

JOHNSON C. SMITH UNIVERSITY

Charge
Forward



NOVEL CORONAVIRUS (COVID-19):

Student Guide for Returning to Campus

August 2021

#BackToBeattiesFord

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Overview

Welcome back Smithites and we missed you! We have been waiting to say these words since March 2020! It has been nearly 18 months since you have been on campus, attending classes and interacting with your peers. And, for our freshman and sophomore students, for many of you, returning in August will be the first time that you have set foot on campus. Welcome to the Golden Bull Family!

While COVID-19 redefined and is still informing our lives, it has not replaced our unwavering commitment to providing you with a world-class education. You should know that our class settings will look a little different, and we will be wearing masks, washing our hands and socially distanced where needed. Likewise, we continue to make adjustments in operations in an effort to follow COVID-19 guidelines published by the Centers for Disease Control (CDC), State of North Carolina and Charlotte-Mecklenburg County.

This guide provides an outline of precautionary measures the University has taken to protect the health and safety of students, faculty and staff as well as protocols and procedures for how the University will operate. Utilize it throughout the semester as it contains critical information and resources.

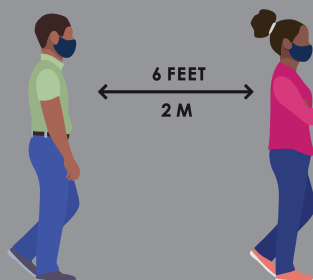
One of our **mandatory** measures will be wearing a face covering while inside of any campus building with the exception of private spaces like your residence hall room. JCSU will issue two washable masks to each student.

With the resurgence of COVID-19 (and its variants), The NC Department of Health and Human Services is asking that you practice your 3 Ws: **Wear, Wait, Wash.**



Wear.

When on campus use a cloth or disposable mask.



Wait.

Stay 6 feet apart.
Avoid close contact.



Wash.

Use hand sanitizer and frequently scrub your hands.

- Wear a cloth covering over your nose and mouth, and wash it often.
- Wait six feet apart and avoid close contact where possible.
- Wash your hands often with soap and water for at least 20 seconds or use hand sanitizer.

We know that COVID-19 presents a very fluid situation. Therefore, it is important to note the need for flexibility regarding any decisions made the University, at any given time. Please check the university's COVID-19 information site (www.jcsu.edu/covid) regularly for the latest information.

Welcome #BackToBeattiesFord!



RETURNING TO JOHNSON C. SMITH UNIVERSITY AS A STUDENT? HERE'S WHAT WE'VE PLANNED TO KEEP YOU SAFE



- The health and safety of faculty, staff, students, and guests remain our top priority!
- University-wide policies, procedures and guidelines clarify expectations for everyone within the JCSU community.
- Facial masks are required in all indoor spaces (with the exception of your residence hall room which is considered a private space).
- Health Services will conduct and administer random mitigation COVID-19 testing throughout the academic year, to ensure the health and well-being of our campus community.
- The University maintains a COVID-19 Dashboard that highlights our efforts to mitigate the spread of the virus and provide up-to-date testing numbers and information in “real time.”
- Protective barriers and other modifications have been placed in and made to our classrooms, the cafeteria, residence halls and workspaces, to help minimize the spread of COVID-19.
- Occupancy guidelines are posted in all buildings, classrooms and elevators.
- Furniture in our classrooms will be spaced three feet apart.
- Signs, floor decals and door knob tags have been strategically placed throughout campus to remind students of taking precautions, traffic patterns and cleaning practices.
- Enhanced cleaning and disinfecting protocols are being used in our residence halls, classrooms, and workspaces performed by SSC, the University’s cleaning service company.
- Hand sanitizing stations are placed throughout the campus in every building.
- Critical repairs have been made to buildings’ heating, vacuuming and air conditioning (HVAC) systems to ensure proper ventilation and air flow.

Guide for Returning to Campus

Johnson C. Smith University is committed to the health and well-being of our students, faculty and staff and will follow guidelines outlined by the Centers for Disease Control (CDC), the North Carolina Department of Health and Human Services (NCDHHS) and the Mecklenburg County Health Department (MCHD) to mitigate the spread of COVID-19. The University is committed to providing a safe learning and living environment. In order to maintain safety, all Smithites will be asked to take care of themselves and to take care of others by:

- Monitoring symptoms
- Wearing masks indoors
- Washing hands frequently
- Practicing social distancing (when necessary)
- Cleaning frequently.



▶ Campus Safety is a Collective Effort!

JCSU joined other institutions of higher education across the country, who made COVID-19 vaccinations mandatory for students, faculty and staff. Whether your vaccination was one- or two-shots, they serve as our front-line defense to prevent the spread of COVID-19. Now, with what appears to be a resurgence of COVID-19 and its variants, it is even more imperative that you remain vigilant about your personal health (and report to Health Services when you aren't feeling well!). We all accept the shared responsibility of adhering to guidelines and practices designed to mitigate the spread of COVID-19.



