# TOUGALOO C O L L E G E

Fall 2020 Return to Campus Plan for Students



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# **Executive Summary**

The Fall 2020 Student Return Plan is based on guidance from the Centers for Disease Control and Prevention (CDC) and the Mississippi Department of Health.

Individual prevention strategies moving forward will require facial coverings and safe social distancing of all persons on campus, including students, faculty, staff, administrators, contractors, vendors, and visitors. Facilities for handwashing and alcohol-based sanitizer dispensers will be readily accessible throughout the campus.

Campus community prevention strategies will remain important and will be based on updated guidelines in response to this constantly developing situation.

The following precautions will be implemented this Fall:

- In-person class sizes will be reduced to meet social distancing guidelines
- Occupancy guidelines will be posted for meeting and conference workspaces
- CDC recommends six-feet of distance between individuals. This recommendation will be enforced.
- Large in-person gatherings will take place virtually
- On-campus housing will be assigned at reduced capacity
- Communal spaces will be limited by capacity guidelines
- Face covering will be worn in all community spaces by all students, faculty, staff, administrators and visitors

Administrative and environmental prevention efforts include: Education, training, and direct communication on prevention and control of COVID-19 to the college community. Cleaning and disinfecting high touch surfaces and reconfiguring work and study spaces will be continuous and ongoing.

### PLAN FOR RETURN TO IN-PERSON AND REMOTE INSTRUCTION

The College will maintain a plan for the return to remote instruction based on the following: Reinstatement of Governor's or local Mayors' Shelter-In-Place requirement/guidance; local outbreak conditions; campus outbreaks; absenteeism; an outbreak threshold estimated at 1.1% of the population as determined by local conditions, campus conditions, or local health care capacity to absorb the number of sick individuals from campus. If anyone tests positive for COVID-19, the College will suspend in-person classes for a designated period pursuant to guidance from the Mississippi State Department of Health.

# Containment Plan

### **STUDENTS**

Students will be tested for COVID-19 on campus, as needed. Students should monitor themselves for symptoms of COVID-19 and check their temperature daily. Students who feel ill must call the Campus Clinic at 601-957-6776 or healthcare provider of choice to receive appropriate healthcare instructions and to determine the current safety protocol for receiving any necessary health care services. Students are not required to receive these services at the Campus Clinic and may elect to receive them from a health care provider of their choice. Students will be encouraged to continue classes remotely.

### TEST. TRACE. RELOCATE.

Students who are sick with COVID-19 must isolate and relocate from the campus for the current recommended time period of 14 days. Students who must quarantine due to exposure to COVID-19, such as roommates/suitemates, must also relocate from the campus for the currently recommended time period of 14 days.

Students must inform the Office of the Vice President of Student Life Office when they begin to experience symptoms or have tested positive for COVID-19. The Student Life staff will monitor absenteeism and provide a daily isolation report to the Office of Academic Affairs. The Office of Academic Affairs will notify instructors that a student will be absent from class for a defined period of time. Students must develop a personal emergency plan to allow for relocation off-campus and should call the Campus Clinic or a healthcare provider of choice within 24 hours if they are symptomatic or test positive for COVID-19.

Vulnerable populations with pre-existing conditions (hypertension, diabetes, asthma, obesity) and/or caring for a sick family member may self-report to the ADA Compliance Officer, Dr. Melissa McCoy at mmcoy@tougaloo.edu to request reasonable accommodations.

### **FACULTY**

Faculty will be tested or COVID-19 as needed. Faculty should monitor themselves for symptoms of COVID-19 and check their temperature daily. Faculty should seek medical care/evaluation from their health provider and provide a medical clearance letter/note indicating that they may return to work to the Provost. Faculty should notify their supervisor, if their COVID-19 test is positive and work remotely during isolation or quarantine.

Vulnerable populations with pre-existing conditions (hypertension, diabetes, asthma, obesity) and/or those caring for a sick family member may self-report to the Office of Human Resources to request accommodations.

### **STAFF**

Staff will be tested for COVID-19, as needed. Staff should monitor themselves for symptoms of COVID-19 and check their temperature daily. Staff should seek medical care/evaluation from their health provider and submit a medical clearance letter/note indicating that they may return to work to Human Resources (hr@tougaloo.edu). Staff should notify their supervisor, if their COVID-19 test is positive and work remotely during isolation or quarantine.

Vulnerable populations with pre-existing conditions (hypertension, diabetes, asthma, obesity) and/or those caring for a sick family member may self-report to the Office of Human Resources to request accommodations.





# A. ANY PERSON ENTERING TOUGALOO FACILITIES SHOULD ADHERE TO THE FOLLOWING PRE-SCREENING REQUIREMENTS:



### Before leaving home, verify you have no fever.

If you have had a fever, you must be fever-free for a minimum of 24 hours before returning to campus.



