

READY, SET, RETURN

A Mitigation Plan - Spring 2021



Revised January 2021

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Readying the University

The UofSC Aiken Process



Retooling for the future, with urgency, involves significant planning to manage the immediate environment while seizing the opportunity to envision new ways of fulfilling the institutional mission and advancing the strategic plan, *Leading Forward*.

Plans must address the following factors:

- safety of students, faculty, and staff
- financing of our university
- preservation of inclusion and equality
- short- and long-term investment in tools that assist the university in providing an excellent educational experience
- expansion of enterprise and instructional technology solutions
- enhancement of a support network for student learning
- research productivity
- expansion and service of community partnerships
- development and support of university employees

The scope of this plan requires broad participation in planning and execution.

To accelerate this effort, the university formed multiple Future Planning Taskforces consisting of faculty, staff, and administrators. The taskforces were charged to research, discuss, and develop plans for reopening the university in fall 2020. Ten taskforces focused on public health, enrollment and admissions, academics and research, institutional finances, housing and meal services, technology readiness, communications, athletics, community interaction, and current student engagement (including alumni, family, and veterans).

An eleventh taskforce determined guidelines and safety practices for the rental and use of institutional spaces by groups during the summer. An additional task force was appointed to explore actions the university might take to support mental wellness and emotional well-being during this unusual time.

Two COVID-19 co-coordinators were appointed to interface regularly with S.C. Department of Health and Environmental Control (DHEC). These coordinators will remain vigilant to changes in mitigation best practices, and coordinate contact tracing as



needed throughout the 2020-21 academic year.

The policies, plans, and schedules highlighted in this report are based upon the work of the taskforces and incorporate today's best practices as well as standards, regulations, and guidelines set by, but not limited to:

- Centers for Disease Control and Prevention (CDC)
- World Health Organization (WHO)
- Occupational Safety and Health Administration (OSHA)
- APPA Leadership in Educational Facilities
- Environmental Protection Agency (EPA)

- and S.C. Department of Health and Environmental Control (DHEC).

Additionally, this report relies on the Commission on Higher Education (CHE) checklist for reopening, the Johns Hopkins recommendations for Best Practices, and advice garnered from our colleagues at the Arnold School of Public Health, and the medical experts at Aiken Regional Medical Centers and the state's medical universities.

Best-practices, standards, recommendations, and guidelines are continually under evaluation as this pandemic evolves. As a result, the university will amend plans, policies, and schedules, as necessary.

What is known about the Coronavirus?

COVID-19 is a respiratory illness that can spread from person to person. A novel coronavirus called SARS-CoV2 is the cause of COVID-19, and the outbreak was first recognized in China in December 2019. It was spread to the state of South Carolina in significant numbers in late February. The clinical spectrum of COVID-19 ranges from mild disease with non-specific signs and symptoms of acute respiratory illness to severe pneumonia with respiratory failure and septic shock. Frequently reported signs and symptoms include fever, cough, myalgia or fatigue, loss of sense of smell and taste, and shortness of breath at illness onset. The fever course among patients with COVID-19 is not fully understood; it may be prolonged or intermittent. In some cases, individuals have contracted the virus and can spread the virus to others without exhibiting significant symptoms (asymptomatic).

The incubation period is estimated at approximately five days (95% confidence interval, 4 to 7 days). Some studies have estimated a more extensive range for the incubation period. Data for human infection with other coronaviruses (e.g., MERSCoV, SARS-CoV) suggest that the incubation period may range from 2-14 days. Studies show that there may be a relatively high number of asymptomatic infections with COVID-19.

Based on current knowledge about SARS-CoV-2 (COVID-19) and other coronaviruses, contagion is thought to occur mostly from person-to-person via respiratory droplets among close contacts. Preparation is key to a coordinated, effective, and efficient campus-wide response. Because knowledge about the virus continues to deepen and expand over time, this mitigation plan will be updated as new information is released and CDC and S.C. DHEC update their recommendations.

As we prepare to welcome students back for the fall 2020 semester, UofSC Aiken has reimagined life on campus for students, faculty, staff, and visitors. We have worked through solutions to the challenges the pandemic has brought to our nation, our state, and our university. We remain committed to providing an excellent academic and student experience in a safe and healthy environment.

But there are many things the country is still learning about COVID-19. As our understanding of the virus continues to shift and evolve, we are aware that our plans may change.

Combatting COVID-19 will require an effort from the entire UofSC Aiken community. Everyone will be expected to do their part to maintain a clean, safe, and healthy environment in which all members of the Pacer family can live, work, learn, and play.

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803-641-3271
or **COVID-Helpline@usca.edu**

Given how rapidly the scientific understanding of COVID-19 is evolving, it is necessary to adopt a mindset of swiftly responding to changing circumstances.

Throughout the year, the university will be collecting local data, keeping abreast of evolving situations, and adjusting operations in response to trends.

How is the Virus Shared?

There is extensive evidence of airborne transmission of viral respiratory illness. Airborne transmission occurs when an infectious person breathes, speaks, sings, eats, coughs, or sneezes, emitting small liquid particles that float in the air, and these particles subsequently come into contact with a susceptible person's mucus membranes through the mouth, nose, or occasionally, the eyes. Breathing produces no large droplets and fine aerosols with a less dense viral load. Speaking produces twenty times the volume of aerosols than just breathing. Singing and yelling create more aerosols (tiny droplets that suspend in the air longer than large droplets) than speaking normally. And speaking loudly produces more than four times as many aerosols than speaking softly. Physical distancing, such as the six-foot rule, emerges from the observation that a cough produces a jet of droplets and aerosols that travel about six feet into the ambient air. Sanitation of tabletops and work stations works well to kill the virus that may have fallen in large droplets. But the best actions to take to avoid inhaling a viral load from the small aerosol droplets emitting from an infected person are to wear a face-covering over your mouth and nose and maintain six feet between you and other individuals. The published literature finds that if an infected person wears a face mask, it reduces the risk to others. Wearing a cloth face mask also helps the wearer.

Conclusions?

- Physical distancing alone does not entirely address the risk posed by aerosols in a room. Thus, UofSC Aiken will require both distancing and wearing a cloth face covering.
- Masks reduce the risk for the wearer as well as the risk posed by the wearer to others.
- Speak softly and avoid yelling, uncovered coughing or sneezing, and singing within ten-feet of others.
- Ensure rooms have minimum ventilation but avoid too much ambient air circulation, such as using fans. Fans and increased indoor ventilation can cause airborne particles to travel more than six feet. Outdoor ventilation is preferred when possible.
- Follow the guidelines and rules established by the university, which are based on the best research available to mitigate risk.

Enduring Priorities



Ready Set, Return: UofSC Aiken's Mitigation Plan 2020-2021 is based on the following over-arching priorities:

- The health, wellbeing, and safety of all members of the community are paramount. Special care and attention must be given to the needs of vulnerable populations, including those who may not have access to medical insurance, those with pre-existing medical conditions, or those with particular circumstances that place them at higher risk if they contract the coronavirus disease (COVID-19).
- The commitment to academic excellence must not waver under these challenging circumstances. This commitment crosses all instructional modalities in-person, online, remote, and hybrid instructional modes.
- While physical distancing is essential to maintaining a healthy campus, relational distancing is not required. UofSC Aiken will continue to be a nexus for students, employees, and the community to build strong relationships based upon our institutional values.
- Limit and mitigate risks of resurgence and be prepared for action if resurgence happens.
- Support our students and families, employees, and community members with timely, accurate, and reassuring messages.
- Attend to institutional stability and sustainability.

Valued Characteristics of Pacers During the Pandemic

As the university resumes campus operations, every member of the Pacer community must be ready to support a culture of responsibility and flexibility. Luckily, Pacers are known to be accountable, aware, and adaptable. More than ever, we will need to embrace those skills as we continue to prepare for “the new normal” during a pandemic.

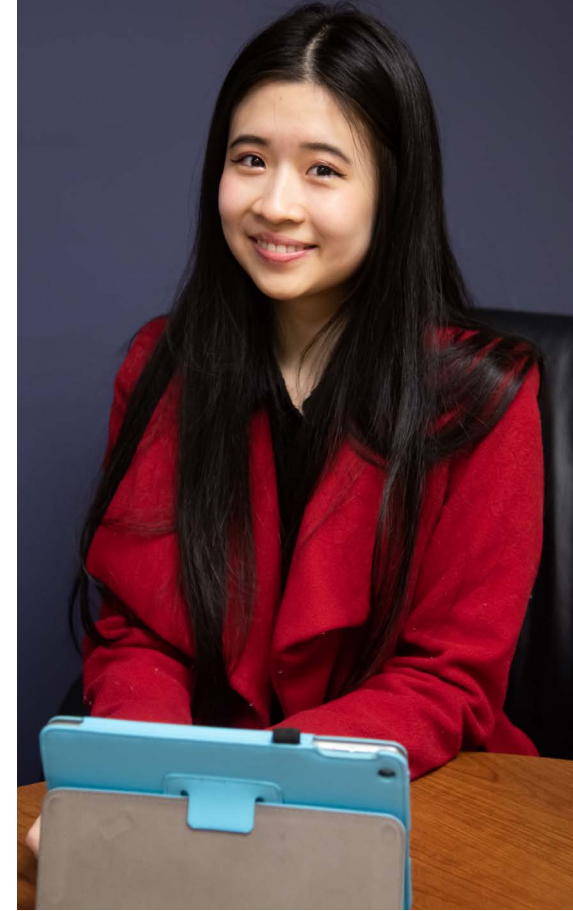
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Physical distancing is necessary during the COVID-19 pandemic. Relational distancing is not. Pacers will remain accountable throughout this academic year by following the CDC and university guidelines, including washing our hands frequently, disinfecting our living/study spaces, and acting responsibly on and off the campus. We will be accountable for our health by monitoring for signs of the virus and following the university guidelines. We will be accountable for our friends' and neighbors'

sake by wearing our masks to make sure that we are not spreading the virus, even if we have no symptoms. Let us seize the opportunity of this crisis to be better friends and colleagues by being more accountable.

ware

Self Awareness, situational awareness, and awareness of others are vital abilities needed to get things done and do things right. Awareness of how to stay healthy, what symptoms to watch for, the university's requirements, and what to do if we think we were exposed to the virus will



help keep us all safer. We will be aware of our environment and will modify our habits and actions to optimize good health. We will remain aware, up to date, and engaged in seeking and sharing information and follow the university and CDC guidelines to remain safe.

daptable

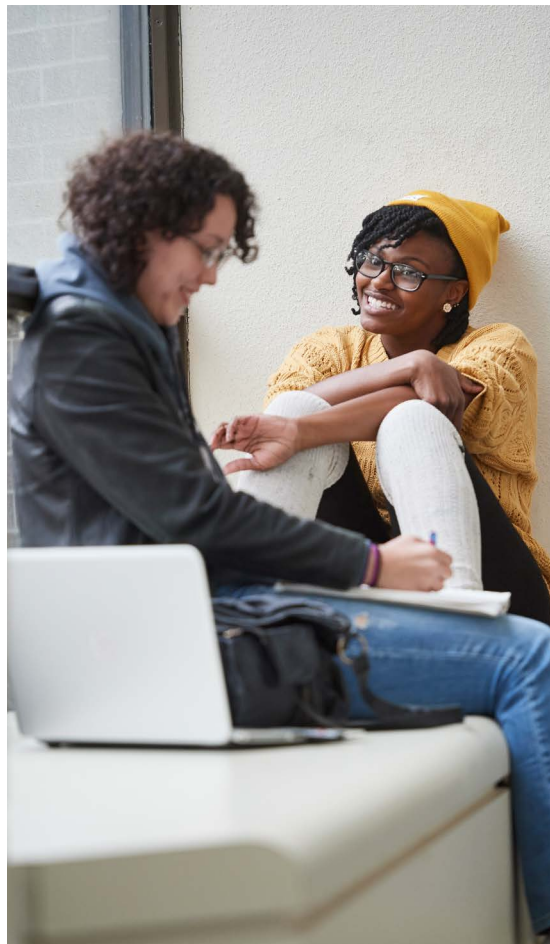
Writer, consultant, and researcher Max McKeown said that “All failure is failure to adapt, all success is successful adaptation.” As



Pacers, we want to be able to adjust to new conditions, situations, and challenges. We know that to be adaptable, we must consider the best approach for each particular situation to help us move forward and achieve our personal and professional goals. This year, adaptability is needed because the old way of doing things will not work during a pandemic. We will be prepared to adapt rapidly and effectively to address each new issue as it arises.

Every member of the UofSC Aiken community must be adaptable and accept personal

accountability. Conduct affirming these three values should be followed everywhere: in and out of the classroom, on- and off-campus, and in all domestic and international sites during study abroad or course-related study experiences. Remember that while we are in the midst of a global pandemic, what you do and how you behave off campus may impact the entire Pacer community.



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Keeping our Employees Safe



To reduce the impact of COVID-19 outbreak conditions on the university's employees, visitors, and students, it is crucial for all members of our community to plan for COVID-19.

This document aligns with CDC, DHEC, and OSHA recommendations.

Mitigating the Risks:

Each member of our community will need to monitor their health every day for signs of:

- a fever higher than 100.4
- a cough
- shortness of breath
- fatigue
- lack of taste or smell

Other symptoms may include sore throat, headache, runny nose, abdominal pain.

If any of these symptoms exist, stay home (or leave the workplace), call your supervisor, and contact your healthcare provider.

Every employee must take personal responsibility to mitigate the spread of the virus by following CDC guidelines, which include: frequent and thorough handwashing with soap, using hand-sanitizer, particularly after using stair handrails, being in shared spaces, opening mail, touching door handles, handling boxes. Also, avoid touching your face, maintain physical distancing 6 feet from other people at all times, and wearing a cloth face mask, shield, or covering.

Returning to Work

Once Governor McMaster reopened schools and universities, we began a phased return to work to make sure the university was well-prepared to mitigate infections.

- Employees with preexisting health issues, special conditions, and/or are over the age of 65 should let their supervisor know. You may be asked to remain working remotely longer than others. Individuals at increased risk of severe illness should consider staying at home and avoiding gatherings or other situations of potential exposures, including travel.
- Employees were asked to volunteer to be among the first to return to campus.
- Employees returned in stages.
- To limit the number of people in the office at the same time, some offices used shifts.
- All meetings should be conducted electronically.
- Common workrooms should be used by one person at a time, or if the office has more than one

desk in the same space, please put as much distance between desks as possible.

- Wearing a face covering outside of private offices is a university requirement, especially in areas where three or more people gather and when a six (6) foot parameter is not possible. Redundancy in safety practices is preferred, the wearing of a cloth face-covering AND six feet between individuals. Please get in the habit of carrying your mask with you at all times.
- Avoid office gatherings, break rooms, and unnecessary visitors in the workplace. Shared coffee stations should be removed until COVID-19 is under control.
- Remove high touch items such as magazines, common pens, etc.
- Wipe down your workspace with disinfectant several times per day and before you leave.

Know the signs and symptoms of COVID-19 and what to do:

- Stay home when sick (or leave work immediately) and notify your supervisor.
- Call your health care provider's office in advance of a visit.
- Limit movement in the community and do not return to campus during the isolation period.
- If you have a confirmed case, inform your supervisor who will arrange extra cleaning, and contact tracing can begin immediately.
- Stay quarantined for three days after the last day of symptoms.

Special Risk Populations

Those at the highest risk for severe complications and death from COVID-19, include anyone 65 or older or who may have:

- chronic lung disease, including moderate and severe asthma
- serious heart conditions
- immune system compromise
- pregnancy
- COPD
- severe obesity with body mass index greater than or equal to 40
- diabetes mellitus
- chronic kidney disease with dialysis treatment
- liver disease
- sickle cell disease (not sickle cell trait)

If you fall in one of these special risk populations, check with your medical provider for more information about how to pro-actively protect yourself against COVID-19.

University Operations Under COVID-19:

Alert Levels



To simplify the range of operational approaches, the university will utilize five COVID-19 Alert Levels to indicate the severity of COVID-19 transmission and implications for institutional operations. These Alert Levels were informed by guidance from the UofSC Aiken Taskforce on Health Subcommittee, [PreventingEpidemics.org](https://www.preventingepidemics.org), the CDC, and AEI's Roadmap to Reopening.

The university will apply a five-pronged approach to determine Alert Levels:

- Follow state and local mandates, which supersede these Alert Levels.
- Campus conditions based on reported and presumed cases.
- Data gleaned from the Daily Health Awareness Surveys.
- Capacity of regional medical centers and hospitals,
- Capacity of the institution to isolate and treat cases.

It is critical to recognize that the state of COVID-19 transmission can vary significantly from community to community and from university to university.

Thus, the UofSC Aiken community is best served by checking the university's COVID-19 website frequently for updates. The primary methods of communicating changes to Alert levels will be email, the UofSC Aiken website, and social media. Emergency message systems, such as Alertus, are also in place and deployed in the case of a change in Alert Levels. Still, individuals are responsible for signing up for the text message alerts. Visit usca.edu/help-desk/faculty-staff/emergency-facstaff for instructions. Additional information can be found in Appendix A.

Given what is known about this virus, the university will be prepared to move quickly between Alert Levels if the COVID-19 transmission rate changes at the university or in the community. The university will use data analysis and establish trigger points that would initiate a timely and structured response when the risks of COVID-19 change. If the university changes levels, we may alter or change the academic calendar, campus operations, and shift to contingency plans. Triggers for the university's alert system are based on campus conditions, including the capacity to treat and isolate cases; and the greater community conditions, including the hospital capacity in this area. This alert system's development assumes that faculty, staff, and students are being accountable and following the university and CDC guidelines.

UofSC Aiken Alert Levels

WHITE ALERT:

New Normal—Minimal Alert

Once vaccines and/or highly effective treatments are approved and widely available, and there is low circulation of the coronavirus, prevention practices can be gradually lifted more fully.

Triggers

- ➔ A reliable vaccine or highly effective treatment is approved and widely available.
- ➔ Herd immunity is significantly increased >60% either due to antibodies or treatments that increase immunity.
- ➔ Spread of virus on campus, in community, and throughout the region is declining.
- ➔ The university is free of new cases for 60 days.
- ➔ The employees continue to complete the COVID-19 Self Screening Forms for 60 days beyond the coronavirus's last reported case on campus.

Note: More will be known about this level as the immune protection is in place and commonly available, and best practices are established.

Institutional Operations

- Once approved vaccines or treatments that are highly effective and widely available, prevention practices can be lifted.
- It is likely that even when immune protection is established, social interactions should remain modified for a time.
- Re-engineered processes and new technologies persist, so long as they are functional and support institutional goals.
- Classrooms near full capacity.
- Shared office spaces allowed with few restrictions.
- Dining and residential activities resume with some modifications.
- Athletic practice and competition schedules resume, with some changes.
- Meetings resume in person, but with more physical distancing.
- Hygienic cleaning, sanitation efforts less frequently deployed.

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UofSC Aiken Alert Levels

GREEN ALERT:

Low Alert—University and Communities can operate more normally in high density environments.

Institutions are open and protective measures are still actively in place. The threat of outbreak remains, but the virus is lower and testing and contact tracing are robust to allow some policies to be relaxed.

Triggers

- ➔ The university can provide:
 - » testing for all students and employees who have been exposed or are asymptomatic.
 - » testing for all student athletes and students living in dorms, as needed.
 - » adequate isolation for students living on campus who are positive, and for those who are positive and symptomatic.
- ➔ Positive cases are very low (<5% of total UofSC Aiken population--excludes online programs: Palmetto College, RN to BSN, and MBA) and regional medical facilities are operating below capacity.

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Institutional Operations

- Take everyday precautions outlined by the university and by CDC.
- Continue classes as planned: face to face, blended/hybrid, and online/remote.
- Those with positive tests must isolate a minimum of 10 days with no increase in symptoms or fever during the last three days.
- Those in contact with someone who tested positive will self-quarantine for 7 or 10 days, depending on results of a day 5 COVID-19 test. Those individuals are expected to wear a face-covering when in the company of others.
- Easing of facility restrictions, cleaning, and PPE protocols remain in place.
- Low-density instruction maintaining 6-ft diameter distancing per student.
- Faculty must wear mask or shield, or maintain a distance of ten feet (10') when lecturing. Students must wear masks/face coverings in class.
- Limit the number of individuals who can use the wellness center, bookstore, Gaming Room, offices, The Station, Starbucks, Dining Hall, and specialized spaces at the same time.
- Shared offices allowed appropriate distancing and other measures.
- Physical distancing, face covering, and frequent hand washing required.
- PPE in place, daily COVID-19 Health Surveys required by employees on campus.
- Mandatory testing/screening of students in housing and student-athletes in place.

UofSC Aiken Alert Levels

YELLOW ALERT:

Moderate Alert Level

Institutions and communities are operating with moderate-low confirmed cases of COVID-19. Institutions are open though UofSC Aiken's protective measures are actively in place. The underlying threat of outbreak remains, but prevalence of the virus is moderate to low and testing and contact tracing capacities are robust enough to serve the institution.

Triggers

- ➔ The university and geographic area are able to provide testing to students, faculty, and staff who have been exposed and/or who are symptomatic.
- ➔ The university is able to provide testing for all student athletes weekly, and provide testing on demand for faculty, staff, and students.
- ➔ The university is able to provide adequate isolation for students living on campus that have tested positive.
- ➔ The number of positive cases is increasing, but less than 9% of campus population is positive or presumed positive (5-9% positive)
- ➔ The overall risk, as understood from the Daily COVID-19 Self Screening forms is either low or moderate.

Institutional Operations

- Instruction is a mix of in-person and remote instruction with online options for in-person classes (blended) where practical.
 - Some students and faculty will not be able to return to campus, and accommodations should be put in place to enable continued academic progress and employment.
 - Easing of facility restrictions, rigorous cleaning and PPE protocols.
 - Low-density instruction maintaining
- 6-ft diameter distancing per student or World Health Organization (WHO) recommendation of 3-ft and other protective measures.
 - Continue limiting access to specialized facilities (labs, studios, practice rooms) and limit the number of individuals simultaneously using wellness center, bookstore, Gaming Room, offices, The Station, Starbucks, and Dining Hall.
 - Provide take away dining and in-person dining options with appropriate distancing.
 - Shared offices allowed with necessary distancing and other measures.
 - Deployment of enforced PPE use, screening, contact tracing, and/or selective quarantining/self-isolation.
 - Athletic schedules reviewed and caution taken. Increase the testing of athletes if possible.
 - Masks worn by students in a class, faculty are wearing masks or shields in class. The staff wears masks except in private offices.
 - Continue to encourage teleconferencing instead of face-to-face meetings.

UofSC Aiken Alert Levels

ORANGE ALERT:

High Alert

The university is open, but may request that employees and students stay home for one or several days, or may put greater prevention steps in place which may include greater limitations on meeting sizes, increased PPE use, and elevated precautions. High risk individuals may be asked to restrict their presence on campus.

Triggers:

- ➔ The university is at capacity for being able to provide adequate isolation for students living on campus who are testing positive.
- ➔ The overall risk as understood from the total Daily COVID-19 Self Screening Forms is either moderately high or high.
- ➔ COVID-19 infection in the student population becomes more severe (more cases of COVID-19 risks, pneumonia, respiratory and renal distress).
- ➔ The number of positive cases is increasing, but fewer than 14% of campus population (excludes online programs: Palmetto College, RN to BSN, and MBA) is positive or presumed positive (10-14% positive)
- ➔ The university is unable to access, analyze and track data effectively enough to inform key decisions.
- ➔ Escalating fear and anxiety prevents students, faculty and staff from engaging effectively in campus operations.
- ➔ Month over month increase in confirmed cases across all sectors of the university.

Institutional Operations:

- Instruction is primarily remote, though, with permission of the dean, faculty may continue to deliver material in empty classrooms equipped with cameras.
- Departments need to deploy contingency plans to provide instruction if faculty become ill.

- In-person instruction is limited to clinical/practicum and research activities that are difficult to conduct remotely. These classes may not include more than ten students, including the instructor (<10). Permission is needed from the Provost for any form of in-person instruction.
- Enforced PPE use, screening, contact tracing, and/or selective quarantining/self-isolation is deployed.
- Dining services shift exclusively to go options. No meals served in the dining halls.
- Limited access to facilities, including the use of shifts for employees on campus.
- No shared offices for faculty/staff/graduate students or anywhere a minimum of six feet between desks is not possible.
- All meetings shift to electronic conferencing; TEAMS is preferred.
- Visitors not allowed in residence halls.
- Athletics will modify schedules and practices.
- Masks or face coverings required in all areas of campus, except personal offices.

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UofSC Aiken Alert Levels

RED ALERT:

Very High Alert

Stay-at-home orders are in place, schools and non-essential businesses are closed and individuals are expected to practice self-isolation. OR the community and institution conditions make it imperative to shift to essential employees only on campus and shift to online/remote instruction.

Triggers:

- ➔ The university cannot provide adequate testing, contact tracing, or care for students who have known exposures and/or who are symptomatic.
- ➔ The university cannot provide adequate isolation for students living on campus who are positive and symptomatic.
- ➔ $\geq 15\%$ of the university population (excludes online programs: Palmetto College, RN to BSN, and MBA) is positive or presumed positive.
- ➔ The overall risk, as understood from the Daily Health Self-Assessment Forms is at HIGH Level.
- ➔ Regional medical centers and hospitals are at or beyond capacity to provide medical assistance to the community.
- ➔ Month to month increase across all university sectors.

Institutional Operations:

- The university's essential personnel are on campus. All other employees are working from home and practicing self-isolation. Some essential personnel may be working in shifts.
- Access to campus (including buildings) is restricted.
- Telework is the preferred choice for as many employees as possible under state/local/university mandates. Leave and Furloughs may be deployed for those who cannot work from home.
- All business meetings are held electronically through video conferencing sites; TEAMS is preferred.
- Instruction, advising, and student learning support are provided remotely.
- Housing and in-person academic programs are predominately closed and canceled. Students who cannot return home or have special conditions may petition to remain in university housing.
- All dining services are highly restricted and only "Take-Away" options for remaining residents.
- Athletics suspended.

NOTE: For alerts to work, the university must be aware of every positive testing result. Contact the COVID-19 Helpline if you test positive.

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Modified Spring Semester Calendar



There will be no contiguous spring break this year. Instead there will be four spring break days from early February through the end of April.

