



**TOUGALOO**  
1869  
COLLEGE

# Comprehensive Return to Campus Plan



## Important Dates – Fall 2022

<b>August 10</b>	Mandatory health records and vaccination verification documentation for all faculty, staff, and students must be submitted to the Owens Health and Wellness Center
<b>August 10-11</b>	Faculty/Staff Institute
<b>August 13</b>	Residence Halls Open for New and Transfer Students (8:00 a.m. – 6:00 p.m.)
<b>August 15-17</b>	Orientation/Welcome Week for New and Transfer Students
<b>August 17</b>	Residence Halls open for Returning Students
<b>August 18</b>	Classes Begin
<b>September 5</b>	College Closed for Labor Day
<b>September 6</b>	Classes Resume
<b>October 10-16</b>	153 <sup>rd</sup> Founders' Week
<b>November 19</b>	Residence Halls close at 12:00 noon
<b>November 23-25</b>	College Closed for Thanksgiving
<b>November 27</b>	Residence Halls Open at 8:00 a.m.
<b>December 5</b>	Last Day of Classes
<b>December 20</b>	College Closes

\*Dates are subject to change based on pertinent campus, local, and state COVID-19 health updates. Seasonal COVID-19 updates will be provided for listed College breaks and observed holidays. See 2022-2023 Academic Calendar for complete list of important dates [https://www.tougaloo.edu/sites/default/files/2022-07/ACADEMIC%20CALENDAR%202022-2023\\_0.pdf](https://www.tougaloo.edu/sites/default/files/2022-07/ACADEMIC%20CALENDAR%202022-2023_0.pdf).

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## Guiding Principles ►

At Tougaloo College, our campus community's health, well-being, and safety are our highest priority. Our primary goal is to ensure that employees returning to work and students returning to in-person classes will do so in a healthy and safe environment while remaining productive during the ongoing COVID-19 pandemic. State epidemiologists, public health experts, and scientists have stressed the effectiveness and safety of COVID vaccines. Now that the U.S. Food and Drug Administration has fully approved the Pfizer-BioNTech vaccine for individuals five (5) and older <https://www.fda.gov/> and with the full approval of the Moderna vaccine, we believe this is in the best interest of the health and safety of our entire College community.

***All students, faculty and staff at Tougaloo College are required to have the COVID-19 vaccine before returning to campus for the Fall 2022 semester.*** If you have already received your primary series, U.S. Centers for Disease Control and Prevention (CDC) now recommends that everyone ages 12 and older get a current COVID-19 booster shot. Therefore, ***if you have completed your primary series, you must submit proof a current booster to return to campus Fall 2022.*** All students, faculty, and staff, **who are medically exempt from vaccination**, must submit evidence of a negative PCR COVID-19 test weekly. In general, people are considered having a completed primary series:

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine

If you do not meet these requirements, regardless of your age, you have not completed your primary vaccination series. Keep taking all precautions against COVID-19 until you have completed your primary series.

When should you receive a COVID-19 booster shot?

- At least 2 months after a 1-dose vaccine, Johnson & Johnson/Janssen *or*
- At least 6 months after a 2-dose vaccine, Pfizer-BioNTech or Moderna

Eligible for 1 Booster:

- Everyone ages 12 and older can get 1 booster after completing their COVID-19 vaccine primary series.

Eligible for 2 Boosters:

- Adults ages 50 years and older
- People ages 12 years and older who are moderately or severely immunocompromised.
- People who got 2 doses (1 primary dose and 1 booster) of Johnson & Johnson's Janssen vaccine.

In addition to COVID-19 vaccination requirements, you must also be vaccinated for influenza (flu) (**faculty, staff, and students**).

In preparation for employees and students returning, *safely*, we will continue to implement campus-wide safety measures in adherence to pertinent U.S. Centers for Disease Control and Prevention (CDC) and MS State Department of Health (MSDH) guidance, as required by the State of Mississippi.

Our knowledge and understanding of COVID-19 is evolving. As such, the College will update the campus-wide safety guidance as more informed public health information and data become available to effectively and efficiently reduce/prevent virus transmission among employees and students and maintain healthy business operations and working and learning environment. The outlined safety measures are intended to provide guidance to departments/divisions to return employees and students safely Fall 2022, with the understanding that any significant, adverse change in COVID-19 transmission and mortality rate within the state may result in a significant and abrupt change in College guidance and requirements.

## **Section 1: Returning to Campus – What to Expect** ▶

### **1.2 Testing**

- A. Faculty and staff must e-mail proof of their vaccination records to [ganderson@tougaloo.edu](mailto:ganderson@tougaloo.edu) in the Owens Health and Wellness Center.
- B. Students must e-mail proof of their vaccination records to [ohwc@tougaloo.edu](mailto:ohwc@tougaloo.edu) in the Owens Health and Wellness Center.
- C. Due to the use of communal space on campus, if you have completed your primary series and have been around someone who has COVID-19, you must stay away from others and get tested, even if you do not have symptoms. If you test negative you do not have to quarantine.
- D. COVID-19 testing for college and university employees and students is free at the Mississippi State Department of Health county health departments throughout the state. Please, access the Scheduled Locations for Free Drive-through COVID-19 Testing and testing protocol on the MSDH website by clicking [HERE](#) or copy and paste this link [https://msdh.ms.gov/msdhsite/\\_static/14,22406,420,874.html](https://msdh.ms.gov/msdhsite/_static/14,22406,420,874.html) in the address bar of your web browser. If you live out of state, contact your state department of health for free COVID-19 testing information in your area.
  1. The required test must be a PCR (polymerase chain reaction) test, which can be rapid. See page 12 for descriptions of types of COVID-19 tests.
  2. Antigen test results will not be accepted. Antigen testing is intended to confirm that a symptomatic individual has COVID-19 and should not be used as a primary diagnostic tool.
  3. Before the COVID-19 test is administered to you, confirm with the healthcare practitioner administering the test that you are taking the required PCR test.
  4. You should quarantine for 5 days before and after your test date, to minimize preceding or subsequent exposure to COVID-19, even if you receive a negative test result before the end of the 5-day quarantine period.
- A. If you elect to be tested and/or vaccinated at the Campus Clinic, call 601-957-6776 to schedule an appointment. To be tested, you must present your Tougaloo College-issued employee ID, a copy of your driver license or state-issued ID, a copy of the front and back of your medical

insurance card (if insured), and the completed registration form (for COVID-19 testing only). Click [HERE](#) to access the registration form (See Appendix E). **If you are uninsured, ask about sliding scale fees and/or no cost testing/vaccination.** Be prepared to be screened at the College entrance and at any other required checkpoint on your testing day. If you are not cleared to access the campus or to exit your residence hall through the online or in-person screening, you will not be permitted to access the campus for testing or vaccination.

- B. Provide official documentation – from your medical provider or testing facility of your choice – of your negative COVID-19 test result, Flu vaccination and COVID-19 vaccination to the OHWC by Monday, August 8, 2022 for employees and new/returning students via secured email at [OHWC@tougaloo.edu](mailto:OHWC@tougaloo.edu) or secured mail delivery service.
- C. Notify the healthcare practitioner administering your COVID-19 (PCR) test and your COVID-19 vaccination that you need documentation of your test result and vaccination.
1. If you are tested at the Campus Clinic, and your test was submitted to LabCorp, you will receive your results online. Be sure to verify this when you are tested.
    - a. Download the LabCorp Patient mobile app via the App Store (for iPhone users) or the Play Store (for Android users) on your mobile device; or
    - b. Access the LabCorp website at [www.labcorp.com/results](http://www.labcorp.com/results) from a desktop; and
    - c. Register on the LabCorp website, if you are a first-time user; or
    - d. Sign in on the LabCorp website, if you are already a user.
  2. If your test was submitted to QuestLab or other laboratory, the Campus Clinic will assist with securing your test results.
- D. **Before sending your protected health information to the OHWC** via e-mail, you must assure that you encrypt your documents/email. Email encryption protects your email content from being accessed by another entity that is not the intended recipient.
1. Reference your email security settings or email provider to properly utilize this security email option.
  2. Assure that the OHWC can access the encrypted documents/email. If your documents are inaccessible, you will be required to mail them and they must be received by the deadline.
  3. If you are unable to encrypt your document/email, you must submit your documents via secured mail delivery service to: Tougaloo College, Owens Health and Wellness Center, 500 West County Line Road, Tougaloo, MS 39174.
  4. If you do not provide the required documentation by the deadline, you will not be permitted to the campus for the Fall 2022 semester until you comply with this requirement (employees and students).
    - a. If you are an employee, you may be required to submit sick or vacation time, as appropriate, for days not worked. Consult with your supervisor/manager. If you are unable to resolve the matter with your manager/supervisor, contact the Office of Human Resources, by phone, at 601-977-7874.

