes. Faculty and staff who are traveling back to their campus from a region that is in the midst of a COVID-19 increase should follow the appropriate CDC guidelines related to self-quarantine.
Academics & Research

Academic Instruction

Faculty resources needed to resume classes in the fall entirely online are included in the costs sheet for returning to campus with social distancing since some faculty will be teaching in the hybrid format and we are requiring faculty to be prepared to move online should the need arise.

While faculty will use various meeting software platforms such as Microsoft Teams, Zoom, and Blackboard Collaborate, all faculty will have a presence in D2L to include the syllabus, a content module and the gradebook. Faculty will conduct synchronous sessions when appropriate. Some of this will be determined by the course content.

All courses will have a supervisor embedded in the course and will have quality measures that must be met throughout the semester. For example, the College of Education and the College of Nursing and Health Sciences will use the Quality Matters Higher Education Emergency Remote Instruction Checklist to review their online courses.

Assessment in a virtual environment was one of the more challenging issues this semester. Some areas such as Business always require use of Proctor U, so were able to continue using that service. For other areas, moving to virtual testing and ensuring students were following ethical testing procedures was difficult. Areas such as science will hold proctored exams for two of their exams to minimize costs, while also providing some quality assurance. Most areas will also be able to change testing from more typical standardized testing to authentic or performance based assessments. The Nursing undergraduate program will utilize Exam Soft Exam Proctoring so students have a specific time for testing and yet the exam may be taken at course.

Ensuring our students are making sufficient progress and are doing ok working remotely will be important in the virtual environment. Faculty and staff will conduct wellness calls as needed for those students who are not doing well in the class, or who start off participating actively and their interaction decreases. We will also require all faculty to hold virtual office hours each week so students know when and how they can connect with their faculty.

Because we know students need “direct” interaction with faculty even in the virtual environment, faculty will be encouraged to send video message announcements a minimum of once a week so students see their faces and have some form of contact. Virtual office hours will also help with this need for connection.

Classes Needing Further Consideration

PEDS Classes

While some classes can be held virtually, there are other PEDS classes that it will no longer make sense to hold in the virtual environment. In that case, we would open up as many sections of virtual classes as needed for students. In some situations, the focus would shift away from product and skill development and more towards the process of learning how to complete the skills necessary in the activity, history, etc.
CPR/First Aid Class
While the majority of the course would take place online, we would request permission to allow students to come in small groups, or individually, to complete skills sessions at the end of the semester if they choose to do so. All students will be able to pass this class without doing so, but cannot receive their certificate until they complete the skill session.

Student Teaching
The process to be followed for student teaching depends on P-12 schools. Since we would be online, it is likely P-12 schools would be to some extent as well. If not, we would like to consider sending the student teachers to the schools and keeping them in their placements for as long as possible. If P-12 schools are online, we will follow the same plan as this spring. The teacher candidates will participate with their school for online virtual learning. If the school district is not able or does not want to accommodate the student teacher, we will find a new placement for the student. If we are unable to find a new placement, the student teacher will create a “mock” Google Classroom and participate with their university supervisor, clinical director, and others as applicable.

Field Experience
In the event school districts go online, teacher candidates and the field director will work with the appropriate school district to allow teacher candidates to participate virtually in the classroom with their assigned mentor teacher. Teacher candidates participating in virtual classroom experiences with P-12 schools will work with their mentor teacher to ensure they have access to complete the required field experience assignments. If a school district does not utilize virtual classrooms and/or the school district does not want to allow the teacher candidate to complete virtual field experiences, the field director will work to find an appropriate classroom experience for the candidate. If the field director is unable to find a placement in a virtual classroom and the candidate is required to teach, the field director will work with faculty and the teacher candidate to create a “mock” Google Classroom where the individual will upload lesson plans and instructional videos. ATLAS will be utilized for candidates requiring access to observations. The field director will work with GSW COE faculty to determine the ATLAS video activities.

Simulation Labs
Unless there is a complete campus shut-down, we anticipate utilizing the simulation lab throughout the semester to facilitate learning. If we are unable to send students to clinical agencies or utilize our simulation labs, we will utilize virtual clinical assignments for each clinical course; however, this will NOT be adequate to fully meet the student learning outcomes. We will, should this occur, revise all courses to require lab intensives when permitted. This may require January term clinical immersions and spring break immersions (if permitted).

Graduate Program in Nursing
If clinical is suspended at any time, we have incorporated the I-Human Virtual clinical program in all courses. Should clinical be suspended, we will have to carefully monitor direct care hours. If students are unable to complete a minimum of 5—direct care hours by the end of the program, the students will not be able to take the certification exam. We would need to extend the program to have students
complete direct care clinical hours (FNP only). Other MSN program tracks are required to complete 135 non-direct care clinical hours.

**Science Labs**
For lower division courses, the online lab materials and approaches being developed this spring and summer will be used if these courses are taught online in Fall 2020. For these courses, the labs supplement the lecture and reinforce concepts while allowing students to explore the various aspects of science such as data collection, analysis and communication. For upper division courses, labs will move toward independent research where feasible and where not feasible labs will consist of simulation, and demonstrations linked with independent data analysis.

**Studio Art Courses**
We will use assignments in specific studio disciplines that can be done in non-studio environments. Acrylic paints (water based non-solvent based) will replace oil paint, digital photography will replace wet-lab studio, ceramics will provide clay for students to take home, printmaking will deal with wood and linoleum cut prints, and drawing will not have to change materials.