Do not come to campus if you have any flu-like symptoms or respiratory symptoms.

▶ (i.e. coughing, sneezing, running nose, body aches, headaches, fever, etc.)

# B. UPON ENTRY AND WHILE IN ANY COLLEGE BUILDING, ADHERE TO THE FOLLOWING:



Find the nearest restroom or handwashing station and wash your hands with soap and water



Report directly to your destination and practice social distancing while entering buildings and common areas.

Students coming on campus during this time will be required to wear face coverings.

# C. PROCEED TO YOUR CLASSROOM OR LAB. WHEN ENTERING THE CLASSROOM OR LAB, YOU WILL BE ASKED TO DO THE FOLLOWING:



Upon entering a lab or classroom, students should report to their own workstations and maintain a social distance of 6 feet from other students.

▶ Perform needed skills/tests/assignments.



Once students and employees leave the classroom or lab they should return to the nearest restroom or handwashing station.

Proceed to your next destination and refrain from loitering in hallways/buildings/grounds with other students or employees.

IF A STUDENT IS NOT WILLING TO FOLLOW THESE PROTOCOLS, OR IF AN EMPLOYEE DETERMINES A STUDENT EXHIBITS SYMPTOMS LISTED IN THE PRE-SCREENING SECTION ABOVE, THE STUDENT WILL BE ASKED TO LEAVE THE FACILITY.

# Health and Safety

### **DEEP CLEANING & DISINFECTION**

Reducing the spread of a virus in public spaces through cleaning and disinfecting is key for prevention. Daily deep cleaning protocols have been established, and campus-wide sanitation efforts have been revised in response to COVID-19.

Facilities & the Custodial Staff are responsible for:

- Constant and continuous cleaning of all buildings, facilities, and common/public restrooms on the campus.
- Consistent cleaning of high touch surfaces: light switches, countertops, hand rails, door handles/ knobs, and counter surfaces.
- Cleaning and disinfecting all public/common bathroom facilities twice daily with close attention to faucets, toilets, and sinks.
- Consistent after- hours deep cleaning of large common areas such as Warren Hall, the Woodworth Chapel and the Zenobia Coleman library throughout the day.

### **INCREASED SANITATION**

Access to hand sanitizing stations and disinfectant wipes has been increased throughout the campus. Hand sanitizers will be placed in all academic classrooms, as well as building entrances, time clocks, and high traffic areas. Administrators, faculty, staff, and students are encouraged to clean their personal work spaces throughout the day with provided sanitation wipes.



Students should bring and carry their own hand sanitizer, disinfecting wipes, and masks with them while they are on campus throughout the day.

Tougaloo College cannot guarantee immunity from sickness. We will do our best to provide a healthy environment and adhere to the guidance of the Centers for Disease Control and Prevention and the Mississippi State Department of Health.



# Campus Health and Safety Standards

### **MASKING**

### CLEANSING & HYGENE

### SOCIAL DISTANCE

All administrators, students, faculty and staff will wear masks at all times.

All administrators, students, faculty and staff will frequently hand wash and sanitize spaces.

All administrators, students, faculty and staff will practice safe social distancing.

### **MASKING**

Current research and has shown that masks do significantly reduce infection. Droplets from the mouth are mitigated by appropriate mouth and nose covering. The requirement for masking all in public and common space will suppress airborne spread of the infectious agent and prevent community transmission. Any student who is unable to wear a face covering or mask because of a medical condition, must consult with the Office of Student Life, immediately.

### **CLEANSING & HYGIENE**

The other mode of transmission is transfer from a contaminated surface. To suppress tactile transmission, frequent handwashing or sanitization will be an essential and necessary part of Tougaloo life. The Tougaloo community will undertake care for others to another level. We will clean and sanitize surfaces before and after every use. Our facilities team will assure that wipes and appropriate cleansers are available in classrooms, library and other common spaces. We will encourage the washing or sanitizing of hands before entering a meeting space or classroom. We will not rely on others to clean these spaces before and after them. Each of us will seriously do our part.

### **ESSENTIAL ITEMS FOR CAMPUS ARRIVAL**

The following items listed are strongly recommended for students to bring as they arrive on campus in the fall.

- Face Masks
- Hand Sanitizer
- Disinfectant Supplies (ex. Lysol, Clorox)
- Hand wipes
- Hand soap
- Shower shoes are required
- Counter cold medicines
- Personal thermometer

### **SOCIAL DISTANCE**

An appropriate distance 6 feet or more and avoidance of touching are well established as effective in preventing transmission. Thus, we will choose alternative methods to keep healthy social distancing including avoiding handshakes, kisses, even fist or elbow bumps. Prescribed seating arrangement in classes and common spaces will support appropriate distancing. All members of the Tougaloo community will each do our part. During the current period, we will accept these changes in our behaviors for the protection of fellow members of the Tougaloo community. We do so assure that better times will follow, when we shall embrace and hold each other hand in hand.

