



**OGLETHORPE**  
UNIVERSITY

COVID-19 Campus Handbook  
Fall 2020 Edition  
Updated September 15, 2020

The Oglethorpe University community finds itself amidst unprecedented times in our country. We strive to find some normalcy and continue our essential purpose by adapting educational and campus activities to best fit the circumstances. In our efforts to do so, the University has convened a number of task forces and working groups to establish how we can move forward. This Handbook serves to formally establish the new protocols, policies, and procedures for the COVID conscious campus environment.

The policies outlined in this handbook are guided by the following principles:

- We hold as paramount the health, safety and welfare of every member of our community.
- Educational access for our students is essential and critical to ensure their success.
- All decisions must be based on prevailing health and safety guidance from the CDC, state and local authorities, and grounded in scientific and epidemiological principles.
- Taking steps to minimize the risk of COVID-19 infections is a shared responsibility. Every member of our community must do their part.

This Handbook touches on a number of different areas which may ordinarily be codified in the University Bulletin, Code of Conduct, Employee Handbook, the university website, among other places. These policies carry the same weight and force as any other established university policy. This Handbook will be published on the university website and a link will be distributed to all members of the community by email. Because of the dynamic nature of the COVID-19 virus, the policies are subject to change, and any changes will be widely announced and updated on the university website and/or Oglethorpe's COVID-19 website. All members of the community agree to abide by this Handbook as a condition of their enrollment or employment with Oglethorpe University.

As of the effective date of this Handbook, course delivery will be remote, and the university campus will be closed but for a limited number of residential students and the staff necessary to support them. More details on options and expectations are outlined in the applicable sections below. Regardless of the learning environment for Fall 2020, the tuition and fees will remain the same for students. The tuition and fees are in exchange for learning, academic credit, and augmented academic and non-academic services that will be provided during this time. The faculty and staff have prepared for quick changes to provide for a productive experience regardless of our physical location.

For those coming to campus, it's critical to understand that, despite our collective efforts, it is impossible to eliminate the risk of positive cases or an outbreak on our campus. It would be disingenuous to suggest otherwise. Community spread of COVID-19 is occurring nationally, including in metro Atlanta. That means the virus is spreading through the community in a way that cannot be attributed to travel to a specific location or exposure to a person known to be infected. We cannot guarantee that people present on our campus will not be exposed to or become infected with COVID-19 and suffer the potentially lethal health impacts of contraction. Members of our community and visitors must be aware and acknowledge such risks. We certainly do not wish this on anyone, and while we are taking recommended steps to mitigate this risk, we cannot categorically guarantee this will not happen.

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## I. Healthy Campus Promotion Plan

### a. Facility & Campus Operations

The university campus will be closed for the Fall 2020 semester for all but residents and essential employees/personnel. Campus access points will be closed or restricted for entry with reservation and check-in protocols. Non-residential students will have no access to campus. Residential students will be permitted in the residence halls, the Turner Lynch Campus Center, and certain outdoor athletic facilities. Residents will not be permitted in academic spaces without advance written permission from the Provost.

Several campus partners who provide staffing services will be essential for campus operations including, Aramark, G4S, and National. These partners are required to follow the same protocol as the campus community. Certain vendors may be allowed on campus only as approved by the Facilities Department. Long term renters or special facility rentals may be permitted by exception only by the Vice President for Business & Finance. Vendors and renters will be directed not to interact with the campus community and secluded to specific locations.

Social visitors are strictly prohibited from campus. Professional or business visitors are prohibited without written exception by a member of the President's Cabinet.

### b. Face Coverings & Social Distancing

Employees, students, visitors and any other person on university property must wear a face covering at all times while indoors. Face coverings are also required outdoors when six-foot physical distancing cannot be maintained. Six-foot physical distancing is otherwise strongly encouraged in all settings and will be implemented in all settings where feasible.

On-campus students, faculty, and staff will be provided with one cloth masks and one face gaiter but may also chose to supply their own. All individuals should have a face covering with them whenever, and wherever they are on campus, regardless of whether a mask is required to be worn at that time. Any individual who enters university buildings without a face mask will be asked to immediately leave. CDC compliant disposable face masks will also be made available throughout campus in various departments and/or buildings for anyone who needs it. Vendors and campus partners (National, G4S, Aramark) are explicitly required to comply with this policy while on campus.