Students will get assignments, and they will submit photos of their work in progress and during actual class times. They will email these images. Faculty can save the images in a variety of formats (photo file albums for each student etc). Critiques are on zoom where the images are shared and discussed similarly to in class critiques. Faculty will email students individually and there will be minimal use of posting on Ga View chats as well, all of which was done this spring.

Attendance is taken by their submission of work at assigned times. Assessment of their work will be based on the same criteria we use in face to face studio courses, just done through photos/videos and written work submissions.

**Music Courses**
Courses that involve musical performance will be taught through a combination of synchronous video conferencing and transfer of recorded video/audio files. Computer lag time makes simultaneous performance through video conferencing problematic, but students can play/sing along with a pre-recorded accompaniment and the instructor can listen and offer feedback through video conferencing. Group performances courses will be presented in a similar manner.

**Momentum Year & Momentum Approach/Student Success**
We feel confident in our ability to continue to provide the Momentum Year & Momentum Approach/Student Success initiatives in the online environment, though they might perhaps look a little different. Those things such as experiential learning activities that were previously done face-to-face could easily be done with meeting software.

Student advising for Fall 2020 was conducted virtually Spring 2020 and could be done so again if we are entirely online. We emailed faculty asking them to contact students via email and/or phone for advising. Many faculty met with students via meeting software. A list was generated each week of those students who had not registered and the deans followed up with those students to see if they needed any assistance. A similar process was used by FYE for our first-year students.
Because all instructional support took place successfully while virtual Spring 2020, the same would be done Fall 2020. The writing center and tutoring were available virtually both during open sessions and via appointment. The Office of Testing and Disability Services will be open and students will be able to access the resources they need throughout the semester.

FYE programs will utilize virtual individual meetings, events and workshops.

FYE and University College computer labs will be reconfigured to limit the number of students for appropriate social distancing. Appropriate precautions will also need to be taken in the labs which includes having wipes available, and requiring students to clean mice, keyboards, and desk space before and after each use.

**International/Domestic Travel**

GSW does not typically offer study abroad/study away programs during the fall and this will continue fall 2020. Tentative plans will be made for travel during the January term and spring break and will a final decision about those will be made based on CDC guidance.

**Faculty Development**

If fall classes begin fully online, our goals are as follows:

Goal 1: Encourage faculty to establish and maintain robust and flexible methods of communication with students, including virtual office hours, advisement sessions, and student meetings

Goal 2: Assist faculty with developing online materials

Goal 3: Provide faculty with a template for moving courses online

Goal 4: Provide faculty development opportunities to help faculty meet goals 1-3

Goal 5: Provide evaluative information for online course construction

**Goal 1: Encourage faculty to establish and maintain robust and flexible methods of communication with students, including during office hours, advisement sessions, and student meetings**

- We expect faculty to have robust and flexible office hours in an appropriate format to ensure students have the ability for one-on-one interactions with the faculty.

- Faculty will be asked to communicate with their students and advisees regularly through virtual platforms such as Blackboard (BB) Collaborate Ultra or Microsoft Teams. Faculty will also be encouraged to reach out to students and advisees frequently with announcements and reminders at important points in the semester (e.g., at midterms and prior to registration), either via email or our learning management system D2L.

- Faculty development workshops about BB Collaborate Ultra, Microsoft Teams, and D2L will be offered virtually during the summer 2020 and the week prior to classes during Southwestern Week. Session recordings will be made available on the Online Faculty Development webpage. Faculty will also have access to a peer mentor who can provide a one-on-one tutorial for BB Collaborate Ultra, Teams, and D2L, as well as a course within our LMS GeorgiaVIEW where they may pose questions and review prior Q&A sessions on these topics.

- We will encourage faculty to build into their syllabi information about BB Collaborate Ultra and Microsoft Teams for their students, including information about logging in, functionality, and preferred browsers.
Goal 2: Assist faculty with developing online materials

- We plan to offer extensive virtual training and faculty development opportunities for all our faculty to learn about best practices in online teaching. We understand that faculty have a range of prior experience with online teaching, and we plan to cater to all faculty depending on their level of experience. Our goal is to help faculty feel confident with the mechanics of an online course, as well as the instructional design and pedagogical elements that are needed to make a course successful. Specifically, we will offer faculty development in online teaching in four modalities:

  o **Workshops and training sessions**: We will host a series of virtual workshops on online teaching over the summer. These workshops will be recorded and will be posted on the Online Faculty Development webpage. We will promote these workshops in advance and encourage faculty to attend. Several workshops will be repeated during our faculty development week the week before classes begin, known as Southwestern Week, to give faculty the opportunity to become more familiar with technologies such as BB Collaborate Ultra, Microsoft Teams, and D2L and to ask just-in-time questions. In addition we will provide faculty with the opportunity to participate in other institution's virtual trainings through the consortia of centers for teaching and learning across the state. These inter-institutional sessions will be advertised well in advance, and all faculty will be encouraged to attend.

