



**RETURN TO CAMPUS GUIDE
FALL 2020**

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EXECUTIVE SUMMARY

The University of West Georgia's (UWG) Return to Campus Plan involves a comprehensive plan for bringing employees and students back to campus, whether physically or fully online, for the Fall 2020 term. UWG has utilized seven working groups to examine a myriad of issues identified by the University System of Georgia (USG) in the Fall 2020 Return to Campus Framework to craft the plan outlined below. In all aspects of this plan, UWG will be guided by the state of Georgia, University System of Georgia (USG), Georgia Department of Public Health (GDPH), Centers for Disease Control and Prevention (CDC), and other appropriate governmental or professional organizations in order to ensure our response, plans, and actions all fall in line with legal and medical directions and follow best practices across our many service areas.

UWG's Return to Campus Plan outlines our approach for employees and students returning to campus in one of the following three scenarios: starting the term with on-site classes (Scenario #1), starting the term with fully online classes (Scenario #2), and transitioning from on-site to fully online classes at some point within the fall term (Scenario #3). While UWG's plan addresses all three scenarios, our primary plan is focused on Scenario #1 – student's physical return for on-site classes for the Fall 2020 term. UWG outlines in each section how our primary plan will deviate if we have to execute actions for Scenarios #2 or #3.

UWG's Return to Campus Plan is intended to be a living document that is updated as more information and guidance is provided by UWG's governing resources.

Additionally, more detailed plans are being developed by divisions, units, colleges, and departments within the university to support and broaden the impact of this overall plan.

UWG'S COVID-19 FOCUS

UWG's intent with this plan is to document approaches and actions that will create an environment that is the most conducive to safe and effective interactions within the day-to-day operations and academics associated with the University of West Georgia. UWG recognizes that all members of the UWG community must take responsibility for their own actions and how those actions impact not only the UWG community, but the greater community as a whole. UWG intends to apply the guidelines and standards laid out in this plan in a consistent manner to the benefit of the whole UWG community; however, due to many limitations in executing such an extensive plan across so many individuals, the effectiveness of this plan will be dependent upon the resolve of our leadership, employees, and students to put these guidelines and standards into practice.

While achieving 100 percent participation and adherence to this plan is the goal, it is also unlikely. Therefore, UWG will pay special attention to addressing members of our community that are at the greatest risk for adverse impacts if they contract the COVID-19 virus.

GOVERNING AND GUIDING ORGANIZATIONS

UWG's efforts to implement this plan are highly dependent upon the guidelines, standards, and procedures outlined by many government agencies, governing bodies, and other standards-based organizations. Listed below are entities UWG will look to for guidance and best practices to implement the plan. On some occasions, these organizations' guidelines or standards may be in conflict with one another. In the case of conflicting information, UWG will abide by our primary governing agencies' guidelines and directives first, secondary governing organizations guidelines and directives second, and all other guidelines afterwards.

PRIMARY GOVERNING AND GUIDING ORGANIZATIONS

University System of Georgia (USG) – <https://www.usg.edu/coronavirus/>

Office of the Governor of Georgia – <https://gov.georgia.gov/executive-action/executive-orders>

Georgia Department of Public Health (GDPH) – <https://dph.georgia.gov/preparing-and-responding-covid-19>

Centers for Disease Control and Prevention (CDC) – <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

Georgia Emergency Management and Homeland Security Agency (GEMA) – <https://gema.georgia.gov/emergencies-0/coronavirus>

SECONDARY GOVERNING AND GUIDING ORGANIZATIONS

Occupational Safety and Health Administration (OSHA) – <https://www.osha.gov/SLTC/covid-19/>

American College Health Association – https://www.acha.org/ACHA/Resources/Topics/2019_Novel_Coronavirus_2019-nCoV.aspx

TERTIARY GOVERNING AND GUIDING ORGANIZATIONS

National Collegiate Athletic Association (NCAA) – <http://www.ncaa.org/sport-science-institute/coronavirus-covid-19>

NATA (National Athletic Trainers Association) – <https://www.nata.org/practice-patient-care/health-issues/covid-19-coronavirus>

For the remainder of this document, we will use the phrase “guidelines from governing and guiding agencies” to represent our holistic approach for meeting the collective guidelines and standards for our COVID-19 response.