UofSC Aiken will welcome new and returning students to the spring 2021 semester in January. The university will be offering face-to-face instruction in the spring. Students with pre-existing medical conditions or special circumstances (for example, living with someone at risk) should opt to take courses online. The university will offer a significant selection of online courses this spring to accommodate students who cannot return to campus and help them continue to make progress toward graduation. UofSC Aiken is well known for small classes and personalized instruction and maintains a student-faculty ratio of fifteen to one. However, class sizes may be reduced to accommodate physical distancing. All students are required to wear masks in class and anywhere on campus where physical distancing is challenging to achieve. While we rely on students to act responsibly, failure to comply with institutional stipulations for maintaining appropriate health standards may result in disciplinary action.

Students should be aware that if exposed, you may have COVID-19 and be asymptomatic (being without any symptoms). Thus, if you return home or go somewhere over a weekend, you might expose others to the virus. It is wise to follow the regimes even when you return home for a visit:

- wear a mask if you are closer than 6-feet to your family or loved ones,
- wash your hands frequently,
- take your temperature daily, and
- be careful around the elderly or someone with pre-existing medical conditions who may be at highest risk of becoming seriously ill with the virus.

You do not want to be the “carrier” who makes someone seriously ill. All it takes to be safe is to be aware, accountable for your behavior, and follow CDC recommendations.

SPRING 2021 ACADEMIC CALENDAR

The academic calendar will be altered slightly:

- no contiguous spring break

Highlights of the spring term:

- JAN 11 MON Classes begin
- JAN 18 MON Martin Luther King Jr. Day
-- no classes
- FEB 9 TUE Spring Break Day 1 -- no classes
(full-semester sections only)
- MAR 3 WED Spring Break Day 2 -- no classes
(full-semester sections only)
- MAR 25 THU Spring Break Day 3 -- no classes
(full-semester sections only)
- APR 9 FRI Spring Break Day 4 -- no classes
(full-semester sections only)
- APR 23 FRI Classes end
- APR 26-27 MON-TUE Reading days -- no classes
(full-semester sections only)
- APR 28
- MAY 4 WED-TUE Final exams (excluding Saturday
and Sunday)
- MAY 5 WED Commencement

The full 2020-21 calendar can be found at [usca.edu/
registrar/calendars/academic-calendars/2020-2021-
academic-calendar/file](https://usca.edu/registrar/calendars/academic-calendars/2020-2021-academic-calendar/file)



Taking Care



Public Health Measures

The campus is deploying primary public health controls to slow the transmission and reduce disease impact associated with COVID-19. These control measures include the availability of appropriate personal protective equipment (PPE), environmental measures such as enhanced cleaning and disinfection, physical distancing, face coverings, and mitigation strategies such as testing, contact tracing, isolation, and quarantine. Each of these measures serves to enhance the response capacity of the campus and the surrounding community. Controls must be designed, implemented, and monitored to contain, prevent, or mitigate negative strategic, operational, financial, reputational, health, and safety impacts.

Containment measures include data analysis, educational campaigns, rapid identification of infection with immediate isolation, contact tracing, quarantine, and — when available — future largescale delivery of COVID-19 vaccines. Our goal is to keep our community safe by keeping them informed during these unprecedented times. It takes an entire community working together selflessly to accomplish one shared goal: to flatten the COVID-19 curve through implementing strong public health measures.

Toward that end, it is strongly recommended that faculty, staff, and students bring for personal use hand sanitizer, a cloth face covering or mask, and maintain access to a thermometer. Every employee and student will be given a mask and provided instruction on its use and will be asked to conduct daily COVID-19 self-health assessments.

More on Masks and Face-Coverings

There is well-established research on the effectiveness of fabric face coverings or fabric masks to mitigate the spread of the coronavirus. Public health advisories about the use of masks that cover the mouth and nose acknowledge that masks can reduce the risk of transmission in both directions...risk of transmitting the virus to others and the risk of receiving the virus from others.

Surgical masks are relatively comfortable and provide a useful and inexpensive line of defense for reducing viral transmission. But, effectiveness is based on several things: the fit of the mask (should be snug), proper wearing of the mask (over the mouth and nose), the discipline of the wearer, the cleanliness of the mask (should be regularly laundered), and properly putting on and taking off the mask with minimum touching of the mask surface. UofSC Aiken will provide every student attending in the fall with a mask. However, we strongly recommend bringing several reusable fabric masks with you so you'll have extras so you can regularly launder your masks. Students will be required to wear masks in class and other identified areas. See the diagram on how to wear your mask properly. The WHO has several [training videos](#) on how to wear your mask properly.

Daily Health Self-Screening

Throughout the first two months of the fall 2020 semester, all members of the UofSC Aiken community were asked to take their temperature each day and to complete and submit an electronic daily health self-screening form to enhance monitoring.

The form asks a series of yes/no questions that require individuals to pause and take stock of their health by reviewing for possible symptoms of COVID-19. Completing the form takes about 2 minutes, but it provides insight into individual and collective campus health. If you determine that you have a fever or other symptoms of COVID-19, you will want to remain at home and contact your medical professional or the Student Health Center for a COVID-19 test. The university will review the data provided by self-screening to determine if it is necessary to change Alert Levels.

Beginning January 2021 and throughout the semester, we strongly recommend that each member of our campus community continue to take stock of their personal health by taking their temperature and pausing daily to review their health giving attention to the symptoms of COVID-19 before coming to campus or interacting with others. The CDC has posted a list of symptoms to watch for on a daily basis.

Testing for COVID-19

Three kinds of tests exist that determine aspects of COVID-19:

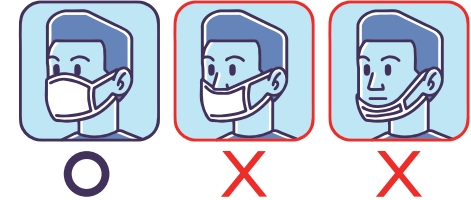
1. Viral RNA through PCR testing
2. Viral antigen testing
3. Antibody testing

Viral RNA tests seek to detect the genetic material of SARS-CoV-2 and can be used to identify residues of genetic code from the virus in human tissue, fluids, surfaces and air.

The PCR viral test is an enzyme-based reaction that amplifies genetic code. The PCR tests are exquisitely sensitive but typically involved medical professionals administering a nasal (nasopharyngeal) swab sample to detect the presence of the disease. It is used as a primary containment strategy to quickly identify and isolate individuals infected with the virus. The test can produce false readings and cannot determine if the RNA detected is viable virus or merely the debris of dead virus. The university will be providing access to PCR tests on the campus.

Viral antigen tests directly detect the proteins of the virus rather than its RNA. These tests tend to be highly specific, but not as specific as RNA-based tests, meaning their false positive rates are higher, but still within acceptable guidelines. The FDA has approved one laboratory-grade antigen test at the time this

How to wear a mask properly



document was created, but the expectation is that others will soon be available. The test uses a dedicated machine to read the test in a laboratory setting. While these viral antigen tests have less accuracy, they can be processed faster and are less expensive than the PCR test.

Hopefully, more of these tests will become available early in the fall. If possible, the university will investigate providing the option of the Viral antigen testing as it becomes more available.

The antibody test typically involves a blood test aims to determine if an individual has had a previous COVID-19 infection. Currently available antibody (serologic) tests lack adequate evaluation of efficacy and reliability and are inadequate to determine whether a positive test conveys immunity. Antibody tests are currently best positioned to be used to inform research and public health surveillance efforts to determine estimates of population exposure and herd immunity.

As new tests are available, our healthcare staff will advise on adoption.

Testing Procedures for a Safe Return to Campus

COVID-19 (PCR) diagnostic testing for the virus allows for early



UofSC Aiken COVID-19 Helpline:
803-641-3271
or **COVID-Helpline@usca.edu**

identification, intervention, and effective contact tracing of COVID-19 cases. Testing results may also help the university better understand and mitigate the spread of the virus.

The University of South Carolina Aiken expects all students, faculty, and staff members to be tested for COVID-19 on the university campus if symptoms arise. University personnel and students have access to testing on campus.

Convenient Testing on Campus

The university has partnered with SC DHEC for free testing to residents of the greater Aiken community.

Testing is conducted in a drive-through site located on the grounds of the university's Convocation Center, located at 2049 Champion Way, Graniteville, SC 29829.

Testing is conducted by Rapid Reliable Testing. For hours of operation, please visit usca.edu/pacer-ready/covid-19-testing.

You can preregister for this free testing at rrtesting.com/uscaiken. If you do so, it will save you time, and you will be able to track your test results.

The testing site and guidelines:

- Testing occurs 6 days/week -

Wednesday through Monday.

- Testing takes place in the parking lot of the Convocation Center. This is a drive-through test site, and two lines are available.
- No insurance card needed, BUT you do need a driver's license or UofSC Aiken ID.
- SC DHEC will provide trained staff to administer the test, and follow all HIPAA guidelines and ensuing regulations.
- SC DHEC will analyze and provide results of testing within 24-48 hours of testing.
- A pre-registration link is available for your convenience - rrtesting.com/uscaiken.

For more information, visit usca.edu/pacer-ready/covid-19-testing

Other Locations

Testing may also be obtained through community-based testing sites, commercial providers, or a primary care physician. Information about community-based testing is available through SC DHEC or the US Department of Health and Human Services. Students who receive testing outside the university's testing sites should communicate the test results to COVID-19 Coordinators. Faculty and

staff should communicate with their supervisor.

Follow-up testing is recommended for anyone who is experiencing symptoms of COVID-19, has been in close contact with someone who has COVID-19, or has traveled to an area with high levels of SARS-CoV-2 community spread. Follow up testing may be performed by local health care providers, community testing sites, and the Student Health Center. Fees may apply.

If a UofSC Aiken community member tests positive for COVID-19, they should immediately contact the campus COVID-19 Co-Coordinator so appropriate actions will be taken to support the individual and help protect the health and safety of the university community. These actions include health monitoring, contact tracing, isolation, and quarantine, as well as heightened disinfection of workspaces and classrooms.

Campus COVID-19 Co-Coordinator

Dr. Thayer McGahee
ThayerM@usca.edu
803-641-2823

Mr. Brandon Aiken
BrandonA@usca.edu
803-641-3367

UofSC Aiken COVID-19 Helpline:
803-641-3271
or COVID-Helpline@usca.edu

Random Testing Plan for Spring Semester for Students, Faculty, and Staff

UofSC Aiken had a successful fall semester in terms of managing the COVID-19 pandemic. Since the opportunity exists to offer free COVID-19 testing for the campus community, the university will implement a voluntary random testing program for the campus community.

- The following details how the random testing will occur: the university will not make it mandatory for faculty, staff, or students.
- The university will target different high-risk groups each week (student organizations, residence halls, senior education majors in the schools, nursing students doing clinicals, etc.).
- While not mandatory, we will provide incentives for students to take the test.
- The university will utilize the DHEC testing site to administer the test.
- The university hopes to have about 50 students voluntarily test each week.
- Deri Wills will coordinate the program for the university. He can be reached at 803-641-3787 or deriw@usca.edu.

**UofSC Aiken COVID-19 Helpline:
803-641-3271
or COVID-Helpline@usca.edu**



Student Health Center and Student Counseling Center



UofSC Aiken's Student Health Center and the Student Counseling Center play pivotal roles in COVID-19 mitigation and treatment efforts, develop new services, and create flexible staffing solutions to optimize medical and mental health responses in the face of uncertainty during this novel pandemic. In addition to the pandemic response, these areas will continue to provide patient-centered care for episodic and chronic illnesses, injuries, counseling, preventative care, and wellness services.

Internal and external surge capacities and staffing trends will be modeled by the Campus COVID-19 Co-ordinators throughout the pandemic to ensure efficient and effective operations and recognize the imminent risk.

In compliance with CDC recommendations, telemedicine and telecounseling capabilities have undergone large-scale expansion. The use of telemedicine/counseling will be promoted for any appropriate conditions to minimize the unnecessary risk of infectious disease exposure to patients and staff. In addition, telemedicine will be utilized for initial contact and triage of patients with respiratory and other symptoms often associated with COVID-19 to determine patient care needs and the most appropriate method of care provision. This transition to virtual care will allow the centers to meet patient care demands while maintaining CDC-guided physical distancing within reception areas, lobbies, treatment rooms, and ancillary departments.

Internal mitigation controls have been implemented to include emergency response, physical, environmental and infection control measures, surveillance, patient safety, and care coordination. The university's Campus COVID-19 Coordinators will also provide leadership and oversight to contact tracing. University Housing and Resident Life and Student Affairs will provide management of isolation and quarantine facilities. University Housing and Residence Life is a critical and valuable partner in this effort.

Student Mental Wellness

These are challenging times. So much is changing during the COVID-19 pandemic. There can be fear, stress, and anxiety related to COVID-19. As we all adjust to the “new normal,” we want to remind all Pacers to live well now. Taking care of your overall health can help your body fight off infection and disease. As stated by Andrew Weil, MD, Founder & Director of the Andrew Weil Center for Integrative Medicine, “The best defense against infection is to maintain optimal health.” Whether you are just starting now, or are already on your way to optimal health, the UofSC Aiken Counseling Center and the Psychology Clinic can help you on your wellness journey.

Mental Health Emotional Wellness

How you feel and how you respond to those feelings are central to your emotional wellness. Emotional wellness includes both positive emotional experiences and responding to life’s challenges and the painful emotions that may arise. To build emotional wellness, pay attention to both sides. Try to develop positive habits and emotional experiences and find ways to understand and productively respond to painful emotions or symptoms of mental distress constructively. Mental health is fostered by activities and skills, including proper nutrition, exercise, adequate sleep habits, meditation, yoga, journaling, cognitive behavior therapy, collaborative problem solving, stress reduction techniques, reflective discussion, and outlets for expressive artistic activities. The inclusion of these activities can help relieve stress and build emotional awareness.

Current Mental Wellness Resources—Something for Everyone

Students have daily access to the UofSC Aiken Counseling Center (CC). Students studying online, Palmetto College, and MBA students who live in SC, (Counselor licensure limitations allow us to practice only in SC), and students who are living on campus or commute to campus have access to the center. Additionally, Telemental Health will remain an option after students return. Appointments are required. The Counseling Center is housed on the first floor of the Business and Education Center and is staffed by professional, licensed counselors.

UofSC Aiken’s Psychology Clinic (PC) serves staff/faculty and students. Student referrals for the Psychology Clinic will primarily be for groups or diagnostic-specific treatment concerns for which the staff has training.

Information on self-help resources is also available for all faculty, staff, and students. See Appendix B for a list of several resources.

The university also provides information for after-hours resources, including:
Aiken Helpline at 2-1-1 or 1-877-648-9900
aikenhelpline211.org/site/

National Disaster Distress Helpline, 1-800-985-5990, provides immediate crisis counseling to people affected by the coronavirus pandemic. Calls and texts are answered by trained counselors from a network of independently-operated crisis centers located across the US, 24-hours a day.

Additional local resources include:

Aiken-Barnwell Crisis Response Team provides on/offsite crisis intervention after (or during) regular business hours. They are a referral resource for treatment (803-641-7700)

Rural Health Services, Inc. - Clyburn Center for Primary Care (803-380-7000).

Aurora Pavilion has partial hospitalization, which is an option for students/faculty/staff who need a higher level than outpatient care. (803-641-5900).

Psychology Clinic provides group mental and behavioral health sessions. These groups are available to UofSC Aiken faculty and staff, and students. These groups would cover topics such as coping/strengthening/resilience, managing new responsibilities, social injustice, jobs/job loss/financial hardships, and reducing social isolation. A survey will be distributed early in the semester to determine demand.

The university is deploying a new resource, Mindwise, an online space that offers several screening tools free to students mindwise.org. The university has also appointed two Campus Mental Wellness Coordinators, who will track our campus's mental wellness trends and make recommendations as needed during this intense moment in time.

COVID-19 Contact Tracing Procedures



Campus COVID-19 Coordinators have developed contact tracing protocols and procedures in conjunction with public health professionals and public health agencies like S.C. Department of Health and Environmental Control.

Trained staff will conduct contact tracing and care-planning interviews with members of the university community who have tested positive or are presumed positive for COVID-19. Members of the UofSC Aiken community who have been in close contact with COVID-19 positive individuals also will be contact-traced. At the same time, courtesy outreach may be conducted for non-university close contacts.

Contact tracing and care plan interviews aim to:

- Ensure that the individual has access to appropriate medical care on Campus or in the community, to include follow-up testing.
- Explore the possible route of infection or exposure.
- Identify close contacts and other individuals who may be at risk for infection.
- Educate the individual on the need to quarantine or isolate and determine the individual's plan.
- Identify the support services and requirements for the individuals to quarantine or isolate successfully.

Follow-up activity as a result of the contact-tracing interview may include but not limited to:

- Contacting faculty members via the COVID-19 coordinators to notify them of exposure to a positive COVID-19 individual
- Providing documentation for employers or others to support the individual.

- Coordinating food and safe housing needs.
- Medical monitoring of students in isolation or quarantine on campus.
- Medical and mental health support.

Effective contact tracing relies on conducting interviews promptly. Complying with requests for information from a contact tracer is a vital expectation, and a necessity as the university better understands and mitigates the spread of COVID-19.

A safe and secure COVID-19 helpline is in operation to educate the campus community and receive reports concerning the coronavirus. The COVID-19 helpline number is: **803-641-3271**.

The university will protect the privacy and identity of individuals diagnosed with COVID-19 in accordance with applicable privacy laws and regulations.

Quarantine, Isolation, and Care

Quarantine and isolation are essential parts of the university's COVID-19 mitigation strategy. Isolation is an act that separates sick people with an infectious disease from others who are not ill. Quarantine separates and restricts the movement of people who were exposed to a communicable disease to see if they become sick.

The UofSC System has updated its policy on quarantine and isolation for students, faculty, and staff.

An individual who has been exposed to COVID-19 or has been to an area of high risk for transmission should self-quarantine up to 14 days while they monitor themselves for COVID-19 symptoms.

Testing and medical care should be sought by anyone who suspects they have symptoms.

A full fourteen (14) day quarantine will be recommended in situations where any risk of transmission cannot be tolerated (e.g. persons who work with or live with those at high risk of severe infection). Quarantine may end after day 10 of the last exposure to a COVID-19 case if the individual has had no symptoms throughout the quarantine period. Quarantine may end after day 7 if the individual has had no symptoms throughout the quarantine period, and has a negative polymerase chain (PCR) or antigen test result collected no sooner than day 5. If the test result is returned earlier than day 7, quarantine and daily symptom monitoring must still continue through day 7. If an individual is able to discontinue quarantine at day 7 or day 10, daily symptom monitoring and strict adherence to all recommended mitigation strategies (social distancing, hand hygiene, and mask wearing) must continue through day 14. At any time during the quarantine period, if an individual develops symptoms, immediate self-isolation should begin and the Student Health Center or personal healthcare provider should be contacted.

The Student Health Center or the Campus COVID-19 Coordinators will advise campus community members of the need to quarantine or isolate if they are suspected of a COVID-19 infection. Individuals will be cleared from isolation or quarantine based on current best practices, such as a negative disease test result. A positive diagnostic test result will result in guidance to continue to isolate until considered recovered based on specific CDC and SC DHEC guidelines. Individuals who isolate or quarantine should remain

in their room or home and should not leave or have guests unless they need medical care or in the case of an emergency. Student Health Services, DHEC, or a medical provider will provide information about how to comply with the quarantine successfully.

Students living in campus-associated housing who have tested positive or are assumed positive for COVID-19 may be required to relocate to an identified quarantine or isolation space on campus to limit the spread of the virus within the residential community. (The procedures for students living off-campus who have tested positive or are assumed positive for COVID-19 are provided in the Off-Campus Living section.)

Quarantine space is designed to house those individuals who reside on campus who have been exposed to someone known to have tested positive for COVID-19 or traveled to an area with sustained community spread. These individuals are not experiencing symptoms. Isolation space is designed to house individuals with COVID-19 symptoms or has tested positive for COVID-19.

Quarantine or Isolation:

The on-campus quarantine space will be an alternate short-term living location for on-campus students—not a medical facility, and medical care will not be provided.

The Student Health Center does not operate an inpatient medical facility or provide 24/7 coverage. Students will be educated regarding after-hours care options and are encouraged to seek care should conditions change outside of the student health center's hours of operation. The Aiken Regional Medical Centers are located directly across

University Parkway from UofSC Aiken. In an emergency, the university police can assist with arranging or providing transportation as the individual situation warrants.

Students experiencing worsening symptoms while in isolation may be referred to urgent care facilities or the emergency department for consideration of hospitalization.

Mental wellness care will be available to students for continuing care or psychological issues that develop during isolation or quarantine. Students may access the Student Counseling Center and set up an appointment with a licensed counselor by calling **803-641-3609**.

Students who are quarantined or isolated will be required to participate in medical monitoring by the Student Health Center in the form of phone calls or medical monitoring technology applications. This health monitoring includes nurse check-ins, symptom monitoring, patient education materials, and other health case-management needs.

Telemedicine and telecounseling visits with health providers will be available for students who remain in-state. State laws may prohibit telehealth/counseling care to students residing outside South Carolina. Students may access telemedicine and telecounseling options online at usca.edu/student-health-center.

Students will be advised to return home to quarantine or isolate, when possible and to notify professors if they are unable to attend class.

Individuals who violate quarantine or isolation directives by moving around campus, allowing guests to visit, or attending work or class may be subject to disciplinary action according to university guidelines.

Individuals may be required to isolate or quarantine by state public health officials. The Student Health Center will also support individuals who are quarantined and isolated through a case management model, regular check-ins, and coordination of needed support services. Examples of these support services include coordination of food, supplies, or medication needs.

Personal Responsibility and Social Behavior

The university has created a new policy on implementing public health directives during a communicable disease outbreak following guidance from public health officials and governmental entities.

The three primary public health directives that are implemented during an infectious disease outbreak, particularly one where person-to-person transmission is possible, include physical distancing, face coverings in areas of campus where physical distancing is difficult and hand hygiene. Additionally, USC System Policies 3.03 and 3.04 provide the institution with additional abilities to implement public health directives during a period of an infectious disease outbreak following guidance from public health officials and government entities. See Appendix C for Policies 3.03 and 3.04.

Awareness, Cleanliness and Personal Hygiene

The best prevention is to avoid being exposed to COVID-19 in the first place. The CDC considers person-to-person spread to be the most common form of transmission, occurring mainly among people within 6 feet of each other for a prolonged period. The virus may be spread by people who are not showing symptoms. COVID-19 can also be contracted by a person touching a surface or object that has the virus on it and then touching their mouth, nose, or eyes. As a result, social distancing, hand hygiene, and respiratory etiquette to include face coverings are essential methods of minimizing contact with the virus.

It is, therefore, vital to follow these guidelines:

- Maintain the recommended social distance from others whenever possible, even when face coverings and masks are in use.
- Do not gather in groups without appropriate precautions. Stay out of crowded places and avoid mass gatherings.
- Avoid crowding in elevators; consider taking the stairs when feasible.
- Follow directional signs placed in campus spaces like the dining hall to minimize face-to-face exposure.
- Remote working and learning is especially important for those at increased risk for severe illness from COVID-19.
- Wash your hands often, using soap and water for at least 20 seconds, especially after contacting frequently touched surfaces. Hand sanitizer that is at least 60 percent alcohol is also effective.
- Wear face coverings per university policy and local ordinances.
- Appropriate coverings cover both the nose and mouth.

Important Resources

If you or someone you know needs help:

- Call 911 if you or someone you know is considering harming themselves or someone else.
- Call the Student Counseling Center at 803-641-3609 to speak with a counselor about urgent concerns. UofSC Aiken faculty and staff can also call at any time if they have concerns about a student.
- Students can call or set up an appointment with the ombudsperson to share any concerns at melenciaj@usca.edu.
- Diversity, inclusion, and belonging are valued at UofSC Aiken. If you feel you have been subjected to racist, sexist bias, or bias based on religion, culture, sexual orientation, or health status, submit a Bias Incident Report. For assistance, please contact 803-641-3237 or the website.
- Faculty and staff are encouraged to contact UofSC Aiken's Human Resources Office at 803-641-3317 to share any concerns.

- Cloth face coverings should be laundered daily. Disposable face coverings can be reused for several days as long as they are in good condition and not soiled.
- Cover coughs and sneezes with a tissue or elbow. Dispose of a used tissue properly.
- Avoid contact with frequently touched surfaces.
- Routinely clean and disinfect often touched surfaces.
- Avoid touching your face and always perform hand hygiene before eating or touching your nose, mouth, or eyes.
- Do not share food, drink, hookahs, vape pens, and other products that can easily transmit the virus.

Important Note: While experiencing the physical separation of social distancing, it is crucial to stay in virtual touch with family and friends through phone calls, video chat, and social media. Be on guard for sadness, anxiety, or depression in yourself or others while social distancing is necessary. If you are experiencing these emotions, contact the Student Counseling Center to speak with a professional counselor, or contact your mental health professional. Physical Distancing At UofSC Aiken, we want students

and employees to establish strong social connections, but to do so during the pandemic while conforming to physical distancing. Physical distancing refers to maintaining appropriate space between yourself and other people while outside your home or residence hall rooms. It would be best if you stayed the recommended distance apart from others, and avoid gathering in groups, crowded places, and mass gatherings. Asymptomatic and pre-symptomatic individuals are known to be contagious and can spread the virus without knowing it. That fact is a particularly insidious aspect of this virus.

Physical Distancing

Physical distancing is an effective, efficient means of decreasing viral spread among people in community settings. The CDC has advised that vaporized breath and body fluids in the form of microscopic droplets from the mouth or nose are the most common means of spreading COVID-19.

As the University of South Carolina System operationalizes current COVID-19 public health guidelines, our UofSC Aiken campus remains committed to utilizing a variety of effective measures to reduce viral transmission risk among faculty, staff, students, and visitors to the university. Physical distancing,

cloth face coverings or shields, environmental cleaning, hand washing, and community education campaigns are some of the most effective transmission risk mitigation strategies.

The campus will also limit face-to-face course offerings to only small class sizes to allow for maximum distance between students and students and faculty.

It is the University's Futures Planning Taskforce goal to ensure the use of overlapping mitigation strategies to maximize the safety of the campus population.

In classrooms, the university will seek to practice the physical distancing standard recommended by recognized public health authorities.