  o **Mentoring programs**: We will offer two distinct faculty mentoring programs, each of which will assist faculty with becoming familiar with new technologies and communication platforms and to help faculty create online materials. The first program is offered through Microsoft Teams and will offer live support to faculty who have questions about online teaching. Through this modality, faculty can have one-on-one training with a faculty member on topics such as BB Collaborate Ultra or Microsoft Teams. The second program is offered through our LMS, GeorgiaVIEW, and allows faculty to post questions about online teaching in a discussion forum and search for articles and videos about online and remote teaching. Once questions have been posted, a team of peer mentors will answer the questions depending on their area of expertise. The GeorgiaVIEW platform is also intended to keep a record of past questions and responses for future reference. These two distinct programs were developed in March 2020 to support faculty through both direct one-on-one meetings and through a course page that offers resources and a FAQ page. We will continue offering both programs into the summer and fall and longer if needed.

  o **USG three-course series on online teaching**: We will encourage all faculty to complete the three-course series on online teaching developed and offered by the USG. This series is free and is scheduled to be available throughout the summer. Faculty can take one, two, or all three courses, depending on their level of interest and expertise.

  o **Online Faculty Development webpage**: In response to the initial COVID-19 outbreak, we developed a webpage for faculty resources that included links to video trainings developed by other GSW faculty, articles, D2L tutorial videos, and teaching guides and resources developed by the USG. Many of these resources were intended to help faculty
transition quickly from face-to-face to remote learning. Currently, our focus is to help faculty plan well in advance for moving their courses online. As such, we will develop a new Online Faculty Development webpage that will offer several of the previously developed resources, along with newly created resources and materials that focus more so on best practices of online teaching. The webpage will be dedicated to information about transitioning to online teaching and will include workshop recordings, information about upcoming workshops and trainings, videos, articles, links to webinars, and access to the peer mentoring programs.

Goal 3: Provide faculty with a template for moving their courses online
- For those faculty who would like it, we will provide with a fillable online form to complete. On this form, faculty will be asked specifically about how the following will be transitioned online: course syllabi, objectives, materials, assignments, assessments, delivery (synchronous or asynchronous), student projects (e.g., presentations or group projects), and student engagement opportunities, such as discussions and meetings with students.

- We will offer a workshop on best practices of online teaching that will help guide faculty to better understand how they will transition each of these components online, as well as encourage faculty to participate in one or both of the peer mentoring programs.

Goal 4: Provide faculty development opportunities to help faculty meet goals 1-3
- As described in goals 1-4, we will be offering faculty development training and support in several ways, including a virtual workshop series on online teaching, D2L, Microsoft Teams, and BB Collaborate Ultra, peer mentoring programs, the USG three-course series on online teaching, and an Online Faculty Development webpage. All programs and resources will be offered during the summer when faculty are preparing for their courses to be online and during the week before classes begin, known as Southwestern Week. By doing so, we hope to increase faculty engagement with presenters and peer mentors directly before the semester begins, which will allow faculty to ask questions and receive support as their online courses become live.

- Our Online Faculty Development webpage will be dedicated to information about transitioning to online teaching and will include workshop recordings, information about upcoming workshops and trainings, articles, links to webinars, and the peer mentoring programs.

Goal 5: Provide evaluative information for online course construction
- Faculty will be made familiar with rubrics such as the Quality Matters Higher Education Remote Instruction Checklist to use as a means of reviewing their online courses to ensure they are of high quality.

- Deans and Department Chairs will have people embedded in each course in their area to ensure course materials are of high quality and are student friendly.

Research
Deans and Department Chairs will work with faculty who need to be on campus to continue their research projects. Priority will be given to those faculty who are in the early stages of their careers.
GSW will ensure that faculty have access to research labs as feasible in order to ensure their own professional success.
Public Service, Outreach, Continuing Education & Cooperative Extension

GSW activities and programs that fall within the categories of public service, outreach, continuing education, and cooperative extension will have a comprehensive plan that allows for social distancing while achieving program objectives. GSW will make public health-informed decisions that are appropriate and in alignment with USG, GDPH, and Governor’s office guidance and directives. All off-campus activities will follow the current guidelines in place when classes resume in the fall.

GSW will seek to abide by existing contracts and will work with USG legal counsel to ensure that future contracts include language that allows for flexibility during COVID-19. GSW will attempt to reschedule events as needed. For events that are unable to occur, credit will be offered for a future event or a refund will be provided. GSW will develop a set of published expectations for outside events being held on campus that reflect the requirements for campus operations.

Major events will be postponed unless events can be held in a manner meeting GDPH and CDC guidance.

Whenever possible, student internships will continue in the online environment. Students will be asked to follow the COVID-19 guidelines in place at their placement site, and will continue on-site if allowed by the site and by the USG. Should remaining on-site not be possible, students will work with internships remotely as was done Fall 2020. Faculty supervisors will conduct site placement reviews with agencies using a virtual meeting platform.

As part of our QEP Windows to the World, students are required to attend events related to issues of diversity, broadly defined. Spring 2020 we allowed students to watch past events online and respond to those events. If we are fully online Fall 2020 we will set up a series of virtual exchanges with students in other areas. For example, we have a partnership with Zhoukou Normal in China and would set up a session between those students and our students virtually. We could also show events that were previously recorded in real time and have the person who gave the presentation online as well to answer any student questions after the video is shown. Finally, we will have our international partners provide virtual presentations both in live time and via recordings for our students to view.
Student Life

GSW seeks to offer a full student life experience both virtually as well as within the boundaries of social distancing guidelines for those who are residential. The ultimate objective is to engage students to maximize student success.

Residence Life

Residence life is a critical component to many students’ experience at GSW. Residence hall rooms are 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 cleaning of their room or suite. Individual students should be reminded of the best practices in prevention, but must take responsibilities for their own actions.