- b. If you are a student, you must consult with the Division of Academic Affairs regarding your Fall 2022 enrollment.
5. If you have any concerns or questions regarding the Fall 2022 health records requirements, please, contact the OHWC at 601-977-7797.

### 1.3 Tracing and Monitoring

In the event of COVID-19 exposure or positive cases among College employees and/or students, *over the course of the semester*, tracing and monitoring, including quarantine, isolation, and testing, will be required, based on CDC and MSDH recommendations. Employees and students who are tested at the Campus Clinic may be monitored and contacts traced by Campus Clinic staff in conjunction with MSDH for the duration of any required quarantine or isolation. Contact tracing requires COVID-19 positive individuals to identify every individual with whom they have been in close contact over the previous 5 days to the testing facility, OHWC, and MSDH. If these identified individuals test positive, subsequently, additional contract tracing will be necessary.

### **Section 2: COVID-19 Case Management Protocol** ►

Employees and students must follow the respective protocol, if they experience and/or self-report COVID-19 symptoms, exposure, and/or a COVID-19 positive test result. The most current CDC-identified COVID-19 symptoms include:

- chills
- fever (100.4°F)
- new gastrointestinal (GI) symptoms
- shortness of breath
- congestion
- headache
- new loss of taste or smell
- sore throat
- cough
- muscle pain
- repeated shaking with chills
- vomiting
- diarrhea
- nausea
- runny nose

### 2.1 Employee Protocol

**A. If you been exposed to COVID-19, even if you are vaccinated (within six feet of someone diagnosed with COVID-19, for more than 15 minutes over the course of a day) or experience COVID-19 symptoms, you must:**

1. Notify your manager/supervisor and the OHWC.
2. Go home. (The manager/supervisor must send you home.)
3. Complete the Student & Employee COVID-19 Assessment.
4. Contact the Campus Clinic, by phone, at 601-957-6776 or contact a primary healthcare provider of your choice, by phone, to determine the safety protocol for receiving services and to receive appropriate healthcare instruction, which includes Tougaloo College-required quarantine and COVID-19 testing.
5. Follow the instructions of your primary healthcare provider, testing facility, and the College and do not report back to work until completion of required quarantine or



isolation and/or testing protocol, and you receive health clearance to return to work from the OHWC and subsequent approval from the manager/supervisor.

- a. If you are absent for three consecutive days, you may be required to provide a doctor's statement to your manager/supervisor to verify that you are able to return to work. This documentation would need to be received by your manager/supervisor before your doctor-recommended date of return.
- b. Your manager/supervisor must confirm your notification of exposure and/or COVID-19 symptoms with the OHWC and ensure that you complete all required Office of Human Resources procedures.
- c. You must contact your manager/supervisor before returning to work to ensure that you have the appropriate written clearance to do so.
- d. You are required to quarantine as prescribed and to be tested for COVID-19. If you test positive for COVID-19, you must isolate for a minimum of 5 days. Be prepared to remain at home after the end of the 5-day period to complete a COVID-19 PCR test on day 6. This test must be sent to a reference lab and your result must be negative to receive OHWC clearance to return to work.

**B. If you test positive for COVID-19, you must:**

1. Follow the protocol outlined in Section 2(A)1-5.
2. Isolate in your home or other safe location for a minimum of 5 days.
3. Provide a list of all individuals who you worked in proximity (three to six feet) with in the previous 5 days to your manager/supervisor, so that any potentially exposed employee can be sent home to quarantine and get tested for COVID-19.
4. If your test is negative on day 5 (five) you may exit isolation and continue to wear a mask. Complete one COVID-19 test (PCR test sent to reference lab) at the end of the 5-day isolation period (day 6). Rapid PCR testing will not be accepted to return to work.
5. If your test is positive, you are to remain isolated for (5) five additional days and get tested on day (10) ten.
6. Provide official documentation of one negative PCR test result from the testing facility to the OHWC Administration Office to receive the health clearance to return to work.
7. Contact your manager/supervisor before returning to work to ensure that you have completed all Office of Human Resources requirements and the appropriate written clearance from the OHWC to do so.
8. Return to work only after completing this seven-step protocol and receiving approval from your manager/supervisor.

**C. If you test positive for COVID-19, your manager/supervisor must:**

1. Notify the OHWC that you have tested positive.

2. Secure a list of all individuals who you worked in proximity with (three to six feet), in the previous 5 days, so that any potentially exposed employee can be sent home to quarantine and get tested.
  3. Send home all potentially exposed employees, who worked in proximity with you, to quarantine and to ensure that infection does not spread and that exposed employees are tested for COVID-19.
  4. Ensure confidentiality your identity and must not identify you by name to potentially exposed employee(s) to comply with and to prevent risk of violating confidentiality laws.
  5. Provide general information to the potentially exposed employees, notifying them that someone at the College is infected with the virus so that any potentially exposed employees can quarantine and monitor themselves for signs or symptoms, if necessary.
  6. Notify the Office of Human Resources and complete all necessary procedures.
  7. Notify the Office of Facilities and Real Property Management to initiate facility cleaning.
- D. To comply with privacy laws, your identity must not be disclosed to anyone except the staff members identified on the COVID-19 Response Team roster. Information that will allow other employees to identify you must not be disclosed.
- E. All employees must follow Tougaloo College policies and procedures outlined in the faculty and staff handbooks regarding time off from work due to illness or other cause.
- F. In the event of a medical emergency while you are at work, your manager/supervisor or other individual must call 911, immediately. Your manager/supervisor must also call the Office of Public Safety at 601-977-7857 and the Campus Clinic at 601-957-6776.

## 2.2 Student Protocol

- A. **If you been exposed to COVID-19, even if you are fully vaccinated (within three feet of someone diagnosed with COVID-19, for more than 15 minutes over the course of a day) or experience COVID-19 symptoms, you must:**
1. Notify the OHWC, by phone, at 601-977-6137, immediately.
  2. Go home (commuter students) or go to your residential room (residential student), immediately.
  3. Complete the Student & Employee COVID-19 Assessment.
  4. Contact the Campus Clinic, by phone, at 601-957-6776 or a primary healthcare provider of your choice, by phone, to determine the safety protocol for receiving services and to receive appropriate healthcare instruction, which includes Tougaloo College-required quarantine and COVID-19 testing.

5. Follow the instructions of your primary healthcare provider, testing facility, and the College and do not report back to campus (commuter students) or leave the College-designated quarantine location (residential students) until completion of the required 5-day quarantine and testing protocol, and you receive health clearance to return to campus from the OHWC.
  - a. Remain in contact with your respective academic department (dean and/or professors) and the Office of Enrollment Management and Student Services at 601-977-6186 during this period, to ensure that you receive any additional, needed services and/or support.
  - b. The OHWC will notify the Campus Clinic, your emergency contact, and COVID-19 Response Team members in the respective offices to assist with testing and quarantine and/or isolation procedures.
  - c. These offices will assure that you remain engaged in courses and continue to receive needed services based on commuter/residential status: academic support; dining; facilities (housekeeping); behavioral, mental, spiritual support; IT, etc.
  - d. You should expect to quarantine as prescribed, starting from your test date, even if you receive a negative test result during this period. If you test positive, you are required to isolate for a minimum of 5 days, starting from your test date. Be prepared to remain at home.
  - e. Complete one COVID-19 test (PCR test sent to reference lab) at the end of the 5-day isolation period.
  - f. Provide official documentation of one negative PCR test result from the testing facility to the OHWC Administration Office to receive the health clearance to return to return to campus and in-person classes.