PLAN OUTLINE

UWG will address the three scenarios identified by the USG regarding UWG's approach to returning students to campus for the 2020 fall term. These scenarios include the following:

- Normal Opening with Social Distancing Expectations (Scenario #1) (Planned)
- Fully Online Opening (Scenario #2)
- Transition to Fully Online Instruction (Scenario #3)

The University of West Georgia, based on guidance from the USG now and in the future, plans to open its campus for all employees and students for the Fall 2020 term. The information listed in UWG's Return to Work Plan describes UWG's method for bringing employees back to campus in a safe and responsible manner. This plan does not intend to repeat information contained in the UWG Return to Work Plan and will make reference to that plan where appropriate in order to keep continuity and minimize the complexity of this plan.

The intent of this plan is to account for the full opening of campus to include students' presence, residence, attendance, and participation in academic instruction, athletic events, campus events, use of student services, and any and all other normal campus activities and events that preceded the university's March 2020 response to the COVID-19 pandemic.

UWG's ability to return to pre-pandemic operations will be in accordance with direction from our governing and guiding agencies. UWG will open the campus for students to return at a date that is coordinated with and approved by the USG. Additionally, the method by which students return, in person or fully online, will likewise be guided and determined by the USG.

COMMON COMPONENTS

The following sections represent items that are addressed comprehensively across the plan to reopen UWG's campus. Rather than referencing these items within each workgroup area, they are addressed here and are applied across all working group plans.

HIGH-RISK EMPLOYEES/STUDENTS

UWG will use guidelines from governing and guiding agencies to aid individuals in determining if they fall into a high-risk category associated with COVID-19 infection. Individuals who meet the requirements of this category will be able to self-identify and work with their supervisor, UWG Human Resources, or UWG Accessibility Services to identify appropriate accommodations for their role and activities at UWG. While UWG will seek to create alternative accommodations for all activities for individuals in the high-risk category, those accommodations may be limited based on the availability of resources or services.

Employees who care for or live with individuals at higher risk for severe illness with COVID-19 should plan to return to campus as scheduled and work with their direct supervisor to ensure that their work environment allows for social distancing and the ability to practice the behaviors known to reduce the spread of the COVID-19. Employees may utilize appropriate leave options as necessary. Employees should contact the campus human resource office to identify appropriate leave options.

For the remainder of this document, designation as a high-risk employee or student will be referenced as a member of the "high-risk population" or as a "high-risk individual."

EMPLOYEE SELF-HEALTH REPORTING

Employees will be responsible for submitting a daily self-health report. This daily reporting will be used to guide employees on next steps that need to be taken if they are exhibiting symptoms or have been exposed to others who have tested positive for COVID-19. The daily self-health reporting will be conducted through our eTracks application and will comply with all health information security requirements. Employees may opt out of reporting their daily health status through the eTracks application. Employees who have opted out of the daily health status monitoring are expected to monitor their individual health status and report a positive COVID-19 test to Human Resources at covid-hr@westga.edu or 678-839-6111.

WORKPLACE AND HEALTH SAFETY MITIGATION STRATEGIES

UWG will deploy public health controls in a tiered approach to slow the transmission of COVID-19 in the workplace. These control measures are based on guidelines from governing and guiding agencies. The strategies are predicated upon availability of appropriate personal protective equipment (PPE); environmental measures such as enhanced cleaning and disinfection, social distancing, testing, and contact tracing; and the readiness of the campus and local healthcare systems and the campus infrastructure. Controls will be designed, implemented, and monitored to prevent or mitigate negative strategic, operational, financial, reputational, health, and safety impacts on the institution.

