

**Middle Georgia State University  
Workplace and Health Safety  
Reopening Document**

REVISED JUNE 22, 2020

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This document contains Middle Georgia State University's Workplace and Health Safety plans and considerations for bringing faculty, staff and students back to campus in the wake of the COVID-19 pandemic. Throughout this document, CDC AND GDPH recommendations are noted and relied upon. If these recommendations change, it is the intention of MGA that the same be automatically incorporated herein by virtue of their reference in this initial planning document. This document is organized into four sections noted by I, II, III and IV. Section III contains answers to each Workplace & Health Safety question and is organized by the following five subsections; (a) Preventative Practices, (b) Mitigation and Monitoring Practices, (c) Cleaning/Sanitation Practices, (d) Travel and (e) Enforcement Practices.

**I. Please provide a list of workplace and health safety guidance outlined above that will be impossible to implement on your campus, the reason for the inability to implement, and mitigation plans.**

1. Social distancing in classrooms, laboratories, cafeterias, and residence hall rooms.

**Reason for the inability to implement** – due to large population of students, faculty and staff in addition to walking traffic going to and from buildings, social distancing will be a challenge on our 5 campuses; classrooms and cafeterias are not large enough to accommodate social distancing recommendations.

**Mitigation Plan(s)** –

- (a) We will highly recommend the wearing of protective facial masks in all campus buildings by all students, faculty, staff, and visitors.
- (b) Six-foot markers will be located in all buildings on floors and sidewalks where there is a potential for lines to form (e.g. Administrative Assistant Workspaces, cafeterias, registrar's office, financial aid office, advising waiting rooms, campus security office, etc.)
- (c) Post signage reminding all students, faculty, staff and visitors of CDC AND GDPH precautions. Implement "fun" health education events.

2. Mandatory temperature checks

**Reason for the inability to implement** – lack of available digital touchless thermometers, lack of available and qualified staff members who have the time to perform temperature checks on 5 campuses daily.

**Mitigation Plan(s)** – Normal temperature should not exceed 100.4 degrees Fahrenheit without the aid of fever-reducing medications. If an employee shows a temperature above 100.4, the employee will be sent home and should contact their healthcare provider. In order to return to work, employees should provide proof of a negative COVID-19 test result **OR** should be without a fever above 100.4 for a period of 72 hours without the aid of fever-reducing medications and have no additional symptoms.

We are aware that DPH **does not** recommend using a test-based strategy for returning to

school for children or adults (2 negative tests at least 24 hours apart) after CDC has reported prolonged polymerase chain reaction (PCR) positive test results without evidence of infectiousness. Although persons may have PCR-positive tests (the way in which healthcare systems are testing citizens for COVID-19 using the nasopharyngeal swab) for up to 6 weeks, it remains unknown whether these PCR- positive results represent the presence of infectious virus. At this time, PCR positive specimens capable of producing disease have not been isolated more than 9 days after onset of illness; hence the reason to remain in isolation for at least 10 to 14 days after the onset of symptoms (\*Source: DPH, Return to School Guidance After COVID-19 Illness or Exposure; June 5, 2020).

Employees who are sent home should use applicable leave options.

- II. Please indicate the type of equipment/products you currently are unable to access for purchase or that has been included in the GEMA supplies inventory that will be required for implementing the Workplace and Safety guidance (e.g. cleaning products, hand sanitizer etc.)**

See attached spreadsheet as Addendum 1.

- III. Given the above referenced guidance, outline your institution's plan for initially returning employees to work. Be sure to include the order in which your plan will be implemented. What types of arrangements will exist for your employees, (e.g. rotating work schedules for on campus and teleworking)? Please note any exceptions you foresee that will be necessary to bring individuals back to campus (e.g. maintenance repairs that require more than one person present for safety reasons.)**

**(a) PREVENTATIVE PRACTICES**

*What would social distancing look like in various places on campus (work areas, classroom, dining halls, residence halls, etc.?)*

Work Areas – At frequently traveled entry ways, a plexiglas divider needs to be placed at workstations as a barrier between the person entering and the MGA employee person. This would include Administrative Assistant Areas, Counseling Centers, Advising Spaces, Central Receiving, Financial Aid Office, Registrar's Office, Bursar's Office, Libraries, Admissions Office, Wellness Centers, Computer Labs, Computer Kiosks, etc. Desks and other work areas should be arranged with appropriate distance, and locations for safe distance marked as such.

Classrooms – Deans, Chairs, and Faculty should review the fall schedule to determine which classes can function as effectively online or in a hybrid method in comparison to the face-to-face classroom, especially upper-level classes. It is highly recommended that all students, faculty, and staff are required to wear a respiratory covering or mask in order to avoid the transmission of the coronavirus among the campus environment. In the event an individual who has come on campus is proven to test positive for the virus, we will implement the proper protocol as recommended by CDC AND GDPH guidelines.

Dining Areas – MGA’s Dining Services plans to reopen dining facilities in fall 2020 and will have reopening guidelines that adhere to CDC AND GDPH guidelines, as well as follow the SERV Safe National Restaurant/Dining Association COVID-19 Reopening guidelines.

Reopening guidance on social distancing includes:

1. Place a limit on number of individuals that can enter dining facility at a time (determined by space)
2. Update floor plans for common dining areas, redesigning seating arrangements to ensure at least six feet of separation between table setups (if sit down eating is considered or allowed at the time of reopening)
3. Limit table seating to no more than the established maximums approved as recommended by the CDC AND GDPH or approved by local/state government.
4. Post signage at the entrance of dining areas that states no one with a fever or symptoms of COVID-19 is to be permitted into dining area and signage to state social distancing guidelines in facility.
5. Limit contact between dining employees and students – where face coverings are not mandated, consider requiring dining employees to wear face coverings (as recommended by the CDC AND GDPH) if they have contact with students
6. If practical, physical barriers such as partitions or Plexiglas barriers at registers are acceptable.
7. Provide hand sanitizer for guests to use, including contactless hand sanitizing stations in dining areas and post signs reminding students of about social distancing while moving about dining areas.
8. Try not to allow guests to congregate in dining areas that normally have high traffic while waiting for food – design a process to ensure guests stay separated while waiting to be served. This process can include floor markings, outdoor distancing, etc.
9. Limit the number of individuals at each food station/work station – they should be staggered.
10. If seating is not recommended/permitted in dining areas, adjust for pickup meals only with to-go boxes.

Hallways leading to classrooms – blue tape strips 6’ apart should be placed in the hallways to help students see distance to maintain from person they are following. Rules will need to be no standing in hallways, but movement to class. No standing in doorways and proceed to seats in class from back forward. Teachers will dismiss students in a fashion that maintains social distancing.

