



Johnson C. Smith University
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NOVEL CORONAVIRUS (COVID-19):

Faculty and Staff Guide for Returning to Campus

#BackToBeattiesFord

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Overview

Johnson C. Smith University will phase in a return of faculty and staff to campus over time in a coordinated process to ensure appropriate social distancing, availability of personal protective equipment (PPE) and screening capabilities for COVID-19. We will assess expanded staffing based on mission-critical operations, the ability to control and manage specific work environments, and necessity of access to on-site resources. These decisions, once approved, will be communicated through your respective dean or vice president.

In an effort to follow COVID-19 guidelines published by the Centers for Disease Control (CDC), JCSU will issue two washable masks to each faculty and staff member and follow social distancing guidelines recommended by the CDC (see page 15).

Support units that can continue to effectively work remotely, with approval from the dean, vice president or direct supervisor, are recommended to do so until social distancing restrictions are eased. Expanded staffing will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of faculty and staff, as well as the communities we serve. Once decisions to expand on-site staffing in certain areas have been made, staff should follow the policies and protocols detailed in this guide for returning to work on campus.

All employees are expected to fully comply with the procedures, protocol, and requirements outlined in this document, in any linked documents and websites, and any additional guidance they receive from their supervisors. As you know, the situation resulting from COVID-19 is fluid, and these plans are subject to change based on prevailing public health circumstances at the time; therefore, this document is subject to updates. We will monitor these conditions to make sure our students will be able to continue their education in the fall no matter the circumstances in August and September.

To further enhance our health and safety protocols, we are considering a COVID-19 screening plan which, if adopted, will be implemented prior to the time students return.

Please check the university's COVID-19 information site (www.jcsu.edu/covid) regularly for the latest information.

RETURNING TO WORK AT JOHNSON C. SMITH UNIVERSITY

HERE'S WHAT YOU CAN EXPECT



- The health and safety of faculty, staff, students, and guests will be our top priority.
- Everyone will be expected to enter into this “social compact” with the understanding that we are all responsible for our health and safety and for the health and safety of others.
- We will return to campus in phases, which will allow us to test and improve the plans we have developed.
- Everyone will be required to participate in the education and training for COVID-19 risk factors and protective behaviors (e.g., cough etiquette, social distancing) as well as the proper use of PPE.
- New policies, procedures, and guidelines will clarify expectations for everyone within the JCSU community.
- We will conduct frequent health screenings (e.g., temperature checks) and administer self-assessment questionnaires prior to beginning work and classes.
- There will be strict requirements for social distancing and wearing PPE.
- We will implement alternating workday schedules and/or extra shifts to reduce the density of employees in a facility at a given time. This will allow us to maintain distance from one another while maintaining a full onsite work week.
- We will offer hybrid course formats and reduced class sizes.
- We will continue to have options for working and learning remotely.
- We will add protective barriers and make other modifications to classrooms and workspaces to minimize the spread of COVID-19.
- We will participate in more virtual meetings to minimize contact among administrators, faculty, staff, students, guests and customers.
- There will be limits on the number of people allowed to gather indoors and outdoors.
- We will implement enhanced cleaning and disinfecting protocols in residence halls, classrooms, and workspaces for WFF Facilities Services because we are entering into a compact where we are all working to ensure each other’s health. All members of our community will assist in these efforts.
- We will discontinue nonessential travel to locations with ongoing COVID-19 outbreaks. Employees and students will be encouraged to check CDC travel warning levels at: www.cdc.gov/coronavirus/2019-ncov/travelers.
- There will be frequent communications as well as multiple channels to answer your questions and address your concerns. We want to hear from you.

Guide for Returning to the Workplace

Johnson C. Smith University is committed to the health and well-being of our employees and students and will follow a gradual return to on-campus work to allow for the implementation of appropriate social distancing protocols that mitigate the spread of COVID-19. All employees who can complete their necessary job duties through teleworking should continue to do so until further notice. However, some faculty and staff may be asked to return to campus, not because of personal preference, but to effectively complete assigned work responsibilities and access research facilities. These decisions will be made by supervisors and administrators and in partnership with employees after supervisors have submitted documentation outlining their unit's plan for physical distancing, cleaning and sanitation and other safety measures. We will implement a four-pillar solution that includes:

- Monitoring symptoms through daily screenings
- Wearing masks
- Frequent handwashing
- Practicing social distancing



► Self-Screening for Employees Working Onsite

Faculty and Staff will be required to complete a daily self-screening using an application before reporting to work. The application will relay data to a cloud-based management system that is both Health Insurance Portability and Accountability Act (HIPAA) and Family Educational Rights and Privacy Act (FERPA) compliant. The screening tool will ask you several questions related to your general health and generate a green, yellow, or red risk level based on your answers. The app will also provide “Next Steps” for every level of risk.