UWG's Workplace Mitigation Strategies are based on a collaborative partnership approach to risk management, invoking the responsibilities of individual employees, department leaders, and institutional support structures to sustain a safe and healthy workplace. Meticulous adherence to public health practices – including hand hygiene, social distancing, proper cough/sneeze etiquette, frequent disinfection of common and high traffic areas, symptom assessment, temperature checks, and face covering in public – is the campus's new normal. This will be widely communicated to students, employees, and all campus visitors.

In UWG's tiered approach, mitigation of workplace exposure for a given workgroup relies on employing each of the five tiers in progression, with each tier building upon the previous tier. Successful deployment of this approach will require each employee, department, and support organization to clearly understand their role and the information and resources that are available.

TIER I - SAFE WORK PRACTICES

Safe work practices are types of administrative controls that include procedures for safe and proper work used to reduce the duration, frequency, or intensity of exposure to a hazard. Most safe work practices are the individual's responsibility in order to reduce exposure to oneself and others.

TIER II - ADMINISTRATIVE CONTROLS

Administrative controls require action by the worker or employer. Typically, administrative controls are changes in work policy or procedures to reduce or minimize exposure to a hazard.

TIER III - ENGINEERING CONTROLS

Engineering controls involve isolating employees from work-related exposure. In workplaces where they are appropriate, they reduce exposure to hazards without relying on worker behavior alone.

TIER IV - PERSONAL PROTECTIVE EQUIPMENT (PPE)

While engineering and administrative controls are considered more effective in minimizing exposure to SARS-CoV-2, PPE may also be needed to prevent certain exposures. While correctly using PPE can help prevent some exposures, it should not take the place of other prevention strategies.

TIER V - SANITATION AND CLEANING

Sanitation and cleaning are services routinely performed by Custodial Services staff or other departmental staff on a scheduled basis and which adhere to predetermined cleaning and quality standards. These duties do not substitute for safe work practices by individual employees in maintaining good hygiene in their immediate and shared workplaces.

COMMUNICATION PLAN

A communication plan has been developed for each working group area and is appended to the end of each working group's section. The communication plans shown in this document only show the content topic, audience, and timeline associated with each designated communication. Additionally, the communication plan items are specifically targeting our Scenario #1 response. A supplemental, more detailed communication document that outlines our full communication plan for all three scenarios will be submitted with this plan.

WORKING GROUP PLANS

UWG identified seven working groups to address its comprehensive plan for reopening campus. Each section below represents UWG’s high-level approach to reopening campus for the specific working group area. Within each section, UWG’s plan for physically returning students to campus is provided in the primary text of the section. Each section and subsection of the working group area also includes a table that outlines how our primary plan will deviate in case UWG has to enact Scenarios #2 or #3.

ACADEMICS AND RESEARCH

An Academic and Research Working Group – led by leadership in UWG’s Academic Affairs division, in coordination and consultation with academic deans and departments – has reviewed UWG’s current academic operations in its fully online environment and examined issues, needs, and concerns related to UWG returning to on-campus instruction for the Fall 2020 term. Based on this review and feedback from academic units, UWG will execute the following plans to support the return of student on-campus instruction for the Fall 2020 term.

For the Academic and Research response plan, the term “faculty” will be used to represent any individual responsible for instruction for a course regardless of tenure or rank.

ACADEMIC INSTRUCTION

INSTRUCTOR EXPECTATIONS

All faculty will be expected to follow protocols and procedures identified in the Return to Work Plan’s three phases, including completing mandatory training, adhering to hygiene, workplace, meeting, and travel guidelines, completing daily self-health reporting (see the “Employee Self-Health Reporting” section under “UWG Campus Opening Plan”), and using any required PPE equipment based on role and interaction with other individuals.

Faculty will be expected to carry out their course duties as assigned. Courses will be taught in the delivery mode as defined in the Fall 2020 course bulletin. Any faculty member who meets the qualifications of a high-risk individual may work with their department chair to determine if course delivery modes may be modified.