GSW will foster an environment in which students can practice the safety guidance adopted from the CDC in the public areas of the residence halls. Individual students should be reminded of the best practices in prevention, but must take responsibility for their own actions. GSW cannot guarantee safety from COVID-19 to residential students.

In the case GSW fall classes begin fully online, GSW residential facilities will be limited to those who need accommodations due to extenuating circumstances that prohibit staying at a primary place of residence. Pines Residence Hall will be the designated facility.

GSW COVID-19 Guidelines for Residential Students:

Protect Yourself:
- **Social distance** by staying at least 6 feet apart from others that you do not live with.
- Consider wearing cloth face coverings in any shared spaces, not including your room.
- Every preventative action everyone should take:
  - Know how it spreads
  - Wash your hands often
  - Avoid close contact
  - Cover your mouth and nose with a cloth face cover when around others
  - Cover coughs and sneezes
  - Clean and disinfect

Know where to get information
- Make sure you know how your residence hall is going to communicate COVID-19 information to you; email, websites, automated text messaging, and flyers to help communicate information.

Common Spaces
- Be flexible, rules may change in common areas. Maintain 6 feet of social (physical) distance between yourself and everyone that you do not live with. This may mean there will be alternate activities, cancelled activities, or closed areas. If you see people in small areas, like stairwells and elevators, consider going one at a time.
**Move-In**

Pines Residence Hall Move-In will open Saturday, August 8. Residential students will be required to confirm arrival day and time via online reservation system. Check-in packets will be in student’s rooms on reserved day.

All Residence Halls will have and/or do the following:
- GSW moving equipment will be cleaned after each use.
- Hand sanitizer will be available in common spaces.
- GSW employees and volunteers will be encouraged to wear cloth face coverings.
- Signs on preventative practices will be placed in all entries and common spaces.

Move-in packets will include information on best practices, campus resources, and an acknowledgement form for students listing the best practices known at the time. The acknowledgement form will be reviewed in floor meetings held virtual and/or F2F.

**Communication Plan**

All GSW residential students will receive a “Fall Move-in Guide” in print and electronic version. Reservation confirmation emails will include a link to the online “Fall Move-In Guide”.

**Policy and Operation adjustments**

GSW Residence Hall Guest policy will adjust to include a required check-in and check-out. Residence halls will implement 24 hour desk coverage in building lobby area to address student needs and manage visitation requirements. Community spaces will have limited seating, community kitchens will be closed, and laundry rooms will have COVID-19 Preventative Practices reminders. We will increase lobby and common bathroom cleanings to twice a day.

Community connection is a critical component to GSW student retention. Residential hall staff will adjust efforts to engage residential students through methods beyond F2F, including but not limited to virtual meetings, texting, and the use of other technology resources.

Student health and safety is a top priority. Room health and safety checks will occur once a semester or on an as needed basis. Residence Life will follow guidelines from CDC, GDHC, and USG when responding to student health and wellbeing.

**Dining**

GSW Dining Services is committed to advancing safe practices to minimize risk of COVID-19. GSW’s dining services contract is with Aramark. Service agreement will be contractually addressed with the assistance of USG legal counsel. Meal plans will be adjusted to contract negotiations. A designated dining facility will have a designated service program for residential students. Employees will be required to wear masks, gloves, and other standard protective gear as required by health officials.

**Counseling Services**

GSW Counseling Services will be prepared to operate at full capacity. Services will include F2F, tele-counseling, and virtual service. GSW Counseling Services is currently staffed with 1 full-time counselor. GSW’s student population is 3000, resulting in a counselor to student ratio of 1:3000. Appointments will
be available through web portal or by calling the Health and Counseling Center. Students will be pre-screened to determine type of service option needed. Students will make appointments online. Pre-screening will determine appropriate counseling service: tele or F2F. Students with F2F counseling will be pre-checked outside the waiting room with thermal temperature check via infrared thermometer, be given a mask, and be asked to display their GSW student ID card.

Health Center

GSW Health Center will operate at full capacity for the fall semester. Appointments will be required. Walk-in service will be discontinued. SHS staff will telephone triage all individuals seeking health services to provide a verbal screening and direction for best health resource options for further evaluation/follow up if scheduling a face-to face or telehealth appointment is not appropriate. In alignment with RAC/Health colleagues, will adopt the pre-campus closure model clinics were operating on with locked clinic door and clearly posted phone numbers/resources/directions. This initial measure ensures physical distancing to avoid crowding, added staff/patient exposure, and decrease delay in care for high acuity/severe illness or otherwise special needs that the clinic is not suited to manage. Pending availability of PPE, services may be limited to illness related. Meaning immunizations, physicals, testing and preventative services will be temporarily suspended until PPE supplies are adequate.

Health outreach/educational programming will be provided through virtual options.

Student Counseling Services and Health Center are in shared space. Waiting room lobby will be split to minimize interaction between students with illness and those seeking other services.

Student Organizations and Student Activities

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, GSW will provide alternate activities and experiences that promote social distancing and engagement at the same time. Student organizations will be encouraged to utilize GSW’s Microsoft Teams feature as a means to conduct organization business. Collum Hall and the Student Success Center (SSC) is dedicated space for student organizations to meet F2F in rooms’ set-up for gatherings with social distancing practices in mind.

Meeting room reservations will be limited to Collum Hall and SSC for student organizations, campus events, and campus community. Third party reservations will be limited to social service organizations focused on community or public good. Examples of social service organization activities include blood drives and health education.