# Division of Academic Affairs

Provost: Dr. Leon Wilson | Associate Provost: Dr. Daphne Chamberlain

### FALL 2020 ACADEMIC CALENDAR

(Abridged)

NOW UNTIL AUGUST 6	FALL 2020 REGISTRATION	
August 6	FIRST DAY OF CLASSES	Virtual Courses Only
August 26	President's Convocation I Required	Virtual
August 28	Senior Class Meeting 10:00am   Required	Virtual
August 31	Junior Class Meeting 10:00am   Required	Virtual
September 2	Provost's Convocation I Required	Virtual
September 7	Labor Day	College Closed
September 8	CLASSES RESUME	In-person & Hybrid
September 9	First Year Induction Convocation	Virtual
September 21-22	Mid-Term Exams	
October 12-18	Founder's Week 2020	
October 18	Founder's Convocation	Virtual
November 10	FINAL DAY OF CLASSES	
November 12-18	FINAL EXAMS	
November 24	COLLEGE CLOSES	

### IN-PERSON INSTRUCTION & SOCIAL DISTANCING

- Class sizes and course delivery will be adjusted to adhere to social distancing guidelines.
- Clearly defined entry and exit points for campus buildings and clearly marked one-way corridors to manage density and reduce risks will be marked as necessary.
- Outdoor spaces and navigation pathways for pedestrian traffic will be clearly marked.



# Division of Student Life

Vice President of Enrollment Management & Student Life | Dr. Christina A. R. Gladney

### MODIFIED STUDENT LIFE

- The Office of Student Engagement will offer programs, events, and activities that are created with the safety of our students at the forefront.
- Events and social activities will be restricted. Physical distancing of 6 feet will be required.
- Virtual programming and activities will be created to fulfill the programming goals of the office, while considering the safety and well-being of students.
- The Office of the Chaplain will continue to provide spiritual support and guidance to students as they navigate a college different than previously experienced.
  - o Chapel and bible study services will continue to be offered virtually.
  - o The Office of the Chaplain will host weekly prayer calls for spiritual and emotional support during these challenging times.
- Student organizations will remain engaged and will continue working with Office of Student Engagement Staff to host Fall programming while adhering to guidance from the CDC and MSDH.
- Strategies and plans are in development to encourage a sense of community and belonging for both incoming and returning students.

### **GUIDELINES FOR ORGANIZATIONS & CLUB MEETINGS:**

- Approval will be required for group meetings, with up to 15 people or less.
- $\bullet$  Group meetings must take place in designated buildings
- Buildings will be cleaned and sanitized before and after meetings; therefore, it is extremely important that all meeting dates, times, and spaces are prior approved by the Office of Student Engagement.

### **PUBLIC SAFETY**

- Students must inform Public Safety of any visitors who are expected to arrive on campus.
- All visitors are required to undergo a temperature screening and complete a health questionnaire.

### MASKS MUST BE WORN THROUGHOUT THE DURATION OF ALL VISITS.

Any persons refusing to wear a mask will be denied entry into campus.

# RESIDENCE LIFE 12 Student Return to Campus Plan

# Residence Life

### **IMPORTANT HOUSING DATES**

Sunday, August 2 Residence Halls Open for Student Leaders Monday- Tuesday, August 3-4 Residence Halls Open for Freshman Students Saturday-Sunday, August 8-9 Residence Halls Open for Returning Students Thursday, November 19 Residence Halls Close\*

\*Students who request to remain on campus due to special circumstances will be allowed to do so until the traditional close of residence halls with prior approval from the Office of Student Services. (Special groups include: Athletes, Homeless Students, and Students on Internships)

### RESIDENCE HALLS & SOCIAL DISTANCING

- Residence halls will operate at reduced capacity to adhere to public health guidelines.
- High risk individuals with pre-existing conditions should request housing accommodations through the ADA Compliance Officer, Dr. Melissa McCoy at mmcoy@tougaloo.edu.
- Residence halls with the smallest square footage will have single rooms, and those residence halls with larger square footage will have double occupancy. Additional residential housing accommodations are being secured to increase housing capacity.
- Quarantine spaces have been identified for isolation of students who test positive for or become exposed to COVID-19.
- Additional information and details will be provided to residential students and staff by Tougaloo's Office of Residential Life.

Resident Hall	Occupancy
Renner	Single Rooms
A.A Branch	Single Rooms
New Women	Double Rooms
Berkshire	Double Rooms

### **DINING SERVICES: THOMPSON HOSPITALITY**

- Dining services will be modified for social distancing.
- Occupancy signage and floor prompts will be posted to remind everyone of physical distancing at
- No seating options will be available inside the Warren Hall Dining Room. Only to-go or take-out options will be available.
- Food stations will be closed and associates will serve pre-packaged meals.
- Fountain beverages will not be available, only canned beverages.
- All dishware and flatware will be single-use and disposable.