	<p><b>Face Covering</b></p> <p>Face covering means a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears or is wrapped around the lower face. A face covering can be made of a variety of synthetic or natural fabrics, including cotton, silk, or linen. Face coverings may be factory-made, sewn by hand, or be improvised from household items, including but not limited to, scarfs, bandanas, t-shirts, sweatshirts, or towels. Masks with exhalation valves may not be used. Gaiters must be double layered over the nose and mouth.</p>
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Employees may remove face coverings when alone in their own offices or enclosed workspaces. Students may remove face masks in their own residence hall rooms or apartments. Individuals may remove face coverings when actively eating or drinking. Students who require accommodations from the face mask requirement must be registered with Accessibility Services. Employees or campus visitors who require accommodations should contact the Office of Human Resources. Those individuals who are unable to wear face coverings due to a medical or behavioral condition or disability, and have received an accommodation from the appropriate office, may wear an alternate face covering, such as a shield, but must maintain a minimum six-foot physical distance at all times. Face shields are available upon request to the university. All PPE will be procured through a single campus source and employee requests should be made through the COVID-19 task force.

c. Facilities: Measures and Precautions

The following protocols apply to all open facilities unless otherwise indicated in this policy.

All open public spaces will be set up to facilitate 6-foot social distancing. There will be various posted signs throughout campus to guide individuals in proper social distancing (i.e. floor arrows, markers, wall signage). Specific maximum capacities for social distancing will be posted for each classroom, public space, study space, conference room, common space, and must be adhered to at all times. Furniture will be specially arranged to correspond with room capacity/social distancing and can only be moved/removed by facilities staff. Requests for furniture to be moved or re-arranged should be made to the Facilities Department by putting in a maintenance request. Where proper social distancing cannot be achieved in select areas, acrylic barriers will be in place to reduce the risk of airborne transmission. Portable acrylic barriers will be issued to the Office of Residence Life and the Office of Special events to use for any transactional needs during planned events.

Outdoor and event spaces, if approved for use, will be supplied with a social distance guide that lists venue capacities based on static or moving crowds.

Hand-sanitizing stations will be accessible throughout various campus locations including all public spaces and building entries. Foot pedal door hardware will be installed on all public doors to reduce the surface touching of handles and grab bars. Traditional flush valves and fixture

handles will be replaced with touch-free automatic sensors in public restrooms throughout campus. Designated locations that are considered “high touch surface spaces” will be equipped with sanitizing wipe dispensers to allow for self-cleaning before and after use. There will be signage in place identifying these locations as well as highlighting best practices. Additional waste and recycling containers will be strategically placed throughout campus public spaces to encourage healthy behavior and reduce risk of exposure to campus service workers. Acrylic barriers or contact guards will be placed in all high contact/transactional areas. Additional modifications to existing transactional spaces will take place including additional barriers, floor signage, windows, etc. to limit face to face contact and protect employees.

Consistent signage will be implemented throughout all campus buildings in locations where opportunities are provided to wash hands, use sanitizing stations, use sanitizing wipes, maintain social distance, and use no-touch door hardware. These signs will be placed in all open public spaces including restrooms, entry doors, main corridors, open spaces, study spaces, classrooms, elevators, stairwells and fitness facilities.

The university will also implement intensified and more frequent cleaning and disinfection efforts throughout the campus, prioritizing high touch surfaces including doorknobs/handles, elevators, desks/tables, light switches, sinks, counters, and restroom fixtures. Disinfecting foggers will be used to increase cleaning efficiency of high touch surfaces, in addition to increased cleaning. The outlined process and use of equipment and chemicals are approved for use by the CDC. Modified access protocols will be utilized to ensure adequate time for shutdown and cleaning after business hours, or as necessary for any short-term or long-term building shutdowns.

Current standard (MERV 8) air filters will be replaced throughout all campus building HVAC systems with [ASHRAE recommended](#) MERV-13 air filters to reduce risk of airborne spread in all of our campus buildings. All HVAC systems will be in a constant state of flow prior to and while buildings have occupancy as further recommended by ASHRAE. HVAC control systems will be adjusted to ensure the maximum allowable outdoor air cycling into the individual building systems according to system type and use. The facilities staff will check all campus building windows for functionality. Any windows that can be open will be evaluated for operation while considering safety/hazard issues associated. The HVAC water systems will have continuous circulations and all boilers and water heating system and holding tanks will maintain temperatures above 140°F to avoid microbial incursion. ([ASHRAE](#)). Potable water systems will be inspected on a monthly basis while buildings are unoccupied, and a bi-weekly flush of the systems will be conducted during periods of shut down to avoid stagnate water which can lead to bacterial growth.