University-sponsored student activities will transition to virtual engagements. In the case of a large social gathering, appropriate venue(s) and social distancing protocols will be followed.

Bands and Choral Groups

GSW activities associated with music are managed in Academic Affairs through the Music Department. Decisions related to band and choral groups will be made with the most up-to-date social distancing guidelines.
**Campus Recreation**

GSW Wellness and Fitness Center is located in the SSC. Fall semester operating hours will be reduced to provide a resource for residential students. Fitness Center guests will be asked to sign up for a workout time through an online portal to manage peak usage. Occupancy will be reduced to 30 guests at a time to allow for social distancing guidelines. Designated cardio machines will be assigned for use to handle distancing needs and sanitation practices. Group classes will be determined based on type of activity and ability to manage social distancing guidelines. Sanitation resources for guests to use before and after equipment use will be increased. Staff will be assigned to regularly clean equipment and facility. Locker rooms are not located close to the facility and have limited use. Reminders of preventative practices will be posted in the facility. GSW will contract custodial services to add another cleaning shift to the Fitness Center and public locker room spaces.

**Co-curricular Requirements**

As part of our QEP, Windows to the World, students are required to attend events related to issues of diversity, broadly defined. Spring 2020 we allowed students to watch past events online and respond to those events. If we are fully online Fall 2020 we will set up a series of virtual exchanges with students in other areas.

**Student Unions and Other Community Gathering Locations**

GSW’s community gathering location is limited to the SSC. Seating areas will be spread out to address social distancing practices. Facilities traditionally used for private gatherings will be discontinued for the time being.
Enrollment Management

GSW will adapt existing strategic enrollment management plans to account for the anticipated changes in recruitment, admissions, and retention.

Admissions and Recruitment

GSW has a robust CRM for prospective student outreach. It is anticipated that historic F2F practices at high schools and college fairs will change. As such, a targeted approach to prospective student recruitment is underway with strategic list purchases, electronic outreach, and virtual personal contacts. Campus tours will be limited to 2-3 families. Our tour meeting room is large enough for up to 3 families to social distance. Visitors will be encouraged to wear masks. Masks and hand sanitizer will be available in the tour room and throughout the campus tour in various campus locations. Virtual Tour options will remain in place for students and families who prefer to not visit in person.

Recruitment travel will be dictated by high school's college visit policies and the decisions made by the GEAC regarding the Georgia Probe Fairs. Our hope is that we will be able to travel and share the Southwestern story with high school students. Masks, hand sanitizer, and any other items needed to keep recruiters safe will be made available and are a top priority for our office.

GSW gathers and benchmarks data to monitor enrollment forecasting. Applications, acceptances, and deposits are all factors that will allow the institution to predict future enrollment.

New Student Transition

Fall 2020 Orientation will be conducted through Microsoft Teams and Zoom virtual meetings. Welcome Week activities will be modified to promote virtual connection to smaller groups and the university.

Student Retention

GSW will continue strategic approaches to address student retention. Student progress will be monitored through semester check-in meetings in FYE. Beacon alert system tracking will continue to be used as a primary communication tool between faculty and staff regarding student needs. Class attendance, mid-term grades, and enrollment will serve as data benchmark points.

Additional Enrollment Management Support

Offices supporting student enrollment, such as Registrar, Financial Aid, Business Services, will provide student services through virtual resources and with social distancing measures in place for necessary F2F contact. Hours of service operation will align with student traffic needs and academic schedule. GSW will utilize a digital queuing system to allow students to schedule service meetings without waiting in lines.
Athletics

GSW Athletics program will be guided by NCAA Division II, USG, GDPH, Governor’s COVID-19 Task Force, and the Governor’s office. Most of GSW’s fall Athletics teams require person-to-person interaction that excludes social distancing. GSW will work with the USG and NCAA Division II Peach Belt Conference to determine how/if the competition athletic programs will resume in fall 2020. When additional guidance is available, GSW will submit more detailed plans as appropriate.
Communication

The following communication plan supports the advancement of Contingency Plans. The Department of Marketing and Communications will oversee the implementation of the communication plan.