SCENARIO #2 – START FULLY ONLINE

- Deans and Department Chairs are working with faculty now to ensure each course is prepared to make the change to online instruction should it be needed. Faculty will be supported by the Center for Teaching and Learning to ensure effective, positive learning experiences for students.
- Instructors will continue to fulfill their teaching responsibilities utilizing online tools and methods.

SCENARIO #3 – TRANSITION TO FULLY ONLINE

- Deans and Department Chairs are working with faculty now to ensure each course is prepared to make the change to online instruction should it be needed. Faculty will be supported by the Center for Teaching and Learning to ensure effective, positive learning experiences for students.
- Instructors will continue to fulfill their teaching responsibilities utilizing online tools and methods.

CLASSROOM EXPECTATIONS

UWG’s implementation of on-site classroom instruction will follow guidelines from governing and guiding agencies. Based on this feedback, UWG will assess each instructional space for maximum occupancy based on current social distancing guidelines. A review of all currently planned in-class and hybrid delivery courses will be used to determine what changes in classroom location or class delivery methods are needed.

Academic deans, in coordination with the Office of the Provost, will identify which courses might be converted to hybrid delivery and evaluate the impact on room scheduling. Faculty who may have their course converted to hybrid will be notified as soon as possible.

All classrooms will be evaluated for access to instructional technology that would support hybrid or remote learning. Based on need and whenever possible, technology will be added to classroom space, or as an alternative, non-technology classes will be moved into spaces that do not have hybrid or remote classroom technology available in order to promote social distancing.

Classes with a lab or clinical component that makes shifting the delivery model difficult will be identified. Every effort will be made to keep these experiences intact, but if not possible, the individual programs will work with licensure boards and accrediting agencies to develop acceptable alternatives, such as additional time in simulation.

Faculty will be expected to continue to offer appropriate office hours – both in-person (if social distancing can be maintained) and virtually – for student access. In office environments that do not support appropriate social distancing guidelines, alternative methods may be utilized to execute this service. Departments will use the Workplace and Health Safety Mitigation Strategies listed earlier in this plan to guide any alternative methods for faculty office hours.

SCENARIO #2 – START FULLY ONLINE

- Deans and Department Chairs are working with faculty now to ensure each course is prepared to make the change to online instruction should it be needed. Faculty will be supported by the Center for Teaching and Learning to ensure effective, positive learning experiences for students.
- UWG Online courses already have methods for addressing access and flexibility for student/faculty interactions. UWG will utilize peer mentoring and support from Deans, Department Chairs, and the Center for Teaching and Learning to extend this model to current in-class/hybrid courses.
- Deans and Department Chairs will examine whether there are alternative sites/experiences that fulfill the requirements associated with programs that require significant clinical, lab, or practicum experiences and will work with licensure boards and accrediting agencies to develop acceptable alternatives, such as additional time in simulation.
- Additionally, UWG will develop plans to accommodate students who are required to continue to participate in clinical/simulation and alternative clinical rotations.

SCENARIO #3 – TRANSITION TO FULLY ONLINE

- Faculty and staff have already planned for and completed a transition online mid-semester. This plan will be communicated in the course syllabus along with all student accommodations that will be afforded to students. Deans and department chairs are working with faculty now to ensure they are prepared to make this change should it be needed. Faculty will hold virtual office hours with students.
- UWG Online courses already have methods for addressing access and flexibility for student/faculty interactions. UWG will utilize peer mentoring and support from Deans, Department Chairs, and the Center for Teaching and Learning to extend this model to current in-class/hybrid courses.
- Deans and Department Chairs will examine whether there are alternative sites/experiences that fulfill the requirements and will work with licensure boards and accrediting agencies to develop acceptable alternatives, such as additional time in simulation. Should transition in the middle of the semester arise, UWG will develop plans to accommodate students who are required to continue to participate in clinical/simulation and alternative clinical rotations.