▶ Exempted Students

We also have to be mindful that there are Smithites who are not vaccinated, due to medical and religious reasons. If you have been granted an Exemption from Health Services, when you report to Brayboy Gymnasium for "Move the Herd" (Big Move-In), please bring a negative COVID-19 test that is no older than (3) three days. Health Services will be on site, throughout "Move the Herd," to check your status.

► Updating Your Emergency Contact

COVID-19 has taught us the importance of keeping important contact information updated. Prior to returning to campus, ensure that your Emergency Contact information with the University is accurate and correct. You can review this information by visiting the following link: https://my.jcsu.edu/ICS/Students/Student_Resources/Informational_Resources.jnz?portlet=Jenzabar_Contained_Form_2014-07-18T13-49-57-907

► Students Living and Working Off Campus

The same precautions that we continue to take on campus are also extended to students who reside or have employment off campus. While it is important to practice social distancing (where necessary), wash your hands, use hand sanitizer and wear a mask, it is also important to adhere to additional policies that your employer may have put into place to mitigate the spread of the coronavirus.

Please notify the Health Center immediately if you have tested positive for or think you have been exposed to COVID-19 outside of campus or in the workplace. Students who reside off campus should also contact the Health Center immediately if they have tested positive for COVID-19 or think you have been exposed to the virus. This information is critical as we try to mitigate the spread of the virus on campus.

► International Students

We are excited to welcome our International Smithites to campus! As we prepare for your return to the United States and campus, ensure that you remain in close contact with our Registrar's Office. You may contact the office at 704.378.1108 or via email at registrar@jcsu.edu.

Please note that the U.S. Department of State has set no insurance requirements for F-1 students. However, JCSU strongly encourages all students on an F-1 Visa to obtain their own private health insurance.

If you will be purchasing health insurance in the U.S., your insurance may need to include specific benefits for COVID-19 coverage. Please inquire about COVID-19 related health costs before purchasing health insurance.



▶ Meetings and Gatherings on Campus

With the exception of the three-foot rule in our classrooms, spaces across campus are open for use. Again, we encourage students and student organizations to gather safely, with masks on in all indoor spaces. In reference to meeting with your professors, students should email professors, in advance, to discuss their specific policy for office hours.



▶ Behavior When You're Not on Campus

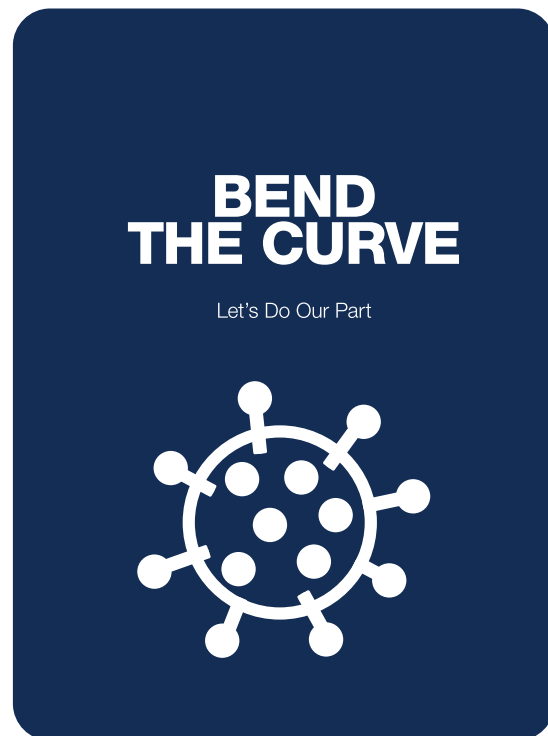
“Now more than ever...,” We’ve heard that phrase many times, but it’s true. The COVID-19 pandemic is unprecedented in our lifetime; and now more than ever, we must be conscious of how our actions impact others. The University can enforce guidelines and policies on campus, such as wearing face coverings and hand washing. However, we rely on you to continue these smart behaviors that are proven to mitigate the spread of COVID-19, wherever you go and whatever you are doing.

We have a shared place and fate on campus and within the greater Charlotte community. Please remember that your actions have consequences not only for you but also for others, particularly those who are most vulnerable to the virus. Whenever you are beyond the gates of the campus – from Beatties Ford Road to Uptown Charlotte to Northlake to University City – please practice the behaviors we expect on campus. There are many cases around the country of COVID-19 infections that have been traced to off-campus parties in students’ apartments or to events at social venues. We are depending on you to do the following

when you are away from campus:

- Wear a face covering
- Maintain social distance (where necessary)
- Avoid large gatherings
- Wash your hands or use hand sanitizer frequently

We know you want to have fun and enjoy your college experience. Please help JCSU do our part in the greater community by keeping ourselves, our neighbors as well as the city of Charlotte safe and healthy.