<table>
<thead>
<tr>
<th>Content Topic</th>
<th>Audience</th>
<th>Timeline</th>
<th>Content Owner</th>
<th>Critical points</th>
<th>Method of Communication</th>
</tr>
</thead>
</table>
| Social Distancing Guidelines       | All campus individuals    | Early June 3 weeks prior to start of semester | AA/SES Marketing | • General CDC guidelines at the time  
• Social distancing in social spaces  
• Preventative practices  
• General expectations | Primary: printed posters for public areas, email to all campus and students  
Secondary: social media posts directing students to email                                                                 |
| Preventative practices             |                           | First week of classes             |                                   |                                                                                                           |                                                                                        |
| Returning to campus for fall semester | All students             | End of July August leading up to start of semester | SES Marketing | • What to expect  
• How to  
• General guidelines on preventative practices | Primary: printed publication mailed to all students  
Secondary: website                                                                 |
| Residence Hall Move-In Guide       | Residential students      | July                              | SES/Residence and Campus Life     | • Move-in reservation process  
• What to expect  
• What to pack  
• Visitation policies  
• General Res Life policies  
• General guidelines on preventative practices | Primary: printed publication mailed to residential students, email and social media  
Secondary: website                                                                 |
| Fall Course Preparation Expectations | Faculty                  | June, July, SW Week               | Provost                           | • Requirement for plan for moving online  
• D2L presence requirement | Primary: email  
Secondary: Faculty resource web page                                                                 |
| All instruction will be conducted virtually | All faculty, staff and students | As soon as a decision is made by the USG | AA/SES President’s Office | • Expectations for instruction for the fall  
• See supervisors for further information  
• Students will be sent more information | Primary: email  
Secondary: social media                                                                 |
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</tr>
</thead>
</table>
| Campus Operations Plan        | All GSW employees| Within 2-3 days of original email about being online | President’s Office  | • Expectations for on campus office operations and hours  
• Safety precautions being taken on campus   | Primary: email   |
| Instructional Expectations    | Faculty          | Within 24 hours of notification email         | AA                  | • Online expectations for course materials  
• Expectations for quality control  
• Online expectations for communications with students | Primary: email   |
| Instructional Supports        | Faculty          | One week after expectations email             | AA                  | • Reminder of professional development online  
• Reminder of peer mentoring program  
• Any new workshops requested by faculty | Primary: email   |
| Student Advising              | Students         | One week before Spring/Summer schedules are posted | AA/SES             | • Reminding them to look at scheduled  
• Process for virtual advising | Primary: email   
Secondary: text  
Third: social media |
| Student Advising              | Faculty and Staff| One week before schedules are posted          | AA                  | • Process for student advising for spring/summer  
• Information sent to students   | Primary: email   
Secondary: faculty meeting |
| Student Advising              | Faculty and Staff| Advising period                               | AA                  | • Reminder that advising should be taking place  
• Reminder of process to be used | Primary: Email   |
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</tr>
</thead>
<tbody>
<tr>
<td>Student Advising</td>
<td>Dean’s Council</td>
<td>Week after advising period</td>
<td>AA</td>
<td>• List will be generated of those not registered and deans will be asked to follow up with those students to get registered</td>
<td>Primary: email Secondary: Dean’s Council Meeting</td>
</tr>
</tbody>
</table>
Georgia Southwestern State University

Contingency Plan 3
Classes and Operations Must Go To an Online Format For a Period of Time During the semester
Contingency Plan 3: Classes and operations must go to an online format for a period of time during the semester

GSW will adhere to the guidelines given by USG, the Governor’s office, the Governor’s COVID-19 Task Force, and the Georgia Department of Public Health (GDPH) for all plans concerning classes and operations shifting from F2F to online format for a period of time during the semester. Following is GSW’s Contingency Plan 3.

Workplace & Health Safety

Faculty and Staff

Should we return to an online format during the fall semester, faculty and staff will return to the work plans in place for much of Spring 2020. Most employees who had difficulty working remotely were able to secure the resources needed to do so. This primarily included the purchase of laptop computers, hot spots, and in some cases internet. For those employees who are unable to work remotely, they will return to the work schedule that was in place Spring 2020. Offices were able to maintain their needed work when working remotely, and should be able to do so again. We should be able to return to this work plan quickly now that we have an idea which jobs are transferable to telecommuting and which require being onsite.

Based on lessons learned during Spring 2020, areas will improve their plans and policies in these areas:

- Tracking of work completed and work productivity when working remotely will be assessed more specifically
- A work plan that allows everyone equal opportunity to both be on campus, and work remotely
- A reclassification of work responsibilities based on telecommuting as needed to ensure all areas of operation are maintained despite not having the entire workforce on campus
- Staff will be asked to work with new hires both remotely and with social distancing rules on campus to ensure a smooth transition to the campus.

Which employees remain on campus with social distancing depends on when we convert to online learning. Our IT department will likely have all staff on campus during and immediately following the transition to ensure faculty and staff are able to transition smoothly. Support staff in the academic areas will also remain on campus to field calls as needed during the transition. All offices will be operational either in person or virtually during regular business hours. For those located on campus, the preventative precautions mentioned in Plan 1 will still be in place.

As all GSW employees, including faculty, return to campus, they will be expected to follow the GDPH and CDC basic guidelines as defined at that time. They will also be asked to follow the preventative practices given in our staggered return to work document:

1. Environmental modifications have been made adding plexi-glass in the areas of Financial Aid, Registrar, Student Accounts and Business Office.
2. Hand sanitizers have been distributed to offices, and wall dispensers of hand sanitizer gel have been mounted in buildings campus-wide.
3. GSW signage promoting proper respiratory etiquette and hand hygiene.
4. Custodial staff will disinfect bathrooms, kitchen counters and doorknobs daily.
5. Employees will be encouraged to clean their areas regularly.
6. No sharing of phones, desks, computers or work stations.
7. Social distancing will be practiced.
8. Unless absolutely necessary, individuals will not enter a co-worker’s office space.
9. Any meetings where social distancing cannot be applied will be held virtually.
10. Employees considered higher risk have the option to be assigned to temporary work space isolated from higher traffic telework, and/or work after hours.

All faculty and staff will have individual, or socially distanced, office spaces available. They will keep their office doors open to decrease the touch points on door handles, and visitors will be asked to use social distancing while having their needs addressed. In addition, all service areas will be marked with stickers so students know where to stand to allow for appropriate social distancing.

In areas with high student flow, we will utilize queuing software that will allow students to sign up for a place in line virtually and will be notified to come to the building when their number is ready to be served. They can also utilize this application for virtual meetings. In that case, the system will text them when it is their turn and will enter them into a Teams meeting for discussion. This can also be utilized for people off campus such as parents who need assistance with financial aid for their students.