Once they are on campus, employees will proceed to a checkpoint to have their temperature checked. Checkpoints will be in the James B. Duke Memorial Library atrium and Jack S. Brayboy Gymnasium lobby. Although inconvenient, we have added this important screening step to help mitigate the spread of the COVID-19 virus on campus. All students, vendors and visitors will also be required to complete the self-screening process at one of the checkpoints.

Please follow these guidelines, whether you are coming to campus or not:

- Contact your healthcare provider if you believe you are ill.
- You are asked to report any exposure to COVID-19 positive individuals, respiratory symptoms, sore throat, dry cough or other symptoms of COVID-19 to your supervisor and to alert the University. Representatives from the Student Health Center will follow up with you as necessary.
- If you test positive or are evaluated by a healthcare provider for COVID-19, do not come to work. Please protect your health and the health of others by staying home. There are many leave options (FMLA Families First Coronavirus Response Act) available to support employees who are ill (see page 7). Please refer to your employee handbook or contact Human Resources at 704.378.1296.

Staffing



- ▶ As staffing on-site increases and operations expand, administrators will closely monitor and assess the potential spread of the virus, as well as existing policies and procedures designated to mitigate it. Screening will be a critical part of assessing the impact of increased staffing. If localized outbreaks emerge on campus, tighter restrictions and reduced staffing may become necessary.

Once you have been invited to return to campus, you should arrive and depart work through the designated building access points at the designated time to limit the number of people entering and exiting buildings at any one time. Building access to visitors and guests will be limited during the initial phases of our return to work. Building occupants are expected to follow signage on traffic flow through building entrances, exits, elevator usage and similar common use areas.

▶ Staffing Options

Departments should consider the options below in order to maintain required social distancing measures and reduce population density within buildings and workspaces.

- **Remote Work:** Those who can work remotely to fulfill some or all of their work responsibilities may continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements, which should be approved by your immediate supervisor, division head and Human Resources, can be done in a full or partial day/week schedule as appropriate.
- **Alternating Days:** In order to limit the number of individuals and interactions among those on campus, departments should schedule partial staffing on alternating days. Such schedules will help enable social distancing, especially in areas with large common workspaces.
- **Staggered Arrival/Departure:** The beginning and end of the workday typically bring many people together at common entry/exit points of buildings. Staggering arrival and departure times by at least 30 minutes will reduce traffic in common areas to meet social distancing requirements.



Leave Policies

Members of the JCSU community, whether they return to campus or work remotely, may become ill and need to take time to heal. There are currently four options for paid medical leave.

▶ **Family Medical Leave Act**

The Family and Medical Leave Act of 1993 was passed by Congress to balance the demands of the workplace with the needs of families. For more information, please review the JCSU Family and Medical Leave Policy within Non-Academic Personnel Handbook and the Faculty Handbook as well as FMLA poster. [For more information, please click here.](#)

▶ **Family First Coronavirus Response Act, Emergency Paid Sick Leave**

The Families First Coronavirus Response Act includes the time-limited allocation of emergency paid sick leave and expanded family and medical leave coverage for employees who cannot work as a result of the COVID-19 pandemic. [For more information, please click here.](#)

▶ **Sick Leave**

Sick leave is accrued by full-time faculty and staff. Please review the Non-Academic Personnel Handbook and the Faculty Handbook for more information.

▶ **Vacation Leave**

Vacation leave is accrued by full-time staff. Please review the Non-Academic Personnel Handbook for more information.