#### d. Health & Symptom Monitoring (Mobile App)

Oglethorpe has contracted with Lifeguard Digital Health App to implement health screening for all members of the campus community. The Lifeguard App works by monitoring daily user input of potential symptoms of COVID-19. A dedicated team at the university will be on hand to respond to potential cases and monitor aggregate data across the university to anticipate an outbreak. All data maintenance and privacy standards are compliant with FERPA. The Lifeguard

App also allows for a “Circle of Care” where users can opt-in to sharing their updates with parents, guardians, or friends. Participation in the Lifeguard App is mandatory for all faculty, staff, students who will be physically on campus at any point in the semester.

#### e. Dining Facilities

Dining services at Oglethorpe are provided by Aramark, a national food service company, who has trained all employees and informed their operations for COVID conscious food safety protocols. In conjunction with Aramark’s new policies, the university will make adjustments to dining facilities and the flow of diners. As with other facilities, the layout of the dining hall will be adjusted to adhere to social distancing recommendation and additional dining/seating areas will be available outside of the dining hall. All diners will enter at the main entrance and existing exterior doors to the patio will be used for exit-only. Once inside the dining area, signs on the floors and walls will indicate safe waiting distances and foot-traffic flow. All menu items will be “grab and go” for all stations and self-serve stations will be attended by staff. The number of guests entering at any given time to the dining hall will be limited, and scheduled dining/pick-up hours will be used to reduce wait times, lines, and room capacity.

## II. Academic Policies

### a. Attendance & Participation

All academic courses across the university will be delivered in a remote format for the Fall 2020 semester. There will be no in-person participation required or permitted either on or off-campus. Oglethorpe will not have a uniform attendance policy across all classes. Faculty will outline attendance policies in individual course syllabi. Penalties and bonuses for absence and attendance may be used toward academic grading in the same manner as before the pandemic. Individual instructors may set their own policies requiring proof of inability to attend. Students who attend class online from a public indoor location (e.g. study spaces or a lounge) must wear a face covering while attending class and should use at least earphones, if not headsets, to hear and speak with the rest of the class.

### b. Use of Recordings

Each instructor may set their own policies as to the use of recordings of their classes. Some instructors may require synchronous attendance online (via streaming like Zoom) and not post recordings after class. In such cases, it is then the student’s responsibility to obtain notes for that class just as an absence before the pandemic. Other instructors may post recordings of the class after the class is over with the understanding that the recordings are posted for the purpose of studying in the class and may not be uploaded anywhere else (e.g. YouTube). Yet others may share the recordings but only with students with a documented disability related to attending class and using the NDA provided by Accessibility Services for recordings. Any student recording lectures or discussions of the class without prior approval from the instructor shall be considered in violation of the Honor Code for seeking to gain unfair advantage over other students in the class. Distribution and use of someone else’s recording (unless an official

recording as designated by the instructor) is likewise an Honor Code violation. Students with accommodations from the Accessibility Office requiring only an audio recording must complete the relevant NDA, and the instructor may elect to provide the audio, or the student can make their own recording.

c. Honor Code Application

The Honor Code and accompanying policy applies as written for in-person, hybrid, and fully online classes. This includes sharing screenshots of exams, plagiarizing, use of disallowed materials (including other web sites), and other forms of cheating. Potential violations of academic policies that include an Honor Code violation will still be adjudicated by the Honor Council.

III. Residents & Housing Policies

a. Low-Density Housing

The university will operate low-density housing as an option for students this Fall. Students will otherwise be exempt from their residency requirement for the semester. The low-density model will allow for each student to have a private bedroom and bathroom. On-campus COVID-19 testing will be mandatory for all residents upon arrival and prior to campus move-in.

Some students may share a suite common space among two people, instead of four. Suitemates will be viewed and treated as family units. Usual roommate/suitemate agreements will be expanded to cover agreed upon COVID-19 practices for the unit. The agreements will be negotiated and signed by all residents and approved by RAs and Residence Life staff. A final copy will be given to all suitemates, and a copy will be kept with Residence Life. Violations of roommate/suitemate agreements that are related to COVID-19 will be immediately be escalated to the COVID Conduct Panel (CCP).

b. Baseline Testing & Testing Prior to Campus Arrival

Students who are symptomatic in the two weeks prior to arrival on campus must seek medical evaluation. Students who have moderate to severe symptoms should remain home and receive medical care. Students who have mild symptoms but test positive must remain off campus until they are “cleared” in accordance with the quarantine and isolation guidance in this policy. Students who do not have symptoms of COVID-19 are not required to test prior to arrival.