▶ Remain Flexible and Be Prepared for Change

Change is something about the COVID-19 pandemic that has remained constant. Therefore, the University has had to and will continue to adjust accordingly. If the situation changes; if the guidance from federal, state and local authorities changes; if our knowledge changes – we will adapt quickly and make decisions that prioritize the health and safety of everyone in the JCSU community. We ask for your continued patience, understanding and flexibility as we navigate the uncertainty of this pandemic and its variants.

The University will continue to provide updates on operational decisions as well as new guidelines and protocols as they become available. Please continue to monitor your email, follow @JCSUniversity on your preferred social media platform and visit our COVID-19 website frequently for the latest information, including information about being prepared for campus to shutdown resulting from COVID-19 cases on campus or any federal, state or local government mandates.



Mitigating COVID-19 on Campus

► Safety Kit

Students will receive a mesh bag with items to help protect your health and safety. The kit includes:

- Two cloth masks
- A keychain tool for opening doors and touching keypads
- A personal size bottle of hand sanitizer
- A flyer with a reminder about the importance of wearing a mask, social distancing and hand washing



You are encouraged to bring a sufficient number of cloth face coverings and/or disposable masks when you return to the University. A limited number of disposable masks and disposable gloves will be available on campus.

► Testing

Over the course of the academic year, students (as well as faculty and staff) will be randomly selected to participate in Random Mitigation COVID-19 Testing. Students who were granted Exemptions will be required to participate in Random Mitigation COVID-19 Testing. Testing will be conducted, safely and efficiently, by our Health Center. Students will be contacted about their testing appointment in a timely manner.

Prior to returning to campus, students are encouraged to download the NAVICA app. This app will be used during your Random Mitigation Testing to inform you, confidentially, of your BINAXNow

COVID-19 test results. You can do this by completing the following steps:

- Visit the App Store or Google Play (at no cost)
- Search “NAVICA”
- Download the NAVICA App and create your secure user profile

► Health Center and Medical Resources

The Health Center, which is working closely with Atrium Health, the University physician and the Mecklenburg County Health Department, is prepared to attend to students who may have been exposed to COVID-19 in addition to attending to students who have common medical ailments (colds, flu, mononucleosis, etc.).

Because our aim is to mitigate the spread of COVID-19, the Health Center should be the first point of contact if a

student believes they have been exposed to coronavirus. Students who come to the Health Center with respiratory illnesses or COVID-like symptoms will have a special check-in area and a socially-distanced waiting area. Or, they will be directed to the University’s surveillance testing location in the Family Dollar Room (New Residence Hall), to be tested. Surveillance testing will occur on a weekly basis for a representative sample of the entire campus community. Students, faculty and staff will be assigned to a group and notified when they must arrive for and complete surveillance testing.

All students will have access to Timely Care for Smithites, an application (app) that provides convenient 24/7 access to licensed physicians and mental health counselors. The app can be accessed here: <https://www.timely.md/faq/smithitecare-johnson-c-smith-university/>.

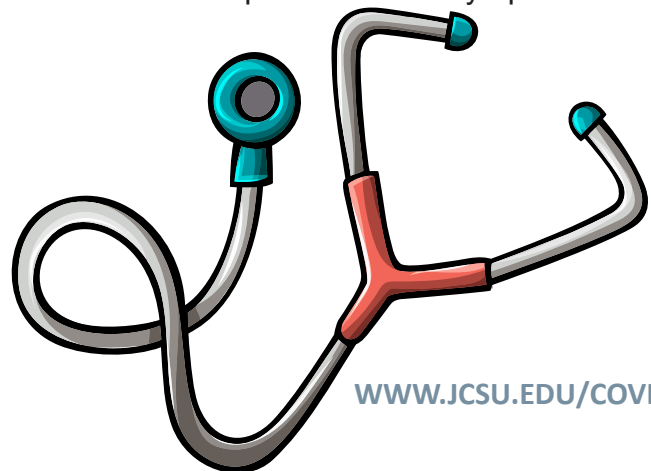


► Symptoms of COVID-19

Students should practice “self-care” and monitor their day-to-day well-being, since people with COVID-19 have reported symptoms ranging from mild to severe illness.

Symptoms may appear 2-14 days after exposure to the virus. People with these symptoms should immediately report to the Health Center:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell



- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does **not** include all possible symptoms and there are instances when people can be asymptomatic, meaning that they display no immediate symptoms, and test positive for COVID-19. As mentioned previously, if a student exhibits respiratory illnesses, COVID-like symptoms or just “doesn’t feel well,” then they are strongly encouraged to visit the Health Center **immediately**.