The Taskforce prefers to maintain the CDC's recommended physical distancing of six feet where possible, but follow WHO guidance and allow no less than three feet in combination with face coverings and other mitigation strategies if a spatial adjustment is necessary.

Given the established requirement for face coverings in every classroom combined with heightened daily facilities cleaning and campus disease monitoring, the Taskforce supports a reduction in physical distancing in the classroom setting, but only as logistical constraints warrant.

Face Coverings

Because the coronavirus can be spread between individuals interacting in close proximity—for example, by speaking, coughing, or sneezing—wearing face coverings is recommended in public settings where social distancing measures are challenging to maintain. Face covering is especially important in areas of significant community-based transmission.

The university policy **Communicable Disease Outbreak Mitigation Measures** include specific directives concerning the need and use for face coverings on campus.

The university is requiring face coverings to be worn at all times at specific locations on campus, including all classrooms, the Student Health Clinic, the Student Activities Center (except in individual offices located there), the Gregg Graniteville Library, all computer labs, and common areas in residence halls. Face coverings should be worn in all common indoor areas except when eating or drinking. Other locations may be added as conditions warrant.

A face covering is a material that covers the **nose and mouth**. It can be secured to the head with ties or straps or wrapped around the lower face. CDC guidelines state that any cloth face covering should fit snugly but comfortably against the side of

the face, completely cover the nose and mouth, be secured with ties or ear loops, include multiple layers of fabric, allow for breathing without restriction, and be laundered and machine dried without damage or change to shape.

The CDC and WHO offer recommendations on making face



coverings and when and how to wear them correctly.

Clear face shields may be used in place of masks by persons with disabilities and by individuals who find it too difficult to breathe wearing a face covering. Often a view of a person's face is critical to quality instruction. Face shields should be cleaned daily according to manufacturer instructions.

No face coverings should be shared with other individuals, and all face

City of Aiken Mandatory Face Coverings Ordinance

cityofaikensc.gov/ordinance-for-mandatory-face-coverings-masks-passed-by-aiken-city-council/

coverings should be kept in a clean, safe place when not being worn. When removing or putting on a face covering, use the ties, and avoid putting your hands on the face cover. If you touch something in a shared space, use hand sanitizer before touching your face mask. Wash your hands before and after removal.

Face Coverings for Faculty and Instructors

Faculty should carry a face covering of their choice on campus to be prepared for environments in which a face covering is required or highly recommended. Faculty who have health conditions that make wearing a face covering difficult, should talk with their direct supervisor about accommodations or working remotely.

Because face coverings are required in classrooms, instructors (including faculty, staff instructors, graduate instructors or teaching assistants) are expected to either wear a face covering, be behind a barrier (for example, a sneeze guard) or be physically distanced from the students by ten feet.

Instructors should approach enforcement of the face covering requirement as they would any other student conduct issue and may request that students leave the classroom unless adequately equipped. The university will provide building managers with face

coverings, so if a student forgets to bring their own, they can see the building manager for a mask.

If a student refuses to cover their face and refuses to leave the class upon the request of the professor, they can be reported to the Office of Student Life for disciplinary actions. The incident reporting form can be found at usca.edu/judicial-affairs/incident-reporting-form.

Face Coverings for Employees

Employees should carry a face covering on campus to use in areas where it is required or highly recommended. Employees who have health conditions that make wearing a face covering difficult, should talk with their direct supervisor about accommodations or working remotely.

Because face coverings are vital to the mitigation plan, violations for all employees, including instructors and faculty, may be reported to Human Resources, and corrective measures may be taken.

Face Coverings for Students

Students should carry a cloth face covering of their choice on campus to use in areas in which a face covering is required or highly recommended. Students are required to wear face coverings in classrooms and other designated areas.

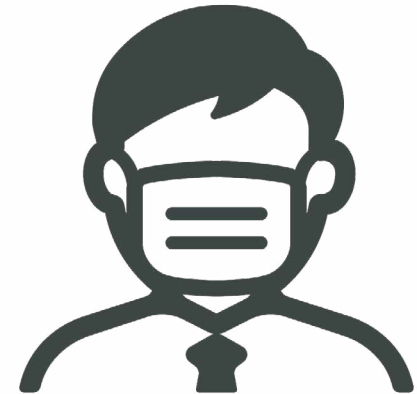
Students who have documented conditions that could be exacerbated by wearing face coverings should apply to become registered with the Student Office of Disability Services. Students who become registered with the SDRC will be entitled to reasonable accommodations that may help mitigate issues caused by face coverings mandates in designated areas of campus.

Any student who intentionally violates a face-covering mandate may be referred to the Office for Student Life for education and/or disciplinary action.

Face Coverings for Guests

Guests to the university are expected to follow institutional rules. They should bring and wear a face covering when in spaces that do not allow for physical distancing or when around crowds of three people or more. The university will supply university police and building managers with appropriate disposable masks for use by guests when visiting campus.

UofSC Aiken COVID-19 Helpline:
803-641-3271
or COVID-Helpline@usca.edu



University Sponsored Events Off-Campus

University employees and students are required to reinforce the campus health and safety requirements established for interactions on the campus in any and all university sponsored events off campus. Employees and students should also follow all local regulations and guidelines.

New Office Etiquette During COVID-19 Pandemic

When entering someone's office, cover your face with a face covering. Additionally, try to stand at least six feet from the occupant's desk and the occupant unless the office is equipped with sneeze guards between you and the occupants. Lastly, wait until the occupant has invited you into the office so that he/she can mask if needed.

EASY Guide to Wearing Face Coverings and Physical Distancing

In every classroom, computer lab, studio, and laboratory, also maintain a "bubble" around yourself by creating a physical distance of 6 feet (optimum) to 3 feet (minimum) when indoors.

Outdoors: when walking with colleagues and friends, when approaching a crowd. When outdoors, please also put a "bubble" around yourself of at least 3 feet.

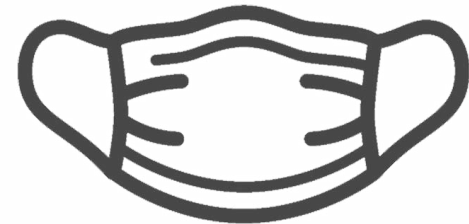
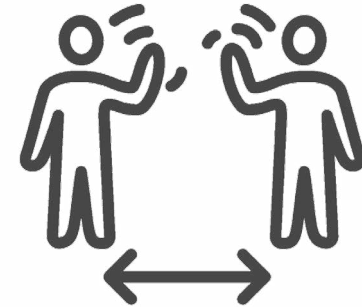
At indoor events/concerts/plays, club meetings, sorority and fraternity meetings, SGA meetings, and other similar gatherings.

If the building has a posted sign requiring a mask, please wear your mask.

There is a mask ordinance currently in place in the cities of Aiken and Augusta. You must wear a mask in public spaces, stores, entering restaurants, in parking lots, and so forth.

Remember, because the Covid-19 virus travels on your breath, your face covering needs to cover your mouth AND nose. The Covid-19 Virus is also found in other bodily fluids, so wash your hands after using the restroom and be careful who you kiss (and so forth)!

Be aware: Because mask-wearing is crucial to your health and the health of others, individuals will be fined if they violate the university mask ordinance, and additional actions will be enforced for habitual rule breakers.



**UofSC Aiken COVID-19 Helpline:
803-641-3271
or COVID-Helpline@usca.edu**

Campus and Workspace Modifications to Encourage a Safe Environment



Combatting COVID-19 requires a selfless effort from all members of the UofSC Aiken community to maintain a clean and safe environment for all. Workspaces and procedures will be altered in some cases to mitigate the spread of the virus and keep students, faculty, and staff safe and healthy.

Offices and Work Spaces

Offices, workspaces, and work practices must be organized to support physical distancing and protect all employees' health and safety. All buildings will post signage or provide handouts that educate employees about COVID-19 and encourages handwashing, face coverings, and physical distancing. Modifications to the workplace may be necessary to reduce close contact among individuals, and reduce the need to touch objects.

Workplace modifications may include:

- Changes in traffic flow by designating areas of one-way traffic or identifying specific doors as the entrance or exit only.
- Changing or rearranging furniture, such as eliminating seats in waiting areas, increasing space between work stations, and adding plexiglass shields.
- Closing or assigning new occupancy limits in common areas where employees are likely to congregate, such as breakrooms and kitchens.
- New signage, including new occupancy limits, directional signs, and safe practice reminders, are available online at usca.edu/pacer-ready/faculty-and-staff-resources/signage and should be posted in offices and workspaces.
- Establishing wipe-down protocols for shared spaces
- Removing shared pens, utensils, coffee pots, magazines, and appliances, as appropriate.
- Removal of items that are difficult to clean or disinfect.
- Replacing face-to-face advising or business meetings with teleconferencing, especially if six feet of physical distancing is difficult in a private office. Masks should be worn when anyone enters the office of an employee.

Health and Safety Supplies



Get into the habit of taking your temperature each day. While asymptomatic individuals may not run a temperature, for most people, it can be an early and reliable symptom of the virus. Keeping a personal thermometer in your home or dorm is most convenient (if you place it by your toothbrush, you'll be more likely to remember to take your temperature), but there will be resources on the campus as well.

Thermometers for Tracking Your Health

There will be scanning temperature kiosks scattered around the campus (located in the following buildings: Convocation Center, Etherredge Center, Humanities & Social Sciences, Business & Education) These require no physical interaction. Just face the screen and get a temperature read-out in seconds. Additionally, each Building Manager or designee will have an infra-red thermometer that can be checked out for a limited time if someone feels ill. Infra-red thermometers read temperature without touching the individual. Other infra-red thermometers are available in the physical plant (contact: Jeff Jenik). These thermometers can be checked out for a limited time for events or as needed by departments or campus organizations. In the buildings the following individuals have the infra-red thermometers:

- Penland Tristan Stone
- B&E Gina Buckley
- Child Care Lynn Williams
- Eth. Cntr. Paul Crook
- Library Susie O'Conner
- H&SS Jeanie Griffin
- Nursing..... Kathy Simmons
- Housing Madison Copely
- Alumni House... Michelle Hodge
- RPSEC..... Kimberly Fickling
- SAC..... Christian Medders
- Sciences..... Melissa Stoudemayer
- Convocation Justin Glessner
- Supply/Maint. ... Annette Beeler
- Univ. Police Jason Zike
- Student Health Center

Safety Supplies

All employees will be provided with a reusable face covering.

Building managers will be regularly supplied with a disinfectant spray or disinfectant wipes, disposable gloves, disposable masks, hand sanitizer, or appropriate substitutes. Hand sanitizer will be provided at most building entrances and in areas of high traffic, and classrooms will be outfitted with sanitizing stations with cleaner and paper towels for use before class on desktops. Students and employees are also encouraged to bring to campus extra masks and hand sanitizers for personal use.

To provide the appropriate supplies at the best price, the university will be purchasing supplies for departments and offices. Building Emergency Coordinators should be aware of supply levels and contact Campus Auxiliary and Support Services (Jeff Jenik) early enough to accommodate logistics and avoid gaps in supplies. If approved, Building Emergency Coordinators may order supplies via the following link: usca.edu/campus-auxiliary-and-support/useful-forms/ppe-supplies-order-form.

Cleaning and Disinfection Protocols

Routine cleaning and disinfecting are an essential part of reducing the risk

of exposure to COVID-19. Regular cleaning with soap and water alone can minimize the risk of exposure, but disinfecting surfaces provides an important and necessary step in reducing the risk of infection.

Based on what is currently known about COVID-19, spread from person-to-person of this virus happens most frequently among close contacts (within about 6 feet). This type of transmission occurs via respiratory droplets. Recent studies indicate that people who are infected but do not have symptoms likely also play a role in the spread of COVID-19. Transmission of coronavirus occurs much more commonly through respiratory droplets than through objects and surfaces, like doorknobs, countertops, keyboards, toys, etc.

Nonetheless, current evidence suggests that COVID-19 may remain viable for hours to days on surfaces made from a variety of materials.

While not the primary means of transmission, individuals may catch COVID-19 by touching contaminated surfaces or objects—and then touching their eyes, nose, or mouth. More frequent cleaning and disinfection are required based on the level of use. Disinfecting surfaces and frequently touched items is a best practice in the prevention of COVID-19.

Staffing has been increased in

custodial and janitorial services.

Cleaning crews have been trained and provide enhanced cleaning, sanitizing, and disinfecting surfaces of all workplaces, offices, and classrooms. Along with their daily cleaning requirements, custodial services will increase the frequency of necessary cleanings, such as high-touch surfaces in common areas.

Students, faculty, and staff will be informed on relevant plans and schedules for routine cleaning, sanitizing, and disinfecting surfaces, as practical.

Everyone on campus will be asked to assist with focusing on cleaning personal areas such as their computer keyboard, office phone, doorknobs, and other high-touch surfaces.

If an employee leaves work due to an illness or is unable to report to work because of symptoms consistent with COVID-19, their work station and any common areas they used will be closed for appropriate cleaning and disinfecting.



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Work Practices



Employees will adhere to new work practices to help protect the health and safety of the university community. Those include:

- Washing hands before touching shared items, including doorknobs, light fixtures, copiers, work tables, counters, appliances, and similar shared objects.
- Disinfecting shared surfaces after each use.
- Keeping individual workspaces free of clutter and removing excess personal and unnecessary items to allow for maximum cleaning of all surfaces.
- Observing occupancy limits posted for all common spaces, including elevators, stairwells, restrooms, breakrooms, and meeting rooms.
- Everyone must help with making certain cleaning and sanitizing supplies are available. If you notice a hand sanitizing station is empty, soap in a restroom is low, or classroom cleaning supplies are running low, contact the building manager for that space, who will report the problem. See appendix B for a list of current Building Emergency Coordinators.
- Using the stairs if you are physically able so others may use the elevators.
- Wearing face coverings whenever physical distancing is not possible.
- Traveling alone in vehicles whenever possible. If job duties require traveling with a crew in a vehicle, occupants must wear face coverings, use hand sanitizer, and allow for the circulation of outside air.

Workday Scheduling and Telecommuting

To limit worker density and reduce building traffic on campus, divisions, units, and departments will promote flexibility in scheduling and alter workdays and times as appropriate.

Potential options include:

- flexible work schedules
- alternating days in the workplace with days of remote work
- staggering telecommuting when appropriate and feasible
- staggering start and end times to limit the number of employees arriving or departing at the same time

Remote work is part of our disease mitigation strategy. Remote work is the best option for employees at higher risk or who live with someone at higher risk. Supervisors are asked to use discretion and empathy when determining remote work requests by employees. Supervisors may consider whether employees can complete their work obligations by telecommuting, coming to work at alternate times, or reassigning some aspects of employee responsibilities. Supervisors are required to consult with Human Resources before making final decisions regarding working remotely or modifying schedules or duties on a long-term basis. If an employee's work responsibilities cannot be accomplished with an alternative schedule or telecommuting, supervisors must consult with Human Resources before discussing furlough options with an employee.

Currently, the state is considering the implementation of a new process for

approving requests for remote work. If that happens, new protocols for telecommuting will be announced.

Meetings and Visitors

Generally speaking, faculty and staff should seek to limit face-to-face meetings and visitors to our campus to reduce the introduction of the COVID-19 virus into the campus community and reduce the risk to guests of exposure to the virus while on campus.

Whenever possible, meetings should be held online using platforms recommended by the university. TEAMS is one of the preferred platforms available to employees at UofSC Aiken. If a meeting must be held in person, the room occupancy must not exceed 50 percent (50%) of the prior approved occupancy rate (new occupancy rates for UofSC Aiken rooms are listed on the room registration software, 25Live. The meetings should be as short as possible, and the room must allow for the physical distancing of six feet between occupants. Having a meeting in an outdoor space is also a good option, but distancing is still required.

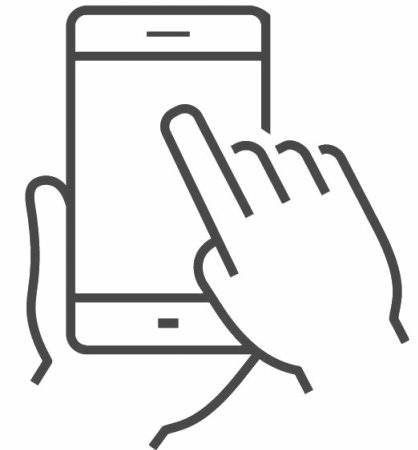
Face coverings or face shields should be worn for the duration of the meeting, and the organizer of the meeting should sanitize the meeting

table tops both before and after the meeting. Meeting space may be temporarily off-line for special sanitizing if it is needed.

Visitors to Campus

Visitors to campus should be limited. Actions to consider include:

- conducting meetings by phone or guest presentations via online platforms
- establishing protocols for virtual drop-in appointments over in-office drop-ins
- seeing visitors by appointment only and in spaces that allow for proper distancing. Residential students should refer to the revised housing visitation policy for COVID-19.
- relocating meetings to minimize passage through the campus.
- maintaining appropriate physical distance
- using face coverings by campus guests
- guests may go to the university Police office to get a mask, if needed.



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Teaching and Student Success



Fall instruction will utilize a variety of modes: fully in-person, hybrid in-person/online, and entirely online. Online components may be either synchronous (live-streamed) or asynchronous (recorded) to accommodate faculty and students' health concerns.

Classes delivered in person will make provisions for the protracted absence of students who may be quarantined due to COVID-19 exposure. Over the summer, new technology and cameras have been added to many classrooms to aid in providing continued educational opportunities for students who have to be isolated or quarantined due to COVID-19 exposure. Each instructor must have a plan to deliver make-up instruction remotely. Faculty need not anticipate teaching parallel online and in-person sections of a single course, but should be prepared to shift to remote learning in case of a state order or if the conditions on campus and the Aiken community move to orange or red alert levels.

The Center for Teaching Excellence can provide strategies for the varied instructional modalities. Additionally, the Director of Distance Learning offers classes, a certificate, and guidance for effective strategies for online and hybrid learning.

To respect physical distancing guidelines, classes meeting in person will adjust occupancy guidelines to conform to the best practice recommendations.

It is the Future's Planning Taskforce goal to ensure the use of overlapping mitigation strategies to maximize the safety of the campus population. UofSC Aiken will seek to practice the physical distancing standard recommended by recognized public health authorities in classrooms. Acknowledging the conflicting guidance between CDC and WHO, it is the preference here to maintain CDC-recommended physical distancing of 6-feet when feasible but follow WHO guidance and allow not less than 3 feet in combination with face coverings and other mitigation strategies if a spatial adjustment is necessary. Given the established requirement for face coverings in every classroom combined with

heightened daily facilities cleaning and campus disease monitoring, the Public Health Team supports a reduction in physical distancing in the classroom setting, but only as logistical constraints warrant.

Because timing will not permit professional cleaning of classrooms between class sessions, students and instructors are asked to be considerate of the classes that will follow theirs. All classrooms will be outfitted with cleaning supplies to be used without fail before each class. Students and instructors are asked to assist by wiping tabletops and desktops before commencing class. Our housekeeping and sanitation partners, Allegiance Industries, will perform hygienic cleaning, using EPA approved cleaning solutions, twice each day (Monday-Friday) in every classroom. If meetings are held in a classroom, meeting attendees should use the EPA approved cleaning supplies in each classroom to wipe surfaces before AND after the meeting. Note that some cleaning solutions may leave a residue on the surface that should be allowed to remain for 30 minutes to thoroughly clean for COVID-19 and other germs. After the 30-minute “curing,” the tables and desks can be wiped to remove the residue if desired.

After Thanksgiving, all instruction and final exams must be conducted

remotely, and in-person exams must be concluded by November 24. Faculty teaching in-person classes are encouraged to consider alternatives to the traditional final exam. Such options include more frequent in-class exams/quizzes, term papers due during the final exam period, or online exams proctored by Respondus Monitor (which is free to students). Syllabi should be adjusted to reflect changes in class strategies, delivery, cleaning, and the calendar. Syllabi should also contain the new statement associated with a possible need to shift to a remote format if warranted by changing conditions or ordered by the State. Student Support Services and Student Affairs units should also have a plan for shifting to remote learning if needed.

Faculty who have questions regarding online examinations and students with registered disabilities should contact the ADA office with questions (email needed or telephone). Faculty seeking guidance, resources or support regarding online examinations and issues of cheating or academic dishonesty, can contact (office name and email).

Faculty are expected to have office hours but may conduct office hours virtually if they so desire. They should also expect to meet virtually with students who are unable to meet in person for health reasons, and shift to appointments rather than drop-in

visits to ensure physical distancing.

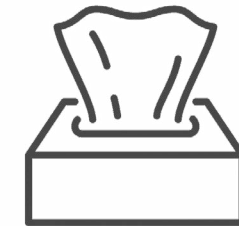
Academic Council will provide detailed guidance concerning syllabus policies for attendance make-up work and classroom conduct.

Seating recommendations and traffic flow directions will be provided for classrooms. Faculty are encouraged to take attendance in addition to encouraging students to scan into the classroom to facilitate contact tracing and encourage physical distancing.

The university has embarked on an intensive classroom technology upgrade program over the past several years. IT has developed a scanning app that will allow students with a smartphone to scan into spaces. The app will be utilized to support contact tracing. Additionally, cameras are being installed, which will enable remote students to view courses live. In some cases, they will view streaming options after the class, depending on their bandwidth and personal circumstances. While the use of technology is not required, it will be one of the ways faculty can ensure that students who are ill or in quarantine can still access course content.

Closed-captioning support for recorded lectures will also be provided through the Yuja.

Faculty have been granted the opportunity to choose to teach



remotely. Changes in the delivery modality, once classes begin, will be kept to a minimum so that students know what type of course they are taking, and appropriate classroom space can be assigned. Faculty choosing to teach remotely may be asked to complete courses to enhance online and remote teaching offered by the Office of Distance Learning. As always, if an instructor's circumstances change, such as the onset of illness, there will be flexibility. Each department should maintain copies of all syllabi in the departmental office and plan to provide continuity of instruction if a faculty or instructor becomes ill. UofSC Aiken has a clear plan to determine when the university environment has become unsafe. The university will be vigilant in protecting faculty, staff, and students. While confident that the probability is low, closure remains a possibility due to the uncertain nature of COVID-19.

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Classroom Supplies and Protocol

The university is undertaking an intensive cleaning protocol for all classrooms and buildings across campus. Most surfaces and items in all classrooms will be cleaned every day, and classrooms will be hygienically cleaned by Allegiance Industries twice a day. There also will be self-use cleaning supplies, such as wipes or towelettes or alcohol-based spray cleaner with paper towels available. The types of cleaning products will depend upon availability and practical use for surfaces in the space. These supplies will be monitored and replenished as needed by Facilities Services and by Building Managers.

Besides supplies provided to current classrooms and operations already open, the initial rollout for supplies to instructional spaces will occur before the opening of Summer II in classrooms where face-to-face instruction will occur. All classrooms will be outfitted with sanitizing stations with cleaner and paper towels for use before class on desktops before the commencement of the fall 2020 semester. When classroom supplies start running low, please contact the Building Manager for that building. A current list of all building managers is in Appendix B of this report.

Student Services and Academic Advising



All students, whether continuing and entering, must be advised before they can register for classes. Advising is being done remotely both during Orientation and on an ongoing basis. All students may be re-advised during the summer after fall classes are assigned a final mode of delivery (in-person, hybrid/blended, or fully online). The re-advising is to ensure that students still progress toward their degree regardless of class delivery mode.

The Center for Student Achievement uses TutorTrac to assist faculty with contacting students who are not participating in classes during the Fall of 2020.

ICE events, a form of experiential learning required of all undergraduate students, will be provided both remotely and in-person throughout the academic term.

Online or remote high-quality allows the university to provide high-quality experiential learning opportunities that can be safely done in the current environment.

Student Success Centers, Writing Lab, Mathematics Lab, Tutoring and Supplemental Learning, the Career Center, and other student services will maximize students' access through a hybrid approach of in-person and online services.

- The Student Success Center will support in-person, hybrid/blended and online sections of courses and will adjust approach for continuity of services if course modality changes
- In-person services will observe physical distancing where possible and include face coverings, wellness shields, and other risk mitigation measures when physical distancing is impossible.
- Modifications will be made to the centers' facilities to limit potential COVID exposure during in-person appointments, arranging furniture in common areas to ensure social distancing, and ordering supplies and signage to promote preventive hygiene.

Assistive Technology Center



The Office of Disability Services remains dedicated to its mission to serve as a clearinghouse of resources for our students with disabilities. Until further notice, the following modifications of services include:

- Virtual drop-ins will be available at 9 a.m.-5 p.m. weekdays. Individuals needing immediate support should email claudettep@usca.edu with their inquiry. Include the reason for the inquiry in your message.
- Requests for virtual or in-person appointments
 - » Students who are already registered with the Office of Disability Services should email their assigned coordinator to arrange an appointment.
 - » While virtual appointments are preferred, in-person appointments in the SDRC office will be granted when possible based on the employee's work arrangement with the university.
 - » Individuals who are not registered students (new students, families, faculty, or staff) may request an appointment by emailing claudettep@usca.edu.

University Research



Activities taking place in laboratory spaces and associated research facilities, such as shared research office space, workshops, and studios, referred to here as “laboratories,” must follow all university guidance related to COVID-19 and those specific to research-related areas.

During the summer, approval by the Department Chair or Dean is needed to resume research activities during Summer II in university laboratories. Personnel whose duties cannot be completed remotely using the laboratory may be approved, but hygienic social distancing practices should be maintained.

General Guidance and Recommendations for Ensuring a Safe Research Work Environment

- Encourage remote work when laboratory-based resources are not required (e.g., working on grant writing, data analysis, publications, literature reviews, etc).
- Make accommodations for personnel who are members of a vulnerable population or have close family who are members of a vulnerable population at a higher risk of severe illness with COVID-19.
- Develop and implement laboratory-level plans that focus on creating safe workspaces and safe practices. All laboratories, including those active during reduced activities, must obtain administrative approvals (department chair or dean) of plans that implement social distancing, staggered work schedules, proper protection and hygienic practices in laboratory and research workspaces.
- Laboratory-level plans must include mitigation

strategies, such as creating a laboratory map to approximate scale (plan view) to encompass the entryway. The map should detail items such as laboratory furnishings, equipment, and other obstructions. The plan will determine maximum room occupancy based on a minimum distance of six feet between personnel. Due to the physical layout of many laboratories (e.g., narrow spaces), six feet may not always be achievable. In these cases, facial cloth coverings should be worn.