All students are required to take a baseline test upon arrival to campus. Students who are symptomatic will be immediately referred for medical evaluation and care. Students who test positive but have mild symptoms will be permitted to stay on campus but will be required to isolate in their rooms. Refer to the Response to COVID section for more details.

c. Petrel Pause

The two weeks preceding and following move-in constitute the highest risk period for campus spread. The combined four-week period has been designated as the “Petrel Pause” during which enhanced social distancing is required. Prior to arrival that means that students must limit opportunities for exposure by staying in their homes or recreating outdoors with members of their household. Once on campus, students will be required to stay in the boundaries of the university and a list of pre-approved destinations. Students may otherwise only leave in case of emergency or by exception from Residence Life. Further information will be provided directly to residents.

d. On Campus Expectations

After the Petrel Pause, if cases are contained on campus and residents achieve full compliance with the Lifeguard App, residents may create their own social pods of up to 10-12 total students for relaxed social distancing. RAs will maintain their own pod after their initial arrival. Residence Life will create rules and guidelines surrounding these pods.

All group gatherings must adhere to the face covering and social distancing standards outlined in this policy. Indoor gatherings on campus are prohibited without the written approval of Campus Life and may not exceed the posted room requirements. Outdoor gatherings on campus are limited to under ten individuals without prior approval of Campus Life. All SGA and university recognized organizations are held to the standards and protocols outlined in this Handbook for both on and off campus events. Any group, including the responsible individuals, will be subject to the CCP. SGA and student organizations will also be subject to group sanctions and funding limitations as provided in the University Bulletin.

e. Off Campus Expectation

Residents may leave campus after expiration of the Petrel Pause but must adhere to the same mask and social distancing policies while away. Attending off-campus indoor social gathering of ten or more people is strictly prohibited. Students may not eat indoors at restaurants, enter bars, or enter fitness facilities that do not have a mandatory face covering policy. Students who travel out of state must inform Residence Life and may be required to take another test before returning to campus.

	<b>No indoor gatherings with 10 or more people.</b>
	<b>No indoor dining.</b>

	<b>No entering bars.</b>
	<b>No entering gyms, fitness centers, or group exercise classes without mandatory mask policies.</b>
	<b>Report out of state travel to <a href="mailto:residencelife@oglethorpe.edu">residencelife@oglethorpe.edu</a></b>

f. Residence Hall Visitors

There will be no visitors permitted in the residence halls during the Petrel Pause, aside from approved visitors on move-in day. The strict no visitor policy includes residents who reside in other suites or buildings. After the Petrel Pause, residents may visit each other if wearing a mask and maintaining social distance. No outside visitors will be permitted in the residence halls at any time aside from moving days. First violations may be handled by Residence Life and referred to the CCP thereafter.

g. Facility Care & General Precautions

Common rooms, common bathrooms, laundry rooms, elevators, handrails, and exterior doors will be sanitized each day by facilities staff. Hand sanitizing wipes, stations, and masks will be provided in the residence halls for each resident. Disinfecting protocols will be added to the daily cleaning routine of all public spaces in the residence hall buildings. Hand-sanitizing stations will be in every residence hall common space and entry zones. In-suite cleaning will be conducted by facilities staff on a routine basis.

Seating in common areas will be reconfigured to maintain recommended social distance and may only be moved or relocated by facilities or residence life staff. The maximum allowed occupancy in common spaces/lounge areas will be posted outside each room and may not be exceeded at any time. Common room kitchens will be closed and off limits. A violation of policies related to common areas may result in the closure of common rooms for an extended period.

Facilities and security staff will update procedures and additional training in accordance with CDC standards in trash and recycling removal from residence halls, maintenance entry for repairs, and incident response. All staff members that enter the residence halls must wear masks and practice social distancing.

Residents are required to wear masks when coming and going from the residence halls, including in common areas and hallways. Students will not be required to wear a mask in their personal room/suite as agreed to in their roommate/suitemate agreements.

#### IV. Student Expectations

##### a. General Expectations

The safety of our campus is a shared responsibility, and everyone must do their part. The nature of the COVID-19 virus and how it can quickly spread, means that the community is only as safe as our weakest link. Meaning, one or two people on campus who do not follow the safety protocols create a risk of outbreak for everyone. While we believe strongly that our students understand this, the university is instituting new conduct measures to quickly react to any actions which may run contrary to the policies in this Handbook and thus inherently pose a risk to the community. The intent of these measures aimed at deterrence and protecting others rather than punishment.