► Procedures for Quarantine and Isolation

To help ease the transition to Quarantine or Isolation, students are encouraged to keep their JSCU duffle bag packed with hygiene and clothing necessities. Students who may have been exposed to COVID-19 (but display no symptoms) or are awaiting COVID-19 test results, will quarantine in an appropriate campus facility (or at home if they live off-campus) until they are notified by the Health Center via phone and/or email. Their access to the campus community will be limited. The delivery of meals (for on-campus students), access to counseling and mental health services and other necessities will be coordinated through the Health Center, Counseling Center, Perkins Food Management Services, and Housing and Residence Life.

Students will also have access to urgent care, counseling, psychiatry and health coaching via TimelyCare, an application (app) that provides convenient 24/7 access to licensed physicians and mental health counselors. Academic Affairs and Student Affairs will work together to assist students with the completion of their coursework.

► Students in Quarantine

Students placed in quarantine will be housed in an appropriate campus facility (or at their off-campus residence) for up to **14 days (or at the discretion of our Campus Physician)**. Quarantined students, on campus, will have access to restrooms, showers, and outdoor areas to get some fresh air, etc., but will need to wear their masks and be socially-distanced from others. COVID-19 and its variants (i.e., Delta, Lambda) are highly contagious. As a result, it is strongly recommended that quarantined students wear gloves and use disinfectant (i.e., Lysol products or bleach) to wipe down any surfaces that are touched, including (but not limited to), toilets, sinks, counters, shower stalls, washers and dryers. Students who need access to cleaning supplies should make their Residence Hall Coordinator (RHC) or Resident Assistant (RA) aware.

After students have completed their specified quarantine period, they will visit the Health Center for additional observation and consultation by the medical staff. Once cleared, they will be permitted to return to their classes and normal activities.

Quarantine vs. Isolation

Quarantine and Isolation help protect the public by preventing exposure to people who have or may have a contagious disease.

- Quarantine separates and restricts the movement of people who were **exposed** to a contagious disease to see if they become sick.
- Isolation **separates** sick people with a contagious disease from people who are not sick.

► Students in Isolation

Students who have tested positive for COVID-19 will be physically separated and reside in an appropriate campus facility, for 10 days (or more, depending on their prognosis), in accordance with CDC standards and guidelines (students who reside off-campus will need to remain in contact with Student Health Services on a regular basis). Trained contact tracers will also notify individuals with whom the student has had contact to determine next steps.

Once a student is in isolation, they will have daily health check-ins coordinated by staff from the Health Center, 24-hours a day. Staff members will assess students' temperatures and oxygen levels, and administer medications, on a daily basis. In addition:

- Students in isolation will have access to campus resources such as the Counseling Center, Academic Advising, etc. via virtual meetings or TimelyCare.
- Students in isolation are strongly discouraged from having face-to-face contact with non-medical personnel. If they need to get some fresh air, this should be done in solitude (and not with others who may also be in isolation). Isolated students must have on their masks at all times.
- Health Services will provide a kit with a thermometer, sanitizing wipes, tissues, soap, hand sanitizer and toiletries.
- Meal delivery for students in isolation will be coordinated by Perkins Food Management Services and Housing and Residence Life.
- The isolation space will be disinfected and sanitized after a student moves out of isolation, which will be coordinated with SSC, the University's cleaning service.

If a student who has been in isolation must be transported to a local hospital, the student will be responsible for all transportation and hospital/treatment fees, co-pays, deductibles and/or payments.

Your financial obligation will depend on your personal or familial insurance coverage.



Academic Affairs

The Division of Academic Affairs has developed a plan to support high-quality, student-centered teaching and learning—even as we continue to live with COVID-19. We have a shared responsibility to perform at our very best to facilitate your academic success. As we prepare for the start of the fall semester, which will include in-person and virtual classes, 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 will also be held to a set of behavioral expectations as part of our carefully planned health and safety measures that include education, personal symptom monitoring, and enhanced cleaning and modifications in classroom spaces.

► Academic Calendar

The University will adhere to the following academic calendar for fall:

Monday, August 16, 2021	First Day of Instruction
Monday, September 6, 2021	Labor Day (University is Closed)
Tuesday, October 12 - Wednesday, October 13, 2021	Midterm Exams
Thursday, October 14 - Friday, October 15, 2021	Fall Semester Break
Friday, November 19, 2021	Last Day to File for December Graduation
Wednesday, November 24 - Friday, November 26, 2021	Thanksgiving Holiday
Monday, December 6, 2021	Reading Day
Tuesday, December 7 - Saturday, December 11, 2021	Final Examinations

► Courses

During the fall 2021 semester, students will be placed into two learning Cohort models: Gold and Blue. Students will follow a hybrid schedule as outlined in their course syllabi. This means that when one section/cohort is in the physical classroom space, the other section/cohort will participate virtually. There will be no section/cohort designated as specifically all online, outside of those students who are enrolled in our Evening and Online (EOP) programs.