- General guidance: occupancy should not substantially exceed one person for every 250 square feet of laboratory and workspace.
- Have your department chair or building manager confirm your space assessment and the number of personnel you are proposing to allow in the space at a single time.
- For shared laboratory workspaces, work with the other faculty and facility representatives to establish definitive guidelines for the area. Consider staggering times in the space, if needed.
- If your lab has five or more people who will be conducting research, create a lab calendar to track when they work. Keep track of who is in the lab on which days and what time.
- Post occupancy limits on the door, visible to those outside.
- Post calendar on the door, visible to those outside.
- Consider creating physical reminders to practice distancing such as using tape on the floor to mark out 6-foot spaces.
- Take steps to ensure that laboratory space is conducive to working safely.
- Ensure all laboratory spaces are clutter-free, including, but not limited to, benches, aisles, tissue culture rooms, equipment rooms, etc.
- Ensure laboratory spaces are cleaned and disinfected according to established protocols for the SARS CoV-2 virus in addition to standard disinfection protocols, which are already required.
- Laboratories with living creatures will need special handling.
- Department chairs should make sure the university knows whether or not those labs should be hygienically cleaned.
- Disinfect commonly touched laboratory surfaces such as refrigerators, freezers, incubators, centrifuges, equipment controls, keyboards, etc., and workspaces after use.
- Obtain and maintain adequate supplies (e.g., disinfectant, disposable wipes) to support cleaning and disinfecting before restarting research activities. If supplies are low, contact your building manager.
- Create protocols for disinfecting shared equipment and instruments before and after each use. When possible, avoid sharing commonly used items (e.g., pens, notebooks, pipettors, frequently used reagent bottles, etc.).
- Promote the use of masks and gloves in the laboratory.
- Ensure all students and faculty are aware of infection control measures required by the CDC (facial cloth coverings, frequent handwashing with soap and water, hand sanitizer when handwashing is not available, etc.).
- Identify common-use areas (e.g., break rooms and lobbies) where people are likely to congregate and interact. These areas should be closely monitored, and if social distancing cannot be maintained, they should be closed.
- Department Chairs should regularly check the comfort level of employees, graduate and undergraduate students, and other personnel with current work environments. They should address any concerns they raise or forward to the appropriate administrative unit for a response.
- Create a contingency plan in the event of a possible or confirmed case of COVID-19 among laboratory personnel.

Resuming In-Person Human Subjects Research with IRB Approval

Having visitors on campus is highly discouraged during the summer months (June – August), and only should occur in limited numbers in controlled circumstances. Institutional Review Board approval must be obtained before bringing visitors to campus.

Plans to resume or initiate in-person human research activities on previously approved projects must be submitted as an amendment for IRB review and approval before such activities begin. Before seeking approval to start or resume in-person activities, efforts should be made to modify existing procedures to incorporate remote interactions to the greatest extent feasible.

Such modifications include, but are not limited to:

- Use questionnaires, interviews or surveys delivered online, by telephone or Zoom rather than in-person.
- Email or mail screening and consent documents and other study material to participants.
- Consider requesting a waiver of written consent (i.e., consent is obtained orally or by means other than a formally signed document).
- Consider changes to methods of payment to subjects.

Before bringing study subjects to campus, the Principal Investigator must

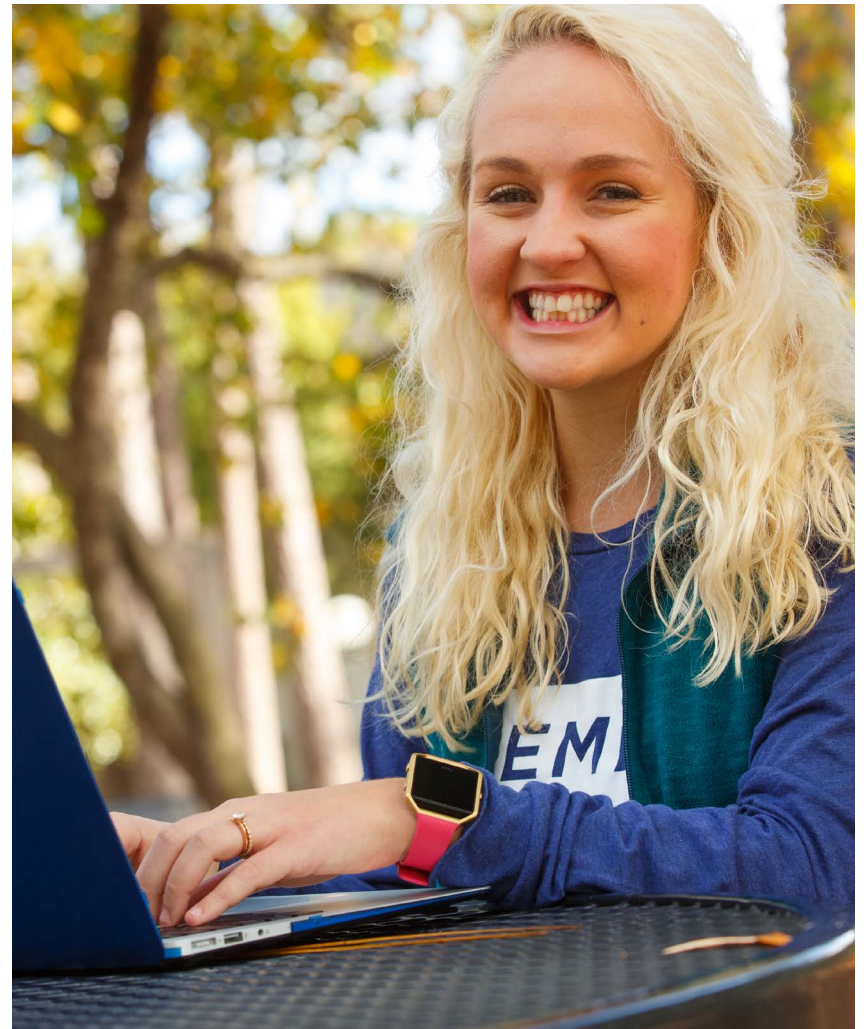
submit an IRB Amendment application that includes a plan that addresses how safety measures will be implemented. At a minimum, the plan should include:

- A screening process to determine the COVID-19 risk status of volunteers and staff (e.g., a questionnaire regarding health status, recent travels, body temperature, etc.).
- Procedures for:
 - a. Maintaining social distancing requirements.
 - b. Use of PPE, including what is required and how it will be obtained.
 - c. Proper cleaning of materials, equipment, and commonly touched areas where the activities will take place.
 - d. Plan for scheduling visits to avoid overlap in appointments.
 - e. If included in the subject population, strategies for handling visits by participants in high-risk categories (older adults and anyone with serious underlying medical conditions). Refer to CDC guidance for a full list.

For IRB-approved off-campus research that only can be conducted in-person, the revised research plan should follow the requirements of the location in which the research will be conducted, but must not be less than those recommended above.

Off-campus research also may be subject to additional restrictions or requirements

(travel, for example). Contact Ms. Linda Johnson, Assistant Director, Office of Research Compliance in Columbia, lisaj@mailbox.sc.edu or 803-777-6670 if you have questions about resuming human subjects research or require assistance.



Student Life and Student Spaces



Modifications will be made to student spaces and activities, including residence halls, dining facilities, and organizations. The changes will be made to ensure our students' health and safety while maintaining the celebrated student experience at the University of South Carolina Aiken.

University Housing

It isn't easy to maintain full physical distancing in on-campus housing, and even modified guidelines may be challenging to achieve.

Considerations to decrease the risk of exposure within traditional residence halls, campus apartments/suites, and other on-campus housing arrangements, will include the following:

- investigating single occupancy
- the requirement of face coverings in common public areas
- reminders of proper handwashing and public health measures
- enhanced cleaning
- restrictions on events and social activities
- restrictions on building access to non-residents
- altering move-in patterns and schedules to reduce the number of students gathering in one area.

Students with medical conditions or who are identified as high-risk will be given single occupancy priority. Students with a registered disability seeking additional accommodations should work with the Office of Disability Services.

Move-In Guidelines

The university's residence hall move-in will be adjusted to help maintain physical distancing and ensure a smooth transition for students and their families. Move-in will be stretched out over multiple days, dates.

On Move-in Day:

- Students and their families will sign up for a strictly enforced move-in time.
- Students will be required to be tested for the COVID virus within 5 days of return to the campus and provide documentation at move in that the test was negative. If a resident is unable to obtain a test prior to arrival to campus, testing will be available and the resident has to self-quarantine until results are obtained.
- Students will be provided a "Welcome Package" with several key protective items and information to better provide for their safety and welfare.
- Move-in carts will be available for loan. They will be cleaned after each use.
- Move-in assistance from the university community will not be available this year.
- Signs will help students and families maintain a 6-foot physical distance from others.
- Face coverings are required unless in private residence.
- Face coverings will be required in all public/common areas within the residence halls.
- The most current information concerning move-in is online at usca.edu/housing.

Returning to University Housing in January 2021

For the return to campus for the spring semester, University Housing will have two days to check back into Housing, Saturday and Sunday, January 9 and 10, 2021.

Here are some important things that you will need to know so that your return to University Housing goes smoothly:

- Check in will be conducted between 10:00 am and 5:00 pm on both days (January 9 and 10).
- Each resident will need to provide documentation of a negative COVID-19 test done no more than 5 days prior to the return to campus.
- Check-In for spring semester will take place at the tent on Leadership Drive, near the University Police Department and the Pacer Downs Office. The gates entering University Housing off the Bell Parkway (please consult the campus map) will be closed until 5:00 p.m. on Sunday, January 10.

COVID-19 Testing before Returning to University Housing

What if I am remaining on campus throughout the holidays?

Residents who have been approved to remain on campus until the start of the spring semester should plan to take a COVID Test at the SC DHEC COVID-19 testing site at the Convocation Center on Monday, January 4 or Wednesday, January 6 to ensure that you have the test results back before the first day of classes, which is Monday, January 11.

- Hours of testing are 1:00 p.m. to 6:30 p.m., Wednesday through Monday. (Note that the testing site is closed on Tuesdays.)

What if a COVID-19 Test is not able to be done before returning to campus?

- Should you be unable to complete your COVID-19 test before returning to campus, there will be an option on-campus to be tested when you return.
- If residents are not able to get a test prior to returning to campus, they will be able to be tested at the university Convocation Center from 9:00 am to 5:30 pm on both Saturday and Sunday, January 9 and 10. The test is free, though residents will need to provide their UofSC Aiken Student ID.
- Residents will be required to go to the Convocation Center prior to returning to their dorm room to get tested. Testing documentation will be provided to you and you will be required to show this to University Housing staff, and then maintain a self-quarantine in your dorm room until results are obtained.
- Self-quarantine protocols will be provided to those residents at the time of move in.

What if a Positive Test Result comes back?

- Residents testing positive prior to returning to campus will not be allowed to move into housing until after the minimum 10-day isolation period off campus.

- Once the student shows no signs of COVID-19 symptoms, including no fever for at least 24 hours without the use of fever-reducing medications, the student will be provided a new date and time to move into University Housing.
- Students who test positive must notify University Housing at housing@usca.edu and the university COVID Coordinators at COVIDCoordinators@usca.edu, that they will need to check in at a later date and time.
- University Housing will coordinate a new date and time to check in and will provide this information to the student via email. Any student who has tested positive should contact his or her advisor and professors to make arrangements to learn remotely through their quarantine or isolation periods.

Additional Information on Where to Find COVID-19 Testing

- SC DHEC test sites may be accessed at: <https://scdhec.gov/covid19/find-covid-19-testing-location> or check with your home state or community's health department.

Should you have any questions please speak with your Resident Mentor, stop by the desk or office in your community or building, or contact University Housing at 803.641.3790 or via email at housing@usca.edu.

Occupancy Management

Overall occupancy of residence halls will be reduced. As much as possible, students will be assigned to single rooms.

- Some rooms are designed as singles, primarily in apartment-style configurations, and they will remain single occupancy.
- Suite-style buildings will have a combination of single room occupancy and double room occupancy.
- Suite-style buildings will have a combination of single-room occupancy and double-room occupancy.
- Roommate requests have been double-checked to ensure that students still desire to room together.
- Students are requested to wear face coverings in common gathering spaces of the residence halls, including lounges, study rooms, community rooms, lobbies, and elevators.
- When not wearing face coverings, students will be asked to distance themselves 6 feet from others physically.
- Visitation policy will be altered to allow only visitors who are members of the UofSC Aiken community and the families of residence hall students.

Facility Operations

Changes and adjustments will be made to the day-to-day operations of facilities throughout campus, including the university's residence halls.

Housing Contract

The housing contract has an addendum requiring each student to acknowledge and agree to each of the following items as a condition of being allowed to live in University Housing:

- Mandatory COVID-19 testing upon return
- Required to wear a face-covering outside of the student's assigned room or apartment.
- Notify the Student Health Clinic, or call the COVID-19 Helpline immediately if the student has tested positive for COVID-19 or has had contact with anyone who tested positive for COVID-19.
- Explains the meaning of isolation and quarantine.
- Notify University Housing immediately of the need to self-isolate or quarantine.
- Call 911 and wear a face-covering in the case of a medical emergency.
- May be required to move to another room, hall, or other location in the event of required self-quarantine or isolation.
- Room change requests are suspended

until further notice.

- Visitation hours or the number of guests allowed in a room may temporarily change to address a campus response to a health and safety issue.

University Housing may find it necessary to take specific actions to protect the public health of residents, which may include infectious diseases other than COVID-19. Among the adjustments to residence hall cleanings and Housing procedures are:

Cleaning Standards

- High touch common areas will be several times per day.
- Common area bathrooms will be cleaned twice per day.
- Hand soap, paper towels, and hand sanitizer stations will be checked twice a day and replenished.
- Common gathering spaces will be fogged or misted once a month.

Emergency Cleaning after a COVID-19 positive diagnosis

- Staff who have been fitted to wear respirators and gloves will clean COVID-19 positive rooms.

Facility Operations

- Facility Operations will set appointments with students to complete work orders when they are not present unless it is an emergency, such as a leaking pipe, an overflowing toilet, etc.

Plexiglass Dividers

- If needed, plexiglass dividers will be installed at all walk-up service desks in office areas and residence hall front desks.

Specialty Spaces

- Community kitchens will have sign-up sheets to limit the number of people in the space at a time. Food can be stored in the refrigerators at the student's own risk. Kitchen supplies will not be available for check-out. Ice machines will be turned off.
- Lounges will be used at the student's own risk. Game rooms will be closed.
- Laundry rooms will have signage to encourage appropriate physical distancing.
- When not wearing face coverings, students will be asked to distance themselves 6 feet from others physically.
- Visitation policy will be altered to allow only visitors who are members of the UofSC Aiken community and the families of residence hall students.

Programming and Engagement

The core focus for housing programming and student engagement events will be on students' and staff members' safety, health, and community and relationship building. Among the changes to implement this fall are:

- Programming and engagement will be focused on smaller groups of students where the RM will actively build relationships and community.
- RSVPs will be required to limit the number of individuals at an event to 50 or less.
- Social distancing etiquette will be reviewed before students arrive at the campus and re-iterated in creative ways using videos, social media, etc. Peer-to-peer messaging will be valuable and could be an advocacy opportunity for RHA student leaders.
- Food must be individually packaged and free of buffets, self-service options, etc. Alternative meals should be provided for individuals with food allergies.
- Community meetings may be a hybrid, virtual, and in-person, depending on space available, student preferences, etc.
- Student attendance at events will be tracked to assist with contact tracing if needed.

Other Risk Mitigation Efforts

- Building evacuations for fire and other emergencies will have modified instructions to ensure appropriate physical distancing. Residence Life Coordinators will be provided with a bullhorn to help guide students to appropriate evacuation areas.

- Health and safety inspections of student rooms and hurricane procedures will be altered to include appropriate physical distancing.
- For the most up to date information, please go to usca.edu/housing.

Off-Campus Living

A large percentage of students live off-campus in houses in neighborhoods close to campus and in apartment complexes marketed to students. The university is coordinating off-campus communication efforts, working with Student Affairs, University Marketing and Communication and student leaders to help educate students, communicate expectations and establish accountability efforts that support the plan.

Community members living in neighborhoods surrounding campus will be encouraged to report concerning student behavior using the existing off-campus incident reporting process. All reports will be followed up by the Office of Student Life.

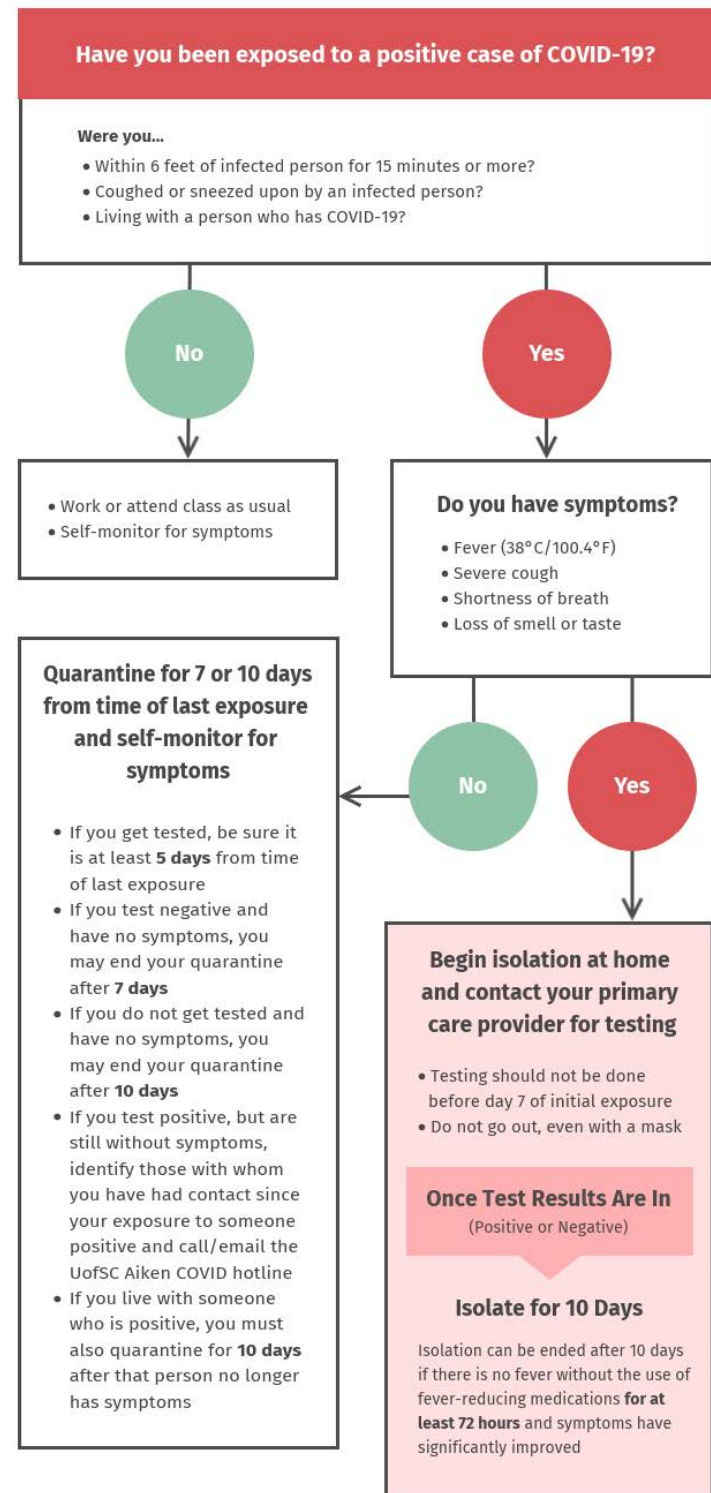
Best-practices developed for on-campus will be shared with private apartment managers to reduce virus spread at those facilities. Students living off campus will not be isolated/quarantined on campus. A system is in place between Student Health Center and Office of Student Affairs to monitor off-

campus cases and provide appropriate follow up and guidance. Coordination will occur between the university and apartment manager, if possible. Off campus students in quarantine will be responsible for their own food, unless they have a current Aramark meal plan. Food pick-up arrangements will be made for students on a meal plan.

The university will collaborate with apartment managers, landlords, external and housing personnel, local residents and the Office of Student Life to discourage large gatherings in private apartments and houses.

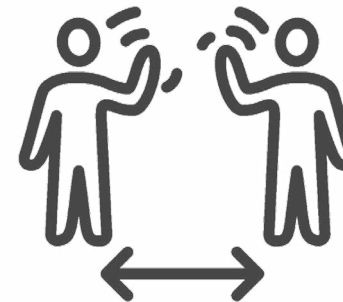
UofSC Aiken COVID-19 Helpline:
803-641-3271
 or **COVID-Helpline@usca.edu**

Guidance on COVID-19



Keep in Mind

- If you think you may be positive for COVID-19 and are a student, call Student Health at 803-641-2840 or call the COVID-19 Helpline at 803-641-3271. DO NOT go to the Student Health Center
- If you think you may be positive for COVID-19 and are faculty or staff, contact your primary care provider
- If you believe you are positive but have not been tested, begin your 10 day period of isolation on the day you first have symptoms. Your contacts will need to be notified
- People with COVID-19 are contagious to others for 2 days prior to the beginning of symptoms, and up to 2 days after the symptoms resolve
- Even if you are positive and asymptomatic, you may still transmit it to other people, and need to isolate for 10-14 days
- If you have been in non-close contact with someone who is positive (outside 6 feet or within 6 feet for a brief period of time), practice social distancing and good hygiene and self monitor for symptoms



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Student Life



The Student Activity Center (SAC) will adjust its policies in light of COVID-19, including changes to the building's hours, entrances and exits, dining facilities, and meeting rooms. Changes will also be made to the gathering spaces and lounges throughout the building to reduce the custodial cleaning burden. Face coverings must be worn in the SAC, and staff will monitor compliance.

The role and purpose of the facility's full-time staff and student employees will shift to a "safety team" to manage physical distance protocols and develop a safety plan for all student employees working in the facility. Directional signage and wayfinding will be available. The primary entrances and exits for the 1st floor will be doors by the Student Life Office, one set will serve as the entrance, and the other will be the exit. Near the SAC gaming area, the set of doors closest to the Pacer Shoppe will be the exit, and the set farthest will be the entrance (individuals in need of the assisted opening can use the designated doors when needed). There will be signage for both entrance and exits by Starbucks.

Internal stairways will be marked for one-way traffic both up and down, and there will be a limited number of people allowed on elevators at one time. Seating will be reduced, and rooms throughout the building will have a max capacity. The Café will have limited seating, will not allow self-serve stations, and provide a to-go program. Starbucks will be sending representatives to help train staff and set up the area to meet guidelines.

Informational signage will be placed on proper handwashing, potential symptoms, and required face coverings throughout the building.

The use of academic classrooms by student organizations is restricted unless student employees or other staff can monitor seating, physical distancing, and room counts (as well as cleaning and sanitizing after hours). (See Appendix D.)

Campus Programs

Prioritize services and activities that meet physical distancing guidelines as the university moves through the phases, including outdoor programming, virtual programming, and small group programs. Refer to the protocols for student events in this report. The university will collaborate with off-campus partners to feature their establishments as entertainment venues for social interaction while promoting physical distancing.

Student engagement is vital to the successful recruitment, enrollment, retention, and graduation of students. Therefore, the university is committed to providing engaging outreach and event programming. Hosting activities on campus during the global pandemic will require special attention on the part of event planners. Please see **Appendix J** for requirements and recommendations for meetings and events sponsored by university departments and student organizations/groups.

Campus Recreation

Campus recreation will adjust its policies in light of COVID-19, including changes to the building hours, entrances and exits, fitness spaces, and program offerings. All patrons will be required to complete a brief health screen, including temperature check, upon entry into the fitness facilities. The Wellness Center will serve as the test site for campus recreation to refine all modifications/adaptations for reopening. Operating hours

will be adjusted to meet the cleaning and sanitation guidelines. The most current information can be found online at usca.edu/campus-recreation-and-wellness.

Wellness and Recreation Facilities

Fitness equipment layout has been modified to optimize physical distancing, expanding A reservation system may be put into place to eliminate lines. The indoor pool will be used for lap swimming only (one person per lane) and will follow the state and USA

Swimming guidelines. At this point, the outdoor pool will not open.

Sport program activities, including both intramurals and sport clubs, will be limited for summer and fall to meet physical distancing and participation standards and guidelines. For the most current information about intramural and club sports, please go to usca.edu/campus-recreation-and-wellness/intramural-sports.

Fraternity and Sorority Life

Recommendations to mitigate the risk of COVID-19 during Greek Life activities include:

- reduce buffet options at events
- provide PPE protection
- no self-serve areas (food, condiments, or drinks) permitted
- hand sanitizer provided in public areas
- limit indoor dining seating

Refer to usca.edu/greek-life for the latest information about recruitment and COVID-19

guidelines.

Off-Campus Events

Follow institutional guidelines for consistency with all student organizations regarding off-campus events (including but not limited to social events, community service, and philanthropy events).

Student leaders will be educated about hosting and attending unsanctioned social events that are in direct conflict with guidelines that have been established for community behaviors and student organizations. Engage with local law enforcement on enforcement measures throughout neighborhoods and surrounding entertainment districts.

Community Programming

Virtual meetings will be encouraged when possible.

Make necessary adjustments to online/virtual platforms, physical distancing, and smaller group activities as possible. Remain consistent with the campus standard. Recognize that some programs might not occur during the fall semester.

For a list of protocols implemented by Student Affairs, see:

- Student Activities Center Building (appendix E)
- Student Counseling Center (appendix F)
- Office of Disability Services (appendix G)
- Student Health Center (appendix H)

Special Event Guidelines



As special events resume on campus, the university must be mindful of two critical issues:

- Introducing new individuals to the campus who have not been following UofSC Aiken's protocols may introduce additional risks.
- The university's population may present risks to individuals in the community.

Thus, for the university population's mutual health and well-being, and the safety and health of community members, the university must be particularly thoughtful about the protocols around special events. To prevent a special event from becoming a super-spreader of the virus, organizers must be mindful of the risks and consider all factors before planning, hosting, or agreeing to group events.