##### b. COVID Conduct Panels

Oglethorpe has established a COVID Conduct Panel. The objective of this panel is to review COVID conduct violations submitted through our conduct system, including the online complaint form, and adjudicate appropriate sanctions. The panel will be guided by a tiered approach that classifies offenses based on their severity as well as provide sanctions that correspond to the severity of the offenses.

Tier One offenses represent simple offenses such as not wearing face coverings in public spaces, ignoring occupancy guidelines for campus spaces, or any other misconduct deemed to not be egregious or willful in nature. *Recommended base sanctions: Warning and Education. Any subsequent violations, either during the appeal period or after, will immediately elevate the case to either Tier Two or Tier Three.*

Tier Two offenses are repeated Tier One offenses as well as offenses that are deemed to be more serious in nature than Tier One. *Recommended base sanction: Temporary removal from community with required negative COVID test within 36 hours prior to return to campus, or revocation of benefits. Testing or temporary housing will be at the student's expense. Any subsequent violations, either during the appeal period or after, will immediately elevate the case to a Tier Three violation.*

Tier Three offenses are ones that are egregious, and represents willful and malicious behavior that puts the community at risk of COVID exposure; examples include, but not limited to, coughing/spitting/sneezing on or near other individuals, having/hosting/attending large group gatherings/parties/events that violate mandated limits, bringing/hosting nonresidential guests on campus, and having already been found in violation of a lower tier offense. *Recommended base sanction: Removal from community for the remainder of the semester.*

Students will be notified of any offense by Oglethorpe email. All notifications will include, date, time, and any applicable facts of the alleged violation. Given the need for 100% compliance with COVID guidelines, the Respondent is presumed responsible. The individual may appeal any finding within 24 hours of a notification in writing by Oglethorpe email to the Dean of Students.

## V. Athletics

### c. University Sponsored Athletics

The Southern Athletic Association's (SAA) Presidents' Council suspended all conference athletic competition through the 2020 fall season. The SAA will continue to monitor the situation with the intent of resuming fall sport competition in early 2021. A decision pertaining to athletic competition during the subsequent spring semester will be determined by the Southern Athletic Association's Presidents' Council at a later date. All in-person training activities and team gatherings will be barred throughout the semester.

### d. General Use of Athletics Facilities

The facilities and athletics departments are working to maintain access to certain athletics facilities in a modified manner. The Howell Tennis Courts (lower three), the Track and Turf Field, and the Salamone Fields will be open from 9AM-6PM Monday-Friday with limited weekend hours, or as otherwise posted by the Athletic Department.

The Schmidt Athletic and Recreations Center (including Dorough Gym), as well as Anderson Baseball Field and the associated batting cages will be closed until further notice. These facilities may be open to residents if it becomes feasible at a later point in the semester.

## VI. Response to COVID-19 Cases & Testing

### a. Testing

Oglethorpe has partnered with Emory Healthcare's Peachtree Immediate Care (PIC) for testing capabilities. PIC is located immediately next door to the university campus on Peachtree Road. Our partnership provides for blocked timing for drive through and on-campus testing. All students and employees who will be on campus for Fall 2020 must take a baseline test once on campus. Additional testing is mandatory for anyone in the on-campus community who is experiencing COVID-19 symptoms. Any positive tests should be reported immediately to [healthinfo@oglethorpe.edu](mailto:healthinfo@oglethorpe.edu). Specific instructions for baseline and follow-up testing will be provided to those identified for on-campus participation.

### b. Case Management

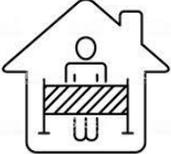
The university will have designated staff serving as case managers to assist with tracking and management of incidents of COVID-19 on campus. The county and state are engaged in professional contact tracing and remain the ultimate authority to that end. However, as an additional level of mitigation, university case managers will make best efforts to identify and contact individuals who have been exposed to COVID-19. Case managers will also assist with communication and services for community members under quarantine and isolation.

c. Quarantine & Isolation

Mandatory isolation will be imposed for student-residents who test positive test for COVID-19 and want to remain on campus. All residents will have a private room and bathroom where they can isolate. The university will also provide meal delivery and assign a case manager. Employees who test positive for COVID-19 should isolate in their own homes.