**B. If you test positive for COVID-19, you must:**

1. Follow the protocol outlined in Section 2.2 (A)1-4.
2. Isolate in your home for a minimum of 5 days. *There is no on-campus isolation.*
3. If your test is negative on day 5 (five) you may exit isolation and continue to wear a mask at all times unless you are eating. If your test is positive, you are to remain isolated for (5) five additional days and get tested on day (10) ten.
4. Provide a list of all individuals who you were in proximity with (three to six feet) in the previous 5 days to the OHWC, so that any potentially exposed employee and/or student can be notified to quarantine and get tested for COVID-19.
5. Complete one COVID-19 test (PCR test sent to reference lab) at the end of the 5-day isolation period. Rapid PCR testing will not be accepted to return to work.
6. Provide official documentation of one negative PCR test result from the testing facility to the OHWC Administration Office to receive the health clearance to return to work.
7. Return to campus and in-person classes only after completing this seven-step protocol and receiving approval from your manager/supervisor.

- C. The COVID-19 Response Team must ensure your confidentiality and must not identify you by name to potentially exposed employees or students to ensure compliance with and to prevent risk of violating confidentiality laws.
1. The team must only provide general information to potentially exposed individuals, notifying them that someone at the College, with whom they have been in proximity, has COVID-19 so that they can quarantine, monitor their health, and be tested for COVID-19.
  2. Students may only be identified by name *among* the COVID-19 Response Team to complete all necessary health and safety requirements.
  3. Information that will allow others to identify you must not be disclosed.
- D. In the event of a medical emergency involving a student on campus, the employee, student, or other individual must call 911, immediately. They must also call the Office of Public Safety at 601-977-7857, the OHWC at 601-977-6179, or the Campus Clinic at 601-957-6776.

### 2.3 Quarantine, Isolation, and Testing Basics

- A. **Quarantining:** If you: Have been boosted or completed the primary series of Pfizer or Moderna vaccine within the last 6 months or completed the primary series of the Janssen vaccine within the last two months wear a mask around for 10 days and test on Day 5 if possible. If you develop symptoms get a test and stay home.

If you: Completed the primary series of Pfizer or Moderna vaccine over 6 months ago and are not boosted or completed the primary series of the Janssen over 2 months ago and are not boosted or are vaccinated stay home for 5 days. After that continue to wear a mask around others for 5 additional days. If you can't quarantine you must wear a mask for 10 days. Test on day 5 if possible. If you develop symptoms get a test and stay home.

- B. **Isolating:** This is the 5-day period after you are infected with COVID-19, that you must spend in your home or other safe location, (*there is no on-campus isolation*), away from others – including the people and pets who live with you – to prevent transmitting the virus from you to others (MSDH, 2020). Use a separate bathroom and stay in a specific area of your home, if possible. Do not report to work, in-person classes, work study, or campus, if you have tested positive for COVID-19 and have not received health clearance from the OHWC to return. You must remain in isolation for the required 5-day period unless you are having difficulty breathing and must report to the nearest ambulatory healthcare facility. **The Tougaloo College qualifying isolation period is 5 days from your test date, on which you received a positive test result, regardless of symptoms or whether you began quarantining/isolating before getting tested. You must complete the entire 5-day period and cannot return until the approved PCR test is completed and a negative test result from a reference lab is received by the OHWC.**
- C. **Testing:** There are three types of COVID-19 tests available: PCR, antigen, and antibody. **Clinical staff will determine which test is appropriate for you based on whether you have been exposed to COVID-19, you are experiencing COVID-19 symptoms, you**

have been re-infected with COVID-19, or other factors. All testing must be medically appropriate.

1. **A PCR (polymerase chain reaction) test** is a diagnostic test used to detect the genetic material of the virus to determine whether you have an active coronavirus infection. A nasal or throat swab or saliva sample is used to conduct this test. PCR testing is the most accurate in detecting an active infection. A positive test result confirms that you have COVID-19. A negative test result confirms that you do not have COVID-19, if the test was administered within the appropriate time frame. Your healthcare provider or testing facility will provide guidance on when you should be tested. Results may be available within minutes when rapid testing is used or within a day or more when a standard reference lab is used.
2. **An antigen test** is a rapid test to detect proteins located on the surface of the virus. Antigen testing is intended to help confirm that a symptomatic individual has COVID-19 and should not be used as a primary diagnostic tool for asymptomatic individuals. A nasal or throat swab or saliva sample is used to conduct this test. A positive test result indicates that it is highly likely that you have COVID-19. A negative test result does not confirm that you do not have COVID-19 and should be confirmed by a PCR test. Antigen test results may be available within minutes.
3. **An antibody test** (serologic assay) detects proteins in your blood that respond to certain infections. A finger stick or blood draw is used to conduct this test. In this case, a positive antibody test result will let you know whether you might have had the new coronavirus that causes COVID-19 or any of the other types of the coronaviruses, even if you did not have any symptoms (asymptomatic). If your test result is positive, you must continue to exercise the necessary safety precautions and protective hygiene measures outlined in the Spring 2021 Comprehensive Return to Campus Plan to protect yourself and others. A negative antibody test result will let you know that you might not have ever had a coronavirus infection, in the past. Results may be available the same day or within a few days. Please, note that even if your antibody test result is negative, you could have COVID-19, currently, and you could still spread the virus. Antibodies do not develop for at least 1-3 weeks after an infection. *Again*, you must continue to exercise the necessary safety precautions and protective hygiene measures outlined in the Fall 2022 Comprehensive Return to Campus Plan to protect yourself and others.

“Qualifying period” indicates the dates the College counts toward the required 5-day period. Because, in many cases, it cannot be definitively determined when an exposure happens or when symptoms begin, the period(s) will officially begin on the test date. This will help to ensure the appropriate amount of quarantine and/or isolation days, though employees and students may be required to quarantine or isolate before the official period(s) begins.

### **Section 3: Protective Hygiene** ▶

Employees and students must exercise all necessary precautions and practice protective hygiene measures to prevent exposure to and the spread of respiratory viruses on campus.

### 3.1 Face Coverings/Masks

Employees and students are strongly encouraged to wear a face covering/mask while on campus. Wearing face masks will help to prevent virus transmission among Tougaloo College employees, students, and visitors but does not negate the need for social distancing. Both methods must be employed in addition to other preventive measures. Any employee, student, or visitor accessing any outdoor area or campus building, including in-person classes, where people may be in proximity and where social distancing does not occur, is encouraged to wear an appropriate face covering or mask.

- A. You should wear a face covering/mask, which may be made of cloth or other CDC-recommended material and it must safely cover your nose and mouth when worn properly.
- B. Do not wear masks with one-way valves and no filters because they are not proven to prevent transmission of COVID-19 from you to other people. As such, the CDC does not recommend this type of mask.
- C. You should wear a face covering/mask upon entering buildings. Departments must coordinate arrival and departure times for staff and students to reduce the number of individuals accessing the hallways and stairwells during rush hours.
- D. Face coverings/masks must allow for breathing without restriction and must not obstruct the employee's eyes or ears. Please, refer to the [CDC guidance on how to properly wear, remove, sterilize, and make a face covering](#). Face coverings/masks must allow for breathing without restriction and must not obstruct the employee's eyes or ears.
- E. If you wear a disposable face mask, cut the ear straps to help prevent injury to wildlife before discarding the mask into a trash receptacle.

### 3.2 Personal Hygiene

The MSDH and CDC recommend the following preventive measures:

- A. Avoid touching your eyes, nose, and mouth with unwashed hands.
- B. Cover your cough or sneeze with a tissue, then throw the tissue in the trash. Wash your hands immediately. See [CDC coughing and sneezing etiquette](#).
- C. Get a flu vaccine every year (Required for all employees and students Spring 2023).
- D. Stay in good overall health: maintain healthy eating, remain physically active, remain in contact with your doctor, and follow your doctor-required treatment.
- E. Wash your hands often with soap and water for at least 20 seconds, especially in these scenarios:
  - 1. Before and after work shifts;
  - 2. Before and after work breaks;
  - 3. Before eating or preparing food;
  - 4. After blowing their nose, coughing, or sneezing;

5. After using the restroom;
  6. After putting on, touching, or removing cloth face coverings; and
  7. When your hands are visibly dirty.
- F. Use an alcohol-based hand sanitizer or rub that has a minimum of 60% alcohol to wash hands, if soap and water is unavailable.
- G. You should also practice routine cleaning and disinfecting frequently touched objects and surfaces such as handrails, doorknobs, handles, keyboards, telephones, etc. in your respective residential room, study area, desk, and office before and after use.
1. Disinfect common surfaces in your immediate area using products that meet Environmental Protection Agency (EPA) criteria for disinfectants for coronavirus (COVID-19). Click [HERE](#) or copy and paste this link <https://www.epa.gov/pesticide-registration/list-n-disinfectants-coronavirus-covid-19> into the address bar of your web browser for the current list of EPA-approved COVID-19 disinfectants.
  2. Request to have your work and study areas (residential students) cleaned, as needed, by contacting the Department of Facilities and Real Property Management, by phone, at 601-977-7928.
  3. If you have a vehicle, consider disinfecting the door handles, steering wheel, gear shift, and other high-touch surfaces *with products that are safe and appropriate for your vehicle, only*.