Stairways – those stairways that are thin will need to be listed as one-way, like the ones in the School of Arts and Letters on the Macon campus. Others will need to be marked for how traffic flows where there is peculiar structuring, like the ones in Russell Hall on the side facing Sarah Street. When possible, maximize lower level classrooms to avoid high traffic on stairways.

Elevators – due to social distancing, only one person at a time should use an elevator. This means primarily only used by those physically needing them.

Doorways to buildings – constant cleaning will occur on all doorway handles and entrances. ADA doorways should be monitored for proper functionality often.

Walkways between buildings – blue paint markers 6’ apart as above.

Residence Life – MGA’s plan to reopen residence halls relies on students continuing to adhere to social distancing guidelines whenever possible and to continue to limit gatherings. The Center for Disease Control’s guidelines for social distancing can be found [here](#).

In order to ensure a smooth transition and to limit the spread of COVID-19, MGA Housing & Residence Life will develop a plan for a staggered fall move in. Following the success of the mandatory Spring Move Out, JotForms would be used to extend the move in period from 1 to 5 days. Students and parents would then be able to select a move in time that is conducive to their schedule and access to transportation. Move in appointments would be scheduled in 15-minute increments to avoid having more than 10 people on any wing of any hall at any one time period. This plan then allows 2.5 hours for a student to get checked in and moved in. Finally, this plan inadvertently speaks to any parking issues and access to rolling bins that can arise during a normal move in day.

Visitation in residence halls would continue to remain suspended until USG guidelines suggest it returns. Monthly health and safety checks would continue to be employed in every building associated with on campus housing. MGA Housing/Residence Life would also ask students to self-monitor at all times and develop educational programming via Resident Assistants (RA's) that speak to new and relevant information related to COVID-19. MGA Health Services will be open to consult students as needed.

***Do office set-ups need to be adjusted to ensure social distancing?***

Yes. MGA will measure distances to assure seating is at least 6 feet apart. Clear plexiglas barriers at entryways as stated earlier.

***What policies, guidelines, and practices do we recommend for vulnerable faculty, staff, and students?***

Accommodations will be offered to vulnerable populations that are considered at higher risk which are defined [here](#).

Faculty – flexible hours to access office space at times when there will be fewer in hallways leading to office. Door closed during office hours with signage to knock to request entry. Online office hours should be considered as an alternative to face-to-face meetings. Maximize online communication and instruction. Managers should consult Human Resources as appropriate.

Staff – Clear plexiglas barriers as stated earlier at high traffic entry areas. Defined seating areas with proper social distancing measured. Consider teleworking options as recommended by CDC AND GDPH for vulnerable populations. Managers should consult Human Resources as appropriate.

Students – All students with chronic medical conditions should commute or continue utilizing online education. Students assigned to live in the residence halls and they have a weakened condition should refrain from residing on campus until the medical situation is minimized.

Students who have been told to mandatorily quarantine themselves for two weeks due to a positive COVID-19 test result or recent exposure to a COVID-19 patient should notify their instructor of their status. They should also submit relevant information in the MGA COVID-19 portal using this link: <https://www.mga.edu/coronavirus/self-report.php>. Once the information has been submitted, Dr. Tara Underwood (the MGA COVID19 Point of Contact) will inform the Assessment Care Team in order to begin the process of student Wellness Checks, following the process outlined on Addendum 2, on those students during their quarantine period. Students who have been hospitalized should give notification to their instructors. If instructors are aware of a student's COVID-19 status, they should encourage the student to submit information in the MGA COVID-19 portal. The ACT and the instructor will address the matter and offer solutions for the student to complete coursework after the student is released from the hospital via the Academic Contract which is attached hereto as Addendum 3.

MGA Housing/Residence Life recommends that vulnerable residential students commute to on campus classes or continue utilizing online education as long as guidance remains in place at the state level for members of vulnerable groups to continue to shelter at home.

How do we address students with disabilities? Students with disabilities will be treated like everyone else. Their academic accommodations will outline what they are entitled to receive. Student with medical conditions, physical limitations, vision and hearing impairments will have their situations handled on a case-by-case basis.

Who is our contact person at the local Department of Public Health? Dr. Tara Underwood is the Point of Contact for Middle Georgia State University and will work as our liaison with the following Health District staff members:

#### **North Central Health District**

*Amber Erickson, MPH  
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***What policies, guidelines, and practices do we recommend for individuals who are caring for someone who is considered vulnerable?***

Utilize the Academic Contract when applicable. Refer to the Families First Coronavirus Response



Act (FFCRA) for more details and guidance for employees.

***What supplies and equipment do we need to purchase for use on campus regarding prevention?***

Purchase necessary clear plexiglas barriers at high traffic entry ways. Appropriately stocked disinfectant cleaner, plexiglas equipment, disinfectant foggers and sanitizer stations.

***Additional information relative to the use of plexiglas.***

The term plexiglas refers to a clear “protective screen.” The areas where people visit campus post offices do provide a plastic sheet as protection for those in this high traffic area and should be part of the consideration for providing a protective barrier where needed. Here are our recommendations for how to work with high traffic areas.

1. We recommend MarComm provide uniform COVID 19 related sign templates to provide instructions on how visitors can access high traffic areas. A large “Stop Sign” may be a universal example designed in a manner that allows a unit to add instructions on how to enter the area. The instructions may include, but not limited to
  - a. Call or text a number before entering
  - b. Knock and wait for permission to enter
  - c. Look through the glass doorway for a clear area before entering.
2. High traffic areas will be marked with tape or some other equivalent to show visitors how they should space themselves when entering such areas.
3. Managers of high traffic areas will need to review the possibility of redesigning the space to provide protection with social distancing. If there are areas where this is not possible, they should report this to Facilities.
4. Facilities will work on creating standard desk top Plexiglas units that can be used to protect vulnerable employees who are not able to work remotely. The basis for providing protection will be someone with health issues, or someone in an area that cannot be redesigned to provide the protection provided by social distancing. There should also be a review as to whether this or plastic sheeting or another alternative would be more beneficial in each area.
5. The Health Clinic is an area that may need different support due to the more vulnerable environment.
6. Facilities plans on providing a protective screen at all point of sale locations.

We support the use of some sort of protective screen in high traffic areas to protect employees, students, and visitors. These recommendations are made to provide flexible alternatives as to how to best approach this issue in different areas.

**(b) MITIGATION AND MONITORING PRACTICES**

**Helpful Links to Resources:**

<https://www.CDC.gov/coronavirus/2019-ncov/community/colleges-universities/index.html>

**According to the Centers for Disease Control & Prevention:**

Institutions of higher education (IHE), working together with local health departments, have an important role in slowing the spread of diseases, and protecting vulnerable students, staff, and faculty to help ensure a safe and healthy learning environment.