Guidelines for High Risk Employees

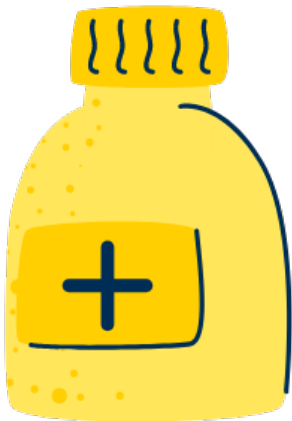
- ▶ Employees who have been asked to return to work on-site and have concerns about doing so may request a flexible work arrangement. If those concerns are related to an underlying health condition, the employee may be entitled to a reasonable accommodation under the ADA, depending on the employee's particular circumstances. Prior to returning to the workplace, any employee who has questions or concerns should contact the office of Human Resources at 704.378.1228 to request an accommodation form.



As part of the institutional response to COVID-19, the University is committed to supporting employees who are at higher risk of severe illness from COVID-19 or who have household members who are in an appropriate vulnerable category. If you fall into any of the categories listed by the Centers for Disease Control and Prevention (see below) we will offer you options. This is a rapidly-evolving situation and we will use guidance from CDC and the Mecklenburg County Health Department.

Available options for those in high risk groups include physical distancing, staggered shifts, remote work, alternative work locations, reassignment or performing alternate work assignments. These options should be considered for those in high-risk groups. An interactive process will be used to determine which option will work best based on job duties and tasks based on discussion with employees and supervisors.

- ▶ Based on what we know now, those at high-risk for severe illness from COVID-19 are:



- People 65 years and older (<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/older-adults.html>)
- People who live in a nursing home or long-term care facility
- People of all ages with underlying medical conditions, particularly if not well-controlled, including:
 - People with chronic lung disease or moderate to severe asthma
 - People who have serious heart conditions
 - People who are immunocompromised
 - Many conditions can cause a person to be immunocompromised, including 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
- People with severe obesity (body mass index [BMI] of 40 or higher)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease

Academic Affairs

The Division of Academic Affairs has developed a plan to support high-quality, student-centered teaching and learning in the challenging environment created by the novel coronavirus pandemic. We have a shared responsibility to perform at our very best to facilitate the success of our students.

COVID-19 Has Changed the Academic Experience

During the fall 2020 semester, students will have a variety of learning options. The University will offer in-person on campus, online, or hybrid courses that combine remote and in-person instruction. Classes will begin September 8, 2020, and end November 24, 2020.

Students will be placed into one of three cohorts: blue, gold, and white. These cohorts will be assigned based on the mode of instruction and class schedule. Teacher Advisors, department chairs and deans will notify students of the cohort into which they have placed. Each student will have the information, which will also be on social media, course schedules, etc. In most cases, the cohort assignment will remain for the entire fall 2020 schedule.

Prior to returning to work on campus, faculty will be required to complete an online course, which provides strategies for limiting the spread of COVID-19. They will also receive information about new operational guidelines and shared responsibilities.

Faculty members will receive an email invitation with a link to the online course in the CANVAS Campus Learning Management System with instructions on how to complete the course. Faculty must complete the training by August 10.

All faculty who come to campus for any purpose are required to complete a daily self-screening using an application to monitor themselves for symptoms of COVID-19 before coming to campus. In addition, you will be required to report to one of two checkpoints to have your temperature taken and be cleared for the day. Checkpoints will be in the James B. Duke Memorial Library atrium and Jack S. Brayboy Gymnasium lobby. The University will keep all information gathered through these screening mechanisms confidential.



Procedures for Dealing with COVID-19 on Campus

If a member of the JCSU community suspects they have been exposed to COVID-19, administrators and healthcare providers will immediately [separate students, faculty or staff](#) with [COVID-19 symptoms](#). Students who live on campus will be provided distance learning options, quarantine or isolation rooms in residence halls or other housing facilities, and alternative food service arrangements. Also, as part of the symptom screening process, the Health Center staff will refer symptomatic individuals to an appropriate health care provider who will determine when [viral testing](#) for COVID-19 is appropriate.

Individuals with symptoms who are suspected of having COVID-19 will be asked to go to their place of residence, a designated quarantine housing location (if living on-campus), or a health care facility, depending on the severity of their [symptoms](#). They will also be asked to follow [CDC guidance on caring for oneself](#). Individuals will be alerted to watch for [emergency symptoms](#) and seek emergency medical care if symptoms occur.