▶ Accommodations (ADA and Students with Disabilities)

Students with a documented disability will continue to receive accommodations during the COVID-19 pandemic. If your accommodations need to be modified and/or expanded, then the Office of Equity and Access will work vigorously to ensure that students with documented disabilities receive equal and full access to educational, teaching and learning resources while maintaining confidentiality and privacy.

Moreover, it is the policy of Johnson C. Smith University to provide equal access and reasonable accommodations for its students with disabilities participating in, attending or benefiting from the University's programs and activities.

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>).

Please contact the Office of Equity and Access at 704.378.1282 or EquityAccess@jcsu.edu to develop solutions tailored to meet your needs. We look forward to working with faculty to ensure your educational materials are accessible and conducive to learning for students who have a disability.



▶ Classroom Environment

In preparation for the fall 2021 semester, 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 three feet of distance in classroom settings. To assist in this effort, additional actions have been taken including, but not limited to:

- Installing plexiglass barriers on instructional desks and podiums
- Placing desks and other classroom furniture three 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

▶ Shared Responsibility for Maintaining the Cleanliness and Safety of Workspaces and Classrooms

Classrooms will be cleaned and sanitized twice a day, using products approved by the CDC. In addition, faculty, students and guest lecturers entering a classroom are required to prepare the space by wiping down all of the surfaces (e.g., desk space, non-fabric seats, plexiglass screens, tools, keyboards). In-person classes will end 5-10 minutes early, to allow faculty and students to clean their areas upon entering or before exiting academic spaces.

Wipes should be disposed of in classroom trashcans and hand washing encouraged. Hand sanitizer stations should be used as well. These additional cleaning and safety precautions should help minimize campus coronavirus transmission rates.

▶ Mask Etiquette and an Ethic of Care and Courtesy in Our Classrooms

Students who enter indoor classrooms, offices, or common areas without wearing masks (and who are not covered by a medical exemption), will first be asked to comply with the University's policy. If a student refuses to wear a mask, the student will be asked to leave class.

Campus Police is prepared to assist faculty with students who refuse to comply. Students who become disruptive will be subject to disciplinary actions as outlined in the Student Handbook.

WE ARE
Stronger
TOGETHER

Avoid the Three Cs



Crowded Places

Places where many people are nearby.



Close Contact

Especially where people have close-range conversations.



Confined Spaces

Avoid places where there is poor ventilation.

Campus Life

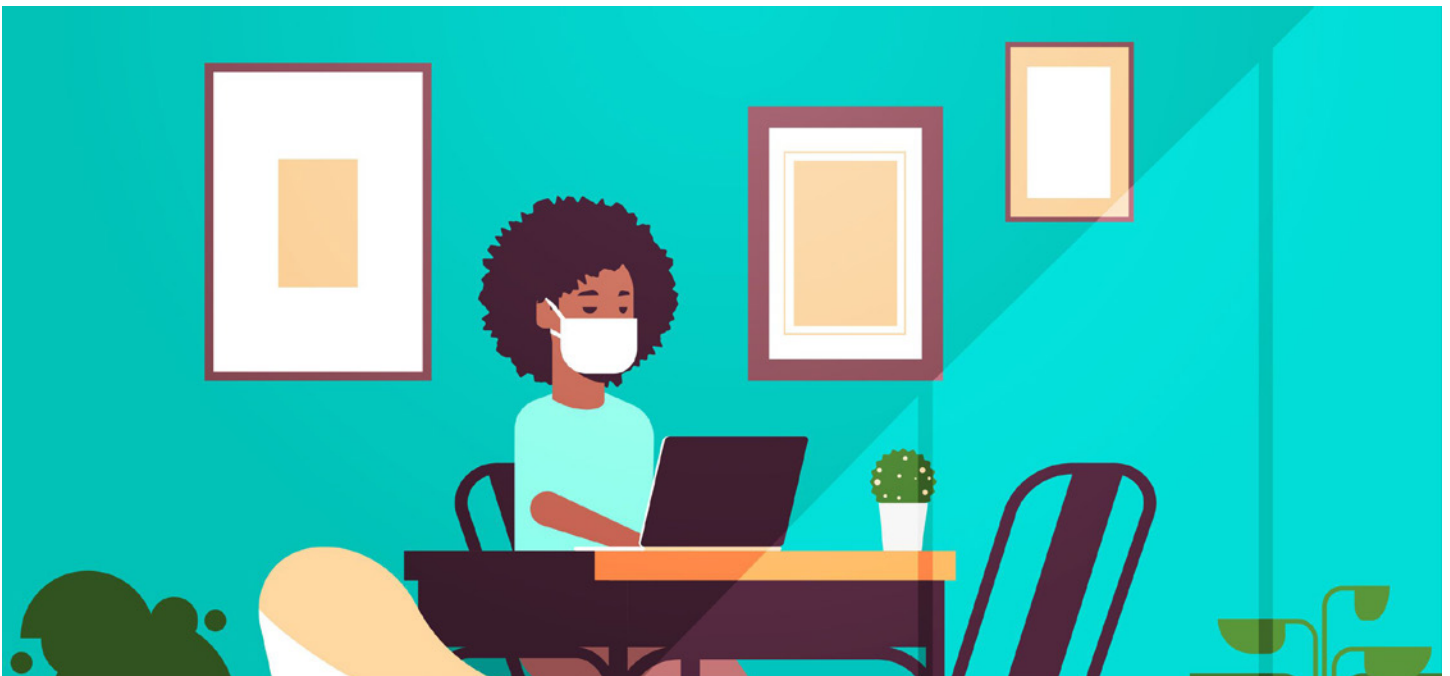
In addition to our intellectual rigor and our close-knit family atmosphere, JCSU is a top choice for students because of our commitment to creating and providing a meaningful campus experience. COVID-19 will not cease the hard work of our student leaders and organizations, but it will guide how we approach events for the 2021-2022 academic year. New and returning students can help us by adhering to federal, state, local and institutional guidelines and protocols that mitigate the spread of COVID-19.