# Student Code of Conduct

Students must adhere to the policies regarding student conduct outlined in the Tougaloo College outlined in the Student Handbook. In addition, students must adhere to the following return to school codes of conduct.

- 1. Adhere to all applicable federal and state laws and Tougaloo College policies regarding discrimination and any form of sexual harassment. Student conduct that is in conflict with these laws and institutional policies, related to COVID-19 or otherwise, is strictly prohibited and subject to immediate corrective action.
- 2. Avoid using another student's phone, desk, other tools and equipment, and any other items intended for individual use, when possible. If this is unavoidable, clean and disinfect the used items before and after use. Assure that you have permission to use the item(s).
- 3. Do not touch or remove another individual's face covering or mask.
- 4. 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.
- 5. Respect an individual's request to physically distance, and increase your distance from that individual, immediately.
- 6. Report any employee, student, or visitor activity that conflicts with these outlined codes of conduct and safety guidance to the Office of Student Affairs and the Office of Public Safety.
- 7. Violations of the student code of conduct will be subject to sanctions, which include, but are not limited to monetary fines, probation or suspension.

### **COMMUNITY STANDARDS OF CLEANLINESS**

As an institution, we are increasing community standards for cleanliness with increased focus on cleanliness. Cleaning materials will be available in all classrooms, departments, and common spaces to allow users to easily sanitize workspaces prior to and after use. Tougaloo will follow all public health guidelines set for the by the CDC and best practices to mitigate the spread of COVID-19.

Housekeeping staff will continue to clean offices and workspaces according to CDC guidelines. "High touch" areas and surfaces such as doorknobs and bathrooms will be cleaned more frequently and monitored more closely. We are enhancing our community standards to promote a safe and healthy environment to teach, learn, work and play. This is an opportunity for us to live our mission of service to others by taking individual action to protect our fellow community members.

In coordination with federal, state and local guidance, we will require everyone to practice physical distancing, wash hands often, use hand sanitizer, maintain clean spaces and wear appropriate face coverings/masks (provided by the College for those who need them), among other best practices. Individuals with COVID-19 symptoms or

knowledge of exposure should seek medical care and must not report to work or class. We will post signage in campus buildings with these important reminders. The College is developing programs with healthcare industry partners to provide ongoing surveillance of the disease on campus. Personal Daily Health Check-ins will be required with guidelines to determine physical campus attendance or remote workdays forthcoming from the Owens Health & Wellness Center and the Office of Student Services. Educational reminders on safe and health behaviors will be shared on an ongoing basis to keep our health top of mind.

Health and Safety Stewards will be recruited, trained, and deployed to help us all maintain social distancing, provide masks, and encourage hand sanitizing and communicate message to achieve success in mitigating risks of COVID-19 infections on campus.

Please know that planning and implementation for a safe and healthy campus will continue throughout the year. The College will release additional detailed information for Fall 2020 operations over the coming months and will continue to update this plan. Updates will be emailed in the "Tougaloo This Week" e-newsletter and posted to the website.

# Housing Addendum

There is currently no vaccine to protect against contracting COVID-19. The best way to prevent infection is to avoid being exposed to this virus.

You can reduce your risk by taking the same measures as you would to prevent infection from the flu and the common cold:

- Wash hands often with soap and water for a least 20 seconds.
- Use hand sanitizer, with 60-95% alcohol if soap/water is not available.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Avoid contact with people who are sick.
- Stay home while you are sick and avoid close contact with others.
- Cover your mouth and nose with your elbow or a tissue when coughing sneezing, and immediately dispose of the used tissue.

(initial) I understand that, if I exhibit any signs or symptoms of COVID-19, as enumerated by the U.S. Center for Communicable Diseases (CDC) at https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html, or if I have been in close contact with someone who has tested positive for COVID-19, it is my responsibility to contact a medical provider within one (1) business day and self-isolate. Self-isolation means NO human contact with ANYONE, including family, friends, and especially going out into the public. Remember, if your symptoms are mild this does not mean you cannot spread the virus to someone else and put others at severe risks.
(initial) I understand, if I need to self-isolate, I will notify Office of Residence Life for assistance.
(initial) I understand and affirm that, in the event of a medical emergency, I will call 911, and that I should notify the operator that I have, or think I might have, COVID-19. If possible, I will put on a cloth face covering before medical help arrives.
(initial) I understand that, as a result of the coronavirus pandemic, I may be required to move to another room, hall or other location in the event of required self-quarantine or isolation by the Tougaloo College.
(initial) I understand that, as a result of the coronavirus pandemic, visitation hours or number of guests allowed in my room may temporarily change to address campus response