What Happens When a Member of the JCSU Community Tests Positive for COVID-19?

Individuals with symptoms who test positive for COVID-19 will be asked to go to their place of residence, a designated **isolation** housing location (if living on-campus), or a healthcare facility depending on how severe their [symptoms](#) are, and follow [CDC guidance for caring for oneself](#). Individuals will be alerted to watch for [emergency symptoms](#) and seek emergency medical care if they occur.



The Reimagined Center for Innovative Teaching and Learning

JCSU's mission is to provide an outstanding education for a diverse group of talented and highly motivated students from various ethnic, socioeconomic, and geographic backgrounds. We recognize that much of the burden of fulfilling this mission falls to our faculty. You are charged with engaging and activating the desire for learning in our students and delivering impactful learning experiences while remaining active and current in your disciplines and engaged in the campus and wider community.

The **Johnson C. Smith University Center for Innovative Teaching and Learning (JCSU CITL)** will engage in efforts that create effective teaching and learning experiences, develop best practices in instruction that can be shared across disciplines, contribute to increases in student retention and graduation rates, and establish JCSU as a leader in developing and facilitating instruction for the 21st Century Learner. By providing a variety of resources and supports, the CITL will help to further establish the positive culture of the institution and strengthen our academic offering in ways that benefit both our university and the larger community.

Classrooms and Offices Are Prepared for Your Arrival

In preparation for the 2020-2021 academic year, teams of staff members and contractors have worked to prepare classrooms for your arrival. Public health experts have emphasized the importance of social distancing in educational settings. This means that faculty and students must maintain six feet of distance in classroom settings. To assist in this effort, additional actions were taken, including but not limited to:

- Installing plexiglass barriers on instructional desks and podiums
- Placing desks and other classroom furniture six feet apart
- Removing furniture from classrooms consistent with the number of students each classroom will accommodate
- Repairing and replacing inoperable instructional technology to increase the number of fully functional classrooms available
- Identifying alternate spaces for classrooms (e.g. auditoriums) to ensure ample space for larger classes
- Placing signs on walls, doors and floors to direct traffic and remind everyone about social distancing
- Cleaning and sanitizing classrooms, offices, and high touch areas
- Repairing, replacing and servicing heating and air conditioning equipment to ensure appropriate air flow in buildings

When you return to campus, meetings, study groups or other gatherings should continue to be conducted virtually until further notice. If it is critical to conduct a meeting in-person,

there should not be more than ten participants and those present must sit a minimum of six feet apart with all participants wearing face coverings.

Plan for the Unexpected

Faculty members are strongly encouraged to plan for the final two days of on-ground teaching (November 23-24) to be easily done as hybrid classes, in recognition that all students need to move out of the dorms by the afternoon of November 24. This will allow students more flexibility in their travel plans and decrease potential bottlenecks in our checkout processes.

Changes to Course Syllabi Are Required

During the COVID-19 pandemic, each member of the University community is expected to commit to minimizing health risks for ourselves and others. To that end, we must change the way we do things. As such, please include the following four items in all syllabi.

1. A Social Compact to Care for and Be Courteous Toward Others

As we prepare for the start of the fall semester, which will include in-person classes and a residential living experience, it will be essential for all of us to model positive behaviors that help to reduce the spread of the virus. Students studying at Johnson C. Smith University this fall will also be held to a set of behavioral expectations as part of our carefully planned health and safety measures that include education, symptom monitoring, enhanced cleaning, and modifications to the spaces in which we live, work, and teach.

Access to all campus buildings is strictly prohibited for any individuals who have not been authorized to work or conduct approved activities on campus. These rules are in place to ensure everyone's safety and we expect that, as responsible members of our campus community, you will abide by these policies.

Students who enter classrooms, offices or common areas without wearing masks (and who are not covered by a medical exemption) should first be asked to comply with the University's policy. If a student refuses to wear a mask, you may ask that student to leave class. Campus Police is prepared to assist faculty with students who become disruptive. These students are subject to disciplinary actions as outlined in the *Student Handbook*.

Students will be looking to you to gauge the seriousness of our commitment to observing and enforcing these expectations. If you observe individuals who are not adhering to these guidelines, we ask you to request that they do so or leave campus facilities. And, if you are not adhering to these guidelines, you should **expect** to be requested to comply or leave campus facilities.