Among the most important factors to consider are the following:

- **Venue:** the location, size, type, crowd density, indoor/ outdoor, airflow, ability to manage entrance and exits, ability to crowd control, ability to adequately sanitize the space before and after the event.
- **Attendees:** the number of attendees in regards to the space, the average age, risk level, health status, and travel to the event.
- **Activities:** the level of interaction among participants, type of performance.
- **Duration:** length of the event
- **Reasoning:** purpose, and necessity of the event
- **Accommodations:** the ability to identify and accommodate individuals with registered disabilities or individuals at high risk.
- **Enterprise Risk:** the ability to reasonably control risks

If there is a substantial risk for spreading the COVID-19 virus, or if the audience is primarily identified as high risk, the planners and hosts should conduct the event virtually or in a hybrid delivery instead of in-person. For live, in-person events, it is crucial to

have clear, concise, and consistent guidelines across campus.

Event guidelines are in Appendix I.

Communication with Employees, Vendors, and Guests

- Communicate in advance of the event about modifications to manage expectations.
- Require face coverings or in-person health screenings.
- Cut maximum event capacity to 50%.
- Follow physical distancing guidelines.
- Stagger arrival/departure times.
- Share regress and egress plans to reduce lines/crowds at doorways and ticket-booths.
- Conduct employee/vendor pre-shift meetings virtually or outdoors to review event specific details (special needs of guests, event program, etc.).
- Establish a plan to notify guests of possible exposure post-event.
- Provide employee and vendor health screening and training.
- Require face coverings for all employees during events; gloves when appropriate, all frequently changed per industry standards. Training on how to properly wear a mask and remove a mask is required.

- Develop event checklists with protocols and guidelines for extensive cleaning and sanitation modifications to event space and event practices.
- Establish a plan to alert campus health officials and others if guests or staff get sick to contain and hasten contact tracing as necessary.
- Play public service messages during an event to remind patrons of safe practices.

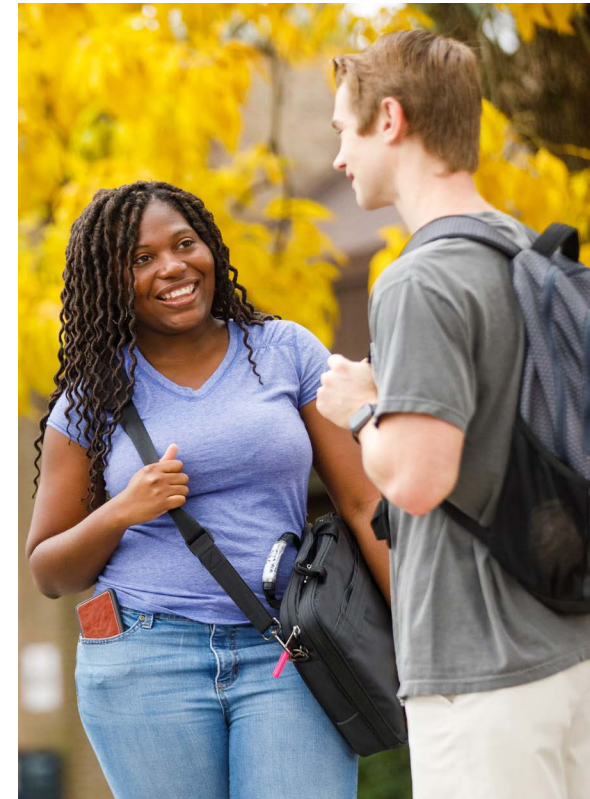
Modifications to Event Space and Event Practices

- Revise occupancy limits and floor plans to ensure compliance with established social distancing guidelines.
- Remove high touch, shared items from the venue, such as magazines, pens, bowls of mints, etc.
- Touchless event registration is recommended.
- Go cashless and ask patrons to swipe their credit cards themselves.
- Limit personal belongings brought to the event; items remain with guests. No coat racks or storage lockers.
- Use only paper/disposable printed materials at events, including

nametags, table cards, place cards, menu cards, and food identifiers.

- Event signage to promote safe guidelines as needed; utilize university links to printable signs
- Avoid receptions, buffets, and self-serve food items.
- Monitor event entrances/exits, restrooms, elevators, and shared spaces to control safe capacity and check that hand sanitizer, soap, and paper products are stocked.
- If possible, adjust air handlers, prop doors open and use outdoor space.
- Increased availability of hand sanitizer.
- Avoid or decrease typical practices and activities such as group photographs, that reduce physical distancing.
- Use of face coverings in concert with social distancing and other risk mitigation guidelines

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Food Service Modifications

The same general/basic food safety guidelines are applicable, with extra safety and sanitation precautions in effect.

- No buffet or self-serve catering will be allowed; offer served or packaged items. Ensure alternative meal selections for individuals with allergies.
- The use of sneeze guards and other protective measures are encouraged when appropriate.
- No shared utensils or service vessels; flatware should be rolled up in napkins or individual cutlery packets provided.
- Coffee, beverages, and other break items should be attended to by a server unless individual bottled drinks and snacks are provided for guests.
- Cocktail napkins should be given to the guest with their beverage by a gloved server.
- At served meals, guests should not pass bread baskets, cream/sugar, salt/pepper. Bread will be served, and condiments served should be individual disposable packets or sanitized containers.
- All linens, clean or soiled, should be wrapped or placed in single-use plastic for transport.

Enhanced Cleaning Protocols

A sanitation plan will be created for each venue before an event and should be supervised and documented throughout the event. Additional charges for rentals will be added to contracts for enhanced cleaning. A ***force majeure*** clause is a required addition to all contracts if the institution moves to orange or red alert status.

Hosts and organizers should work closely with the university's physical plant to ensure that sanitation supplies and trained staff are on hand during the event.

Check on the following:

- Hand sanitizer dispensers (touchless whenever possible) should be placed at the main entrance and throughout the venue. Handwashing stations should be used if outdoors and appropriate.
- Trained custodial/facilities staff are present to properly clean, although all event staff should be trained to clean and sanitize correctly.
- Specific sanitation consideration should be paid to the following items in the public areas before, during, and following events.

- » high-touch areas
- » desks, countertops, tables, and chairs
- » phones, AV, electronic equipment and remote controls
- » thermostats
- » cabinetry, pulls, and hardware
- » doors and doorknobs
- » elevator fixtures and handrails
- » restroom vanities/ accessories, fixtures, and hardware
- » windows, mirrors, and frames
- » lights and lighting controls
- » closets, hangers, and other amenities

Summer Event Protocol

Based on the work of the campus events protocol taskforce, the university has decided to form an events committee to review every application to use space on the university and review the risk mitigation plans of individuals using or renting a campus venue.

See Appendix I for more information.



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Campus Visitors, Contractors, Vendors, Service Providers, and Deliveries

To slow the spread of COVID-19, UofSC Aiken asks everyone to take personal responsibility to protect the health and safety of UofSC Aiken faculty, staff, students, and visitors.

All suppliers and visitors must wear cloth face coverings in all hallways, elevators, public spaces, and common areas, and when entering any campus buildings.

Cloth face coverings must also be worn in office and outdoor spaces where physical distancing is challenging to maintain. Wearing a face covering is not required in private offices or when alone in a space.

This requirement aligns with the resumption of normal operations, the UofSC Aiken Futures Planning Taskforce recommendations, Governor McMaster's AccelerateSC guidelines, and aligns with the Center for Disease Control and Prevention (CDC) 's recommendation to wear cloth face coverings in public settings.

In addition to wearing cloth face coverings, you must also take the following personal precautions while on campus:

- Practice physical distancing at all times (at least six feet of physical separation between yourself and others).
- Practice good personal hygiene, including washing hands frequently with soap and water or using hand sanitizer with at least 60% alcohol if soap is unavailable.
- Routinely clean and sanitize shared equipment.
- Adhere to the guidelines and recommendations from the CDC and federal and state governmental authorities, to protect your health and the health of the UofSC Aiken community.

Visit www.cdc.gov for information related to COVID-19 and public health and safety guidance.

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Communication



Effective communication will remain vital during the year ahead as UofSC Aiken responds to this challenging public-health environment. Every office, program, instructor, and advisor on campus contributes to effective communication; it is imperative that institutional messages to all constituents are consistent. Clear and consistent communications with key stakeholders is an essential component of a safe return to campus. The future planning taskforce recommends “cascading communications,” where each division, college, school, department, and program communicates regularly with its audience for the duration of this pandemic to cultivate transparency, a culture of exchange, and limit misinformation. The recommendations include the following guidelines:

Frequency:

- at least once for each of the summer semesters
- weekly during the fall semester
- as needed following significant announcements or events on campus

Content:

- amplify significant messages concerning the entire UofSC Aiken community
- specify how each office, etc., is addressing issues relevant to that office.

Effective Communication Practices:

- attentive to the accuracy of the information,
- attentive to the timeliness of communication,
- respectful of diverse audiences,
- consistent in messaging.

In consultation with communicators across campus, we are continuing to employ a master communication strategy based upon transparency, clarity, and central themes that reinforce the university’s commitment to safety, educational excellence,

mutual respect and responsibility, and remaining flexible in response to emerging issues.

Ongoing Communication

Key to our communication strategy during COVID-19 are the following:

- We continue to maximize our web presence to ensure information is consistently updated and relevant to internal and external audiences, www.usca.edu/pacer-ready.
- We will evaluate communications best practices from across the higher education landscape and make changes to ensure we are following effective communication practices.
- Create formalized modes of two-way information sharing with internal stakeholders (such as town hall meetings)
- Advise on the optimal dissemination of newly adopted policies and procedures through appropriate university communications channels, (Social Media, COVID-19 Pacer-Ready webpages, Office of the Chancellor Communications, Official Communications Email, COVID-19 Videos, Weekly Newsletters, and Student, Alumni, and Donor E-Newsletters)

- Educate stakeholders on a wide variety of best practices related to our COVID-19 response (academics, facilities, human resources, finance, public health, disability services, etc.)

Understanding that our community is eager for updates, we will rely on a variety of communication vehicles to share COVID-19 information with stakeholders, including the website, primarily through the main COVID-19 landing page, but also the Student Affairs web pages and sub-pages when appropriate. The main site is designed to allow various audiences to locate the information relevant to them quickly. In the future, contact information for specific items will be included in the messaging to encourage questions and two-way communication as needed. By the conclusion of the fall semester, efforts will be made to formalize social media policies and implement the intranet as a primary means of communication.

Social Media Channels

Information about changes to our responses will be shared from various accounts, and at least once a week on top-level accounts. Mass email both through the UofSC Aiken and targeted emails to multiple groups (such as alumni and parents) will be used to ensure

comprehensive visibility and are ideal for explaining more complex policy information. Mass emails are sent approximately once a week, and COVID-19 information is included approximately four times a month during the summer months. Additionally, Town Halls through Microsoft Teams or Zoom will be held periodically to specific audiences. These forums will allow for real-time audience questions to be asked and university representatives to respond with accurate and educational information. These forums typically include the chancellor and other internal leaders from across the administration. Audiences thus far have included students, employees (faculty/staff), alumni, and some external leadership groups such as the ACCHE, Aiken Partnership Board, colleges, and departments. Branded videos are produced to bolster confidence in our return, and to provide education and information.

Reinforcing Public Health Best Practices

To execute a safe return to campus, it is incumbent upon our students and employees to follow the new guidelines developed by public health experts and adopted by the university. Long-established habits and behaviors, both on and off-campus, will have to change.



Communication plays a vital role in educating the public on the new standards for safe behavior and reinforcing the necessity of individual and collective adoption. Ongoing communications plans to achieve compliance include:

- Instructional videos series featuring what changes students and employees can expect when they return to campus. These videos, running approximately 2-3 minutes each, will reinforce core messaging themes and establish realistic expectations for campus life in the fall.
- Education campaigns, sponsored by student groups and university offices, which aim to encourage socially responsible behavior and reinforce the importance of public health best practices.
- Messages of encouragement and reminders in poster form both in buildings and outside along pathways.



Athletics



Go Pacers!

UofSC Aiken maintains an active NCAA, DII athletics program. The Pacers are committed to the health and safety requirements outlined in this mitigation plan. The protocols include recommendations based on current scientific evidence and advice from the Centers for Disease Control (CDC) and the South Carolina Department of Health and Environmental Control (DHEC). This protocol will be updated as information and recommendations are made public.

Resumption of Athletic Activities

The Athletics Department has developed comprehensive plans and protocols to return to athletics activities that adhere to NCAA, DII, and Peach Belt conference regulations, CDC, DHEC, and NSCA (National Strength and Conditioning Association) guidelines. These protocols are linked below and are in addition to the university's mitigation plan. They may be more stringent than the university plan due to the frequency of contact and the inability to physically distance during athletic activities. The following protocols specific to resuming of athletics activities include but are not limited to the following components:

- pre-arrival messaging (e.g., educational videos, online meetings, and posters) on mitigating the risk of COVID-19 and what to expect upon returning to campus
- return to campus testing protocol
- daily health survey /checklist
- coronavirus testing protocol for symptomatic student-athletes
- coronavirus isolation protocol
- management of close contacts
- return to play after COVID-19 protocol
- return to campus after time off protocol

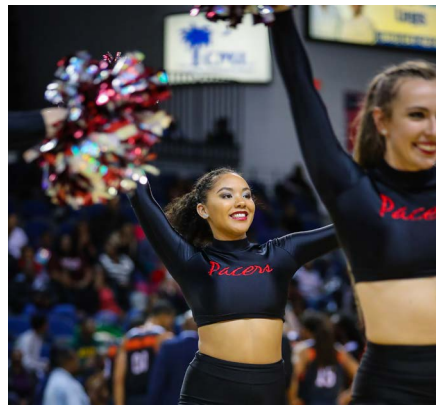
Spectator Events and Venues

Pacer athletic events will be conducted in compliance with this plan and all state and local government recommendations as well as the CDC, SC DHEC, NCAA, DII, and Peach Belt conference guidelines as well as compliance with applicable laws, such as the ADA. Due to the uncertainty surrounding the Covid-19 virus and future related restrictions, recommendations, and guidance, multiple plans will be developed to admission event spectators for various capacity levels at each of our athletic venues. These plans will differ due to capacity limitations, indoor/ outdoor facilities, and other variables.

- The Convocation Center
- J.H. Satcher Field
- Pacer Pitt
- Roberto Hernandez Stadium
- Palmetto Golf Course
- Pacer Path
- Aiken Tennis Complex

More information will be posted soon, and these protocols will be updated periodically based on updated guidance from each of the regulatory bodies.

The Peach Belt Conference “Return to Play Plan” can be found online usca.edu/pacer-ready/psc-return-to-play/file.



Socializing During a Pandemic: Bubbles and Pods



Good health is about more than just avoiding disease. For most people, being healthy also requires social interactions with friends and family, spending time outdoors, exercise, physical intimacy, and other activities that make us well-rounded, happy, and well-adjusted individuals. We know that students enjoy being with other students, going out, and having fun together.

One of the best things about being at a university (in addition to all the learning!) is meeting new people and making new friends. But, for socializing, making new friends and getting together to have fun during a pandemic requires some particular thought and a little planning. When making decisions about social outings and contact with friends during the coronavirus pandemic, you will need to carefully weigh the risk of any interactions against the potential benefits to your overall health-- and the health of others.

Form a Pod

One idea strongly recommended by the university and supported by infectious disease epidemiologists is creating “pods” or “bubbles.” You select 10-15 friends who become your “pod” and the group with whom you will hang out, go out, work out, and socialize with during the pandemic.

A social unit or pod--what the NFL calls a “Bubble”--is based on the assumption that the pod’s members observe appropriate sanitization, physical distancing, and universal masking practices when outside the pod. Pod members do not otherwise place themselves in high contact risk scenarios.

You may have noticed that family members who live together in the same house don’t social distance and don’t wear masks unless one member of the family is at high risk for medical complications if COVID-19 is contracted. Families represent a “bubble” or “pod”; when together, they trust the family members have worn their masks and stayed suitably distant from others outside of the family.

Creating a pod (think of it as an extended family away from home) is a smart way to balance our desire to be social AND maintain good health during a pandemic. Student Life at UofSC Aiken encourages you to form or join a pod. If the members of

your pod follow the ground rules, they can hang out together in private spaces (e.g., a dorm room, home, or apartment), often without regard to social distancing — because they are only a risk to each other. But outside of the pod, and of course, in any spaces that require masking and physical distancing, they follow recommended rules so as not to catch the virus and ultimately infect their pod/bubble. In other words, the pod trusts each member to maintain good practices so no one will introduce the virus into the group. The key to maintaining a successful pod is that members agree to follow a the rules to keep the pod safe.

Why Pods are a Good Idea

People need social contact, and individuals often struggle without it, so we need to find ways to socialize as safely as possible. As we all know, if we stay in isolation during the duration of the pandemic, lock ourselves in our homes, and never see or talk to anyone else ...we'll be safe. But that is not realistic, nor is it healthy in a holistic way. As one health policy researcher at the University of Maryland put it, “The ideal thing is that we just stay home forever and never see anybody — but that’s just not sustainable.”

Pod Discussions

Members within a pod or “bubble” agree to socialize exclusively with each other, eliminating the need for physical distancing. If you form a pod, give thought about what ground rules you want to put in place. Pod members will need to continue to distance themselves physically around individuals outside your pod and wear masks. Pod members also must forgo higher risk activities (such as going to crowded bars, restaurants, or parties). Additionally, individuals should belong to only one pod, and new members should be introduced gradually into the pod. Also, discuss how to protect the pod if a member forgets the guidelines. A pod is a sustainable way to have an active and fun social life and stay healthy!

Remember, even if you have COVID-19 and don't feel sick, you are infectious and able to pass the virus to someone else. You could be the carrier that introduces a severe illness to someone that ultimately requires hospitalization, especially if they have a medical condition unknown to you. ***Be aware and accountable!***

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COVID-19 and Sexual Intimacy



At this point, everyone is aware that the COVID-19 virus is spread by liquid droplets in saliva and respiratory vapor or fluids exhaled by someone carrying the virus and inhaled by others. It can also spread when someone has touched a contaminated surface and then touches their face, eyes, nose, or mouth. Fewer individuals are aware that the virus has also been detected in bodily fluids, including urine, feces, blood, and semen, raising the probability that the virus can be transmitted via sexual contact.

Kissing can transmit COVID-19, but other sexual or intimate contact might spread it. All close contact (within 6 feet without a mask) with an infected person can expose you to the virus—whether you're engaged in sexual activity or not. Knowing the facts allows you to make informed decisions about how to protect yourself and others and remain healthy.

If you choose to engage in sexual intimacy, do so only if both partners are feeling well and if you have appropriate protection. Do not engage in sexual activity with anyone experiencing the symptoms of COVID-19. Be aware that “feeling healthy” is not a 100% foolproof, as young adults may have COVID-19 and be highly contagious, yet have no symptoms.

General guidelines

Refrain from engaging in intimate or sexual contact if you or your partner(s) has:

- A fever above 100.4 degrees F;
- Other symptoms of COVID-19, including sudden loss of taste or smell;
- You or your partner have had direct (no face covering) contact or exposure for 10 minutes or more to a known case of COVID-19 within the past 14 days; and/or
- You or your partner have been advised to self-isolate or quarantine.

The Mayo Clinic has additional [guidance](#).

Remain alert and seek medical assistance if you or your partner show any of the following symptoms, which may appear 2-14 days after exposure:

- fever or chills
- cough
- shortness of breath or difficulty breathing
- fatigue
- muscle or body aches
- headache
- sore throat
- congestion or runny nose
- nausea or vomiting
- diarrhea
- sore throat

Guidelines and Resources



- AccelerateSC Guidelines for Re-opening: Mass Gatherings or Large Community Events (06/01/2020 – Version 1)
- AccelerateSC, Re-entry to Workplace Plan for State Employees (June 26, 2020)
- American College Health Association. (2020, May 7). Considerations for reopening institutions of higher education in the COVID-19 era.
- CDC Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses Schools, and Homes.
- Centers for Disease Control and Prevention. (2020a, April 30). Coronavirus disease 2019 (COVID-19): Communication resources. www.cdc.gov. (CDC)
- Centers for Disease Control and Prevention (2020b, May 18). Coronavirus disease 2019 (COVID-19): Interim guidance for administrators of US institutions of higher education.
- DHEC Food Safety & Covid Guidelines
- DHEC Mass Gatherings on Novel Coronavirus
- OpenSmartEDU. (2020, June 12). COVID-19 planning guide and self-assessment for higher education. www.opensmartedu.org.
- South Carolina Commission on Higher Education: Reopening during a COVID-19 Pandemic Critical Questions for Institutions of Higher Education, 2020.
- South Carolina Department of Health and Environmental Control. (2020a, June 19): COVID-19 guidance for colleges/universities. www.scdhec.gov/infectious-diseases/viruses/coronavirus-disease-2019-covid
- South Carolina Department of Health and Environmental Control. (2020c). Educational and outreach materials (COVID-19).
- South Carolina Restaurant & Lodging Association: Opening Hotels and Event Venues.
- South Carolina Restaurant & Lodging Association (SCRLA): Temporary Outdoor Seating Guidelines.
- United States Environmental Protection Agency. (2020, march 3). EPA's registered antimicrobial products for use against novel coronavirus SARS-CoV-2

Appendices



Appendix A

Receive emergency notification via text messages

1. Go to: <http://myaccount.sc.edu>
2. Click “Update Account Settings”
3. Sign-in and validate your security question
4. Click “Emergency Notifications”
5. Ensure “Aiken” is set to Primary under “campuses”
6. Confirm your “university email address.” The university email address is set to your @usca.edu account and cannot be changed
7. Enter up to two other email addresses and three mobile phones where you’d like to receive emergency notifications
8. Click “Update” to save your changes



Receive emergency information via the Alertus app

1. Connect to your device’s app store and search for Alertus. Find it in Google Play store or iTunes.

In iTunes you’ll want the app named: Alertus+.

In Google Play Store you’ll want the app named Alertus.

You **SHOULD NOT** install the app named Alertus Activator.
2. Download the app and enter usca when prompted for a code.
3. Enter your UofSC Aiken e-mail address when prompted for an e-mail address. It must be an email ending in @usca.edu.
4. Check your UofSC Aiken e-mail inbox for a verification e-mail; click the verify link within the message.
5. Touch the E-mail Verified button on the app to complete setup.

Note: The app can be used to dial Public Safety’s emergency number to report a problem, and for UofSC Aiken to push emergency notifications to you.



Appendix B

2019-2020 Top-rated Free APPS

Help Reduce Stress & Improve Well-being

Name of APP	Description
MyLife Meditation (Stop. Breathe. Think.)	Matches mindfulness exercises (e.g., breathing, yoga, guided journaling) to emotions to improve sleep or find calm
Calm	Brief meditation exercises (2 – 60 minutes) to reduce stress
Breathe@relax	Breathing exercises to reduce stress and anxiety
Mindshift	Breathing exercises and tools to reduce stress & anxiety
Happify	Positive psychology, mindfulness, and reframing unhelpful thoughts to help you feel happier and
Pacifica	Tracks mood, health, daily goals & thought diaries with self-care exercises
Headspace	Mediation exercises to reduce stress, anxiety, and sadness
Colorify	Digital coloring book for relaxing and reducing stress
7 Cups	Online chat with caring listener for emotional support; support and friendship for depression, anxiety, relationships and LGBTQ+ issues
Digipill	Relaxation guide for daily problems (e.g., quitting smoking, sleeping better, reducing stress and anxiety)
This Way Up	Cognitive behavioral strategies for stress management

Programs are available on apple and android platforms.

Descriptions provided by: www.thiswayup.org

Developed by Professor Gavin Andrews, MD, at the Clinical Research Unit for Anxiety and Depression, a World Health Organization (WHO) Collaborating Centre as part of University of New South Wales (UNSW) Faculty of Medicine, School of Psychiatry.

While these APPS may be useful self-help resources, if your stress is excessive please contact the UofSC Aiken Counseling Center at 803-641-3609 to schedule an appointment. Services at the Counseling Center are free and only for students. You may also contact the UofSC Aiken Psychology Clinic for affordable, confidential mental health services at 803-641-3775. The Psychology Clinic is currently offering telehealth assessment and psychotherapy services.

For after hours resources, there is the Aiken Helpline at 2-1-1 or 1-877-648-9900 (aikenhelpline211.org/site/) or the National Disaster Distress Hotline 24/7/365. Calls (1-800-985-5990; press “2” for Spanish) and texts (text TalkWithUs to 66746) are answered by trained counselors from a network of independently-operated crisis centers located across the U.S.

Appendix C

Policy 3.03

ADMINISTRATIVE DIVISION UNIV University Administration	POLICY NUMBER UNIV 3.03
POLICY TITLE Quarantine and Isolation of Students, Faculty and Staff	
SCOPE OF POLICY University System	DATE OF REVISION April 13, 2020
RESPONSIBLE OFFICER President	ADMINISTRATIVE OFFICE Office of the President

PURPOSE

This document outlines the University of South Carolina's policy to quarantine or isolate students, faculty, and staff during a communicable disease outbreak.

DEFINITIONS AND ACRONYMS

Close contact: This is a set of criteria that will be set by public health authorities to define those individuals and behaviors that generate a risk of transmission.

Communicable disease: An illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual or via an animal, vector, or the inanimate environment to a susceptible animal or human host.

Isolation: An act that separates sick people with a quarantinable communicable disease from people who are not sick.

Mandatory quarantine/isolation: In some communicable disease outbreaks, state and/or federal health agencies will mandate quarantine or isolation based on

specific criteria.

Person Under Investigation (PUI): Any person who meets criteria set by a public health agency for formal investigation of a communicable disease.

Quarantine: An act that separates and restricts the movement of people who were exposed to a communicable disease to see if they become sick.

Student: A person who is:

- currently enrolled at the university, or
- who is accepted for admission or readmission to the university, or
- who has been enrolled at the university in a prior semester or summer session and is eligible to continue enrollment in the semester or summer session that immediately follows, or
- who is attending an educational program sponsored by the university while that person is on campus, or
- who engaged in prohibited conduct at a time when the individual met the above criteria.

Individuals who are not currently enrolled at the university remain subject to the disciplinary process for conduct that occurred while they were enrolled.