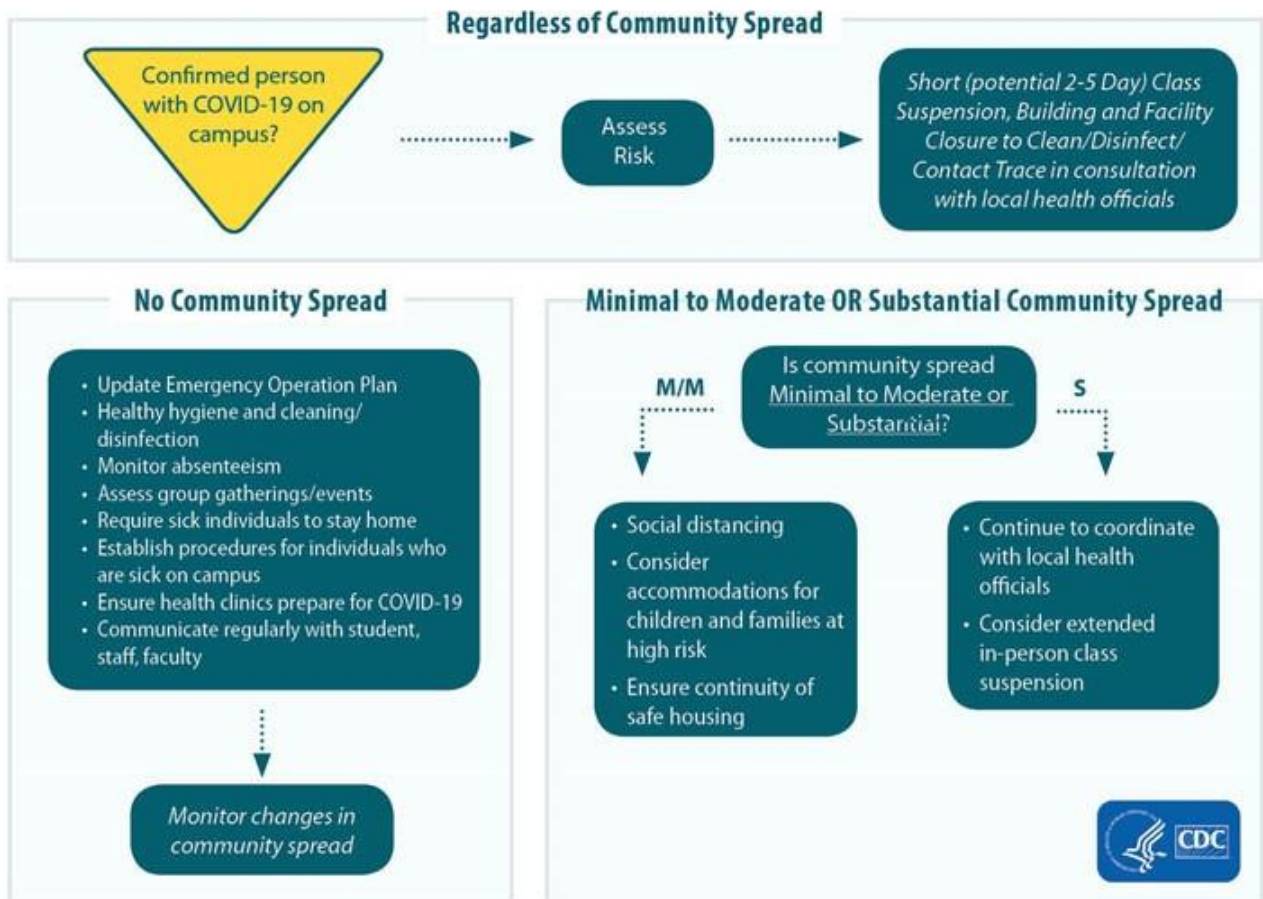
Guidance for IHE is organized into three categories based on the level of community transmission:

1. when there is no community transmission (preparedness phase),
2. when there is minimal to moderate community transmission, and
3. when there is substantial community transmission. Consult with your local health department to determine what level of transmission is currently occurring in your community.

Guidance is also provided for when a confirmed case has entered an IHE, regardless of community transmission.

All decisions about implementing IHE-based strategies (e.g., class suspensions, event cancellations, other social distancing measures) should be made in collaboration with local health officials.

## Institutions of Higher Education (IHE) Decision Tree



### *What health services is the institution equipped to offer?*

Who – Ms. Autumn Lucas, Nurse Practitioner & (pending new nurse for Cochran and Eastman's residential campuses)

When – Clinic Hours: Monday – Thursday 9am to 5pm; Friday appointment only

Where – Macon & Cochran Campuses

Why – Potential COVID-19 symptoms by students

Student Health Services/Health Clinics is not currently equipped to offer any additional services beyond ambulatory clinic/episodic care model for minor illness/injury

***What partnerships with local healthcare providers need to be in place?***

See pages 35-38 for a list of local healthcare facilities for all campuses.

***What are the policies and practices that need to be in place to accommodate the most vulnerable populations?***

Higher Risk Populations – Upon request, employees who are at higher risk for severe illness with COVID-19 should be given an opportunity to continue to work remotely or be given arrangements to ensure they can work with limited face-to-face contact with other individuals. Employees who live with or care for an individual who is considered higher risk may exercise appropriate leave provisions. Based on what is known to date, the Georgia Department of Public Health (GDPH) identifies higher risk as:

- 1) Older adults (65 or older)  
People of all ages with underlying medical conditions, including, but not limited to:
  - People with chronic lung disease or moderate to severe asthma
  - People who have serious heart conditions
  - People who are immunocompromised
  - People with severe obesity (body mass index of 40 or higher)
  - People with diabetes
  - People with chronic kidney disease undergoing dialysis
  - People with liver disease

Employees will be required to submit a written request detailing their needs and requested support to Human Resources.

All students with chronic medical conditions should commute or continue utilizing online education. Students assigned to live in the residence halls and who have a weakened condition should refrain from residing on campus until the medical situation is minimized.

**Contact Tracing**

USG is working with GDPH to determine the best avenue for contact tracing on the USG campuses. Contact Tracing is an important part of an overall comprehensive approach. Additional requests related to campus planning for contact tracing and any necessary training will be given in the future.

Middle Georgia State University has five campuses located in the North Central Health District (Bibb and Houston counties) and South Central Health District (Bleckley, Dodge and Laurens counties). At the current time, contact tracing is conducted by staff members from these health districts. Once a student or an employee has been tested for the virus, they should utilize the MGA COVID-19 portal using this link: <https://www.mga.edu/coronavirus/self-report.php> in order for the established protocol to be activated and to determine if other individuals who were potentially

exposed to the virus be contacted for testing and precautionary purposes.