Human Resources will recirculate materials on best practices for working remotely. We will also take advantage of staff training opportunities that are available and accessible from other USG institutions without additional costs. Staff will also have access to the same types of trainings that are available on the faculty resource page.

**Travel**

Travel for faculty and staff in the USG will be guided by the up-to-date travel guidance from the CDC. Institutions will receive updated information as the situation changes. Faculty and staff who are traveling back to their campus from a region that is in the midst of a COVID-19 increase should follow the appropriate CDC guidelines related to self-quarantine.
Academics & Research

All faculty will be required to start fall semester with a plan for moving courses online and a presence in D2L. Professional Development for these two requirements is detailed below. Should faculty need to transition to online during the semester, they will need to do so quickly and with minimal interruption to the course content and flow. We will help prepare faculty to make a smooth transition prior to the need arising, and will utilize our peer mentoring resources during the transition itself. While some faculty could easily make this transition in two days, all faculty could do so in one week as many of our courses will already be hybrid, and course materials will be preplanned. We will follow Plan 2 once we have transitioned online.

Special Considerations that Differ from Plan 2

Student Teaching
How student teaching is handled depends on P-12 schools. Since we would be online, it is reasonable to assume P-12 schools would be to some extent as well. If not, we would like to consider sending the student teachers to the schools and keeping them in their placements for as long as possible. If they have to go online as well, we would use the same process as Plan 2.

Field Experience
Upper class field experience candidates will go out immediately or more quickly than usual in the fall semester in the hopes of building up some time should we have to transition to online. We are currently looking at ‘placing’ the upper division students now so we can prepare to have them in the field beginning August 31. This would help us get in a few weeks in the field should the need to transition to online occur. Lower division will depend on timing. Ideally they are able to complete some field experience. If we need to transition, we will utilize ATLAS for video observation and reflections.

Utilization of Clinical Agencies
Faculty in exercise science and LTCM and Nursing utilizing clinical agencies for an internship or practicum experience must be prepared to move all required hours to virtual experiences within 24 hours of notification from the clinical agency that students may not attend in person.

Momentum Year & Momentum Approach/Student Success
Momentum Year & Momentum Approach plans would move from following the guidelines discussed in Plan 1 to those discussed in Plan 2.

International/Domestic Travel
GSW typically do not offer Study Abroad/Study Away trips during the fall semester so no changes will be necessary at that time. We do, however, offer trips during the January Term and Spring Break so will monitor the situation and follow the guidance provided by the USG for those opportunities.

Faculty Development
The goals for faculty development will be the same as those in Plan 2 regarding online instruction. In summary, we will offer professional development in the summer as well as the fall concerning topics including, but not limited to: how to communicate with students through various platforms, how to
develop course materials, best practices in online teaching, assessment in a virtual class, and how to be creative with your assignments online. Professional development formats will include virtual workshops and training sessions, mentoring programs, the USG three-course series on online teaching, and the online Faculty Development webpage. All courses will have a peer or supervisor embedded in the course to provide quality assessments and suggestions for improvements.

Research
Deans and Department Chairs will work with faculty who need to be on campus to continue their research projects. Priority will be given to those faculty who are in the early stages of their careers. GSW will ensure that faculty have access to research labs as feasible in order to ensure their own professional success.
Public Service, Outreach, Continuing Education & Cooperative Extension

GSW activities and programs that fall within the categories of public service, outreach, continuing education, and cooperative extension will have a comprehensive plan that allows for social distancing while achieving program objectives. GSW will make public health-informed decisions that are appropriate and in alignment with USG, GDPH, and Governor’s office guidance and directives. All off-campus activities will follow the current guidelines in place when classes resume in the fall.

GSW will seek to abide by existing contracts and will work with USG legal counsel to ensure that future contracts include language that allows for flexibility during COVID-19. GSW will attempt to reschedule events as needed. For events that are unable to occur, credit will be offered for a future event or a refund will be provided. GSW will develop a set of published expectations for outside events being held on campus that reflect the requirements for campus operations.

Major events on campus such as Homecoming and student preview days are expected to follow the up-to-date social distancing requirements. GSW will follow state guidelines as they make local determinations on the expectations for those events.

Because of the importance in the educational process, as well as the impact on potential job placement, student internships will continue in the fall. Students will be asked to follow the COVID-19 guidelines in place at their placement site, as well as those being advised by the USG. Faculty supervisors will conduct site placement reviews with agencies using a virtual meeting platform.
Student Life

GSW seeks to offer a full student life experience within the boundaries of social distancing guidelines of the time. The ultimate objective is to engage students to maximize student success.

Residence Life

GSW will follow Contingency Plan 1. In the case of transitioning to fully online during the semester, Residence Life will implement Spring 2020 Move-Out plan. Move-out will rotate in shifts to address safety guidance adopted from the CDC in the public areas of the residence halls.

All Residence Halls will have and/or do the following:

- GSW moving equipment will be cleaned after each use.
- Hand sanitizer will be available in common spaces.
- GSW employees and volunteers will be encouraged to wear cloth face coverings.
- Signs detailing preventative practices will be placed in all entries and common spaces.

Communication Plan

All GSW residential students will receive a “Move-out Guide” in print and electronic version. Reservation confirmation emails will include a link to the online “Move-out Guide”.