We encourage students to be creative, by exploring ways to lead and actively engage your fellow Golden Bulls safely. Whether or not you are gathering on the inside (with masks on!) or outside, we know that holding each other accountable and making good decisions, will ensure that we can celebrate our JCSU traditions—all year long!

► Guests and Visitors

While we are open and ready for business this fall, we will continue to screen guests and visitors as they arrive to campus. Unfortunately, external guests and visitors will not be permitted in our residence halls during the fall semester (unless they are family members/caretakers assisting with events like move-in or move-out).

Students will be allowed to have up to two, JCSU students visit their residence hall room at one time. Students wishing to have more than two, JCSU students at a time, will need to meet their group of JCSU friends in one of our residence halls' lobbies, common areas or outside.



▶ “Move the Herd!” What to Know about Move-In

We will “Move the Herd” on Saturday, August 14 (new students) and Sunday, August 15 (returning students), from 8:30 am until 4:00 p.m. Before being permitted to move into your assigned residence halls, you must check in at Brayboy Gymnasium. If you attempt to go to your residence hall first, without checking in at Brayboy Gymnasium, you will be sent back. Critical offices will be present at Brayboy Gymnasium and will be able to assist you with your University business, including Health Services, Admissions, Financial Aid, Student Accounts, Academic Affairs, Information Technology (IT), Housing and Residence Life and Business and Finance. Remember, you must be financially-cleared before moving into your residence halls.

After departing Brayboy Gymnasium, students will be allowed to move their belongings into their assigned residence halls with the assistance of only two guests. Students and their two guests must wear masks upon entry into the residence halls. Students and guests will have two hours to move their items into their assigned rooms. Guests are encouraged to depart campus immediately after their student’s move-in process has been completed.

▶ “Come With It, Or Go Get It!”

Health Services will be present in Brayboy Gymnasium, to ensure that you are **vaccinated** and/or **exempted-cleared**. We encourage you to submit your COVID-19 vaccination proof in advance.

*Note for Exempted Students: If you have received an Exemption from Health Services, you must arrive to campus with a **negative**, COVID-19 test that is no older than (3) three days. If you arrive without one, you will be asked to leave campus immediately to seek a testing facility in the Charlotte-Mecklenburg area.

Still have questions about vaccinations and exemptions? Then please contact Dr. Marian Jones, Director of Health Services, at myjones@jcsu.edu or 704.378.1074.



▶ Residence Halls

To help mitigate the spread of COVID-19, all residence halls will be single occupancy for fall 2021. Prior to reopening, all residence halls (i.e., assigned rooms, common areas, restrooms) will be cleaned and sanitized.

Besides bringing face masks/face coverings to campus, students should bring cleaning and disinfecting supplies to maintain cleanliness in personal living and study areas. Each member of the JCSU community will have the responsibility of maintaining a healthy lifestyle and adhering to recommendations from the Centers for Disease Control and Prevention (CDC), state and local health agencies and the University.

The rules below will be required of students living in residence halls for the fall semester:

- Masks must be worn in common areas such as hallways, lobbies, stairwells, and elevators.
- Floor signs in the residence halls will give directions for the flow of traffic (some hallways and stairwells may be one-way traffic).
- Students with registered service and emotional support animals must comply with CDC guidelines and University policies.
- Residence Life staff will provide educational opportunities to residential students regarding cleaning and best practices to help reduce the spread of germs and COVID-19 in the residence halls.