### 3.3 Restroom Etiquette

Employees and students must practice restroom etiquette and safety measures by leaving the area clean for the next individual and adhere to the restroom capacity protocol posted.

- A. Before leaving the stall, assure that you have flushed and properly disposed of all of your waste.
- B. Wipe surfaces that you may have dropped food, liquid, or waste on.
- C. Rinse the basin of any waste that you may have dropped in the sink.
- D. Dispose of tissue, paper towels, and other personal waste in the toilet and trash receptacles, as appropriate.
- E. Wash your hands after you have concluded your use of the restroom.
- F. Wear your mask in the restroom, unless you are brushing your teeth or bathing/showering.
- G. Notify the Facilities and Real Property Management office, by work order or by phone, at 601-977-7928 of any malfunctioning fixtures or supplies that need replenishing.

## **Section 4: Maintain Healthy Operations** ►

### **4.1 Code of Conduct**

Employees and students must adhere to the Tougaloo College policies regarding workplace conduct, outlined in the faculty, staff, and student handbooks, respectively. In addition, employees and students must adhere to the following return to campus codes of conduct.

- A. Adhere to all applicable federal and state laws and Tougaloo College policies regarding discrimination and harassment, retaliation, and termination. Any conduct that is in conflict with these laws and Tougaloo College policies, related to COVID-19 or otherwise, is strictly prohibited and subject to immediate corrective action.
- B. Avoid using another individual's phone, desk, office, or other tools and equipment, intended for individual use, when possible. If this is unavoidable, clean and disinfect the used items, immediately, before and after use.
- C. Do not touch or remove another individual's face covering or mask.
- D. Do not cough or sneeze near an individual's face or personal space. Exercise caution and physically distance yourself, immediately, if you feel that you may cough or sneeze.
- E. Respect an individual's request to physically distance, and increase your distance from that individual, immediately.
- F. Report any Tougaloo College employee, student, or visitor activity that conflicts with these outlined codes of conduct and safety guidance to the Office of Public Safety, immediately, by phone, at 601-977-7876.

### **4.2 Social Distancing**

Employees and students must practice social distancing – physically distancing yourself from another individual(s) – whenever possible and appropriate. Maintain a distance of three feet between you and other individuals. Creating physical distance from others lessens the chances of contracting the coronavirus. Academic administrators and supervisors/managers must monitor and ensure campus compliance with social distancing guidelines.

- A. Adhere to Tougaloo College-approved modified work and class schedules to ensure social distancing measures.
- B. Adhere to Tougaloo College-installed signs and other visual cues such as decals or floor markers to ensure compliance with the recommended distance from another individual, when there are no physical barriers.
- C. Adhere to all posted capacity restrictions in laundry and rest rooms, lounge and study areas, and office areas.
- D. Avoid close contact with people who are sick.



- E. Avoid shaking hands, hugging, or other close physical contact.
- F. Implement and adhere to office no walk-in policies. By and large, the campus will be closed to walk-in/impromptu meetings. Please, call and/or email to confirm a date and time to meet with an employee and/or student, when an issue cannot be resolved using a virtual meeting format. Do not make unplanned visits to faculty and staff offices. Planning in-person meetings, when they are necessary to the order of business, allows attendees to ensure proper safety measures are used.
- G. Do not rearrange furniture, which will be intentionally placed to ensure social distancing.
- H. Do not enter or congregate in any common areas that are closed.
- I. Hold meetings in open, well-ventilated spaces, only when videoconferencing or teleconferencing is not possible. Limit attendees in compliance with the Facilities and Real Property Management Office -approved Meeting Rooms & COVID-19 Capacities. Maintain a distance of six feet apart from others and wear face coverings/masks, properly.
- J. Increase physical space between yourself and others in elevators, restrooms, and workspaces.
- K. Remove common items at service desks such as clipboards, pencils, pens, staples, etc.
- L. Utilize email and document scanning, where appropriate and allowed, to reduce transmission through surface contact with documents.

### **4.3 Employee Leave**

- A. Sick or vacation time must be used, as appropriate and as required.
  - 1. Any inquiry from the employee regarding time-off (paid or unpaid) must be directed to their manager/supervisor.
  - 2. Any employee who must take off from work is required to submit sick time or vacation time, as appropriate.
  - 3. Any employee who earns sick and vacation time may use available sick and vacation time even if they have not been diagnosed with COVID-19.
- B. Sick or vacation time related to COVID-19 must be used in accordance with Tougaloo College policies and procedures that are in compliance with Coronavirus Aid, Relief, and Economic Security Act (CARES Act) and Families First Coronavirus Response Act (FFCRA) provisions. The FFCRA requires certain employers to provide employees with paid sick leave or expanded family and medical leave for specified reasons related to COVID-19. The CARES Act further clarifies and/or expands these provisions.
  - 1. Any employee that is sent home due to a COVID-19 related reason must follow the Tougaloo College Fall 2022 Comprehensive Return to Campus Plan and complete all necessary OHWC and Office of Human Resources procedures prior to returning to work.

2. If an employee is unable to return to work, the employee must notify their manager/supervisor, immediately, and must complete any necessary procedures, which may require review and approval by an authorized decision-maker such as the immediate manager/supervisor, Office of Human Resources director, and/or the Office of the President. Under the FFCRA, an employee qualifies for paid sick time if the employee is unable to work (or unable to telework) due to a need for leave because the employee:
  - a. is subject to a federal, state, or local quarantine or isolation order related to COVID-19;
  - b. has been advised by a healthcare provider to self-quarantine related to COVID-19;
  - c. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;
  - d. is caring for an individual subject to an order described in (a) or self-quarantine as described in (b);
  - e. is caring for a child whose school or place of care is closed (or child care provider is unavailable) for reasons related to COVID-19; or
  - f. is experiencing any other substantially-similar condition specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

#### **4.4 Student Absenteeism**

Student should adhere to the Student Handbook regarding absences from class. If a student is absent from class because they have been exposed to, experience symptoms of, or test positive for COVID-19, the OHWC will notify the Office of Academic Affairs representative on the COVID-19 Response Team. This team member will work with the student and the respective academic department(s) to ensure that they remain engaged in their studies, to the extent that they are able.

- A. You must remain in contact with your respective academic department (dean and/or professors) and the Office of Enrollment Management and Student Services at 601-977-4484 during this period, to ensure that you receive any additional, needed services and/or support.
- B. Services and support will include academic support; dining; facilities (housekeeping); behavioral, mental, spiritual support; IT, etc.
- C. Faculty will monitor your attendance and engagement and maintain frequent interaction with you while enrolled in courses, no matter the method of instruction. Interaction includes email, phone, Canvas, Zoom, etc.
- D. If there is limited or no engagement from you or if faculty express concern with your welfare, they may contact Ms. Ravin Lovett in the Office of Retention Services, by email, at [rlovett@tougalo.edu](mailto:rlovett@tougalo.edu) or, by phone, at 601-977-4484, or the OWHC, by email, at [OHWC@tougalo.edu](mailto:OHWC@tougalo.edu) or, by phone, at 601-977-6137 to conduct a health check, if necessary.

#### **4.5 Accommodations/Modifications**

Employees and students who may be at high risk for severe illness from COVID-19 are encouraged to address concerns related to their daily duties with their immediate managers/supervisors and the

Division of Enrollment Management and Student Services, respectively. Employees and students are strongly encouraged to appropriately address any necessary accommodations and/or modifications.