2. Masks will be Required on Campus

Masks are required for all faculty, staff and students except in cases where medical conditions prevent them from doing so. According to the CDC, wearing masks is a key component of mitigating the spread of COVID-19. Everyone entering a classroom is required to wear a mask or face shield. This practice will help us to reduce transmission rates.

We recognize that some people are not able to wear masks due to medical conditions. Many of the people in this category may be at higher risk of becoming sick. Students in this protected category will need certification from the Health Center which will, in turn, contact the students' professors. Faculty and staff should contact the Human Resources Department. In these cases, face shields or other accommodations will be provided.

3. Shared Responsibility for Maintaining the Cleanliness and Safety of Workspaces and Classrooms

It is impractical to disinfect classrooms after every lecture. However, classrooms will be cleaned and sanitized twice a day Monday through Saturday using products approved by the CDC. This additional cleaning is expected to help minimize transmission rates.

In addition, faculty, students and guest lecturers entering a classroom are required to prepare the space by wiping down all surfaces (e.g., desk space, non-fabric seats, plexiglass screens, tools, keyboards). Dispose of the wipes in the classroom trash can and then wash/disinfect your hands.

4. Expanded Options for Accommodating the Needs of Students

As a result of changes made in response to COVID-19, students may require special accommodations. We offer options for faculty, staff and students at higher risk for severe illness (including older adults and people of all ages with certain underlying medical conditions) that limit their exposure risk. Please contact the Office of Access and Equity, EquityAccess@jcsu.edu, to develop solutions tailored to meet your needs. Additionally, we recommend students become familiar with the accessibility features of their phones, some of which may provide them with tools to hear better (e.g., Live Listen on your iOS and iPadOS devices <https://support.apple.com/en-us/HT209082>).

Health and Safety in the Workplace

- ▶ While on campus, you should communicate with your colleagues and supervisors as needed by email, instant message, telephone or other available technology rather than face-to-face. You can also use a range of available collaboration tools (e.g. Zoom, WebEx, Microsoft Teams).

If you work in an open environment, be sure to maintain at least 6 feet distance from co-workers. If possible have at least one workspace separating you from another co-worker. You should wear a face mask or face covering at all times while in a shared workspace or room. Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other coworkers, and visitors, such as:

- Place visual cues such as floor decals, colored tape, or signs to indicate to customers where they should stand while waiting in line.
- Place one-way directional signage for large open workspaces with multiple throughways to increase distance between employees moving through the space.
- Consider designating specific stairways for up or down traffic, if feasible.

If you work in an office, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, face masks/face coverings should be worn at all times. A mask or face covering is not required if you are working alone in a confined office space – this does not include partitioned work areas in a large open environment. Masks/face coverings should be worn by any staff in a reception/receiving area.

Faculty, staff and students will not be permitted to bring children on campus, including classrooms, labs and residence halls. This is to protect the health and safety of everyone.

▶ Meetings



In person meetings are limited by the restrictions of local, state and federal orders and should not exceed 50 percent of a room's capacity, assuming individuals can still maintain 6 feet of separation for social distancing requirements.