Potential contact tracing populations include, but are not limited to:

- 1) Commuter students
- 2) Dual-enrolled student to include Georgia Academy
- 3) Faculty/staff
- 4) Vendors and other campus visitors
- 5) Residential students living in dormitories

***What happens when someone has COVID-19 symptoms?***

Individuals with suspected COVID-19 symptoms should go to the nearest healthcare provider or COVID-19 testing site as soon as possible in order to do one of the following:

- 1) get tested at an approved COVID-19 site
- 2) receive a referral to be tested for the virus (Referrals are not required in the South Central Health District)
- 3) submit information that pertains to their COVID-19 exposure or status in the MGA COVID-19 support portal at this link: <https://www.mga.edu/coronavirus/self-report.php>

See below for details:

**North Central Health District** (includes the following counties: Baldwin, Bibb, Crawford, Hancock, Houston, Jasper, Jones, Monroe, Peach, Putnam, Twiggs, Washington, and Wilkinson Counties)

<https://northcentralhealthdistrict.org/expanded-testing-for-covid-19-in-georgia/>

COVID-19 Testing Line can be reached by calling **1-844-987-0099**.

Call line hours: M-F 8 a.m. 7 p.m. & Sat 8:30 a.m. – 5 p.m.

**South Central Health District** (includes Bleckley, Dodge, Johnson, Laurens, Montgomery, Pulaski, Telfair, Treutlen, Wheeler, and Wilcox Counties)

COVID-19 Test Center Line can be reached by calling **478-275-6570**

<http://southcentralhealth.info/>

See residential student plan for students living in residence halls

Using the GDPH guidelines for discontinuing home isolation, the affected employee/ student may return to work when he or she has met all three of the following criteria:

- 1) No fever for at least 72 hours (three full days of no fever without the use of medicine that reduces fevers) AND
- 2) No symptoms AND
- 3) Gone at least ten days since symptoms first appeared

Supervisors who observe an employee with multiple symptoms that could be related to COVID-19, should consult with their Human Resources office to require an employee to

return home and seek medical care. If the symptoms are related to COVID-19, the employee should submit information in the MGA COVID-19 portal at this link: <https://www.mga.edu/coronavirus/self-report.php> .

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

Employees who are sick but not with COVID-19 symptoms should follow their normal medical care provider's direction. As with other medical issues/conditions, University faculty/staff should work with students to provide appropriate adjustments/delivery of course materials and course requirements.

### ***What happens if someone tests positive for COVID-19.***

Any IHE in any community might need to implement short-term building closure procedures regardless of community spread **if an infected person has been on campus**. If this happens, CDC AND GDPH recommends the following procedures, regardless of level of community spread:

**Coordinate with local health officials.** Once learning of a COVID-19 case in someone who has been on the campus, immediately submit information in the MGA COVID-19 portal using this link: <https://www.mga.edu/coronavirus/self-report.php> . Once information has been submitted in the portal, the employee should contact the applicable Health District in order to gain further instructions and arrange a COVID-19 test. At this time, the contact tracing protocol will also be implemented.

The MGA University Liaison, Dr. Tara Underwood, will be working with the following individuals concerning updates and other relevant information that pertains to COVID-19:

#### **North Central Health District**

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*Director of Epidemiology, Community Assessment and Research Initiatives*

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 Phone: 478-275-6545

### **Work with local public health officials to determine cancellation of classes and closure of buildings and facilities.**

IHE administrators should work closely with their local health officials to determine if a short-term closure (for 2-5 days) of all campus buildings and facilities is needed. In some cases, IHE administrators, working with local health officials, may choose to only close buildings and facilities that had been entered by the individual(s) with COVID-19. This initial short-term class suspension and event and activity (e.g., club meetings; on-campus sport, theater, and music events) cancellation allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the IHE. This allows the local health officials to help the IHE determine appropriate next steps, including whether an extended duration is needed to stop or slow further spread of COVID-19.

- 1) Local health officials' recommendations for the duration and extent of class suspensions, building and facility closures, and event and activity cancellations should be made on a case-by-case basis using the most up-to-date information about COVID-19 and the specific cases in the community.
- 2) Discourage students, staff, and faculty from gathering or socializing anywhere. This includes group childcare arrangements, as well as gathering at places like a friend's house, a favorite restaurant, or the local coffee shop.

**Communicate with students, staff, and faculty.** Coordinate with local health officials to communicate dismissal decisions and the possible COVID-19 exposure.

- 1) This communication to the IHE community should align with the communication plan in the emergency operations plan.
- 2) Plan to include messages to counter potential [stigma](#) and discrimination.
- 3) In a circumstance where there is a confirmed COVID-19 case that has been on campus, it is critical to **maintain confidentiality** of the student, faculty or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act, as applicable.

**Clean and disinfect thoroughly.**

- 1) Close off areas used by the patient. Open outside doors and windows to increase air circulation in the area and then begin cleaning and disinfection.
- 2) Utilize disinfectant fogger machine in the room if available.
- 3) Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the COVID-19 patient focusing especially on frequently touched surfaces.
- 4) If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
- 5) For disinfection most common EPA-registered household disinfectants should be effective. A list of products that are EPA-approved for use against the virus that causes COVID-19 is available on the CDC AND GDPH website. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
- 6) Additional information on cleaning and disinfection of community facilities such as schools can be found on [CDC AND GDPH's website](#).

**Make decisions about extending the class suspension and event or activity**

**cancellation.** Temporarily suspending classes is a strategy to stop or slow the further spread of COVID-19 in communities.

- 1) When classes are suspended, the MGA COVID-19 liaison should work closely with local public health officials to determine if some buildings and facilities may stay open for staff or faculty that are not ill while students temporarily stop attending in-person classes.
- 2) The MGA COVID-19 liaison should work in close collaboration with local public health officials and the IHE's university system to make class suspension and large event and activity cancellation decisions. IHE are not expected to make decisions about suspending classes or canceling events on their own. IHE can seek specific guidance from local health officials to determine if, when, and for how long to take these steps. The nature of these actions (e.g., geographic scope, duration) may change as the local outbreak situation evolves.
- 3) The MGA COVID-19 liaison, along with members of the President's cabinet, should seek guidance from local health officials to determine when students, staff, and faculty should return to campus and what additional steps are needed for the IHE community. In addition, students, staff, and faculty who are well but are taking care of or share a home with someone with a case of COVID-19 should follow instructions from local health officials to determine when to return to campus.