- A. The following underlying conditions may cause you to be at higher risk for severe illness from COVID-19. These conditions may apply to you or to individuals with whom you may be in close contact:
  - 1. Being an older adult (65 years and older);
  - 2. Living in a nursing home or long-term care facility; and/or
  - 3. Having an underlying medical condition(s), such as chronic lung disease or moderate to severe asthma; serious heart conditions; and/or immunocompromised conditions such as cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications; severe obesity (body mass index [BMI] of 40 or higher), diabetes, chronic kidney disease undergoing dialysis; and/or liver disease.
  
- B. **Employees:** If you have notified your manager/supervisor that you are at high risk as a result of a qualifying underlying condition, your manager/supervisor must contact Human Resources for guidance.
  - 1. Your manager/supervisor should seriously consider allowing you to work from home, rotate weeks in the office/work schedules, telework, take Leave of Absence/FMLA and/or consider other types of accommodation. Your manager/supervisor may ask for a doctor's verification of the qualifying condition.
  - 2. Discuss any concerns, such as a health condition that places you or someone in your household at high risk, with their manager/supervisor.
  
- C. **Students:** If you have notified the Division of Academic Affairs, Office of Enrollment Management and Student Services, and/or the College ADA Compliance Office that you are at high risk as a result of a qualifying underlying condition, these areas must work with you to address any necessary, appropriate learning and on-campus housing (residential students only) accommodations and/or modifications. Official supporting documentation will be required.

#### 4.6 Visitors

- A. All visitors must be invited by a Tougaloo College employee and are encouraged to wear a mask indoors. The Tougaloo College employee will provide the name of the visitor and any additional guest to the Office of Public Safety before access to campus is granted.
  
- B. All vendors and contractors working on-site at any Tougaloo College facility are encouraged to wear a mask indoors. The Tougaloo College employee will provide the name of the vendor/contractor to the Office of Public Safety before access to campus is granted.

## Section 5: Maintain A Healthy Working and Learning Environment ▶

### 5.1 Environmental Safety

Facilities and Real Property Management will execute the following to reduce the risk of virus exposure:

#### A. Campus-wide Interventions

1. Disinfect and sanitize all workspaces and facilities, daily.
2. Clean high-contact surface areas such as countertops; door and sink handles, knobs, and locks; handrails; elevator buttons; frequently each day, using EPA-approved cleaning products.
3. Clean employee workstations, keyboards, telephones, daily, *upon employee request*.
4. **Clean and disinfect facility of a suspected or confirmed COVID-19 case, immediately.**
5. Install and replenish wall-mounted hand sanitizer dispensers in all main entrances of all campus buildings and high-traffic areas.
6. Install and replenish as needed hands-free paper towel dispensers in the restrooms.
7. Recommend, provide, and/or install partitions, Plexiglass, or similar barriers in workspaces to mitigate potential virus spread in high-traffic areas, if deemed necessary by the Office of Facilities and Real Property Management.
8. Provide signs and other visual cues such as decals or floor markers to encourage face covering, social distancing, hand hygiene, and other relevant COVID-19 education among students, faculty, staff, and visitors. Visual cues may include culturally and linguistically appropriate standards (CLAS) signs for non-English speakers, as needed.
9. Ensure continued engineering controls using the building ventilation system:
10. Ensure ventilation systems operate properly and provide acceptable indoor air quality for the current occupancy level for each space.
11. Ensure central air filtration meets current minimum efficiency reporting value (MERV) standard.
12. Check filters to ensure they are within service life and appropriately installed.
13. Run ventilation systems for longer hours – 24 hours per day and 7 days per week – if possible, to enhance air exchanges in the building space.

Install necessary exhaust fan systems as needed to ensure proper ventilation in restrooms and showers.

14. Restrict space capacities to eliminate congregating and identify safe outdoor spaces. This includes lobby areas, dining areas, and work study areas.
15. Secure cleaning and sanitizing equipment and avoid shortages of such necessary equipment.
16. Secure sufficient amounts of face masks, hand sanitizers, disinfectant wipes, and personal protective equipment (PPE) necessary for building captains, including face shields for faculty who will conduct in-person classes (by request).
17. Securing additional commercial staffing for frequent residence hall cleaning and sanitizing.
18. Restrict elevator capacities to accommodate appropriate social distancing of three (3) feet.

#### A. Residence Halls and Classrooms

Professional environmental and sanitation services will clean and disinfect all classrooms, and common areas in the residence halls: AA Branch Hall, Renner Hall, Berkshire A, Berkshire B, New Women's, and Renner Hall.

1. Classrooms: Disinfectant wipes will be provided in all classrooms so that faculty and students may clean and disinfect desks and chairs before and after use and between classes.
2. Restrooms: Clean, disinfect, sanitize all surfaces – toilets, faucets, showers, and sinks, including handles, light switches, mirrors, countertops, stall doors and towel bars (*every 2-3 hours*).
3. Lobbies: Clean, disinfect, and sanitize all surfaces – furniture, including tables and chairs (*every 2-3 hours*).
4. Laundry Rooms: Clean and disinfect appliances and countertops (*every 2-3*).
5. Stairwells: Routinely clean and disinfect handrails (*every 2-3 hours*).
6. Elevator: Routinely disinfect button panel and clean walls / hand rails, if applicable, (*every 2-3 hours*).
7. Hallway & Lobby Area Floor Cleaning: Buff all floors once every two weeks; shower scrub restrooms once a week; and dust mop / wet mop all floors daily. Work zones will be sectioned off and wet floor signs will be utilized to avoid trip hazards.
8. Disinfectant Use: Electrostatic sprayers designed to maximize performance of sanitation and disinfecting in larger facility spaces will be used throughout the day to effectively disinfect all surfaces that may contain potentially harmful bacteria and viruses. All cleaning supplies will be used and stored responsibly and appropriately.

9. All workers will be in an identifiable uniform and are expected to use proper PPE material while providing cleaning services. All cleaning products / chemicals used are EPA approved. Male staff will be assigned to male residence halls and female staff will be assigned to the female residence halls.
10. If you identify an area that requires additional addition, please, contact Facilities and Real Property Management at 601-977-7928.

## 5.2 Laboratory Safety

Employees working in laboratory environments must:

- A. Develop working shifts to limit the number of individuals utilizing the labs at one time.
- B. Clean and disinfect the lab area and any shared spaces before beginning and ending work for the day.
- C. Follow respective Reopening Research Laboratory regulations provided by the respective funding/governing agency. Reopening regulations should not work in direct conflict with Tougaloo College, CDC, or MSDH recommendations but rather work in concert with these to mitigate the risk of virus spread.

## 5.3 Campus Clinic

COVID-19 Testing, Tracing, Monitoring – Employees and students must expect to undergo virus screening, testing, tracing, and monitoring, as recommended by the Campus Clinic or treating healthcare provider, and MSDH. In the event of COVID-19 exposure or positive cases among College employees and/or students, COVID-19 testing, tracing, and monitoring – including quarantine and isolation – will be required, based on CDC and MSDH recommendations. Employees and students tested at the Campus Clinic may be monitored by Campus Clinic staff in conjunction with MSDH for the duration of any required quarantine or isolation.

- A. Tougaloo College employees and students can be tested for the coronavirus at the onsite Campus Clinic. **Initial screening and an appointment are required.** Testing is also provided at the Clinic's offsite location. Employees and students may elect to be tested at the Campus Clinic, the offsite location, or a testing site of their choice.
  1. **Testing for college and university employees and students is free at the MS State Department of Health, county health departments throughout the state.** Please, access the Scheduled Locations for Free Drive-through COVID-19 Testing and testing protocol on the MSDH website by clicking [HERE](#) or copy and paste this link <https://msdh.ms.gov/msdhsite/static/14,22406,420,874.html> in the address bar of your web browser. If you live out of state, contact your state department of health for free COVID-19 testing information in your area.
  2. To be tested at the Campus Clinic, call 601-957-6776 to schedule an appointment. At your appointment, you must present your Tougaloo College-issued employee ID, a copy of your driver license or state-issued ID, a copy of the front and back of your medical

insurance card (if insured), and the completed registration form. Be prepared to be screened at any College and/or Campus Clinic checkpoints. You must complete the mandatory daily health screening to access the campus. If you are not cleared to access the campus through the front gate screening, you will not be permitted to access the campus for testing. Be sure to wear your face covering/mask during your screening.