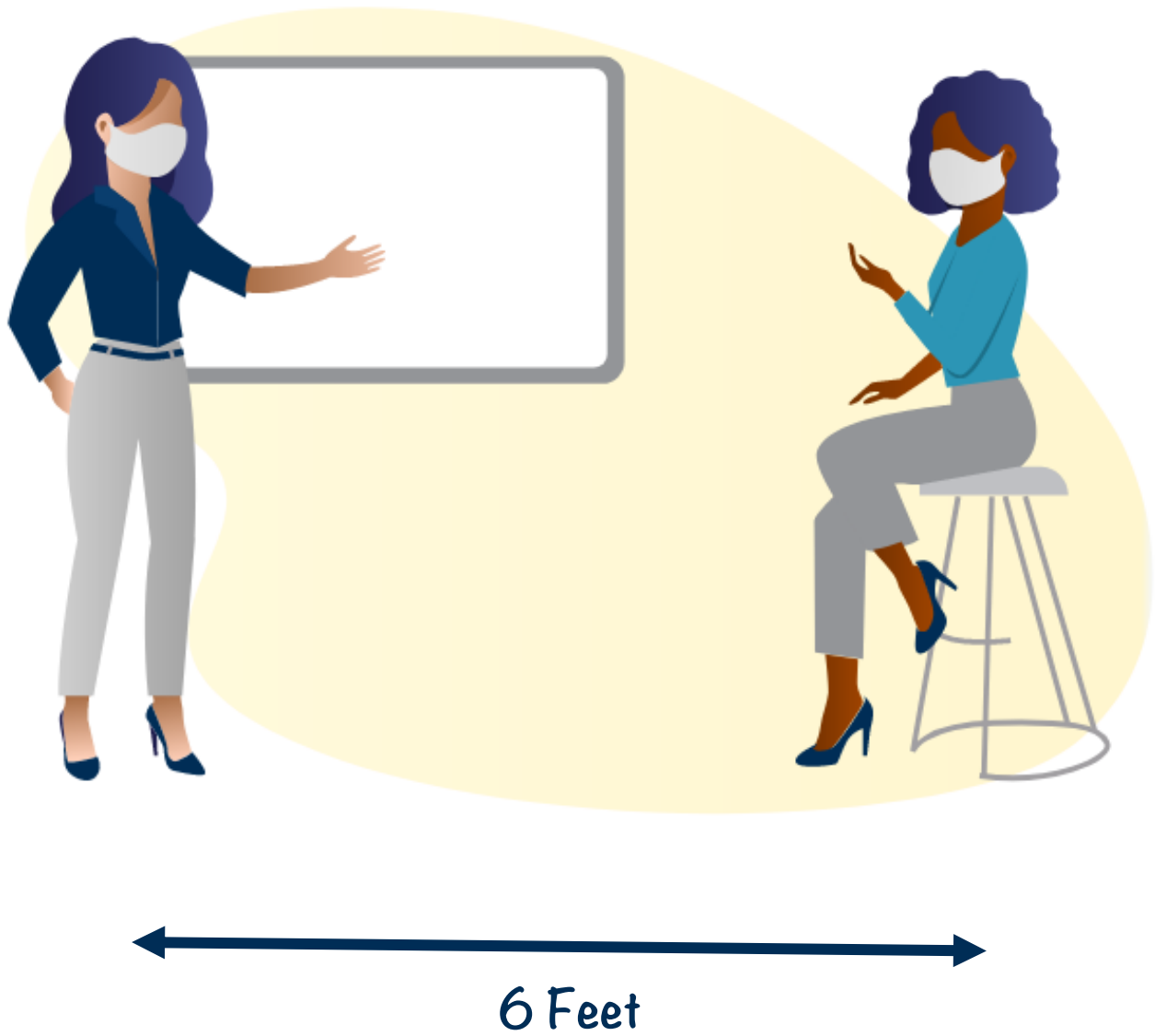
Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees. All attendees are required to wear a mask or face covering while sharing space in a common room.

Whenever possible, meetings should be conducted remotely.

Social Distancing

▶ According to the CDC, the coronavirus is spread from person-to-person. To reduce the chance of being exposed to and slowing its spread of COVID-19, while on campus, faculty and staff must follow these social distancing practices:

- Stay at least 6 feet (about 2 arms' length) from other people at all times.
- Do not gather in groups of 10 or more.
- Stay out of crowded places and avoid mass gatherings.



Face Masks/Face Coverings



- ▶ Face masks must be worn by faculty and staff working on campus in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g., common workspaces, meeting rooms, classrooms).

As a courtesy, the University will provide two washable, cloth masks to all employees and disposable masks will be provided, if needed. Disposable masks may only be worn for one day and then must be placed in the trash. You are encouraged to wear a cloth face covering, which will help to reduce the need to purchase additional disposable masks. Since disposable masks are in short supply, you are encouraged to wear a cloth face covering. **Fabric design or pattern for cloth face coverings should be appropriate for the workplace.**

You will receive your two JCSU branded cloth masks in a kit you will receive from your supervisor when you return to work.

Appropriate use of face masks or coverings is critical in minimizing risks to others near you.