▶ Residence Hall Bathrooms

Bathrooms in traditional halls will be cleaned by the University's contracted cleaning service, two times a day, including Saturdays and Sundays. Students residing in suite-style living will be responsible for cleaning their own rooms and bathrooms. It is strongly recommended that students clean and disinfect their bedrooms and bathrooms on a regular basis.

▶ Residence Hall Common Areas

Common areas and frequently touched surfaces (i.e. door knobs, counters) will be cleaned throughout the day in all residence halls. Hand sanitizing stations will be located throughout the residence halls.

► Dining Services

There will be no self-serve food in the dining hall and retail dining spaces for the fall semester. Self-serve beverage stations will be open for use.

Dining staff will clean the dining hall every 30 minutes and comply with requirements administered by the CDC, local, state and federal guidelines. Dining tables will be placed at least three-feet apart.

In addition:

- Dedicated doors will be identified for entrance and exit for students
- There will be routine cleaning of doors and other high contact surfaces
- No reusable items and food will be served on disposable containers
- Hand sanitizing stations will be provided throughout dining areas
- Plexiglass will be utilized to separate guests and employees at checkout/payment stations

Perkins Management Services employees will take the following additional steps to keep students safe:

- Require Perkins' employees to be fully vaccinated
- Maintain social distance (at least 3 feet) in foodservice stations
- Require employees to wash their hands frequently and use hand sanitizer
- Wear Personal Protective Equipment (PPE), including masks and gloves
- Routinely clean and disinfect frequently touched surfaces
- Screening each employee at the beginning of each shift and any employee with a temperature greater than or equal to 100.4 will be sent home
- Certify at the beginning of the week that an employee has not been exhibiting any COVID-19 symptoms and is fit for duty
- Measure and record employees' screening results prior to each shift in a daily log
- Arrange dining tables at least three-feet apart

► Student Activities and Gatherings

Student activities and events matter here at JCSU, and as we return, we look forward to hosting our traditional and unique programming—but, doing so, safely. Depending on the activity or event and location, masks will be **required** at all indoor events. In other instances, activities and events may be socially-distanced. Whatever the program, we ask that students comply, put on their masks if asked and hold each other accountable!

► Counseling Services

Counseling Services is prepared to help and support students during this time as we value your mental health and well-being.

Staff are offering online counseling sessions, online programs and support groups and referrals to campus and community resources. Services are available to students regardless of their location.

If students are not sure what they need or would like to schedule an appointment Monday through Friday, 8 a.m. - 5 p.m., give the office a call (704.378.1044) or email (counselingoffice@jcsu.edu) and a staff member will point you in the right direction.

Students are encouraged to visit our landing page to access the office's referral form or they can scan our QR code (below) to complete a referral form using their JCSU email account.

For emergencies, please contact 911 and/or Campus Police immediately at 704.378.1003 or extension 1004.



Scan this QR Code with your cellphone camera to go straight to the referral form.



► Library

- Group meetings and/or social gatherings are permitted
- Students will have access to study rooms and computer labs
- Staff will manage archive and book requests

► Post Office

Social distancing markers on the floor at the customer service window will indicate where customers should stand in line as they wait for service. A hand sanitizer dispenser will be installed near the customer service window. All faculty, staff and students will be required to wear protective masks or face coverings while being served.

As always, customers must show a picture ID in order to collect mail or packages. To maintain a safe distance when picking up mail or packages, customers will not sign on the mobile device but will provide a name and show a picture ID for retrieval.



The JCSU Post Office employee will be required to wear gloves when processing the cash purchase of money orders, stamps and postage.

Mail will be placed in student mailboxes as normal. All student mailboxes in use for the semester will be cleaned twice daily (once in the morning and once in the afternoon).

All work study students will be required to wear protective masks when working in the JCSU Post Office. Students will work on a staggered schedule to ensure social distancing is maintained throughout the day. Workstations have been set up for social distancing requirements.

Entry into the post office is restricted to post office personnel, USPS mail and other package delivery carriers.

► Bookstore

The JCSU Bookstore, which is managed by Follett, will operate in accordance with guidelines from the CDC as well as state, local and JCSU guidelines. While the JCSU Bookstore is strongly encouraging online book ordering at www.jcsushop.com, the safety of the campus community, JCSU Bookstore personnel and vendors remain our top priorities. If you visit, know that the JCSU Bookstore has been cleaned and disinfected according to CDC guidelines in preparation for your arrival. It will operate with the following protocols:



- Personnel will wear masks and wash hands frequently.
- Masks will be required when customers are inside the JCSU Bookstore.
- Directional signage, stanchions and floors signs will ensure social distancing on the sales floor and at the checkout register.
- The number of customers allowed in the store at any time will be limited to reduce capacity and ensure social distancing.
- Hand sanitizer and sanitizing wipes will be placed at the checkout register.
- Common surfaces and areas will be cleaned at least every two hours.