- B. Primary, Dental, and Mental and Behavioral Health Services – Employees and students are encouraged to continue to utilize the Campus Clinic for primary and mental and behavioral health (including substance use/abuse), and dental care services.
- C. Employees and students should contact the clinic, first, for more information and to determine the safety protocol for receiving services. If an employee needs behavioral and mental health services after hours, the employee should call 601-713-4099 or to reach the national hotline, text “Home” to 741741. Teletherapy services are also available.

Onsite Contact Information:

500 West County Line Road  
Tougaloo, MS 39174  
Telephone: (601) 957-6776

Offsite Contact Information:

1134 Winter Street  
Jackson, MS 39204  
Telephone: (601) 948-5572

- D. Primary clinic hours of operation are Monday – Friday 8:00 AM – 5:00 PM. Dental clinic hours of operation are Monday & Thursday 9:00 AM – 4:00 PM, Tuesday 1:30 PM – 5:00 PM, and Wednesday 8:00 AM – 5:00 PM.
- E. In the event of a medical emergency, call 911, immediately. You must also call the Office of Public Safety at 601-977-7857 and the Campus Clinic at 601-957-6776.
- F. Mental health services for employees and students are also available through META Teletherapy, in partnership with the Tougaloo College to provide teletherapy to College students beyond the Campus Clinic.
  - 1. If you would like to receive virtual mental health services by a licensed mental health professional through this option, please, register for services via web link that will be emailed to all employees and students via Tougaloo College email. Services will include real-time, video counseling through the META Pro app from the privacy your mobile device.
  - 2. For more information regarding this partnership to serve students, see the Tougaloo College November 1, 2020 emailed media announcement or click [HERE](#). Access to this service is also available through the Mental Health Services tab on the Tougaloo College main web page.

## 5.5 Fitness Center

Employees and students who are registered fitness center members must adhere to the OHWC safety guidelines. The OHWC will follow the college mandated requirements as outlined in the most current Comprehensive Return to Campus Plan, to ensure safe operations and a healthy workout environment. Safety guidelines will be provided to all fitness center members. Contact the OHWC at 601-977-7797 for membership information.

## **Section 6: Maintain A Safe Environment** ▶

### 6.1 Public Safety

The Office of Public Safety will enforce the Fall 2022 Comprehensive Return to Campus Plan to ensure a safe environment for all College employees, students, visitors.

- A. Employees and students must have their Tougaloo College-issued ID on their person at all times, while on the College campus.
- B. Report any employee, student, or visitor activity that conflicts with codes of conduct and safety guidance outlined in the plan to the Office of Public Safety, immediately, by phone, at 601-977-7876.
- C. Any employee or student who attempts to circumvent any of the College health and safety measures outline in this Plan will be subject to disciplinary action and/or removal from the College campus. The Office of Public Safety will notify the OHWC, Office of Human Resources, and Office of the President, as appropriate.

## **Section 7: Student Must Haves** ▶

All Tougaloo College health and safety requirements are intended to effectively and efficiently reduce/prevent virus transmission among the College community and maintain a healthy learning, teaching, and working environment, to the extent possible. Nevertheless, it is impossible to eliminate risk. Through our collective efforts – students, faculty, and staff – we are committed to working diligently to mitigate risk via the choices we make on campus *and outside of the College* to help keep everyone safe. *As a reminder the COVID-19 vaccination is required, and face masks are highly encouraged as your personal safety measure.* Please, see the Must Haves Checklist for the Fall 2022 semester to assist you in identifying pertinent student requirements and due dates. These requirements do not supplant but further specify the requirements for students who intend to enroll in the Fall 2022 semester.

### 7.1 Must Haves Checklist

To begin the Fall 2022 semester and allowed access to the College campus, please, ensure that you have completed the following requirements:

- Complete registration before your move-in date (residential students) and class start**
- Pay registration fee**
- Pay housing deposit (residential students)**
- Schedule move-in date and time using web link provided by Director of Residential Life**



- ❑ **Bring your Tougaloo College ID and/or state-issued ID**
- ❑ **Completed health records**
  - All Returning students- Completed COVID-19 primary vaccination series with current booster, proof must be mailed by Monday, August 8, 2022.
  - New/transfer students - Completed COVID-19 primary vaccination series with current booster or at least one dose of the primary vaccination series, proof must be mailed by Monday, August 8, 2022. *You must complete your primary vaccination by the end of the Fall 2022 semester.*
  - MMR (Due by August 8, 2022 –Freshman and Transfer Students)
  - TB Skin Test (Due by August 8, 2022 – new international students and returning international students with incomplete records only)
  - A COVID-19 Isolation Plan in the event that you test positive for COVID-19. *There will no on-campus isolation accommodations.*
  
- ❑ **Prepare a Quarantine Kit that includes the following, should you be required to quarantine and while awaiting test results. See Section 7 Quarantine Specifics for pertinent student must haves.**
  - Comfortable clothing
  - Face covering/masks
  - Hand sanitizer
  - Important contact information for family/friends
  - Laundry detergent (travel size)
  - Medication
  - Mobile devices (cell phone, laptop, iPad, webcam, etc.)
  - Supplies: pencils, pens, paper, books, cell phone, laptop, iPad, and other academic material
  - Self-care items: art supplies, books, crafts, journal, portable exercise equipment (fitness bands, hand weights, yoga mat), etc.
  - Snacks
  - Cleaning/disinfectant wipes

For detailed information on health records requirements, please check your email for the Health Records Request Letter and Emergency Information Form. The letter and form will be provided to all students via email and can be accessed on the OHWC website. To avoid a delay in attending Fall 2022 classes and moving into your residence hall (residential students), submit all required documentation to the OHWC by the required deadlines via secured email at [OHWC@tougaloo.edu](mailto:OHWC@tougaloo.edu) or secured mail delivery service. If you have any concerns or questions regarding the Fall 2022 health records requirements, please, contact the OHWC at 601-977-7797.

## 7.2 Quarantine and Isolation Specifics

- A. If you are exposed to COVID-19 or exhibit COVID-19 symptoms, you must quarantine in accordance with the current Tougaloo College quarantine protocol, as prescribed, until you receive a negative test result during this period.
  1. In the event that a residential student has tested positive for COVID-19, all residential students in the respective residence hall (same floor, house, side, and/or suite) will be

quarantined in their residential rooms or permanent homes and must be tested for COVID-19. ***If your test result is positive you must turn in your room key and vacate residential housing.***

2. Commuter students who are identified through contact tracing for potential exposure will be required to quarantine in their homes or other safe location and to be tested.
- B. If you test positive for COVID-19, you must isolate at your permanent homes in accordance with the current Tougaloo College isolation protocol, for a minimum of 5 days.
1. If you are a residential student, you are required to return home, *directly*, to isolate safely. The OHWC will confer with you and your emergency contact to ensure that you are able to isolate safely with as minimal a risk as possible in transmitting the virus to others as you are transported to and once you arrive home or other safe location.
    - a. Please, keep in mind that the College has no available housing for student isolation.
    - b. Ensure that you have a plan to return home in case of an emergency or if you must isolate. The OHWC will notify the point of contact you indicated on the Student Emergency Information Form to assist you with this plan.
  2. If you are a commuter student, you must isolate at your home or other safe location. Do not leave your home or other safe isolation location to be around others, *in person*, if you know you have been exposed to or you have tested positive for COVID-19.

If you are required to quarantine/isolate, you may only return to in-person classes, residential room, work study, and campus after the completing the entire quarantine/isolation period and any subsequent, required COVID-19 test with a negative test result. The College will adhere to the 5-10 day period out of an abundance of caution, to ensure the health and safety of students, faculty, and staff.

Failure to adhere to the College quarantine/isolation protocols (residential students) will result in termination of your on-campus quarantine/isolation. You will be required to continue this period at your home or safe location identified on your Emergency Contact Form. Students who require hospitalization must be relocated to the appropriate healthcare facility, immediately, in compliance with MSDH regulations.