Those needing to remain in Residential Housing due to extenuating circumstance preventing return to primary residence will be allowed to stay on campus. Students needing special accommodations will complete an application. Approved students will be moved to Pines Hall after the majority of students have moved off campus. Contingency Plan 2 will be activated.

Policy and Operation adjustments

GSW Residence Hall policies outlined in Contingency Plans 2 will remain for those living on campus.

Dining

GSW will move from Contingency Plan 1 to Contingency Plan 2 regarding dining services for residential students.

Counseling Services

GSW Counseling Services will be prepared to operate at full capacity. Services will include F2F, tele-counseling, and virtual service. GSW Counseling Services is currently staffed with 1 full-time counselor. GSW’s student population is 3000, resulting in a counselor to student ratio of 1:3000. Appointments will be available through web portal or by calling the Health and Counseling Center. Students will be pre-screened to determine type of service option needed. Students will make appointments online. Pre-screening will determine appropriate counseling service: tele or F2F. Students with F2F counseling will be pre-checked outside the waiting room with thermal temperature check via infrared thermometer, be given a mask, and be asked to display their GSW student ID card.

Health Center

GSW Health Center will operate at full capacity for the fall semester. Appointments will be required. Walk-in service will be discontinued. SHS staff will telephone triage all individuals seeking health
services to provide a verbal screening and direction for best health resource options for further evaluation/follow up if scheduling a face-to-face or telehealth appointment is not appropriate. In alignment with RAC/Health colleagues, we will adopt the pre-campus closure model clinics we’re operating on with locked clinic door and clearly posted phone numbers/resources/directions. This initial measure ensures physical distancing to avoid crowding, added staff/patient exposure, and decrease delay in care for high acuity/severe illness or otherwise special needs that the clinic is not suited to manage. Pending availability of PPE, services may be limited to illness related. Meaning immunizations, physicals, testing and preventative services will be temporarily suspended until PPE supplies are adequate.

Health outreach/educational programming will be provided through virtual options and small group F2F with social distancing practices.

Student Counseling Services and Health Center are in shared space. Waiting room lobby will be split to minimize interaction between students with illness and those seeking other services.

**Student Organizations and Student Activities**

Student organizations and the opportunities they provide students are critical components of the student experience. GSW will move from Contingency Plan 1 to Contingency Plan 2 for student organization and student activities.

**Bands and Choral Groups**

GSW activities associated with music are managed in Academic Affairs through the Music Department. Plan 2 will be followed for the duration of time instruction remains online.

**Campus Recreation**

GSW Wellness and Fitness Center is located in the SSC. GSW will move from Contingency Plan 1 to Contingency Plan 2 for campus recreation.

**Co-curricular Requirements**

Any co-curricular requirements for degree attainment should be reviewed and revised as necessary to take into account limitations imposed by a move to fully online delivery and the overall COVID-19 situation. Alternate arrangements should be granted in cases where it will be impossible for a student to meet the requirement.

**Student Unions and Other Community Gathering Locations**

GSW’s community gathering location is limited to the SSC. The SSC may be closed during the duration of the move to online.
Athletics

GSW Athletics program will be guided by NCAA Division II, USG, GDPH, Governor’s COVID-19 Task Force, and the Governor’s office. Most of GSW’s fall Athletics teams require person-to-person interaction that excludes social distancing. GSW will work with the USG and NCAA Division II Peach Belt Conference to determine how/if the competition athletic programs will resume in fall 2020. When additional guidance is available, GSW will submit more detailed plans as appropriate.
Communication

What is communicated when will depend on what point in the semester the transition is made. For that reason, examples of the types of things to be communicated are included in the table below.

<table>
<thead>
<tr>
<th>Content Topic</th>
<th>Audience</th>
<th>Timeline</th>
<th>Content Owner</th>
<th>Critical points</th>
<th>Method of Communication</th>
</tr>
</thead>
</table>
| All instruction will be moving online              | All faculty, staff and students | As soon as a decision is made by the USG | AA/SES President’s Office    | • Expectations for instruction for the rest of the semester  
  • See supervisors for further information  
  • Timeline for implementation | Primary: email  
Secondary: social media |
| Campus Operations Plan                             | All GSW employees            | Within 2-3 days of original email about moving online | President’s Office           | • Expectations for on campus office operations and hours  
  • Safety precautions being taken on campus for those remaining | Primary: email |
| Instructional Expectations                         | Faculty                      | Within 24 hours of notification email | AA                           | • Online expectations for course materials  
  • Expectations for quality control  
  • Online expectations for communications with students | Primary: email |
| Instructional Supports                             | Faculty                      | One week after expectations email | AA                           | • Reminder of professional development online  
  • Reminder of peer mentoring program  
  • Any new workshops requested by faculty | Primary: email |
| Student Expectations for Instruction               | Students                     | Two days after moving online    | AA/SES                       | • What to do if you cannot find your courses  
  • How to contact faculty and people on campus for help | Primary: Email  
and D2L announcements  
Secondary: Social media alerting them to email |
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<tbody>
<tr>
<td>Residential student move-out plan</td>
<td>Students</td>
<td>As soon as a decision is made by the USG</td>
<td>SES – Residential and Campus Life</td>
<td>• Instructions on process</td>
<td>Primary: email, posters</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>• Sign-ups</td>
<td>Secondary: social media, webpage</td>
</tr>
</tbody>
</table>
Fiscal Impact

Specific plans related to tracking and reporting fiscal impacts will be given by the USG Office of Strategy and Fiscal Affairs at a later date.