► HealthPlex

- The HealthPlex will be open for the fall semester. Until further notice, the operating hours will be 8:00 am until 4:00 p.m. In addition:
- Students must wear face masks during workouts and fitness classes.
- Students must wipe down fitness center equipment with disinfectant wipes after using any machine or equipment.
- Housekeeping will clean and disinfect equipment and the fitness center daily.

- Hand sanitizers and wipes will continue to be placed through the facility.



Face Masks/Face Coverings



Face masks or coverings must be worn by faculty, staff and students inside of our buildings, at all times. As a courtesy, the University will provide two washable, cloth masks to faculty, staff and students 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 in nature (no profane, vulgar or obscene words, graphics or images).**

You will receive your two JCSU branded cloth masks in your COVID-19 safety kit.

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.
- Wash your face mask after each use.

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

Cleaning and Disinfection of Surfaces

SSC 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).



▶ 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.

▶ 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.

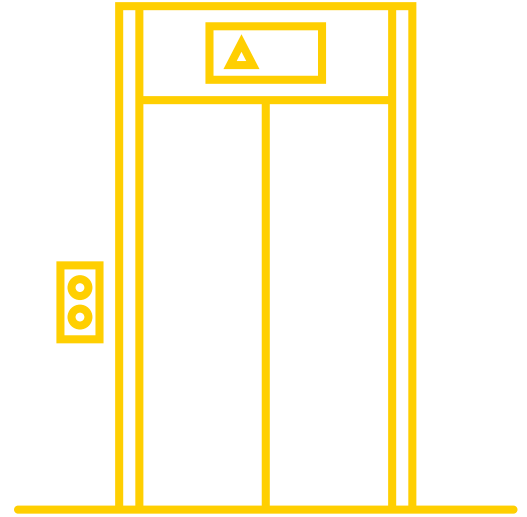
▶ Restrooms

Plastic barriers are in our restrooms, located along the sink areas, to ensure appropriate social distancing. After using the restrooms, wash your hands thoroughly (in accordance with CDC Guidelines) afterward to reduce the potential transmission of the virus. Whenever possible, use a paper towel, sanitizing wipe or your door tool to open the restroom door.

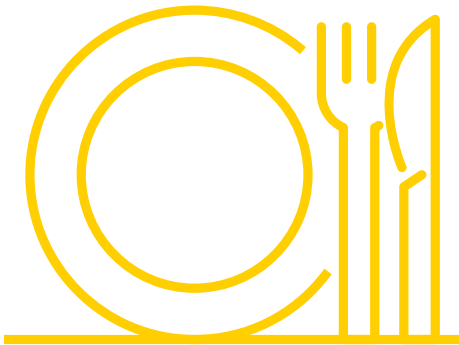
► Elevators

We recommend, when possible, 2 persons in a campus elevator. 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. Instead, use your door tool.

Wash your hands or use alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol 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.

Remember to Remain Flexible

Johnson C. Smith University has worked diligently to develop an on-campus living and learning operations 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 conditions to make sure students will be able to continue their education during the 2021-2022 academic year, no matter the circumstances. We remind you to remain flexible because the situation is subject to change. Please be prepared to adapt to operational changes quickly.

We look forward to a successful academic year as we continue to navigate the COVID-19 pandemic. Hold High the Gold and Blue, as we support each other and get through this together!

Campus Contact Information

Academic Advising – ace@jcsu.edu

Academic Affairs - svpaa@jcsu.edu

Admissions – 704.378.1010, admissions@jcsu.edu

Campus Police – 704.378.1003/1004, campuspolice@jcsu.edu

Counseling Center – 704.378.1044, counselingoffice@jcsu.edu

Dean of Students – 704.378.1109, deanofstudents@jcsu.edu

Dining Services – 704.371.6501/6502/6503, jcsucatering@perkinsusa.com

Equity and Access – equityaccess@jcsu.edu

Financial Aid – 704.378.1035, financialaid@jcsu.edu

Human Resources – 704.378.1296, hr@jcsu.edu

Information Technology – 704.378.1000 opt.9, helpdesk@jcsu.edu

Registrar – 704.378.1108, registrar@jcsu.edu

Residence Life – 704.378.1099, residencelife@jcsu.edu

Student Accounts – 704.378.1145, studentaccounts@jcsu.edu

Student Affairs – 704.378.1109, studentaffairs@jcsu.edu

Student Engagement – 704.378.1276, studentengagement@jcsu.edu

Student Health Center – 704.378.1075, healthcenter@jcsu.edu

University College – 704.378.1117



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