Voluntary quarantine/isolation: In some communicable disease outbreaks, state and/or federal health agencies will strongly recommend quarantine or isolation based on specific criteria. In these cases, the university may still attach requirements to these recommendations for the health and safety of the campus community.

POLICY STATEMENT

During a communicable disease outbreak, any institution of the University of South Carolina system can request and/or require students, faculty and staff to quarantine or isolate off campus, with the only exceptions identified in

Procedures below. It is essential that student, faculty, and staff comply with these directives to protect the health and well-being of the University of South Carolina community in keeping with the tenets of the Carolinian Creed.

The duration of quarantine or isolation will vary depending on the outbreak or pandemic itself. The University of South Carolina will make determinations of quarantines and/or isolation declarations based on criteria set by World Health Organization (WHO), U.S. Centers for Disease Control & Prevention (CDC), South Carolina Department of Health & Environmental Control (DHEC), or other expert opinion. Quarantined and/or isolation may be required of both individuals infected and those who have a specific risk related to the communicable disease.

These risks include but are not limited to close contact with an infected person or a person under investigation (PUI) or travel to areas with widespread transmission.

PROCEDURES

- A. The Emergency Management Team(s) for the institution(s) impacted will be partially or fully activated to address the potential outbreak situation.
- B. Quarantine and/or isolation guidelines will be developed based on public health agencies or expert guidelines.
- C. Quarantine and/or isolation criteria will be publicized to the campus community through official university communication channels.
- D. Faculty and staff who fall under isolation or quarantine criteria must do so off-campus at their private residence or other safe place, unless the university provides their housing. For those housed on campus, they must quarantine or isolate in place without contacting other individuals or spaces on campus.
- E. Students who must quarantine or isolate must do so at an off-campus residence and/or their permanent residence unless there is no other safe location. Depending on availability, on-campus quarantine or isolation spaces may be offered. For students who are approved to isolate or quarantine on campus, they must follow the directive of officials regarding their movement outside the space.
- F. Failure to comply with directives will have consequences. In most cases, SC DHEC can issue a public health order to those not in compliance

with a mandated isolation or quarantine. Failure to comply can also be addressed through the student conduct process or personnel discipline procedures.

RELATED UNIVERSITY, STATE AND FEDERAL POLICIES

State Human Resources Regulations 19-712.01, 19-716.02

UNIV 3.00 Emergency Management Team for Columbia and related policies at other institutions
STAF 6.26 Student Code of Conduct for Columbia and related policies at other institutions

HISTORY OF REVISIONS

DATE OF REVISION	REASON FOR REVISION
April 13, 2020 .	New Policy

Policy 3.04

State Human Resources Regulations 19-712.01, 19-716.02

UNIV 3.00 Emergency Management Team for Columbia and related policies at other institutions

STAF 6.26 Student Code of Conduct for Columbia and related policies at other institutions

HISTORY OF REVISIONS

DATE OF REVISION REASON FOR REVISION April 13, 2020 New Policy

ADMINISTRATIVE DIVISION	POLICY NUMBER
UNIV University Administration	UNIV 3.04
POLICY TITLE	
Communicable Disease Outbreak Mitigation Measures	
SCOPE OF POLICY	DATE OF REVISION
USC System	XXX
RESPONSIBLE OFFICER	ADMINISTRATIVE OFFICE
President	Office of the President

PURPOSE

This document outlines the University of South Carolina's policy on implementing public health directives during a period of a communicable disease outbreak in accordance with guidance from public health officials and governmental entities.

DEFINITIONS AND ACRONYMS

Close contact: This is a set of criteria that will be set by public health authorities to define those individuals and behaviors that generate a risk of transmission.

Communicable disease: An illness caused by an infectious agent or its toxins that occurs through the direct or indirect transmission of the infectious agent or its products from an infected individual or via an animal, vector, or the inanimate environment to a susceptible animal or human host.

Face Covering: A face covering is a material that covers the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. It can be made of a variety of materials, such as paper, cotton, silk, or linen. A face covering may be factory-made, sewn by hand, or can be improvised from household items such as scarfs, T-shirts, sweatshirts, or towels; a face covering could be a face shield made of a clear material, for particular instructional needs or for individuals who cannot wear a traditional face covering.

Hand Hygiene: Hand hygiene is a way of cleaning one's hands that substantially reduces potential pathogens (harmful microorganisms) on the hands. Hand hygiene procedures include the use of alcohol-based hand rubs (containing 60%–95% alcohol) and hand washing with soap and water.

Physical Distancing: Based on Centers for Disease Control and Prevention (CDC) guidance, physical distancing, also called “social distancing,” means keeping space between yourself and other people outside your home; the core tenants being: (a) stay at least six feet (about two arms’ length) from other people; (b) do not gather in groups; and (c) stay out of crowded places and avoid mass gatherings.

Student: A person who:

- is currently enrolled at the university, or
- is accepted for admission or readmission to the university, or
- has been enrolled at the university in a prior semester or summer session and is eligible to continue enrollment in the semester or summer session that immediately follows, or
- is attending an educational program sponsored by the university while that person is on campus, or
- is engaged in prohibited conduct at a time when the individual met the above criteria.

Individuals who are not currently enrolled at the university remain subject to the disciplinary process for conduct that occurred while they were enrolled.

POLICY STATEMENT

In order to protect the health, safety and welfare of our faculty, staff and

students, the USC institutions rely upon guidance from the [Centers for Disease Control and Prevention](#) (CDC), the SC Department of Health and Environmental Control (DHEC), and public health and medical professionals in making decisions about campus response to a communicable disease outbreak. Enacting public health mandates for students, faculty, and staff is also influenced by federal, state and municipal government directives (for example, the governor declaring a state of emergency or the mayor issuing specific mandates on citizen behavior modification). The duration of public health mandate enforcement by the university will vary based on the duration of the communicable disease itself, guidance from governmental and medical organizations, and the status of active cases in the area.

The four primary public health directives that may be implemented during a communicable disease outbreak, particularly one where person-to-person transmission is possible, include physical distancing, the use of face coverings in areas of campus where physical distancing is difficult, hand hygiene, and regular screening or testing for disease. In addition to encouraging and, in limited ways, mandating the enforcement of public health directives, the university can consider other means of protecting safety both in and outside the classroom; such activities can include, but are not limited to the following:

- Moving academic classes and support services to a virtual environment,
- Reductions of class size,
- Modifications of classroom assignments,
- Flexible work schedules for personnel,
- Cancellation and/or limitations for events held on campus,
- Alterations to how meals are prepared and/or delivered on campus,
- Changes to housing practices and roommate assignments,
- Installation of handwashing stations across campus, and
- University central purchasing obtaining face coverings or cleaning supplies for campus.

PROCEDURES

A. Physical Distancing when the university has mandated its necessity

1. In accordance with guidance from public health officials and governmental entities, the university can implement and enforce physical distancing requirements on campus where possible (such as limiting large events to a number recommended or mandated, requiring space between individuals, etc.). If there are physical distancing requirements issued by federal, state or municipal governmental entities that apply to off campus areas, the university can take a role in enforcing such mandates as to our students. Any individual believed to be responsible for intentionally violating an enforceable physical distancing mandate may be referred to student, employee, or faculty disciplinary processes in accordance with standard university procedures.

B. Face Coverings when the university has mandated its necessity

1. **Faculty and Instructors**
 - a. Faculty should carry a face covering of their choice on campus so as to be prepared for environments in which a face covering is highly recommended or mandated in designated areas of campus where, due to the natural volume of human traffic, physical distancing is simply not possible. Faculty who have health conditions that make wearing a face covering risky should talk with their direct supervisor about the possibility of modifications and/or working remotely.
 - b. Instructors of record (including faculty, staff instructors and graduate instructors or teaching assistants) will require face coverings in their classes. Since face coverings are required in their class, instructors are expected to either wear a face covering, be behind a barrier (e.g., sneeze guard), or be physically distanced from the students. Instructors may enforce the face covering requirement in their individual classes either by providing a face covering to the student in class (which will be made available by the university when possible), requesting

the student to leave the class, or referring the student to the office of student conduct.

2. **Staff**

Staff should carry a face covering of their choice on campus so as to be prepared for environments in which a face covering is highly recommended or mandated in designated areas of campus where, due to the natural volume of human traffic, physical distancing is simply not possible. Staff who have health conditions that make wearing a face covering risky should talk with their direct supervisor about the possibility of modifications and/or working remotely.

3. **Students**

Students should carry a face covering of their choice on campus so as to be prepared for environments in which a face covering is highly recommended or mandated in designated areas of campus where, due to the natural volume of human traffic, physical distancing is simply not possible. Students who have health conditions that may become exacerbated to the point that wearing a face covering interferes with their ability to be successful in the educational environment or that poses a risk to their health, should contact the respective student disability office (e.g., Student Disability Resource Center for USC Columbia) to determine if they may qualify for accommodations under the American with Disabilities Act. Specific documentation by a medical provider is required and the process of registration and/or having accommodations extended can take up to three weeks, so advance communication is encouraged.

4. **Disciplinary Action**

Any individual believed to be responsible for intentionally violating a face covering mandate may be referred to student, employee, or faculty disciplinary processes in accordance with standard university procedures.

5. **Maintenance/Care of Face Coverings**

Face coverings should not be shared with other individuals and should be kept in a clean safe place when not being worn. When taking the face covering off, or putting it on, use the ties and avoid

putting your hands on the face cover. Perform hand washing before and after removal. See CDC recommendations of how to wear a face covering, how to make face coverings, and when they should be worn.

C. Additional Guidance

Additional guidance specific to a disease outbreak may be provided as an appendix to this document.

Appendix D

Building Emergency Coordinators

Name	Building	Office #	Extension	email address
Melissa Wilson	Penland	116A	3318	mellisaw@usca.edu
Linda Cox	Penland	236E	3355	lindac@usca.edu
Maureen Quinn	Penland	109F	3435	maureenq@usca.edu
Gina Buckley	B&E	223	3340	ginab@usca.edu
Karen Edgington	B&E	111	3587	karine@usca.edu
Lynn Williams	Children's Center	N/A	3385	lynnw@usca.edu
Teddy Palmer	Etherredge Center	108B	3326	teddyp@usca.edu
Michael St. John	Etherredge Center	101	3328	michaels@usca.edu
Paul Crook	Etherredge Center	120B	3327	paulc@usca.edu
Robert Amerson	Library	105	3485	ramerson@usca.edu
Susie O'Connor	Library	N/A	3261	susano@usca.edu
Mark Hollingsworth	H&SS	204	3784	markh@usca.edu
Jeanie Griffin	H&SS	204A	3498	jeanieg@usca.edu
Kenny Thomas	BASE	HernStadOfc	3410	kennyt@usca.edu
Kathy Simmons	Nursing	101A	3392	kathys@usca.edu
Lauren Foreman	Nursing	101	3277	lauraf@usca.edu
Bradley Spires	DOWN	Ofc	3783	bradleys@usca.edu
Katherine Glassman	COMM	Ofc	3563	katherinsg@usca.edu
Madison Copely	CROSSINGS	Ofc	2171	madisonc@usca.edu
Michelle Hodge	Pickens-Salley	106	3518	michelleh@usca.edu
Kimberly Fickling	RPSEC	303	3558	kimberlyF@usca.eu
Tabatha McGlocklin	RPSEC	TBD	TBD	TBD
Christian Medders	SAC	164	3700	christianm@usca.edu
Melissa Stoudemayer	Sciences	302	2869	melissas@usca.edu
Brad Reinhart	Sciences	106	3425	bradr@usca.edu
Justin Glessner	Convocation Ctr	Athletic Suite	3486	justing@usca.edu
Tim Hall	Convocation Ctr	Athletic Suite	3630	timh@usca.edu
Annette Beeler	Ops/Purchasing	N/A	3452	annetteb@usca.edu
Holly Guy	Wellness Center	20	3734	hollyg@usca.edu

Appendix E

Student Activities Center

Add signs throughout the building with more information and promoting social distancing.

SAC Office

- **Common area**
 - » Adjust seating
- **Staff Members Offices**
 - » Individuals will need to be asked to enter offices by the staff member
- **Student Staff**
 - » Move one computer from the back desk into the conference room and make sure that students know this is not an office.
 - » Suggest that students work in the supervisor's offices if both individuals are comfortable. This will help keep the back desk open and not overcrowded along with common areas as well
 - » Submit work hours to supervisors to eliminate sign-in sheet
 - » Only PUB staff in PUB Office
 - » Only SGA Staff in SGA Office (unless a student has questions)
- **Mandi's Desk**
 - » Adjust Mandi's desk closer to the wall to open up the walkway to the back part of the suite – Done
- **Cleaning**
 - » Have wipes available to be used at the copier, phones, refrigerators, and computers to be used after every use
- **Signage**
 - » Create window clings for the front doors as people walk in with basic

instructions

- » Put 2 stickers "Stand Here" on the floor to show individuals where they should stand when being helped
- » Have signs prompting social distancing

- **Applications**

- » Move all paper applications to Presence or online

- **Small Meetings**

- » Encourage small meetings to be held on patios or over Microsoft Teams

- **Flyers and Publicity**

- » Commit to go to a green environment where we only perhaps make one big poster per event. Maybe use sidewalk chalk or other creative ideas. Reduces the number of touches on paper/copier and could save us money in terms of printing.

- **Break room** – have cleaning supplies for fridge and microwave – this is only for staff to use

- **No common food** – so can't bring in doughnuts, muffins, etc., on a platter. Everything needs to be individually wrapped

- **Masks**

- » When outside individual offices, masks must be worn by all.
- » Masks required throughout the building

SAC Gym

- 10 people max in the gym
- 2 people per half-court, shoot around only no games (HORSE)
 - » Limit of 30 minutes max if someone is waiting to play

Commuter Lounge

- Max of 6 people in the room at one time.
- Post sign stating this along with information on cleaning

Starbucks

- The company will send people down to help train and set up the area as well.

Starbucks common Area - have signs on floor with information

- Have no more than 3 people at each “u shaped” couch section (have signs posted stating this)
- 2 people on middle sections of couch in the center of the area
- Have no more than 2 chairs at tables.
- 2 tall chairs spread on the far wall
- Move single seating chairs through the area to create space.

Gaming Area

- Have signs on the floor with information
- Move two tall tables to the wall near the door
- Move pool sticks into SAC office
- 3 people max on “u-shaped” couches

Area outside of Café

- Move square tables to the tile area and use that open area for single soft blue chairs.
- Have a stanchion coming out of the dish drop off to guide people out to make sure they don't walk through a potential line to get in the café.
- Tables have no more than 2 chairs at them

Other

- Have basketballs, Pool sticks, ping pong paddles and balls with cleaning supplies placed somewhere in the office

Café

- JJ and his staff have plans in place.

Book Store

- Has plans in place

Appendix F

Counseling Center Protocols

- All students/staff must wear masks when entering the office
- Staff will schedule staggering appointments to minimize the number of guests in the waiting area
- Staff will disinfect chairs, door knobs, and offices between sessions
- Staff will disinfect work area at the end of each day
- Students/Clients are not allowed to bring guests to the waiting area
- Students will be asked to come only during appointment times rather than coming early
- No loose pens will be placed in the waiting areas, but staff will provide those items if needed
- Condoms will be packaged in bags for handout rather than having a condom dish
- The administrative assistant's desk will be moved back to create more office space for social distancing
- The waiting room will only be for those in crisis and those completing paperwork
- Only 2 students will be allowed in the waiting area
- The reception area will allow seating for 1 student to complete paperwork
- Plexiglass will create the barrier between the administrative staff and students
- All staff offices will have at least 6 ft sitting distance from the staff and student clients
- Peers will be required to wear masks while in the office if they are working in the same space
- Students will be required to answer screening questions before scheduling appointments
- The office will have a designated area for sanitizing hands (sanitation station)
- Staff will add extra signage (main door, office doors, and around the office/ waiting area) with social distancing requirements, mask requirements, and office policies

Appendix G

Disability Services

COVID-19 Action Plan/Protocol

Submitted by: Claudette J. Palmer, Ed.D.

Disability Services Coordinator

Rational: The purpose of this action plan/protocol is to address the reopening of the office of disability services in preparation for a safe return following the COVID-19 pandemic. The following areas will be addressed:

1. Physical and Emotional Wellbeing (DS Staff and Students)

According to Mental Health America (MHA, 2020) the mental health effects of COVID-19 are as essential to address as are the physical health effects. And for the one in five who already have mental health conditions – or the one in two who are at risk of developing them we need to take personal, professional, and policy measures now to address them. The following information/literature will be made available to students/staff.

- a. What is Covid-19
- b. Symptoms of Covid-19
- c. How Covid-19 is spread
- d. How to know if you have COVID-19
- e. How to protect self and others
- f. Should I receive care or visit the hospital
- g. Is there a vaccine?
- h. Treatment
- i. The effectiveness of antibiotics

➔ Refer students to Counseling Center for those who may be experiencing symptoms of anxiety or stress as it relates to COVID-19.

Source: CDC (Center for Disease Control, World Health Organization (WHO))

2. Entry into Disability Services

Entry to disability services will be monitored by DS staff. After entering, students, faculty and staff will be required to follow procedure outlined for entry. All persons entering will be required to enter one at a time and follow the following procedures:

- a. Staff will be positioned at front door (wearing a face mask) to greet those desiring entry
- b. Must have a face mask or facial covering before entering
- c. Scan temperature (will a specific staff be doing this?)
- d. Use hand sanitizer upon entering (specify if the hand sanitizer will be offered when they enter)
- e. Complete a COVID-19 assessment
- f. Anyone who is sick or indicate they have been exposed to someone who has tested positive for COVID-19 will not be allowed to enter and advised to follow CDC guidelines for quarantine.
- g. Faculty will use designated drop box for exams to be proctored. Will wait at door to pick up exam after proctoring.

3. Social Distancing

Maintaining space is best practice and will be required in the office of disability services to avoid exposure to the COVID-19 virus and to slow its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others whenever possible, even if you have no symptoms. Physical distancing is especially important for people who are at higher risk.

- a. Place visual cues such as floor decals, colored tape or signs to indicate where people should stand while waiting (adding signs with instructions to the door)
- b. Place one-way directional signage for large open workspaces with multiple through-ways to increase distance between people moving through the space
- c. Designate or mark tables, chairs, desks, and cubicles to be used by students for testing, or using the computers and studying.
- d. Allow no more than 10 students in the lab at one time for proctoring. Arrange for alternate location if more than 10 students.
- e. Phone conferences will be used if needed by faculty and DS Coordinator
- f. Staff and student desks will have something to separate them

4. **Proctoring Procedures**

As an approved accommodation for students with disabilities, this service will continue. Proctoring in the office of disability services allows for the opportunity of small group setting and reduced distractions for students with this need. The following will relate to proctoring in DS.

- a. Students will email or telephone a request for proctoring. Required to email or phone 3 days in advance of testing. Will not need to come to the lab to schedule.
- b. For students who are unable to email or telephone they will be allowed to come to the office to register but will follow procedures for entering.
- c. Only use designated areas for proctoring.
- d. Remove or turn up chairs from areas that are off limits
- e. Designate areas to be used for proctoring
- f. Stagger chairs or desks to achieve 6 feet of distance.

5. **Daily Sanitizing Procedures**

To reduce the spread of COVID-19 the following practices will be implemented daily.

- a. Frequent wipe down of surfaces and equipment by staff and students
- b. Sanitize each workstation after each use (students and staff)
- c. Use marking to indicate that area has been sanitized.
- d. DS staff will place a marking at each section after being used. This could be something as simple as a typed note marked "area cleaned"

6. **Visitors**

To protect the health and safety of our staff and students as much as possible from the novel coronavirus disease (COVID-19), visitors will follow the same protocol for entry into disability services as previously outlined.

- a. The DS Coordinator's office will be used to meet with visitors.
- b. No more than one person should be in the office unless the required 6 feet of distance can be consistently maintained.
- c. Face masks/coverings should be worn at all times.
- d. Social distancing will be required

Supplies Needed

Sanitizing Wipes/Sprays

Thermometer

Rubber Gloves

Hand Sanitizer

Paper towels

Tape or social distancing markings

Plastic face coverings for DS staff and student workers

Something separate desks

Signage with instructions

Appendix H

Student Health Center

Student Health Center Operations Protocol

- No entry into SHC without an appointment made by phone call.
- Info re: by-appointment-only visits was delivered through Freshmen orientation and will be advertised in Student News and other media across campus
- Phone number will be posted on the SHC door so students can call from hallway if they arrive without appointment. Prescreening by phone will occur before entry allowed.
- For entry to waiting room, door will be opened by masked staff member.
- Some appointments will be held by use of telemedicine via Teams using video or phone call; these determinations will be made by nursing staff.
- Appointments will be scheduled at 20-min intervals to minimize wait time in waiting area
- All SHC staff will have a minimum of a mask as PPE while in SHC. Masks will only be removed when staff is in their own personal office at their desk and the other person in office is 6-ft away or if they are alone in the break area. Mask will be worn before entering or exiting personal office
- Nurses will wear appropriate level of PPE at all times; mask as a minimum but N95 with mask on top when interacting with patients. This will allow for the N95 to be utilized for more than one day. Use, don and doffing of N95 will be per CDC guidelines.
- Anyone entering SHC will be required to have a mask on.
- Hand sanitizer available on entry to SHC and a dispenser is located outside on the wall of the Palmetto Room for use after exit.
- Only patient will be allowed into waiting area; no more than 3 people/patients will be in waiting room at any given time.
- To maintain social distancing requirements, some seating will be removed and the remainder properly distanced
- Admin is behind a closed window unless handing paperwork to student or allowing entry to waiting room. Admin will have face mask and shield available at all times and will wear anytime interacting with patient.
- As many forms as possible will be managed electronically to reduce touching surfaces
- When window open, 6ft min distance between admin and patient. Floor will have decal for patient to maintain appropriate distance
- Paperwork and pen will be handed to student or left on window ledge for them to pick up. If student uses a facility pen, it will be wiped down or placed in “used pen” holder until it can be cleaned; Clipboards will be cleaned after each use (by admin)
- Chairs, and other touch areas such as doorknobs, will be wiped down by nursing staff each time they call a patient back for treatment or by admin
- Use of standard nursing and CDC protocols will be used for maintaining clean treatment rooms. If, for some reason, a COVID test is performed in a treatment room, that room will be cleaned afterwards using appropriate protocols and closed for 2-3 hours before it is re-used.
- If/when testing for COVID, all proper CDC/DHEC protocols will be used. Currently, we are developing a plan for testing outside the center.

Appendix I

Campus Events Protocol

I. When Should We Reopen for Events and Rentals?

- A. When approved by State of South Carolina
 - a. Governor McMaster announced attraction facilities in South Carolina could reopen on May 20, 2020. Guidelines for attraction facilities can be found on the [AccelerateSC site](#).
- B. When approved by the University of South Carolina system and the University of South Carolina Aiken administration
 - a. Recommendation that small groups be allowed on campus, following all policies and procedures set forth.
 - b. Recommendation that this committee monitor current events and community spread over the course of the summer, and re-convene and revisit policies and procedures as needed.

II. How Should We Reopen for Events and Rentals?

- A. Policy
 - a. Follow CDC, SC DHEC, and AccelerateSC Guidelines for gatherings and events.
 - b. Food Preparation and Service: All Catering or Food Service requests must continue to go through University catering services, who will be following enhanced guidelines, for both food serving and preparation, as well as for staff engagement with clients.
 - c. All visitors to campus events are required to wear masks, practice social distancing, and practice good sneeze and cough hygiene.
 - i. State all of this in contracts (with legal's approval) as an addendum with an additional signature page. Dr. Jordan

is checking with legal for wording. Until official wording is received, temporary wording can be created.

- ii. Post signage around all facilities (these signs, including floor decals indicating social distances, have already been created—see Appendix A).
- iii. Messages sent to event organizers and participants ahead of event (the wording should be uniform for every division on campus that hosts events).
- d. Event organizers and hosts encouraged to keep list of event visitors when possible, to aid in contact tracing.
- e. Event organizers and hosts must adhere to all COVID-19 safety policies for the university and may be asked to do temperature checks as well as a COVID-19 screening form for all attendees by the Oversight Group, depending on the location and nature of the event.
- f. Events sponsored by on-campus entities between June 22, 2020 and August 14, 2020 must follow university guidelines for facility reservations as well as submit a one page event protocol that provides information about the event. The protocol should include: size of group, information about whether the group might have COVID-19 at risk attendees, plan for data collection to assist in contact tracing, purpose of the event, and potential for extra custodial services.
 - This one page protocol should be emailed to Paul Crook at PaulC@usca.edu, as a representative of the Oversight Group, discussed in section III, C of this document, two weeks before the event.

B. Facilities and Venues

- a. The AccelerateSC Guidelines and Resources document recommends 50% of Fire Marshall's maximum capacity be used for maximum occupancy. UofSC Aiken will follow this recommendation.
 - i. Events with groups above 250 will possibly need to request special permission from the Oversight Group (see section III, C of this document) for those numbers.
 - b. Building Emergency Coordinators at UofSC Aiken tasked with creating a Building Management Plan, according to details outlined in Brian Enter's May 20, 2020 email (see Appendix B).
 - c. Audio recordings to be played pre-event (and, where appropriate, sporadically during events—e.g. during a basketball game) reminding patrons to maintain social distance and practice good sneeze and cough etiquette.
 - d. Language stating that UofSC Aiken strives to provide the safest environment possible, and all visitors acknowledge a shared risk of infection upon entering facilities on our campus, will be placed on signs and in programs.
 - e. Plexiglass barriers placed at all point-of-sale and close-contact points
 - f. Hand sanitizing stations placed at building entrances/exits, and near point-of-sale locations.
- C. Personnel ("Personnel" refers to all UofSC Aiken staff, vendors, and volunteers working with off-campus events)
- a. Training of personnel on COVID-19 related safety issues and guidelines, prior to working events.
 - b. Personnel to monitor health with daily self-screening, reporting when COVID-19 symptoms appear.
 - c. All personnel must wear masks when working an event.
 - d. All personnel must use hand sanitizer and/or wash hands with soap and water after each hand-to-hand interaction (for instance, at point-of-sale locations).

- i. Go cash-less where possible.
 - ii. If logistically possible, patrons swipe cards, as opposed to personnel, while remembering to maintain PCI compliance.
- e. Instead of personnel tearing tickets at ticketed events, patrons will deposit tickets in drop boxes.