**Implement strategies to continue education and other related support for students.**

- 1) **Ensure continuity of education and research.**
  - a) Review continuity plans, including plans for the continuity of teaching, learning, and research. Implement e-learning plans and distance learning options as feasible and appropriate.
  - b) Ensure continuity plans address how to temporarily postpone, limit, or adapt research-related activities (e.g., study recruitment or participation, access to labs) in a manner that protects the safety of researchers, participants, facilities, and equipment.
- 2) **Consider the following approaches:**
  - a) Use of existing infrastructure and services (e.g., D2L, Blackboard, Skype, MS Teams) to support efficient transition of classes from in-person to distance-based formats. This may include using strategies such as faculty check-ins, recorded class meetings or lectures,



- and live class meetings.
- b) Other student support services such as online library services, print materials available online, phone- or internet-based counseling support, or study groups enabled through digital media.
- 3) **IHE will need to determine, in consultation with their university system:**
- a) How to convert face-to-face lessons into online lessons and how to train faculty to do so.
  - b) How to triage technical issues if faced with limited IT support and staff.
  - c) How to deal with the potential lack of students' access to computers and the Internet at home or in temporary housing.
- 4) **Ensure continuity of safe housing.**
- a) Work in close collaboration with local public health officials to make all decisions related to on-campus housing.
  - b) **If cases of COVID-19 have not been identified among residents of on-campus community housing, students may be allowed to remain in on-campus housing.** In this situation, educate housing residents on the precautions they should take to help protect themselves when there is community spread of COVID-19. Residents should follow any more specific recommendations provided by local health officials. Any on-campus resident who may have been in close contact with a confirmed case of COVID-19 should follow instructions provided by local public health officials, including possible temporary relocation to alternate housing for self-quarantine and monitoring for symptoms.
  - c) **If cases of COVID-19 have been identified among residents of on-campus community housing, work with local public health officials to take additional precautions.** Individuals with COVID-19 may need to be moved to temporary housing locations. These individuals will need to self-isolate and monitor for worsening symptoms according to the guidance of local health officials. [Close contacts](#) of the individuals with COVID-19 may also need temporary housing so that they can self-quarantine, get tested for the virus and monitor symptoms. Consult with local health officials to determine when, how, and where to move ill residents. Information on providing home care to individuals with COVID-19 who do not require hospitalization is available on CDC AND GDPH's [website](#).
  - d) **Residents identified with COVID-19 or identified as contacts of individuals with COVID-19 should not necessarily be sent to their permanent homes off-campus.** Sending sick residents to their permanent homes could be unfeasible, pose logistical challenges or pose risk of transmission to others either on the way to the home or once there. The MGA COVID-19 liaison will work with local public health officials to determine appropriate housing for the period in which they need to self-isolate and monitor for symptoms or worsening symptoms.

- e) **Remember to consider all types of IHE-affiliated housing when making response plans.** Distinct housing types (e.g., residence halls, apartments, fraternity and sorority houses) and situations (e.g., housing owned and run by the IHE, housing on the IHE campus but not run by the IHE) may require tailored approaches.
  - f) **Ensure any staff remaining to support students in on-campus housing receive necessary training to protect themselves and residents from spread of COVID-19.** Staff should also be trained on how to respond if a resident becomes ill. Adequate cleaning and personal hygiene supplies should be made available.
- 5) **Ensure continuity of meal programs.**
- a) Consult with local health officials to determine strategies for modifying food service offerings to the IHE community.
  - b) Consider ways to distribute food to students, particularly those who may remain on campus, while classes or other events and activities are dismissed.
  - c) If there is minimal to moderate or substantial community spread of COVID-19, design strategies to avoid food distribution in settings where people might gather in a group or crowd. Consider options such as “grab-and-go” bagged lunches or meal delivery.
  - d) If on-campus housing residents have been relocated to temporary alternative housing, consider how meals can be provided to these students. Work with local public health officials to determine strategies for providing meals to residents with COVID-19 or who are being monitored because of contact with persons with COVID-19.
  - e) Ensure any staff remaining on campus to support food services receive necessary training to protect themselves and those they serve from spread of COVID-19.
- 6) **Consider if, and when, to stop, scale back, or modify other support services on campus.**
- a) Consider alternatives for providing students with essential medical, social, and mental health services. Identify ways to ensure these services are provided while classes are dismissed or students are in temporary housing.
  - b) Identify other types of services provided to students, staff, and faculty (e.g., library services, cleaning services). Consider ways to adapt these to minimize risk of COVID-19 transmission while maintaining services deemed necessary.
- 7) Isolation measures
- 8) Note from physician requirement
- 9) **Sick Employees**
- a) Employees who have tested positive or who have symptoms of COVID-19 should submit information relevant to their condition in the MGA COVID-19 portal at this link: <https://www.mga.edu/coronavirus/self-report.php>.
  - b) In addition, they should either get a referral for a COVID-19 test (if living in the North Central Health District area) or find transportation to a COVID-19 testing site (if living in the South Central Health District – no referrals are required in this district), notify their supervisor, and stay at home. If the symptoms become worse, seek medical care and inform the health care provider of the positive test *prior* to visiting the doctor’s office.

These employees are eligible to use up to two weeks paid leave under the Families First Coronavirus Response Act (FFCRA) and can use any other available leave. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. These symptoms may appear **2-14 days after exposure to the virus:**

- i) Fever
- ii) Cough
- iii) Shortness of breath or difficulty breathing
- iv) Chills
- v) Repeated shaking with chills
- vi) Muscle pain
- vii) Headache
- viii) Sore throat
- ix) New loss of taste or smell

- 10) 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. Student should make arrangements to discuss the Academic Contract with their Instructor. Students may choose to obtain a medical withdrawal for courses with a COVID-19 test or diagnosis.
- 11) If a student receives a diagnosis of COVID-19, they should submit information to the MGA COVID19 portal at this link: <https://www.mga.edu/coronavirus/self-report.php> in addition to notifying the following individuals on campus:
  - a) If you live in the residence hall, Residence Director or designated individual(s).
  - b) If you live off campus, Assistant Vice President for Student Affairs or designated individual(s).
    - i) These individuals will work with MGA’s COVID-19 liaison, Dr. Tara Underwood, and the Assessment and Care Team to follow-up with affected students.
    - ii) After being tested for the COVID-19 virus, students will be contacted by a Health District staff member in order to begin the contact tracing process.

***What do we recommend as the policy, practice and guidelines for monitoring infectious disease occurrence?***

- 1) Submit confirmed cases of COVID-19 on our campuses to the MGA COVID-19 liaison using the MGA COVID-19 portal. At that time the liaison will notify the designated local health district concerning the case. See information above concerning persons of contact at the North Central and South Central Georgia Health Districts.
- 2) Dr. Tara Underwood, MGA COVID-19 university liaison, will work between the university and the local health districts. Ms. Erin Crider, Human Resource Manager, in the Office of Human Resources will serve as the alternate contact person. They will work with the local health districts to determine the updated protocol as needed.