### **7.3 Move-in Week**

You must complete Fall 2022 registration to move into your residence hall. See Table 1 for Move-in Schedule for residential students.

- A. You must schedule your move-in time by contacting Ms. Latoya Haymer, Director of Residential Life, by phone at 601-977-7819 or by email at [ltaymer@tougaloo.edu](mailto:ltaymer@tougaloo.edu) after you have completed registration.
1. Adhere to your move-in time restriction to allow others to move in quickly and reduce the amount of people in the common areas and hallways.

2. Adhere to the move-in day protocol, which will be provided to you by the Director of Residential Life.
- B. You must provide your own move-in equipment: carts and dollies.
  - C. Bring disinfectant wipes, hand sanitizer, and gloves. The College will provide hand sanitizer.
  - D. In buildings where elevators are accessible, it is recommended that you use them for incoming traffic (going up to higher floors) only and utilize the stairwells for outgoing traffic (going down to main floor) only. If you or your guest(s) require use of an elevator in your residence hall for physical reasons, you may use it for entering and exiting your floor.
  - E. Avoid hugging or shaking hands with others, as these are common ways the virus is spread.
  - F. Avoid sharing common items with others like cell phones, writing utensils, make-up and make-up utensils, sunglasses, mouthwash, toothpaste, and lip gloss, for example.
  - G. Check in with your residence hall coordinator periodically via phone or email, or you may check in in-person (only if necessary).
  - H. Comply with the restroom protocol for your residence hall.
  - I. Comply with the appointment requirements for the various sectors on campus.
  - J. Get tested, immediately, when appropriate and required.
  - K. Keep your rooms clean and bring appropriate cleaning supplies with you on move-in day.
  - L. Limit your activity on the campus within the elevators, hallways, lobbies, and stairwells.
  - M. Maintain social distancing of a minimum of three feet of distance between yourself and others on campus.
  - N. Mind your mental health. Utilize the teletherapy services available through the OHWC.
  - O. Use the hand sanitizer in the campus buildings as you enter and upon exit.
  - P. Wear your mask/face covering.
  - Q. Wash your hands, frequently, and especially after touching high-touch surfaces, sneezing, or coughing.

Table 1. Tougaloo College Move-in Schedule for Residential Students

<b>Saturday, August 6</b>	<b>Saturday, August 13</b>	<b>Wednesday, August 17</b>
RAs, SGA, T.A.M.S.	New and Transfer Students	Returning Students

## Section 8: Sector Updates

See pertinent COVID-19 updates from the listed sectors. If you do not see an area listed, please, contact that area by phone or email for more information.

### 8.1 Bennie G. Thompson – Ronald O. Schnell Art Gallery

We welcome you to visit the Ronald O. Schnell Art Gallery at the Bennie G. Thompson Academic and Civil Rights Research Center, Tougaloo College. Along with other divisions at Tougaloo College, the Ronald O. Schnell Gallery plays a role in our safety, with social distancing, face masks, and additional precautions in place.

- A. Face masks are highly encouraged. Face masks should be worn by all visitors 3 years and older, and by all students, faculty and staff members before you enter and during gallery visits.
- B. Social distancing required. Please remain 3 feet from the next individual when viewing works of art. Five (5) visitors will be allowed in the gallery at a time.
- C. Temperature checks required for visitors and staff prior to entering the campus, using a socially distanced reader.
- D. Visitors showing signs of illness at any time will be asked to return at a later date.
- E. Social-distancing markers in place at the designated visitor entrance and elsewhere.
- F. Enhanced cleaning of high-touch surfaces throughout the day; hand-sanitizer units stationed throughout the gallery and the building.
- G. An inherent risk of exposure to COVID-19 exists in any public place where people are present. COVID-19 is extremely contagious.
- H. In the interest of your personal safety and community health, please, observe all the precautions listed above.

**Contact:** Mr. Turry M. Flucker, Director and Curator, Tougaloo College Art Collections  
[tflucker@tougaloo.edu](mailto:tflucker@tougaloo.edu)

### 8.2 Department of Athletics

Student-athletes must follow these additional outlined COVID-19 requirements:

- A. Mandatory COVID-19 Testing-Game Competition: Student Athletes that have provided documentation that they have received a COVID-19 vaccine will not need to provide a negative COVID-19 test prior to game competition unless they are experiencing symptoms of the COVID-19
- B. Isolation: Student Athletes that have tested positive for COVID-19 are required to isolate for a minimum of five (5) days at home. Prior to returning to practice/competition, a negative test result (test must occur on day 5 or later) will need to be on record with the Athletic Department
- C. Violation of Team Rules: The first violation of team rules set by the coaching staff will result in a warning and punishment deemed fit by the coach of that sport. The second violation will result in the student-athlete being dismissed from the team.
- D. Travel: All student-athletes will travel by bus and there will be a seating assignment determined by the coaching staff.
- E. Athletic Scholarships: If there is an outbreak on Campus and all activities are shutdown including athletic events, the College will honor all athletic scholarships.
- F. Locker rooms, Bathrooms, Gymnasium Sanitation: The Office of Real Properties and Facilities Management will sanitize all locker rooms, bathrooms, and the gymnasium two (2) times a day. These areas will also be sanitized before and after all games.

**Contact:** Keith Barnes, Director of Athletics | 601-977-6161 | [kbarnes@tougalo.edu](mailto:kbarnes@tougalo.edu)

### **8.3 Division of Academic Affairs**

#### **Fall 2022 Return to Class**

In-person classes will be held during the Fall 2022 semester, with classes beginning on Thursday, August 18th. The Division of Academic Affairs is committed to maintaining high quality teaching and learning and will continue to monitor and assess the environment to determine the best direction for instruction and learning for the semester.

1. The methods of instruction and learning for the Fall 2022 semester are as follows: In-person: Classes will meet in the designated campus location at the designated time found in the Fall 2022 course schedule. Faculty and students are highly encouraged to wear masks during the class period.
2. Online: Fully online courses are designated as such in the Fall 2022 course schedule. Online instruction will be asynchronous.

In the event that we must transition to remote instruction, in-person classes will be required to hold classes virtually during the designated meeting times (synchronous) as printed in the Fall 2022 course schedule.

Should there be students requesting an exemption from returning in-person, requests must be made via email to: [academicaffairs@tougalo.edu](mailto:academicaffairs@tougalo.edu). The Division of Academic Affairs cannot guarantee but will make every effort to accommodate those requests with the options available.

## ADA Accommodations

Students with disabilities who qualify under the Americans with Disabilities Act (ADA) and require accommodations should contact Dr. Shakebra L. Young, the ADA Compliance Officer, at (601) 977-7818, or [syoung4@tougaloo.edu](mailto:syoung4@tougaloo.edu). Disabilities covered by ADA may include learning, psychiatric, physical disabilities, or chronic health conditions.

### A. Office of the Registrar

The Office of the Registrar will provide essential services related to the College's academic records. These services include maintaining academic files on enrolled and formerly enrolled students, processing grade and transcript requests, processing and verifying enrollment information related to students receiving veteran benefits, evaluating transcripts for prospective students, verifying enrollment and graduation requirements, and managing all processes related to registration.

The Office is located on the first floor of Jamerson Hall. Operation hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. Students can also speak directly to someone to address their concerns contacting Ms. Katina Harrison, Assistant Registrar, by phone at 601-977-6135 or by e-mail at [kharrison@tougaloo.edu](mailto:kharrison@tougaloo.edu).

The following Approval and Request Forms are available to students as a fillable document to be completed and forwarded to the Office of Academic Affairs for processing.

## Approval and Request Forms

- [Course Overload Request Form](#)
- [Course Withdrawal Form](#)
- [Credit / No Credit Form](#)
- [Term \(Semester\) Withdrawal Form](#)
- [Tougaloo College Request for Letter of Verification/ Good Standing](#)
- [Transfer Credit Approval Form](#)
- [Trial Schedule and Course Request Form](#)
- [VA Benefits Form](#)

Completed form(s) should be forwarded to: [academicaffairs@tougaloo.edu](mailto:academicaffairs@tougaloo.edu).