III. Additions to Rental Contracts

A. Contracts

- a. Make sure that **appropriate, approved** language is uniform to all rental contracts. (For the wording approved by the Legal Office see Appendix C)
- b. Confirm that liability clauses in rental contracts (see Appendix D) are adequate to protect the university and its employees, or if COVID-19/Pandemic-specific language should be added.
- c. Confirm that language in contracts requiring clients to follow all UofSC Aiken policies and procedures (see Appendix E) is adequate, or if COVID-19/Pandemic-specific language should be added.

B. Addenda

- a. As mentioned in section II, A of this document, an addendum should be added to rental and usage contracts, stating that: All visitors to campus events are required to wear masks, practice social distancing, and practice good sneeze and cough hygiene.
- b. A second addendum, stating that event organizers are responsible for ensuring the health of participants may be required. This would be determined by the Oversight Group, and would be necessary in "high risk" situations, or where social distancing is not possible.

C. Waivers

- a. A Waiver form for use by the Office of External Programs, Continuing Education, and Conferences is available (see Appendix F).

- b. Larger events at the Etherredge Center, Convocation Center, and elsewhere will not be logistically practical for signed waivers. Liability language in contracts and facility signage (previously mentioned Appendices D and A, respectively) will be deemed sufficient.

D. Oversight

- a. A 4-person Oversight Group will review all rental/event requests for campus facilities.
 - i. The purpose of this group is not necessarily to approve or deny rental requests, but to make sure that necessary personnel (Custodial Services, Maintenance, etc.) are aware of needs, and where on campus extra resources may need to be allotted.
- b. The 4 person Oversight Group will consist of:
 - i. Paul Crook, Director of the Etherredge Center
 - ii. Jeff Jenik, Purchasing Director
 - iii. Justin Glessner, Director of Events and Operations, Athletic Department
 - iv. A representative from Nursing/Health
- c. It is understood that Allegiance costs may go up, and it is recommended that all areas on campus that host outside rentals set the same fee to be passed through to clients.

IV. What Do We Do if a Visitor or Staff Member Working an Event Tests Positive for COVID-19?

A. Self-Screening

- a. UofSC Aiken employees will continue to use the “Daily COVID-19 Self Screening” form and comply with policies set out by Human Resources (see Appendix G).
- b. All personnel working events will be required to self-report any COVID-19 related symptoms, and should immediately return home.

B. Contact Tracing

- a. The infected individual should see their medical professional and remain isolated for a minimum of 14 days including. The host or sponsor should call the UofSC Aiken Helpline 803-641-3271 or COVID-Helpline@usca.edu to report the event so DHEC can begin contact tracing. If you are contacted by a contact tracer, please cooperate.
- b. Facility supervisors should keep a list of all personnel working events (including student workers and volunteers).
- c. Where possible, a list of attendees should be kept.
 - i. Registration forms for all attendees who use meeting rooms. Contact Karen Edgington for assistance at extension 3587.
 - ii. Ticketing software hosts the names and contact information for anyone who purchases a ticket to an Etherredge Center event.
- d. Where it is not practical to collect names of everyone who attends an event (when a client rents one of our facilities and then a group of people attend—for example, when the Aiken Civic Ballet Company performs *Dracula*) we rely on the client to work with DHEC.
 - i. It was discussed about exploring opt-in text messaging services for people who attend events—EX Z text or TutorTrac, but determined not to be practical.

C. Procedure for a Positive Result (for patron or personnel)

- a. Use resources described above to try to determine who may have had contact with the COVID-19 positive individual. Ask about length of contact and distance from individual.
- b. Follow CDC guidelines for cleaning and disinfecting public spaces, found [online](#).
- c. Cooperate with SC. DHEC Contact Tracing.

Other Resources of Interest:

Government Resources

- U.S. Centers for Disease Control and Prevention: “Interim Considerations for Institutions of Higher Education Administrators for SARS-CoV-2 Testing”
- Request to Secretary DeVos to Delay Effective Date of The Title IX Regulations
- U.S. Department of Education: “Frequently Asked Questions About the Emergency Financial Aid Grants to Students Under Section 18004 of the Coronavirus Aid, Relief, and Economic Security (CARES) Act”
- U.S. Department of Education: “CARES Act: Higher Education Emergency Relief Fund”
- U.S. Department of Education’s Office of Federal Student Aid: “Guidance for Interruptions of Study Related to Coronavirus (COVID-19)”
- National Institutes of Health
- National Science Foundation
- U.S. Centers for Disease Control and Prevention: “CDC in Action: Preparing Communities for Potential Spread of COVID-19”
- U.S. Centers for Disease Control and Prevention: “Guidance for Institutes of Higher Education”
- U.S. Centers for Disease Control and Prevention: “Guidance for Institutions of Higher Education with Students Participating in International Travel or Study Abroad Programs”
- U.S. Department of State – Bureau of Consular Affairs

International Resources

- Department of Public Information, Guyana
- The Government of the Bahamas Ministry of Health
- University of The Bahamas
- U.S. Department of State: Global Level 4 Health Advisory
- World Health Organization

Campus Resources

- American College Health Association
- Association of College and University Educators: “Coronavirus Updates”
- Association of College and University Educators: “Online Teaching Toolkit”
- COVID-19 Mathematical Modeling for Cornell’s Fall Semester, June 15, 2020
- Institute of International Education
- Johns Hopkins University & Medicine
- National Association of College and University Business Officers
- National Association of Student Financial Aid Administrators
- University of Wisconsin-Stout: “Crash Course in Teaching Online”

Appendix J

Student Engagement Plan

Executive Summary

Recognizing the vital role of student engagement in the successful recruitment, enrollment, retention, and graduation of students, the University of South Carolina Aiken (UofSC Aiken) is committed to providing outreach, engagement, and event programming. Hosting activities on campus during the global pandemic will require special attention on the part of event planners. In the following pages, requirements and recommendations for meetings and events in the following key areas: health and safety protocols, physical distancing best practices, and safe catering arrangements are described.

A summary of the Fall Semester 2020 Student Engagement Plan highlights is listed below.

General

- anticipates a full reopening of campus for the Fall 2020 semester
- applies to all UofSC Aiken facilities
- reflects input from students and professionals representing the Health Center, Counseling Center, Student Life, Housing and Residence Life, the Student Government Association, Aramark Food Service, the Operations Department, the COVID-19 Coordinators, and other stakeholders
- follows evolving local, state and federal guidelines
- remains flexible, scalable and adaptable as circumstances and guidance change; regular updates will be provided through usca.edu/pacer-ready and other websites

Student Life

- priority to present activities and events in a manner that will promote a healthy and safe campus environment
- face covering and physical separation requirements for in-person activities and events
- focus on gathering and capacity limits per the Governor's Executive Order and Accelerate SC Guidelines and recommendations established by national higher education associations (i.e., National Association for Campus Activities, Association of College and University Housing Officers – International)

Recreational Sports Activities

- priority to conduct recreational sports activities in a manner that will promote a healthy and safe campus environment
- focus on individual and small group activities rather than whole team activities
- focus on gathering limits, capacity limits, and physical separation following the Governor's Executive Order and Accelerate SC Guidelines and recommendations established by national higher education associations (i.e., National Intramural and Recreational Sports Association)

Fall Semester 2020 Student Engagement Plan

Introduction

Events and activities are among the top 10 reasons students choose a college. Events and activities are vital to successful recruitment, enrollment, and retention. Often event programming is essential to maintaining persistence to graduation.

While traditional face-to-face interaction is irreplaceable, COVID-19 requires us to be nimble in our planning and to make a serious and sustained commitment to integrating virtual experiences into outreach, engagement, and event programming. Hosting activities on campus during the global pandemic will require special attention from planners and venues. In many ways, events during this time will be significantly changed from what we are used to at UofSC Aiken. However, these changes are necessary to continue to facilitate a safe environment for our campus community. This plan provides the requirements and recommendations for safe meetings and events in the following key areas: health and safety protocols, physical separation best practices, and safe catering arrangements.

If you are planning an event or meeting at UofSC Aiken, the university offers the following guidance. Remember, this is an evolving situation. Let your participants know that the event might need to be postponed or canceled at the last minute. Flexibility is going to be a key attribute for success in event planning during the pandemic.

Guiding Principles

As a public university in South Carolina, our plans will be driven by prevailing gathering restrictions and social distancing guidelines as established by the Center for Disease Control (CDC) and the South Carolina Department of Health and Environmental Control (DHEC). This policy is fluid, based as it is on what is currently known about the Coronavirus Disease 2019 (COVID-19). As new information on the disease is released, the policy may be changed at any time. Please reference UofSC Aiken's COVID-19 Response.

Planning Scenarios

Experience to date suggests five alert level scenarios. For more information about each alert level, please see *Ready, Set, Return*.

1. Red Alert
 - a. No activities are allowed on campus due to stay-at-home orders issued by the Governor's Office.
 - b. Only essential employees are allowed on campus, and all instruction, events, and programs are online/remote.
2. Orange Alert
 - a. Physical separation of six (6) feet, and ten (10) feet for activities producing increased respirations.
 - b. Attendees must wear face coverings per the provisions outlined in UofSC Aiken's *Ready, Set, Return*, and the City of Aiken's Mask Ordinance.
 - c. Gatherings are limited to 50% occupancy of the event space or 10 participants, whichever is less.
3. Yellow Alert
 - a. Physical separation of six (6) feet, and ten (10) feet for activities producing increased respirations.
 - b. Attendees must wear face coverings per the provisions outlined in UofSC Aiken's *Ready, Set, Return*, and the City of Aiken's Mask Ordinance.
 - c. Gatherings are limited to 50% occupancy of the event space or 50 participants, whichever is less.
4. Green Alert
 - a. Physical separation of six (6) feet, and ten (10) feet for activities producing increased respirations.
 - b. Attendees must wear face coverings per the provisions outlined in UofSC Aiken's *Ready, Set, Return*, and the City of Aiken's Mask Ordinance.
 - c. Gatherings are limited to 50% occupancy of the event space or 250 participants, whichever is less.

5. White Alert

- a. Vaccines and highly effective treatments are in place.
- b. Operations on campus return to a new normal.
- c. More information about this level will be provided once vaccines and highly effective treatments are approved and widely available.

Disciplinary Sanctions

Student sanctions for violations of the university's Interim COVID-19 policies and protocols shall be in accordance with the Non-Academic Code of Conduct. They should be referred to the Office of Student Life for appropriate actions.

RED ALERT GUIDELINES

RED ALERT LEVEL:

- No activities are allowed on campus due to stay-at-home orders issued by the Governor's Office.
- Only essential employees are allowed on campus, and all instruction, events, and programs are online/remote.

All student engagement activities should be held remotely/online using the extensive range of available collaboration tools (e.g., Zoom, Microsoft Teams, telephone, etc.). These activities include, but are not limited to, organization meetings, speakers, performances, and recruitment events.

Organized recreational activities should be limited to activities that can be completed by the individual (e.g., conditioning, individual sports, and eSports).

These guidelines apply to both on-campus and off-campus events.

ORANGE ALERT GUIDELINES

ORANGE ALERT LEVEL

- Physical separation of six (6) feet, and ten (10) feet for activities that produce increased respirations.
- Attendees must wear face coverings per the provisions outlined in UofSC Aiken's *Ready, Set, Return*, and the City of Aiken's Mask Ordinance.
- Gatherings are limited to 50% occupancy of the event space or 10 participants, whichever is less.

Where feasible, student engagement activities should be held in whole or part using the extensive range of available collaboration tools (e.g., Zoom, Microsoft Teams, telephone, etc.). These activities include, but are not limited to, organization meetings, speakers, performances, and recruitment events.

Organized recreational activities should be limited to those that can be completed by the individual (e.g., conditioning, individual sports, and eSports).

These guidelines apply to both on-campus and off-campus events.

In-Person Engagement

While the university is committed to community engagement, it is prudent that during the COVID-19 pandemic, programs and events held on university grounds and facilities may need to be changed (virtual or hybrid) to prioritize the health and safety of the university and the local community. When it is not possible to tailor programs and events to provide these necessary assurances for health and safety, some functions may need to be postponed or canceled entirely.

Events that must be held in-person because they are critical to the organization's mission must abide by the guidelines below. These events, which are considered vital to the organization's success, include business meetings and training that include a "hands-on" component and member inductions. Social activities are not considered to be mission-critical.

During Phase I, only members of the UofSC Aiken community may attend in-person events. The UofSC Aiken community includes currently enrolled students, faculty, staff, organization advisors, and sport club coaches.

Event Guidelines

1. All Events

- a. Events that are not “mission-critical” to the organization should be held virtually instead of in-person.
- b. Organizers of in-person events must also consider how to make their events virtually accessible to stay within capacity limits and be prepared to move the entire event online in case there is a change in event policies.
- c. Attendees must wear face coverings per the provisions outlined in UofSC Aiken’s *Ready, Set, Return*, and the City of Aiken’s Mask Ordinance.
- d. Attendance is limited to the UofSC Aiken Community (e.g., current students, faculty/staff, current organization advisors/coaches).
- e. There must be six (6) feet of physical separation maintained between all attendees throughout all events.
- f. Activities that require participants to be in close contact (e.g., face-painting, temporary tattoo application, audience participation with performers, etc.) are not permitted.
- g. For events with seating, ensure that at least six (6) feet of physical separation are maintained between occupied seats. If the event is in an area with fixed seating, alternate seated participants in a checkerboard style to ensure the required six (6) feet physical separation is maintained.
- h. All organizers must submit a one-page health and safety protocol to Paul Crook, chair of the COVID-19 events planning committee at paulc@usca.edu. Protocols must be submitted at least one week in advance. An example protocol can be found at the end of this document.
- i. Events should use the Presence App to help with contact tracing. For more information about how to use Presence, please contact Christian Medders at christianm@usca.edu.

2. Facilities and Occupancy

- a. All events/gatherings must be registered with and be approved by the appropriate space schedulers through 25 Live, who will inform registrants of the health and safety requirements of this policy. No unit

or organization shall hold or host in-person gatherings that exceed the capacity limits required by the AccelerateSC. 25Live indicates the current allowable capacity for all facilities on campus.

- b. The university has adjusted the capacity limits for all facilities to meet the AccelerateSC guidelines.
- c. Capacity limits are available on 25Live.

3. Food and Catering

- a. Individual snacks/meals are to be provided in complete units such as bags, boxes, personal water bottles, etc. OR
- b. When food is not served in complete individual units, it must be served by an Aramark staff member (e.g., plated meals, cafeteria-style service lines).
- c. Per our food service contract, only Aramark may cater events on campus. Self-serve buffet-style food lines or foods where multiple attendees may touch the food container are not permitted (e.g., bowls of chips, whole pizza)

4. Meetings/Training/Workshops

- a. Convening in groups increases the risk of viral transmission. Where feasible, these activities should be held in whole or part using the extensive range of available collaboration tools (e.g., Zoom, Microsoft Teams, telephone, etc.).
- b. In-person meetings must follow all relevant federal, state, and local COVID-19 guidelines and Governor’s Executive Orders.
- c. Attendees must wear face coverings per the provisions outlined in UofSC Aiken’s *Ready, Set, Return*, and the City of Aiken’s Mask Ordinance.

5. Speakers/Lecturers/Panels

- a. Speakers, lecturers, and panelists from outside the UofSC Aiken Community are not allowed to participate in-person during this phase.

- b. Speakers, lecturers, and panelists from outside the UofSC Community may participate in a virtual format.
 - c. Attendees must wear face coverings per the provisions outlined in UofSC Aiken's *Ready, Set, Return*, and the City of Aiken's Mask Ordinance.
6. Fairs/Information Tables
- a. Tabling must be held outside.
 - b. The facility set-up must be configured to avoid congestion or congregation points.
 - c. There must be at least six (6) feet between tables.
 - d. Hand sanitizer stations must be set up throughout the fair/tabling area or on individual fair/information tables.
 - e. Shared pens/pencils should not be used unless they are sanitized between each use. Consider the use of technology to secure contact information for interested individuals. Use QR codes or pre-printed contact information to distribute to attendees.
 - f. No food is allowed for distribution.
 - g. Attendees and individuals who are staffing tables must wear face coverings.
 - h. All giveaway items or informational fliers must be laid on the table and not handed directly to attendees.
7. Performances/Competitions/Rehearsals
- a. Consider limiting the duration of events, especially indoor gatherings and activities that would increase respiration (e.g., cheering, dancing).
 - b. Singing has been identified as a "super-spreader" of COVID-19. Therefore, group singing or singing in a group setting is prohibited. "Singing in a group setting" covers someone singing solo but with a gathered group.
 - c. There must be ten (10) feet of physical separation maintained between attendees involved in activities that increase respiration (e.g., cheering, dancing). This separation also applies to performers and audience members.
- d. Attendees must wear face coverings per the provisions outlined in UofSC Aiken's *Ready, Set, Return*, and the City of Aiken's Mask Ordinance.
 - e. Consideration should be given to holding these events outdoors, following physical separation guidelines.
 - f. Performers from outside the UofSC Aiken Community are not permitted.
 - g. Audience participation that requires audience members to be within six (6) feet of the performers is not permitted.
8. Travel/Off-Campus Trips
- a. All travel and off-campus trips have been suspended.
9. Demonstrations/Vigils
- a. To the extent possible, six (6) feet of physical separation must be maintained between all attendees.
 - b. Attendees must wear face coverings per the provisions outlined in UofSC Aiken's *Ready, Set, Return*, and the City of Aiken's Mask Ordinance.
 - c. Participation is limited to members of the UofSC Aiken Community (currently enrolled student, faculty, and staff).
10. Religious Services
- a. Where feasible, services should be held virtually.
 - b. If in-person services must be held, consideration should be given to holding services outdoors.
 - c. Suspend the choir as part of the service.
 - d. Singing by the congregation or other activities that lead to increased respiration should be limited.
 - e. Discontinue use of shared items that are difficult to clean (e.g., microphones, books, hymnals, scriptural texts). Consider assigning religious books to an individual that they can bring to each service, or use a projector for the display of sacred texts, scriptures, etc.

- f. Modify the methods used to receive financial contributions (e.g., a stationary collection box, electronic processes, etc.).
- g. Attendees must wear face coverings per the provisions outlined in UofSC Aiken's *Ready, Set, Return*, and the City of Aiken's Mask Ordinance.

11. Recruitment/Member Induction/Initiation

- a. To the extent possible, six (6) feet of physical separation must be maintained between all attendees throughout the event.
- b. Attendees must wear face coverings per the provisions outlined in UofSC Aiken's *Ready, Set, Return*, and the City of Aiken's Mask Ordinance.
- c. Induction/initiation ceremonies are allowed with the following stipulations:
 - i. Pins or medals must be given to the inductee before the ceremony, **OR**
 - ii. The item must be laid on a table, and the inductee will retrieve the item from the table.
 - iii. Whenever possible, the inductee will pin themselves.

12. Off-Campus Event Guidelines

- a. Current university, state, and local guidelines that apply to student organizations' on-campus events also apply to student organizations' off-campus events.
- b. Ensure that the location complies with SCDHEC health, safety, and physical separation guidelines and limit the group size accordingly.
- c. If applicable, be aware of national/international organizational rules or guidelines related to group gatherings to determine which type of events can be held (meetings, socials, philanthropy events, etc.).
- d. Consider hosting the event outdoors.
- e. Complete any paperwork (event registration/notification) required by the organization.
- f. Implement the event following the institution's risk management policy, department, or international/national organization.
- g. Maintain a tracking system for any event when outside guests are in attendance.

- h. Consider providing masks for attendees.
- i. Consider taking the temperature of attendees before they enter.
- j. Support healthy hygiene behaviors by providing adequate supplies, including soap, hand sanitizer (containing at least 60 percent alcohol), paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible) no-touch/foot pedal trash cans.
- k. Ensure ventilation systems are operating correctly and increase the circulation of outdoor air as much as possible, for example, by opening windows and doors. Do not open windows and doors if it poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms).
- l. Provide grab-and-go options for meals versus buffet or any self-serve stations.
- m. Use disposable food service items (e.g., utensils, dishes).
- n. If food is offered at any event, have pre-packaged boxes or bags for each person instead of a buffet or family-style meal. Avoid sharing food and utensils, and consider the safety of individuals with food allergies.

Recreational Sports Programs

These guidelines apply to Intramural and Sport Club events

1. General Participation Guidelines

- a. Virtual competitions are allowed; however, individual and team sports competitions are not allowed.
- b. The focus should be on individual skill development or conditioning alone.
- c. Non-athletic group events (e.g., social gatherings, in-person fundraisers) where six (6) feet of physical separation cannot be maintained, are prohibited.
- d. All travel and off-campus trips have been suspended.

YELLOW ALERT GUIDELINES

YELLOW ALERT

- Physical separation of six (6) feet, and ten (10) feet for activities that produce increased respirations.
- Attendees must wear face coverings per the provisions outlined in UofSC Aiken's *Ready, Set, Return*, and the City of Aiken's Mask Ordinance.
- Gatherings are limited to 50% occupancy of the event space or 50 participants, whichever is less.

When approaching the capacity guidelines and when feasible, student engagement activities should be held in whole or part using the extensive range of available collaboration tools (e.g., Zoom, Microsoft Teams, telephone, etc.). These activities include, but are not limited to, organization meetings, speakers, performances, and recruitment events.

Organized recreational activities should be limited to those that can be completed by the individual (e.g., conditioning, individual sports, and eSports) or activities that can allow for 6 ft distancing.

These guidelines apply to both on-campus and off-campus events.

In-Person Engagement

While the university is committed to community engagement, it is prudent that during the COVID-19 pandemic, programs and events held on university grounds and facilities may need to be changed (virtual or hybrid) to prioritize the health and safety of the University and the local community. When it is not possible to tailor programs and events to provide these necessary assurances for health and safety, some functions may need to be postponed or canceled entirely.

Activities that must be held in-person must abide by the guidelines below.

During Yellow Alert, only members of the UofSC Aiken community may attend in-person events. The UofSC Aiken community consists of currently enrolled students, faculty, staff, organization advisors, and sport club coaches.

Event Guidelines

1. All Events

- a. Events that are not “mission-critical” to the organization should be held virtually instead of in-person.
- b. Organizers of in-person events must also consider how to make their events virtually accessible to stay within capacity limits and be prepared to move the entire event online in case there is a change in event policies.
- c. Attendees must wear face coverings per the provisions outlined in UofSC Aiken’s *Ready, Set, Return*, and the City of Aiken’s Mask Ordinance.
- d. Attendance is limited to the UofSC Aiken Community (e.g., current students, faculty/staff, current organization advisors/coaches).
- e. There must be six (6) feet of physical separation maintained between all attendees throughout all events.
- f. Activities that require participants to be in close contact (e.g., face-painting, temporary tattoo application, audience participation with performers, etc.) are not permitted.
- g. All organizers must submit a one-page health and safety protocol to Paul Crook, chair of the COVID-19 events planning committee at paulc@usca.edu. Protocols must be submitted at least one week in advance. An example protocol can be found in the appendix section of this document.
- h. For events with seating, ensure that at least six (6) feet of physical separation are maintained between occupied seats. If the event is in an area with fixed seating, alternate seated participants in a checkerboard-style to ensure the required six (6) foot physical separation is maintained.

2. Facilities and Occupancy

- a. All events/gatherings must be registered with and be approved by the appropriate space schedulers through 25 Live, who will inform registrants of the health and safety requirements of this policy. No unit or organization shall hold or host in-person gatherings that exceed the capacity limits required by the AccelerateSC. 25Live indicates the current allowable capacities for all facilities on campus.

- b. The university has adjusted the capacity limits for all facilities to meet the AccelerateSC guidelines.
- c. Capacity limits are available on 25Live.

3. Food and Catering

- a. Individual snacks/meals are to be provided in complete units such as bags, boxes, personal water bottles, etc. **OR**
- b. When food is not served in individual units, it must be served by an Aramark staff member (e.g., plated meals, cafeteria-style service lines).
- c. Per our food service contract, only Aramark may cater events on campus.
- d. Self-serve buffet-style food lines or foods where multiple attendees may touch the food containers are not permitted (e.g., bowls of chips, whole pizza).

4. Meetings/Training/Workshops

- a. Convening in groups increases the risk of viral transmission. Where feasible, these activities should be held in whole or part using the extensive range of available collaboration tools (e.g., Zoom, Microsoft Teams, telephone, etc.).
- b. In-person meetings must follow all relevant federal, state, and local COVID-19 guidelines and Governor’s Executive Orders.
- c. Attendees must wear face coverings per the provisions outlined in UofSC Aiken’s *Ready, Set, Return*, and the City of Aiken’s Mask Ordinance.

5. Speakers/Lecturers/Panels

- a. Speakers, lecturers, and panelists from outside the UofSC Aiken community are not allowed to participate in-person during this phase.
- b. Speakers, lectures, and panelists from outside the UofSC community may participate in a virtual format.
- c. Attendees must wear face coverings per the provisions outlined in UofSC Aiken’s *Ready, Set, Return*, and the City of Aiken’s Mask Ordinance.

6. Fairs/Information Tables

- a. Tabling must be held outside.
- b. The facility set-up must be configured to avoid congestion or congregation points.
- c. There must be at least six (6) feet between tables.
- d. Hand sanitizer stations must be set up throughout the fair/tabling area or on individual fair/information tables.
- e. Shared pens/pencils should not be used unless they are sanitized between each use. Consider the use of technology to secure contact information for interested individuals. Use QR codes or pre-printed contact information to distribute to attendees.
- f. Food must be individually wrapped and laid on the table and not handed directly to attendees.
- g. Attendees and individuals who are staffing tables must wear face coverings.
- h. All giveaway items or informational fliers must be laid on the table and not handed directly to attendees.

7. Performances/Competitions/Rehearsals

- a. Consider limiting the duration of events, especially indoor gatherings and activities that would increase respiration (e.g., cheering, dancing).
- b. Singing has been identified as a “super-spreader” of COVID-19. Therefore, group singing or singing in a group setting is prohibited indoors. “Singing in a group setting” covers someone singing solo but with a gathered group.
- c. There must be ten (10) feet of physical separation maintained between attendees involved in activities that increase respiration (e.g., cheering, dancing). This separation also applies to performers and audience members.
- d. Attendees must wear face coverings per the provisions outlined in UofSC Aiken’s *Ready, Set, Return*, and the City of Aiken’s Mask Ordinance.
- e. Consideration should be given to holding these events outdoors, following

physical separation guidelines.