***What will be our policy, practice and guidelines should there be an occurrence of infectious disease on a campus?***

See answer to “What happens if someone tests positive for COVID-19 above”.

***Do we require isolation and quarantining students, faculty and staff who are ill?***

Yes, for 14 days. Students, faculty, and staff who are ill and/or exhibiting symptoms related to COVID 19 will be asked to self-quarantine, following recommended CDC AND GDPH guidelines.

***Do we require physician’s approval for these folks to return to campus?***

Before returning to work, employees are required to notify their supervisor and provide Human Resources a fitness-for-duty certification from their healthcare provider. Employees should submit the fitness-for-duty certification to the Human Resources confidential fax at 478-471-5383. Upon receipt of the fitness-for-duty certification, employees will be allowed to return to work.\*

\*Note: We acknowledge DPH **does not** recommend using a test-based strategy for returning to school for children or adults (2 negative tests at least 24 hours apart) after CDC has reported prolonged PCR positive test results without evidence of infectiousness. Although persons may have PCR-positive tests for up to 6 weeks, it remains unknown whether these PCR- positive results represent the presence of infectious virus. At this time, PCR positive specimens capable of producing disease have not been isolated more than 9 days after onset of illness; hence, the purpose of isolation from the public for 14 days. (Source: DPH, Return to School Guidance After COVID-19 Illness or Exposure; June 5, 2020)

***What supplies and equipment do we need to purchase for use on campus regarding mitigation and monitoring?***

Forehead no-touch thermometers, coronavirus swabs, Personal Protective Equipment (PPEs) for our clinical staff, the recommended disinfectant spray, sanitation dispensers, gloves, plexiglass barriers between workspaces for staff and visitors

***Additional Question: Please note any exceptions you foresee that will be necessary to bring individuals back to campus (e.g. maintenance repairs that require more than one person present for safety reasons).***

1. Public restrooms
2. Science labs
3. Large instructional classrooms (e.g. 120 nursing student classes)
4. Aviation instruction spaces

**(c) CLEANING/SANITATION PRACTICES**

***What mitigation and cleaning do we need to do before employees return to campus?***

MGA is ready. We followed the USG guidance document for Environmental Cleaning and Disinfection Recommendations dated 4/24/2020. No additional mitigation and cleaning is needed before employees return to campus

***What mitigation and cleaning do we need to do before students return to campus?***

Currently cleaning and disinfection of MGA residence life facilities is taking place and is on schedule for Fall opening. No additional mitigation and cleaning in academic buildings is needed before students return to campus.

***What protocol should be used on buses and other public environments for cleaning and sanitation ongoing?***

Buses: MGA has 4 buses. Hand sanitizer dispensers have been installed in all 4 buses. Buses and fleet vehicles will be cleaned and disinfected after every use. For other public environments we plan to increase door hardware disinfecting to include classroom doors, and doors on public corridors.

***What protocol should be used for public restrooms for cleaning and sanitation ongoing?***

Our current cleaning standard is:

Restrooms/Locker Rooms- These facilities are cleaned daily. Toilets, urinals, floors, sinks, fixtures, mirrors, doors, light switches, and door handles are cleaned and disinfected daily. Trash and can liners are removed daily. Paper towels, toilet paper, and hand soap are stocked on an as needed basis, but never empty. Our plan is to continue current practices.

***What supplies and equipment do we need to purchase prior to return to campus? (e.g., extra wipes for all offices, meeting rooms, classrooms, computer labs, etc.; desktop screens/shields for “front line” employees? Masks for employees, students and guests?)***

We plan to purchase electrostatic disinfectant sprayers and the appropriate chemicals for each campus to respond to emergency disinfecting needs. MGA has an adequate stock of CDC AND GDPH approved disinfectant, disinfectant wipes, nitrile gloves and N-95 mask for Facilities staff to maintain buildings and grounds and to respond to facilities emergencies. In addition, we have an adequate supply of hand sanitizer for all buildings. MGA does not have enough supply of masks and disinfectant wipes for distribution to faculty and staff and students. Sourcing these items at this time is uncertain. As an example, we currently have an order for 2,000 N-95 masks with no delivery date available. We are currently looking for a source for disinfectant wipes that does have a delivery date. If supplies were readily available, we would need to determine the appropriate items to distribute and to whom to distribute, so that we meet campus needs within emerging best practices and with adequate controls for distribution. For these reasons, at this time, we do not think it is feasible to provide masks and disinfectant wipes for all faculty, staff and students.

**(d) TRAVEL**

***Do we allow/recommend any travel inside or outside of Georgia in fall?***

CDC AND GDPH recommend avoiding nonessential domestic travel (<https://www.CDC and GDPH.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html>). Therefore, MGA may choose not to fund faculty travel to professional conferences/development opportunities. In addition, many such events are proactively being cancelled, postponed, or moved online by the sponsoring organizations. Decisions regarding MGA-organized domestic travel for students may be made in collaboration with other departments (e.g., Athletics, Student Affairs) and external organizations (e.g., NAIA).

***Do we allow/recommend any travel outside of the country in the fall? If so, under what circumstances will we allow this travel?***

MGA may recommend against, or choose not to fund, travel to areas designated by CDC AND GDPH as Level 3 (<https://www.CDC and GDPH.gov/coronavirus/2019-ncov/travelers/map-and-travel-notices.html>) or by Department of State as Level 3 or 4 (<https://travel.state.gov/content/travel/en/traveladvisories/ea/travel-advisory-alert-global-level-4-health-advisory-issue.html>).

***Under what circumstances will we allow study abroad?***

MGA does not offer any study abroad programs in the fall. There are no study abroad programs planned to travel earlier than May 2021. In keeping with USG guidance, programs should not travel to areas designated by CDC AND GDPH as Level 3 (<https://www.CDC and GDPH.gov/coronavirus/2019-ncov/travelers/map-and-travel-notices.html>) or by Department of State as Level 3 or 4 (<https://travel.state.gov/content/travel/en/traveladvisories/ea/travel-advisory-alert-global-level-4-health-advisory-issue.html>). We will continue to monitor and evaluate prospective study abroad travel.

***Will we restrict travel to certain countries?***

MGA may recommend against, or choose not to fund, travel to areas designated by CDC AND GDPH as Level 3 (<https://www.CDC and GDPH.gov/coronavirus/2019-ncov/travelers/map-and-travel-notices.html>) or by Department of State as Level 3 or 4 (<https://travel.state.gov/content/travel/en/traveladvisories/ea/travel-advisory-alert-global-level-4-health-advisory-issue.html>).