When putting on the face mask/face covering:

- Wash your hands or use hand sanitizer prior to handling the face covering/disposable mask.
- Ensure the face-covering/disposable mask fits over your nose and under your chin.
- Situate the face-covering/disposable mask properly, with nose wire snug against your nose (where applicable).
- Tie the straps behind your head and neck or place the loops around your ears.
- Avoid touching the front of the face covering/disposable mask.

When taking off the face mask/face covering:

- Do not touch your eyes, nose, or mouth when removing the face covering/disposable mask.
- Loop your finger into the strap and pull the strap away from the ear or untie the straps.
- Wash your hands immediately after removing the mask.

Keep your face mask/face covering stored in a paper bag , Ziploc bag or container when not in use.



▶ **Handwashing and Hand Sanitizing**

Wash your hands frequently with soap and water for at least 20 seconds, especially after you have been in a public place or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth. Wash your hands after touching your face.

▶ **Gloves**

Maintenance staff, Health Center staff and others in high-risk areas should use gloves as part of PPE. According to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.

▶ **Goggles/Face Shields**

Faculty and staff do not need to wear goggles or face shields as part of general activity on campus.

▶ **Cleaning and Disinfection of Surfaces**

WFF crews will clean offices and workspaces based on CDC guidelines for disinfection and Occupational and Environmental Safety Office (OESO) protocols. Facilities Management will also place hand-sanitizer stations at major building entrances, elevator stops and high-traffic areas. Mechanical, electrical, plumbing and monitoring systems will be assessed and readied prior to reopening of buildings.

Building occupants should also wipe down commonly used surfaces before and after use with products that meet the EPA's criteria for use against COVID-19 and are appropriate for the surface. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks, counters and tables, light switches, doorknobs).

▶ **Classrooms**

Upon entering a classroom, students and faculty should take a provided cleaning wipe and clean their own area, including their chair, desk space, equipment, and protective shields. After doing so, dispose of the wipe and sanitize your hands.

▶ **Restrooms**

Maximum occupancy of restrooms should be limited based on the number of sinks to ensure appropriate social distancing. Wash your hands thoroughly (in accordance with CDC Guidelines) afterward to reduce the potential transmission of the virus. Whenever possible, use a paper towel or sanitizing wipe to open the restroom door.



► Elevators

In most cases, the maximum occupancy in elevators will be limited to two people. However, the use of elevators should be limited where possible to avoid close proximity with others in a confined space. Those using elevators are required to wear a disposable face mask or face covering regardless of traveling alone or with others. You should also avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol as the preferred form of hand hygiene in healthcare settings upon departing the elevator.

► Meals



Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus. If dining on campus, you should wear your mask or face covering until you are ready to eat and then replace it afterward. Eating establishments must meet requirements to allow at least 6 feet of distance between each customer, including lines and seating arrangements. Individuals should not sit facing one another. Staff are encouraged to take food back to their office area or eat outside, if this is reasonable for your situation.

If you are eating in your work environment (break room, office, etc.), maintain 6 feet distance between you and others. Individuals should not sit facing one another. Only remove your mask or face covering in order to eat, then put it back on. Departments should remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support social distancing practices between employees. Wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using in common areas.



► Mental and Emotional Wellbeing

Employee Assistance Program: The Employee Assistance Program (EAP) is available to offer emotional support during this stressful period. Telephone and video counseling are available. You can contact the EAP by calling 800.384.1097 24 hours a day, 7 days a week.

The task force has worked diligently to develop a return to work plan that prioritizes health and safety. However, the COVID-19 situation is fluid, and these plans are subject to change based on prevailing public health circumstances at the time. We will monitor these conditions to make sure our students will be able to continue their education in the fall no matter the circumstances in August and September. Hold High the Gold and Blue while we support each other as we adjust to our new normal.

Academic Calendar

Friday, August 21, 2020	Pre-Semester students move in
Thursday, September 3 – Friday, September 4, 2020	New students move in
Saturday, September 5 – Sunday, September 6, 2020	Returning students move in
Tuesday, September 8, 2020	First day of classes
Tuesday, November 24, 2020	Last day of on-campus classes Students move out of residence halls Thanksgiving Break begins
Monday, November 30, 2020	All students resume classes online (including evening/adult and MSW)
Saturday, December 5, 2020	Last day of classes
Monday, December 7, 2020	Reading Day
Tuesday, December 8 – Saturday, December 12	Final exams





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