A mandatory quarantine period will also be imposed for anyone on campus who is exposed to someone else with COVID-19. Campus residents should quarantine in their assigned rooms. Employees must remain off campus during the quarantine period.

All member of the campus community must receive an “all clear” from their university case manager prior to reentry based on the following:

	<p><b>Quarantine</b></p> <p>14 days since positive notice of exposure AND no interval development of symptoms</p>
	<p><b>Asymptomatic Isolation</b></p> <p>10 days since positive test AND no interval development of symptoms</p>
	<p><b>Symptomatic Isolation</b></p> <p>10 days since symptom onset for mild/moderate OR 20 days for severe/critical/immunocompromised</p> <p>AND</p> <p>24 hours since symptom recovery</p>

d. Response to Outbreak

The university will review symptom and infection data on a daily basis and establish threshold and alert levels based on expert guidance and local public health officials. Alert levels may require strict adherence to guidelines, sheltering in place, or campus closure. Based on national infection rates, the community can expect that a percentage of the residents will be positive for COVID-19 upon arrival. Understanding that the following two-week period may lead to a small uptick, the community aim is for cases to decline thereafter and remain at or below baseline levels.

## VII. Employee Expectations

Policies in this section are in addition to those applicable throughout this handbook, including testing requirements and mask and social distance polices. Oglethorpe further adheres to all federal and state laws related to COVID-19 and the workplace, including but not limited to, updates to FMLA regulations.

### a. Work Schedules and Employee Access to Campus

All employees are directed to continue to work remotely unless designated as “essential” by a Cabinet member. The university campus will operate under restricted access to limit density and decrease the spread of COVID-19. As such, employees will not have regular access to campus, and are not permitted to work from their office or other locations on campus. Employees who need to enter campus for extenuating circumstances; either for a single visit, or recurring visits, must receive prior written approval from a Vice President or Cabinet member. Procedures for faculty who require access to campus to film lectures or to access lab space are discussed in this section below. Any employees allowed on campus under these exceptions should remain to themselves and are strictly prohibited from meeting with students or other employees.

Regardless of work location, employees should work directly with their supervisors on their schedule and arrangements. Supervisors will remain flexible and understanding during this time. To the extent possible, the university will continue to utilize student workers who can work remotely; however, no student jobs will be allowed on campus.

### b. Meetings

Continued physical distancing remains critical to prevent further spread of COVID-19. Zoom or Teams are the preferred method to conduct meetings (even one-on-one sessions) and facilitate group discussions. Other methods of communicating with colleagues include email, instant messaging and phone. In-person meetings for essential employees must adhere to mask and social distancing protocols, including maximum occupancy for campus facilities.

### c. In-office Protocols for Essential Employees

Managers and supervisors will coordinate work schedule and activities to allow at least 6 feet between employees, or between employees and other persons, for example, contractors or visitors. This also applies to break rooms, conference rooms, and other spaces. For office settings such as cubicles or shared workspaces that are close together, distances of at least 6 feet between employees in the office is required at all times. Faculty and staff will be responsible for cleaning and maintaining their individual workspaces, including desks, chairs, and computer equipment.

d. Faculty Filming on Campus & Access to Labs

Designated room(s) will be prepared to allow for faculty to pre-record lectures and classes. These facilities will be available for reservation during business hours with prior sign up. Faculty are instructed to bring their own microphones. Faculty seeking to film classes in science labs or otherwise needing to access labs in the Cousins Center will be provided a schedule of available dates and times, however those faculty members will be responsible for wiping down and sanitizing the lab after use. The Provost office will administer sign up procedures for all reservations.

	<b>Lecture / course recording in designated spaces with advance sign up.</b>
	<b>Science lab recording &amp; work in the CSSI under pre-approved schedules.</b>

e. Employee Sick Protocol

All employees are required to stay home if they are sick or if any person living in the same residence is sick with COVID-19 symptoms. Employees who become ill at work should go home immediately. As soon as possible, employees should let their supervisor know and then alert the Human Resources Director [sbutler1@oglethorpe.edu](mailto:sbutler1@oglethorpe.edu) if the employee tests positive for COVID-19.

f. Required Compliance

Individuals who violate the policy will be given an opportunity to correct their behavior and may be required to attend training. Repeated acts of non-compliance will result in the individual's removal from campus until compliance is achieved. Continued non-compliance may result in disciplinary action for faculty and staff up to and including separation from the university. Oglethorpe will utilize existing disciplinary action regulations and policies but hopes to achieve compliance through a culture in which everyone on campus is dedicated to protecting each other's health and well-being.