***Will we have recommendations restricting returning to campus from certain countries and/or regional hotspots? How do we enforce?***

MGA will follow current CDC AND GDPH and USG guidelines regarding faculty and staff access to campus after travel. We recommend self-quarantine on return to campus from a hotspot (domestic or international), especially if the recommendation aligns with official guidance.

Enforcement is the shared responsibility of the campus community: supervisors will address

enforcement issues with their faculty or staff subordinates, and faculty members or staff to whom issues are reported will address enforcement with their students. Enforcement issues with students may escalate through the student conduct process if necessary.

***Will we ask any employee or student who travels to other countries or hotspots to self-quarantine prior to being on campus?***

MGA will follow current CDC AND GDPH and USG guidelines regarding faculty and staff access to campus after travel.

***Will we ask students from countries with higher rates of COVID to self-quarantine prior to being on campus?***

MGA will follow current CDC AND GDPH and USG guidelines regarding faculty and staff access to campus after travel. Based on current guidance and practices, current international students may be unable to re-enter the United States from their home countries but will be allowed to take fully online classes. International students who have remained in the U.S. since before travel restrictions were enacted could, of course, access campus as normal to the extent that facilities are open.

We recommend creating an “MGA Travel Advisory” web page that will;

- 1) offer links to travel advisory resources such as those linked above,
- 2) include public health messaging such as CDC AND GDPH’s “Communication Resources for Travelers” ([https://www.CDC and GDPH.gov/coronavirus/2019-ncov/travelers/communication-resources.html](https://www.CDCandGDPH.gov/coronavirus/2019-ncov/travelers/communication-resources.html)),
- 3) invite all members of the university community to self-report travel plans, providing a form for that purpose,
- 4) outline steps for students, faculty, and staff to take in case of a possible exposure, and
- 5) offer contact information for MGA offices that can serve as resources for decision-making before or after travel.

#### **(e) ENFORCEMENT PRACTICES**

***How do we enforce these policies, practices, and guidelines on campus?***

- 1) It will be critical to clearly define what our institutional policies and practices are and our institutional guidelines. We would take an educational approach to enforcement rather than a more punitive or sanction-based approach.
  - a) Established and documented policies and practices could be more easily addressed and enforced.
  - b) MGA will determine the most appropriate way(s) to educate students, faculty, staff and visitors to campus about policies, practices, and guidelines.
  - c) MGA is aware that, if a student or employee receives a COVID-19 isolation order by

the local sheriff's department, they should comply with the order or risk being charged with a misdemeanor.

- 2) Enforcement of said policies and practices cannot and should not be seen as the responsibility of one office or department. **Enforcement should be viewed as the responsibility of all members of the campus community to respectfully remind other members of these policies, practices, and guidelines.**
- 3) Until or unless policies and practices are violations of established laws, members of the campus community should refrain from contacting campus police to report alleged incidents that could violate said policies.
- 4) Employees who potentially violate established policies and practices should be addressed by their direct supervisor and reminded of the importance of following these policies.
  - a) Efforts should be made to identify vendors coming to campus and provide them notification of MGA's policies, practices, and guidelines.
- 5) Students who potentially violate established policies and practices should be appropriately addressed by the faculty or staff member noting the alleged violation (or to whom the alleged violation was reported). Documentation of any alleged violations and warnings/reminders could be completed via email to the student's MGA email account and forwarded to [studentconduct@mga.edu](mailto:studentconduct@mga.edu) for further tracking.
  - a) Repeated violations by students would be addressed through existing student conduct processes, using existing sanctioning options.
  - b) Sanctioning related to potential loss of housing privileges, suspension or expulsion would still need approval by Legal Affairs at the USG System Office, as is current practice related to other violations where suspension or expulsion are possible or recommended sanctions.
  - c)



## **ADDENDUM 1**

Items	Quantity On Hand	Quantity on Order	Quantity/C ontainer	Quantity Needed
Surgical Masks	0	0	50	4 boxes
N-95 Masks	0	0		25
Touchless Digital Thermometers	0	0	100	2 boxes
Clorox wipes for all office spaces	800 Canisters		35	2000 can.
Latex Gloves	20 boxes		100	150 boxes
Plexiglass barriers		50 (32" x 44")	1	50
Hand sanitizer	480 refills	600	1	500 refills
Hand foaming soap	512 refills	550	1	500 refills
Hand Dispensers	270 additional were delivered in April 2020	600	1	0
Masks		1500	20	0
Cleaning products	Contract materials only			We will order a variety of products for each campus.

## **ADDENDUM 2**



## Wellness Checks on Students

### Policy

Middle Georgia State University (MGA) has five physical locations and has residential living on three of its sites. In order to provide a safe haven for the students and its employees, the University, during special situations, may have to inquire on the well-being of student(s). These inquiries are “Wellness Checks”.

Wellness Checks will be conducted on students for a variety of reasons. Matters pertaining to health safety, absenteeism, and/or general well-being are areas of focus. A Wellness Check may be initiated by a call from a parent or friend, a concerned instructor, or a request from an administrator.

In addition, the University’s Assessment and Care Team (ACT) – <https://www.mga.edu/student-conduct/assessment-care-team.php> - has been given permission by the university administration to conduct Wellness Checks on students when students have acknowledged to university personnel that they have been or will be hospitalized or absent from classes for a few days.

A “Wellness Check” may be as simple as addressing the student via email, or by telephone. In some cases, a “Wellness Check” may require meeting directly with the student and assessing the situation first-hand.

In the event that contact cannot be established with the student, regardless of age, the student’s emergency contact person will be notified and briefed on the situation. If no person is listed on the emergency contact listing, the University will try to contact a parent of the student.

Regardless of the situation, the University will always err on the side of the safety of the student and the academic community.

### Protocol

- Members of the ACT gets a request for a Wellness Check (via email to [mgaact@mga.edu](mailto:mgaact@mga.edu) or via information from the MGA COVID-19 portal located at this link: <https://www.mga.edu/coronavirus/self-report.php>)
- A member of the ACT will note who is making the request and why.
- A member of the ACT will make contact with the student in question and assess the situation.
- A member of the ACT will take the appropriate steps to address and document the situation fully.

### **ADDENDUM 3**

## ACADEMIC CONTRACT

Student Name: \_\_\_\_\_ Student ID: \_\_\_\_\_

### Reading Assignments

Students must keep up with the reading assignments even when absent. As an essential function of the curriculum, the student is required to do course readings as out-of-class assignments.