- f. Performers from outside the UofSC Aiken community are not permitted. Audience participation that requires audience members to be within six (6) feet of the performers is not permitted.

8. Travel/Off-Campus Trips

- a. All travel and off-campus trips have been suspended

9. Demonstrations/Vigils

- a. To the extent possible, six (6) feet of physical separation must be maintained between all attendees during the event.
- b. Attendees must wear face coverings per the provisions outlined in UofSC Aiken’s *Ready, Set, Return*, and the City of Aiken’s Mask Ordinance.
- c. Participation is limited to members of the UofSC Aiken Community (currently enrolled student, faculty, and staff).

10. Religious Services

- a. Where feasible, services should be held virtually.
- b. If in-person services must be held, consideration should be given to holding services outdoors.
- c. Suspend the choir as part of the service.
- d. Singing by the congregation or other activities that lead to increased respiration should be limited.
- e. Discontinue use of shared items that are difficult to clean (e.g., microphones, books, hymnals, scriptural texts). Consider assigning religious books to an individual that they can bring to each service, or use a projector for the display of sacred texts, scriptures, etc.
- f. Modify the methods used to receive financial contributions (e.g., stationary collection boxes, electronic methods, etc.).
- g. Attendees must wear face coverings per the provisions outlined in UofSC Aiken’s *Ready, Set, Return*, and the City of Aiken’s Mask Ordinance.

11. Recruitment/Member Induction/Initiation

- a. To the extent possible, six (6) feet of physical separation must be maintained between all attendees during the event.
- b. Attendees must wear face coverings per the provisions outlined in UofSC Aiken's *Ready, Set, Return*, and the City of Aiken's Mask Ordinance.
- c. Induction/initiation ceremonies are allowed with the following stipulations:
 - i. Pins or medals must be given to the inductee before the ceremony OR
 - ii. The item must be laid on a table, and the inductee will retrieve the item from the table.
 - iii. Whenever possible, the inductee will pin themselves.

12. Off-Campus Event Guidelines

- a. Current university, state, and local guidelines that apply to student organizations on-campus events also apply to student organizations off-campus events.
- b. Ensure that the location complies with SCDHEC health, safety, and physical separation guidelines and limit the group size accordingly.
- c. If applicable, be aware of national/international organizational rules or guidelines related to group gatherings to determine which type of events can be held (meetings, socials, philanthropy events, etc.).
- d. Consider hosting the event outdoors.
- e. Complete any paperwork (event registration/notification) required by the organization.
- f. Implement the event following the institution's risk management policy, department, or international/national organization.
- g. Maintain a tracking system for any events when outside guests attend.
- h. Consider providing masks for attendees.
- i. Consider taking the temperature of attendees before they enter.
- j. Support healthy hygiene behaviors by providing adequate supplies, including soap, hand sanitizer (containing at least 60 percent alcohol),

paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible), and no-touch/foot pedal trash cans.

- k. Ensure ventilation systems operate correctly and increase the circulation of outdoor air as much as possible, for example, by opening windows and doors. Do not open windows and doors if it poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms).
- l. Provide grab-and-go options for meals versus buffet or any self-serve stations.
- m. Use disposable food service items (e.g., utensils, dishes).
- n. If food is offered at any event, have pre-packaged boxes or bags for each person instead of a buffet or family-style meal. Avoid sharing food and utensils, and consider the safety of individuals with food allergies.

Recreational Sports Programs

These guidelines apply to Intramural and Sport Club events.

1. General Participation Guidelines

- a. Virtual competitions are allowed; however, individual and team sports competitions are not permitted if 6 ft distancing is not feasible throughout most of the competition (the 6 ft rule cannot be broken for more than a couple seconds).
- b. Daily COVID-19 screenings of instructors/coaches, staff, and participants must be conducted before admission to the facility/field. The following questions are to be asked before each session:
 - i. Have you been in close contact with a person who has COVID-19?
 - ii. Do you feel unwell with any symptoms consistent with COVID-19? For example, have you had a cough, high temperature, shortness of breath, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell?
 - iii. Take your temperature before arrival. Do not attend if your

temperature is over 100.4 F (If a participant has not checked their temperature at home, a touchless thermometer may be offered to check.).

- iv Suppose the answer to the first two questions is “yes” and/or the temperature is above 100.4 F. In that case, the individual must be sent home immediately, and the program supervisor must be informed immediately.
- c. The focus should be on individual skill development; however, clubs may offer team-based skill-building drills in small cohort groups. Full team practices or competitions are prohibited.
- d. Cohort groups shall consist of no more than ten (10) people. These cohort groups are to remain together and work through drill stations together. Switching groups or mixing groups is prohibited.
- e. Minimize equipment sharing, and clean and disinfect shared equipment between use by different people to reduce the risk of COVID-19 spread.
- f. Water bottles are not to be shared. Each participant is required to bring and use their own water bottle.
- g. Each player’s belongings are to be labeled and kept in areas separate from the belongings of others.
- h. When players are not actively participating in practice, attention should be given to maintaining physical separation by increasing the space between players on the sidelines, dugout, or bench. Athletes are encouraged to use this time for individual skill-building or cardiovascular conditioning, rather than staying clustered together.
- i. Outdoor practices are preferred over indoor practices.
- j. Physical contact, including high fives, handshakes, fist bumps, and hugs, is discouraged.
- k. Group events such as social gatherings and in-person fundraisers where physical separation of at least six (6) feet cannot be maintained are prohibited.
- l. All travel and off-campus trips have been suspended.

2. Hand Hygiene, Respiratory Etiquette, and Cloth Face Coverings

- a. Before practice, players and coaching staff should wash their hands with soap and water for at least 20 seconds.
- b. Participants are urged to bring and use hand sanitizer (that contains at least 60% alcohol) before, during, and after sessions when soap and water are not available.
- c. Spitting is not allowed; everyone is encouraged to cover--with tissues or the inside of their elbow--coughs and sneezes. Used tissues should be thrown in the trash and hands washed immediately with soap and water for at least 20 seconds.
- d. Coaches/instructors, staff, spectators, and volunteers must wear face coverings per the provisions outlined in UofSC Aiken’s *Ready, Set, Return*, and the City of Aiken’s Mask Ordinance.

3. Guidelines for Outdoor Sports

- a. The total number of attendees (including instructors/coaches, participants, staff, and spectators) cannot exceed 50 persons.
- b. Six (6) feet of physical separation must be maintained by all coaches, instructors, participants, staff, and spectators.
- c. Activities that involve close contact with other athletes are to be avoided. Exception: incidental contact

4. Guidelines for Indoor Sports

- a. The total number of attendees (including instructors/coaches, participants, staff, and spectators) cannot exceed 50 persons.
- b. Six (6) feet of physical separation must be maintained by all coaches, instructors, participants, staff, and spectators.
- c. Activities that involve close contact with other athletes are to be avoided. Exception: Incidental contact

GREEN ALERT GUIDELINES

GREEN ALERT:

- Physical separation of six (6) feet, and ten (10) feet for activities that produce increased respirations.
- Attendees must wear face coverings per the provisions outlined in UofSC Aiken's *Ready, Set, Return* and the City of Aiken's Mask Ordinance
- Gatherings are limited to 50% occupancy of the event space or 250 participants, whichever is less.

In-Person Engagement

While the university is committed to community engagement, it is prudent that during the COVID-19 pandemic, programs and events held on university grounds and facilities may need to be changed (virtual or hybrid) to prioritize the health and safety of the university and the local community. When it is not possible to tailor programs and events to provide these necessary assurances for health and safety, some events may need to be postponed or canceled entirely.

Activities that must be held in-person because they are critical to the organization's mission must abide by the guidelines below.

During Green Alert, only members of the UofSC Aiken community may attend in-person student events. The UofSC Aiken community includes currently enrolled students, faculty, staff, organization advisors, and sport club coaches.

Event Guidelines

1. All Events

- a. Events that are not "mission-critical" to the organization should be held virtually instead of in person.
- b. Organizers of in-person events must also consider how to make their events virtually accessible to stay within capacity limits and be prepared to move the entire event online if there is a change in event policies.
- c. Attendees must wear face coverings per the provisions outlined in UofSC Aiken's *Ready, Set, Return* and the City of Aiken's Mask Ordinance.
- d. Attendance is limited to the UofSC Aiken community (e.g., current students, faculty/staff, current organization advisors/coaches).

- e. There must be six (6) feet of physical separation maintained between all attendees throughout all events.
- f. Activities that require participants to be in close contact (e.g., face-painting, temporary tattoo application, audience participation with performers, etc.) are not permitted unless 6 ft of social distancing can be ensured.
- g. All organizers must submit a one-page health and safety protocol, to Paul Crook, chair of the COVID-19 events planning committee at paulc@usca.edu. Protocols must be submitted at least one week in advance. An example protocol can be found in the appendix section of this document.
- h. For events with seating, ensure that at least six (6) feet of physical separation are maintained between occupied seats. If the event is in an area with fixed seating, alternate seated participants in a checkerboard-style to ensure the required six (6) feet physical separation is maintained.

2. Facilities and Occupancy

- a. All events/gatherings must be registered with and be approved by the appropriate space schedulers through 25 Live, who will inform registrants of the health and safety requirements of this policy. No unit or organization shall hold or host in-person gatherings that exceed the capacity limits required by the AccelerateSC. 25Live indicates current allowable capacities for all facilities on campus.
- b. The university has adjusted the capacity limits for all facilities to meet the AccelerateSC guidelines.
- c. Capacity limits are available on 25Live.

3. Food and Catering

- a. Individual snacks/meals are to be provided in complete units such as bags, boxes, personal water bottles, etc. **OR**
- b. When food is not served in individual units, it must be served by an Aramark staff member (e.g., plated meals, cafeteria-style service lines).
- c. Per our food service contract, only Aramark may cater events on campus.
- d. Self-serve buffet-style food lines or foods where multiple attendees may

touch the food containers are not permitted (e.g., bowls of chips, whole pizza).

4. Meetings/Training/Workshops

- a. Convening in groups increases the risk of viral transmission. When feasible, these activities should be held in whole or part using the extensive range of available collaboration tools (e.g., Zoom, Microsoft Teams, telephone, etc.)
- b. In-person meetings must follow all relevant federal, state, and local COVID-19 guidelines and Governor's Executive Orders.
- c. Attendees must wear face coverings per the provisions outlined in UofSC Aiken's *Ready, Set, Return*, and the City of Aiken's Mask Ordinance.

5. Speakers/Lecturers/Panels

- a. Speakers, lecturers, and panelists from outside the UofSC Aiken community may participate in-person during this phase.
- b. Speakers, lectures, and panelists from outside the university community may participate in a virtual format.
- c. Attendees must wear face coverings per the provisions outlined in UofSC Aiken's *Ready, Set, Return*, and the City of Aiken's Mask Ordinance.

6. Fairs/Information Tables

- a. Tabling is allowed inside and outside with a restriction on the number of tables.
- b. The facility set-up must be configured to avoid congestion or congregation points.
- c. There must be at least six (6) feet between tables.
- d. Hand sanitizer stations must be set up throughout the fair/tabling area or on individual fair/information tables.
- e. Shared pens/pencils should not be used unless they are sanitized between each use. Consider the use of technology to secure contact information for interested individuals. Use QR codes or pre-printed contact

information to distribute to attendees.

- f. Food must be individually wrapped and laid on the table and not handed directly to attendees.
- g. Attendees and individuals who are staffing tables must wear face coverings.
- h. All giveaway items or informational fliers must be laid on the table and not handed directly to attendees.

7. Performances/Competitions/Rehearsals

- a. Consider limiting the duration of events, especially indoor gatherings and activities that would increase respiration (e.g., cheering, dancing).
- b. Singing has been identified as a “super-spreader” of COVID-19. Therefore, group singing or singing in a group setting is prohibited indoors. “Singing in a group setting” covers someone singing solo but with a gathered group.
- c. There must be ten (10) feet of physical separation maintained between attendees involved in activities that increase respiration (e.g., cheering, dancing). This separation also applies to performers and audience members.
- d. Attendees must wear face coverings per the provisions outlined in UofSC Aiken’s *Ready, Set, Return*, and the City of Aiken’s Mask Ordinance.
- e. Consideration should be given to holding these events outdoors, following physical separation guidelines.
- f. Performers from outside the UofSC Aiken community are permitted.
- g. Audience participation that requires audience members to be within six (6) feet of the performers is permitted for less than 5 minutes.

8. Travel/Off-Campus Trips

- a. All travel and off-campus trips have been suspended unless special permission is granted by the Student Body Treasurer and the Office of the Vice Chancellor of Student Affairs.

9. Demonstrations/Vigils

- a. To the extent possible, six (6) feet of physical separation must be maintained between all attendees during the event.
- b. Attendees must wear face coverings per the provisions outlined in UofSC Aiken’s *Ready, Set, Return*, and the City of Aiken’s Mask Ordinance.
- c. Participation is limited to members of the UofSC Aiken community (currently enrolled students, faculty, and staff).

10. Religious Services

- a. Where feasible, services should be held virtually.
- b. If in-person services must be held, consideration should be given to holding services outdoors.
- c. Suspend the choir as part of the service.
- d. Singing by the congregation or other activities that lead to increased respiration should be limited.
- e. Discontinue use of shared items that are difficult to clean (e.g., microphones, books, hymnals, scriptural texts). Consider assigning religious books to an individual that they can bring to each service, or use a projector for the display of sacred texts, scriptures, etc.
- f. Modify the methods used to receive financial contributions (e.g., stationary collection boxes, electronic methods, etc.).
- g. Attendees must wear face coverings per the provisions outlined in UofSC Aiken’s *Ready, Set, Return*, and the City of Aiken’s Mask Ordinance.

11. Recruitment/Member Induction/Initiation

- a. To the extent possible, six (6) feet of physical separation must be maintained between all attendees during the event.
- b. Attendees must wear face coverings per the provisions outlined in UofSC Aiken’s *Ready, Set, Return*, and the City of Aiken’s Mask Ordinance.
- c. Induction/initiation ceremonies are allowed with the following stipulations:
 - i. Pins or medals must be given to the inductee before the ceremony **OR**

- ii. The item must be laid on a table, and the inductee will retrieve the item from the table.
- iii. Whenever possible, the inductee will pin themselves.

12. Off-Campus Event Guidelines

- a. Current university, state, and local guidelines that apply to student organizations on-campus events also apply to student organizations off-campus events.
- b. Ensure that the location complies with SCDHEC health, safety, and physical separation guidelines and limit the group size accordingly.
- c. If applicable, be aware of national/international organizational rules or guidelines related to group gatherings to determine which type of events can be held (meetings, socials, philanthropy events, etc.).
- d. Consider hosting the event outdoors.
- e. Complete any paperwork (event registration/notification) required by the organization.
- f. Implement the event following the institution's risk management policy, department, or international/national organization.
- g. Maintain a tracking system for any events when outside guests attend.
- h. Consider providing masks for attendees.
- i. Consider taking the temperature of attendees before they enter.
- j. Support healthy hygiene behaviors by providing adequate supplies, including soap, hand sanitizer (containing at least 60 percent alcohol), paper towels, tissues, disinfectant wipes, cloth face coverings (as feasible), and no-touch/foot pedal trash cans.
- k. Ensure ventilation systems operate correctly and increase the circulation of outdoor air as much as possible, for example, by opening windows and doors. Do not open windows and doors if it poses a safety or health risk (e.g., risk of falling, triggering asthma symptoms).
- l. Provide grab-and-go options for meals versus buffet or any self-serve stations.
- m. Use disposable food service items (e.g., utensils, dishes).

- n. If food is offered at any event, have pre-packaged boxes or bags for each person instead of a buffet or family-style meal. Avoid sharing food and utensils, and consider the safety of individuals with food allergies.

Recreational Sports Programs

These guidelines apply to Intramural and Sport Club events.

1. General Participation Guidelines

- a. Virtual competitions are allowed; however, individual and team sports competitions are not permitted in 6 ft distancing if not feasible throughout most of the game (the 6 ft rule cannot be broken for more than a couple seconds).
- b. Daily COVID-19 screenings of instructors/coaches, staff, and participants must be conducted before admission to the facility/field. The following questions are to be asked before each session:
 - i. Have you been in close contact with a person who has COVID-19?
 - ii. Do you feel unwell with any symptoms consistent with COVID-19? For example, have you had a cough, high temperature, shortness of breath, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell?
 - iii. Take your temperature before arrival. Do not attend if your temperature is over 100.4 F (if a participant has not checked at home, a touchless thermometer may be offered to check.).
 - iv. Suppose the answer to the first two questions is "yes" and/or the temperature is above 100.4 F. In that case, the individual must be sent home immediately, and the program supervisor must be informed immediately.
- c. The focus should be on individual skill development; however, clubs may offer team-based skill-building drills in small cohort groups. Full team practices or competitions are prohibited.
- d. The cohort groups shall consist of no more than ten (10) people. These cohort groups are to remain together and work through drill stations

together. Switching groups or mixing groups is prohibited.

- e. Minimize equipment sharing, and clean and disinfect shared equipment between use by different people to reduce the risk of COVID-19 spread.
- f. Water bottles are not to be shared. Each participant is required to bring and use their own water bottle.
- g. Each player's belongings are to be labeled and kept in areas separate from the belongings of others.
- h. When players are not actively participating in practice, attention should be given to maintaining physical separation by increasing the space between players on the sidelines, dugout, or bench. Athletes are encouraged to use this time for individual skill-building or cardiovascular conditioning, rather than staying clustered together.
- i. Outdoor practices are preferred over indoor practices.
- j. Physical contact—including high fives, handshakes, fist bumps, and hugs—is discouraged.
- k. Group events such as social gatherings and in-person fundraisers where physical separation of at least six (6) feet cannot be maintained are prohibited.
- l. All travel and off-campus trips have been suspended unless special permission is granted by the Treasurer of the Student Body and the Office of the Vice Chancellor of Student Affairs.

2. Hand Hygiene, Respiratory Etiquette, and Cloth Face Coverings

- a. Prior to practice, players, and coaching staff should wash their hands with soap and water for at least 20 seconds.
- b. Participants are urged to bring and use hand sanitizer (that contains at least 60% alcohol) before, during, and after sessions when soap and water are not available.
- c. Spitting is not allowed; everyone is encouraged to cover coughs and sneezes with tissues or the inside of their elbow. Used tissues should be thrown in the trash, and hands washed immediately with soap and water for at least 20 seconds.
- d. Coaches/instructors, staff, spectators, and volunteers must wear face coverings per the provisions outlined in UofSC Aiken's *Ready, Set, Return*,

and the City of Aiken's Mask Ordinance.

3. Guidelines for Outdoor Sports

- a. The total number of attendees (including instructors/coaches, participants, staff, and spectators) cannot exceed 250 persons.
- b. Six (6) feet of physical separation must be maintained by all coaches, instructors, participants, staff, and spectators. All coaches, instructors, staff, and spectators must wear masks.
- c. Activities that involve close contact with other athletes are to be avoided.
Exception: incidental contact

Guidelines for Indoor Sports

- a. The total number of attendees (including coaches, instructors, participants, spectators, and staff) cannot exceed 50% of the lowest occupancy load on the certificate of occupancy for the facility being used or 250 persons, whichever is less.
- b. Six (6) feet of physical separation must be maintained by all coaches, instructors, participants, and staff. All coaches, instructors, staff, and spectators must wear masks.
- c. Activities that involve close contact with other athletes are to be avoided.
Exception: incidental contact

WHITE ALERT GUIDELINES

WHITE ALERT:

- Vaccines or highly effective treatments are in place.
- Operations on campus return to a new normal.
- More information about this level will be provided once vaccines or highly effective treatments are approved and widely available.

VIRTUAL ENGAGEMENT

Virtual Engagement

In-person engagement is not always possible, and during the COVID-19 pandemic, it is not the preferred method of engagement. Virtual engagement provides opportunities for unique experiences and interactions. Virtual events have already been incorporated into campus life. They are already a part of our lives at home (e.g., watching a game on television, hearing the crowd roar, and seeing the players in action). In addition to being a spectator, webcams and phone apps now make it possible to have virtual events and other types of meetups with people from across the country and around the globe, and allow for engagement.

The current global pandemic provides unique challenges to communicate a sense of location and camaraderie. In planning virtual events, we need to not only create content but also to create a shared space in which to celebrate and feel a sense of community. That experience exists on some level already through social media, which allows shared expression and promotes group involvement. Virtual events still involve creating a venue, taking advantage of online media resources, and providing an opportunity for direct and immediate engagement. This document provides some suggestions when hosting virtual meetings and events.

For assistance with creating virtual events, meetings, or programs, please contact the Office of Student Life at (803) 641-3634 or contact Christian Medders at christianm@usca.edu. UofSC Aiken offers a variety of software platforms that can make your virtual program a success.

Appendix J1

UofSC Aiken, *Ready, Set, Return* link: usca.edu/pacer-ready

Appendix J2: Event Management Checklist

Before Event

- a. All student events, programs, and meetings must be entered and approved through Live 25.
- b. In planning for your event, consider your event layout. Place check-in, activities, interactive stations, and seating in such a way to ensure that participants can safely maintain the six (6) foot physical separation. When a reserving space on campus, groups will submit a plan and drawing in Live 25 detailing how they will maintain social distancing.
- c. All student group events, programs, and meetings will be tracked in Presence if contact tracing is needed. Make sure your event is registered on Presence. For more information about Presence, please contact Christian Medders, christianm@usca.edu
- d. Design a clear plan to inform attendees about how to proceed through your event and avoid areas where individuals may congregate, especially at entrances, in seating areas, and in lines (Consider using painter's tape to direct attendees)

Event Check-In

- a. The individuals staffing the check-in table must wear a face covering while interacting face-to-face with attendees, and when six (6) foot physical separation cannot be maintained.
- b. Display signage reminding participants of COVID-19 prevention measures. Signage can be printed from [here](#).
- c. **All attendees** must check-in through the Presence app.
- d. All attendees should hold their student ID or clearly spell their email address if their ID is unavailable for check-in with Presence.
- e. All attendees must complete the COVID-19 screening process before entering the event:
 - i. had contact (within six feet for 15 minutes) with suspected or confirmed COVID-19 individual within the last 14 days

- ii. traveled out of the country within the last 14 days
- iii. had a cough or flu-like symptoms, including sore throat, headache, muscle aches, nausea, diarrhea, or abdominal pain in the last 72 hours
- iv. had a loss of taste or smell
- v. felt feverish or experiencing chills in the last 72 hours
- vi. had a fever of 100.4 F or higher in the last 72 hours

If attendees answer affirmatively to any of the above questions, they will be asked not to enter the event.

- f. Temperature screening is recommended, and temperature scanners can be reserved through the Student Life Office.
- g. Attendees must wear face coverings per the provisions outlined in UofSC Aiken's *Ready, Set, Return*, and the City of Aiken's Mask Ordinance.

During Event

- a. Six (6) feet of physical separation must be maintained between all attendees throughout the event.
- b. Event organizers should announce actions participants should take to protect themselves and limit the spread of infection during the event.
- c. Encourage attendees to replace handshakes with greetings that do not require touching or skin contact.
- d. If someone presents with symptoms during the event, the following measures are to be taken:
 - i. The individual is to be immediately separated, sent home, and advised to follow CDC guidance on caring for themselves.
 - ii. Areas used or inhabited by the sick person are to be closed off immediately.
 - iii. The building manager is to be immediately informed of the situation.
- e. Attendees must wear face coverings per the provisions outlined in UofSC Aiken's *Ready, Set, Return*, and the City of Aiken's Mask Ordinance.

After Event

If a participant develops symptoms of Covid-19 or tests positive following an event, they should notify the host(s) of the event within 24 hours. Upon receipt of this notification, the hosts should notify the university's COVID Coordinators (Brandon Aiken & Thayer McGahee).

Appendix J3: Sample One Page Safety and Health Protocol Document

Name of Event:

Date of event:

Location:

Total Number of People Attending (including hosts):

Sponsoring Group:

(Insert Name of Organization) agrees to follow the guidelines outlined in the UofSC Aiken Fall Semester 2020 Student Engagement Plan.

Please email protocol to Paul Crook at paulc@usca.edu.

This standard protocol can be used unless the event requires additional explanation.

Appendix K

Event Hosting Checklist

The University of South Carolina Aiken Event Hosting Checklist appears on the next page. Please print as needed.



University of South Carolina Aiken

Event Hosting Checklist

Any division or department hosting an event, whether with an on- or off-campus group, must complete this checklist and send it to the Group Events Protocol Team via email to PaulC@usca.edu, one week prior to the event.

1. _____ A completed contract (if needed) has been fully executed, including the appropriate Force Majeure clause and Liability clause. (Examples of those can be found here and here.)

2. _____ The potential client/on-campus hosting group has presented a one-page health and safety protocol, addressing the following (student organizations may check this, indicating they are following the 2020 Student Engagement Plan Protocol):
 - a. Size of group (must not exceed 50% of given space's fire marshal capacity).
 - b. Space(s) to be used.
 - c. Expected number of attendees/audience members.
 - d. Information about identifying COVID-19 at-risk attendees, and a plan to use temperature checks (via kiosks and/or hand-held scanners).
 - e. Plan for data collection to assist in contact tracing.
 - f. Acknowledgement of understanding that all audience members, must wear masks/face coverings (except when performing), and a plan for those who arrive without one; abide by physical distancing when possible; and practice appropriate hand-washing, cough, and hand-washing hygiene (for contracted events, this can be listed in an addendum; for non-contracted events, the host/sponsor can sign the document only—found here).
 - g. Ticketing plan (when applicable) that takes into account the need for social distancing.

3. _____ Larger events must play the pre-recorded "Pre-Event Announcement" prior to the beginning of the event (a copy of this sound file can be obtained by contacting Paul Crook at PaulC@usca.edu or calling x3327). ALL events must place the text of that announcement must also be in invitations, brochures, and programs. Text can be found here.

4. _____ Your facility has all appropriate health and safety signage posted on doors, walls, and floors, and hand sanitizing stations are filled.

5. _____ Your event has been logged and approved in 25Live, and sent to Jeff Jenik (JeffJ@usca.edu), to ensure proper cleaning both pre- and post-event.