### B. Library Services

- a. You must contact library services via phone or email for instruction. When necessary, library staff will meet with you, by appointment only. Please, contact Stefanie Taylor by phone at 601-977-7703 or by email at [sltaylor@tougaloo.edu](mailto:sltaylor@tougaloo.edu).
- b. A library staff member will assist all patrons at the circulation desk with directional questions. No one, except library staff, is allowed to walk behind the circulation desk at any time.
- c. Reference assistance will be in-person. Please, contact Stefanie Taylor by phone at 601-977-7703 or by email at [sltaylor@tougaloo.edu](mailto:sltaylor@tougaloo.edu).

- d. The printer located in the library administration office will not be used for copying or faxing for employees or students. **NO EXCEPTIONS!!**
1. College Archives
    - a. The College archives will accept off-campus research requests. Please send to Tony Bounds, via email, at [tbounds@tougalo.edu](mailto:tbounds@tougalo.edu) and/or, by phone, at 601-977-4440.
    - b. Only one person at a time will be allowed within the archival reading room, if their research efforts require an extensive amount of time.
    - c. The archivist will accept all in-person request within a timely manner. Please allow request to be answered within 24-36 hours.
    - d. The archivist requires that all patrons wear a mask at all time while in the archives.
  2. Course Reserves
    - a. Printed course reserves will be accepted upon availability of the faculty member. Course reserves forms will be available at the circulation desk for the fall semester. Please submit a form to request your reserves on hold.
    - b. All student printers and computers will be available.
    - c. Common items such as a stapler, hole-punch, or tape will be available.
  3. Circulation
    - a. All patrons will be able to retrieve books from the second floor print book shelves. If you would like a book pulled in advance you must submit a request to library staff to retrieve the book(s) and assist you with checking the book(s) out. For advance notice please call 601-977-7706.
    - b. All books being checked out will be disinfected by library staff. When the book is returned, it will be disinfected before shelving. The same checkout procedures will apply for the Bailey Ward Room books.
    - c. Library staff, only, is permitted to retrieve periodicals and/or course catalogs from the workroom.
  4. Library restrooms:
    - a. Adhere to the posted restroom capacity signage and social distance.
  5. Locked areas and study areas:
    - a. The library workroom is permitted to library staff ONLY. This is a precaution to prevent others from entering this area.

- b. Open and private study areas are available on a first-come, first-served basis. Continue to social distance while at tables and lounge areas around the library.
- c. The technology room on the second floor can only be reserved through the Division of Academic Affairs.

**Contact:** The Division of Academic Affairs by email at [academicaffairs@tougaloo.edu](mailto:academicaffairs@tougaloo.edu) or, by phone, at 601-977-7735; Library Services, by email, at [vdavis@tougaloo.edu](mailto:vdavis@tougaloo.edu) and [sltaylor@tougaloo.edu](mailto:sltaylor@tougaloo.edu) or, by phone, at 601 977-7706. Please allow one business day for a response.

## 8.4 Division of Finance and Administration

### A. Finance and Administration

A safe reopening this fall requires that we are prepared to work together and to be flexible and vigilant in our commitment to caring for our own health and the health of those around us. The Finance and Administration offices are located on the first and second floor of the Edward E. Blackmon Administration Building, and are committed to providing quick assistance to those finding need from our Offices. Social distancing requirements have altered how we must provide assistance. We will make every effort to work safely with our campus community members. As such, please, adhere to the outlined, modified contact procedures:

1. Submit all inquiries to the department contacts below. We are committed to providing a response within 24hrs.
  - a. Office of Vice President of Finance and Administration/CFO
    - i. Contact Ms. Ealey-White [swhite@tougaloo.edu](mailto:swhite@tougaloo.edu) 601-977-7716
  - b. Bursar - Mr. Reed [jreed@tougaloo.edu](mailto:jreed@tougaloo.edu) 601-977-7725 or 601-977-7715
  - c. Financial Aid – Ms. Trena Robinson-Young [trobinsont@tougaloo.edu](mailto:trobinsont@tougaloo.edu) 601-977-6135
2. Bursar's Office
  - a. All payments should be remitted electronically, through the Tougaloo College website: <https://www.tougaloo.edu/admissions/office-bursar>.
  - b. All deposits are to be dropped off and receipts will be mailed.
  - c. If you must submit a check payment in person or require an in-person meeting, please, contact the office, by phone, at 601-977-7725 to schedule an appointment.
  - d. You are encouraged to wear a mask at all times while accessing the Blackmon Administration Building and meeting with any staff.
3. Human Resources
  - a. All documents should be dropped off or submitted electronically to [kcole@tougaloo.edu](mailto:kcole@tougaloo.edu) , [stheford@tougaloo.edu](mailto:stheford@tougaloo.edu) and/or [aburke@tougaloo.edu](mailto:aburke@tougaloo.edu) .
  - b. All meetings and training will be conducted via Microsoft Teams or Zoom.
  - c. If you require an in-person meeting, please, contact the office, by phone, at 601-977-7874 to schedule an appointment.

### B. The Office of Information Technology

In effort to flatten the curve, support, and encourage social distancing the Office of



Information is implementing the following changes:

1. Computer Labs (Kincheloe Hall, L. Zenobia Coleman Library, Holmes Hall Tutorial center, Galloway Labs, and Pope Cottage)
  - a. Any student, faculty, or staff member who is ill or feeling unwell should not utilize lab spaces but contact their primary care provider or campus clinic, by phone, at 601-957-6776.
  - b. Every other PC and Mac will be removed or made inoperable in order to encourage social distancing. (*At the discretion of the instructor and depends on class size*).
  - c. ALL students, faculty, and staff are encouraged to wear masks in computer labs.
  - d. Wearing of gloves while utilizing labs is prohibited in accordance with CDC recommendations and guidelines.
  - e. Labs will be cleaned and sanitized per the schedule provided by Facilities and Real Property Management.
  - f. Do not spray your own cleanser or disinfectant directly on computers, monitors, smartboard. Contact the Facilities and Real Property Management if you believe a lab or common space is in need of additional disinfecting.
2. Office of Information Technology Services
  - a. Contact the office, by email or by phone, if you require immediate assistance. Do not visit the Office of Information Technology Services in-person.
  - b. If you require an in-person meeting, you must call or email to schedule an appointment.
  - c. All employees and students who access the Office of Information Technology Services are encouraged to wear a mask.
  - d. You must use the hand sanitizer at the entrance upon office entry and exit.

**Contact:** Office of Technology, by phone, at 601-977-7822 or, by email, [helpdesk@tougaloo.edu](mailto:helpdesk@tougaloo.edu).

## 8.5 Division of Enrollment Management and Student Services

All events that occur on the College campus must be approved by the Division of Enrollment Management and Student Services or the Office of the President and must adhere to the College health and safety requirements.

- A. Rules and guidelines are amended based upon state and national safety and health guidance.
  1. Prior approval from the Director of Student Engagement is required for all meeting dates, times, and spaces for group meetings, including Greek and College-recognized student organization events.
  2. Buildings must be cleaned and sanitized before and after meetings, which must be requested by the Office of Student Engagement.

3. Large events significantly increase the risk of transmission of COVID-19. Therefore, requests for large events/gatherings require prior approval and must be closely evaluated. The definition of large event/gathering will be updated based on current state and federal guidance.
  4. Approved outdoor events must adhere to College social distancing and health and safety requirements.
  5. The office will continue to determine which events and meetings can be changed to virtual events based on a well-defined decision matrix.
  6. Capacity and social distancing measures will be determined, using all state and federal health guidelines, for future on-campus events.
  7. All scheduled events will be consistent with the current campus policy and approved by the College. Dates will be determined for all scheduled events, but with the caveat that these dates could change if Mississippi experiences a surge in COVID-19 cases and with the advice and consent of safety and health authorities.
- B. Student conduct guidelines, if needed, in particular regarding social distancing enforcement, PPE requirements, etc. will be established the Division of Enrollment Management and Student Services.
- C. Intramural/club sport protocols will follow all established state and federal guidelines to ensure the safety and health of all involved.

**Contact:** Earl Sanders by phone at 601-977-6186 or by email, at [esanders@tougaloo.edu](mailto:esanders@tougaloo.edu).

Remember to check the OHWC webpage for COVID-19 updates, including COVID-19 screening, quarantine, isolation, and testing information and other public health information and resources.