### Assignments for grade

Assignment missed: \_\_\_\_\_ New Due Date: \_\_\_\_\_

Assignment missed: \_\_\_\_\_ New Due Date: \_\_\_\_\_

Assignment missed: \_\_\_\_\_ New Due Date: \_\_\_\_\_

### Tests/Examinations

Tests missed: \_\_\_\_\_ New Test Date: \_\_\_\_\_

Tests missed: \_\_\_\_\_ New Test Date: \_\_\_\_\_

Tests missed: \_\_\_\_\_ New Test Date: \_\_\_\_\_

### Lab Assignments

Assignment missed: \_\_\_\_\_ New Due Date: \_\_\_\_\_

Assignment missed: \_\_\_\_\_ New Due Date: \_\_\_\_\_

Assignment missed: \_\_\_\_\_ New Due Date: \_\_\_\_\_

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**Practicums/ Internships**

Assignment missed: \_\_\_\_\_ New Due Date: \_\_\_\_\_

Assignment missed: \_\_\_\_\_ New Due Date: \_\_\_\_\_

Assignment missed: \_\_\_\_\_ New Due Date: \_\_\_\_\_

**Clinical/ Field Work Time**

Date missed: \_\_\_\_\_ New Due Date: \_\_\_\_\_

Date missed: \_\_\_\_\_ New Due Date: \_\_\_\_\_

Date missed: \_\_\_\_\_ New Due Date: \_\_\_\_\_

\_\_\_\_\_ I understand that I must submit my class work at the agreed upon time.

\_\_\_\_\_ I understand that I must email my instructor(s) prior to missing any class.

\_\_\_\_\_ I understand and had the withdrawal and "incomplete" processes explained to me.

\_\_\_\_\_ I understand that failure to abide with this contract may result in a failing grade for the class.

Student's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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**ADDENDUM 4**



## Local Healthcare Resources

### Hospitals: **\*Always call 911 for an emergency\***

Medical Center of Central Georgia, Navicent Health – 777 Hemlock Street, Macon (478) 633-1000

Coliseum Medical Center – 350 Hospital Drive, Macon (478) 765-7000

Coliseum Northside Hospital – 400 Charter Blvd, Macon (478) 757-8200

Medical Center of Peach County – 1960 Hwy 247 Connector Byron (478) 654-2000

Houston Medical Center - 601 Watson Boulevard, Warner Robins (478) 922-4281

Perry Hospital - 1120 Morningside Drive, Perry (478) 987-3600

Bleckley County Memorial Hospital – 145 E. Peacock Street, Cochran (478) 934-6211

Dodge County Hospital – 901 Griffin Ave, Eastman (478) 448-4000

Fairview Park Hospital – 200 Industrial Blvd, Dublin (478) 275-2000

### Urgent Care Centers:

UC Northwest - 5925 Zebulon Road, Macon (478) 757-7865 Open 7am-9pm daily

UC East - 1339 Gray Hwy, Macon (478) 749-9200 Open 8am-8pm daily

UC North - 3400 Riverside Drive, Macon (478) 474-5600 Open 8am-8pm daily

Southern Primary Care – 6501 Peake Rd (478) 477-0966 Open M-F 9am-6pm/Sat 9am-2pm

AppleCare – 151 South Houston Lake Road, Warner Robins (478) 953-4171

Open 7:30am-7:30pm M-F, 8:30am-5pm Saturday, and 10am-4pm Sunday

Accordia UC – 1205 Russell Pkwy, Warner Robins (478) 302-5729 Open 7:30am-7:30pm daily

OrthoGeorgia Urgent Care – 3708 Northside Drive, Macon (478) 750-2803 \*For sports injuries, bone/joint pain\*

Open 7:30am-7pm M-F, 9am-1pm Saturday

Your Doctor's Immediate Care – 2410 Ingleside Ave, Macon (478) 845-7462

Open 9am-9pm M-F, 10am-7pm Saturday, and 11am-7pm Sunday

Cochran CareConnect Family Practice – 148 E. Peacock Street, Cochran (478) 934-4988 (call for hours)

Southeastern FastTrack Immediate Care – Multiple locations, call for hours of operation

Eastman: 1120 C. Indian Drive (478) 374-1778 / Dublin: 110 Hillcrest Parkway (478) 296-2800

**24/7 GA Crisis & Access Line: 800-715-4200 \* 24/7 Suicide Hotline 800-273-TALK**

**Convenient Care Clinics:**

WalMart Care Clinic – Harrison Road Store, off Eisenhower (478) 703-0468

Open 8am-8pm M-F, 8am-5pm Saturday, and 10am-6pm Sunday

CVS Minute Clinic – 6381 Zebulon Road, 1544 Bass Road, 4585 Hartley Bridge Road (Macon locations) &

3001 Russell Parkway (Warner Robins) Customer Service: 1-866-389-2727 \*Hours Vary Across Locations

Kroger Little Clinic – 4321 Hartley Bridge Road (478-788-2046); 3094 Watson Blvd (478-971-2324); 774

Hwy 96 (478-988-5711) \*Hours Vary Across Locations

Perry Convenient Care – 277 Perry Pkwy Suite C, Perry (478) 988-6087 Open 9am-8pm daily

**Health Departments:**

Macon/Bibb County – 171 Emery Hwy (478) 745-0411

Warner Robins/Houston County – 98 Cohen Walker Drive (478) 218-2000

Cochran/Bleckley County – 152 North 8th Street (478) 934-6590

Eastman/Dodge County – 1121 Plaza Ave (478) 374-5576

Dublin/Laurens County – 654 County Farm Road (478) 272-2051

Fort Valley/Peach County – 406 East Church Street (478) 825-6939

Byron/Peach County – 200 Moseley Road (478) 956-7679

Roberta/Crawford County – 301 McCrary Street (478) 836-3167

Forsyth/Monroe County – 106 MLK Jr Drive (478) 992-5082

Gray/Jones County – 114 Forest Street (478) 986-3164

Jeffersonville/Twigg County – 26 Main Street (478) 945-3351

**Health Clinics (free and/or reduced price services, payment plan options):**

WT Anderson Health Center – 764 Pine Street, Macon (478) 633-1721 (Ask about CarePartners)

Macon Volunteer Clinic – 376 Rogers Ave, Macon (478) 755-1110

Volunteer Medical Clinic of Houston County – 125 Russell Pkwy (478) 923-9730

Macon Occupational Medicine (MOM) – 124 3rd Street, Macon (478) 751-2900

First Choice Primary Care – Macon (478-787-4266) & Warner Robins (478-225-9449) payment plans available

CGTC **Dental** Clinic – Macon and Warner Robins locations (478) 757-3488

**24/7 GA Crisis&Access Line: 800-715-4200 \* 24/7 Suicide Hotline 800-273-TALK**