MOMENTUM YEAR/MOMENTUM APPROACH

UWG has proactively implemented many initiatives associated with Momentum Year and Momentum Approach. These initiatives are being delivered in a manner that will not be significantly impacted by implementing social distancing practices. At this time, there are no specific initiatives that need to be adjusted or alternate arrangements or additional technology that would need to be implemented. For specific details related to advising and instructional support, please see Academic Advising and Instructional Support in the Enrollment Management working group area.

SCENARIO #2 – START FULLY ONLINE	SCENARIO #3 – TRANSITION TO FULLY ONLINE
<ul style="list-style-type: none">• First- and Second-Year Academic Programs (First-Year Seminar and Learning Communities) will follow academic instructional support guidelines. First-Year Seminars will have online components / modules designed in CourseDen that will allow students to engage in Academic Mindset and Career Exploration as well as learn about other academic support services.	<ul style="list-style-type: none">• First- and Second Year-Academic Programs (First-Year Seminar and Learning Communities) will follow academic instructional support guidelines. First-Year Seminars will have online components / modules designed in CourseDen that will allow students to engage in Academic Mindset and Career Exploration as well as learn about other academic support services.

CO-CURRICULAR EXPECTATIONS

UWG will continue to implement planned co-curricular activities for courses that include this component. Examples of this include bands, choral groups, theatrical performances, etc. All co-curricular student expectations will follow guidelines from governing and guiding agencies.

SCENARIO #2 – START FULLY ONLINE	SCENARIO #3 – TRANSITION TO FULLY ONLINE
<ul style="list-style-type: none">• Co-curricular activities that can be transitioned to virtual or online methods will do so.• For activities that cannot be transitioned to virtual or online methods, students will be given alternative learning opportunities.	<ul style="list-style-type: none">• Co-curricular activities that can be transitioned to virtual or online methods will do so.• For activities that cannot be transitioned to virtual or online methods, students will be given alternative learning opportunities.

ACADEMIC PERSONNEL

FACULTY DEVELOPMENT

UWG has developed a mature online instructional delivery environment over the past two decades. UWG has implemented the Center for Teaching and Learning to support faculty in delivering academic instruction through online methods.

UWG will continue to utilize the resources developed through the Center for Teaching and Learning to assist faculty with skills and tools to support delivering instruction in a hybrid/online environment. At this time, UWG does not anticipate the need for faculty development opportunities outside of what the institution is able to provide.

The Center for Teaching and Learning will continue to connect faculty new to online teaching to peer mentors. The Center for Teaching and Learning will be holding three forms of development activities across the summer:

- Two-three workshops per week, focusing primarily on best practices in the LMS;
- Three four-week “crash course” cohorts, with staggered start dates, each built around best practices for online instruction; and
- An online version of our annual teaching and learning conference, which will largely include sessions on good/better/best methods and practices for online and remote instruction, along with diversity, inclusion, and high- impact practices.

Additionally, in preparation for the Fall 2020 term, UWG will provide faculty development modules to aid in the following areas:

- Maintaining the integrity of exams
- Providing best practices for teaching online
- Maximizing CourseDen (Brightspace/D2L) features
- Integrating multimedia into online teaching
- Applying lessons learned from Spring 2020’s move to online courses.

Departments will be encouraged to create a depository of their online resources (e.g., lectures and activities, assuming no copyright claims) to share with colleagues in their department.

UWG’s rapid response to the COVID-19 event precipitated the need to rapidly support faculty who were transitioning to online learning for the first time. Due to UWG’s already expansive online offerings, the Provost’s Office and the Center for Teaching and Learning reached out to all faculty, asking for experienced online faculty to volunteer as mentors in key areas, along with asking faculty with little to no online teaching experience to identify areas of need. Both sets of faculty were invited to respond via a Qualtrics survey. We had a 5:1 ratio of peer mentors to mentees. Given the abundance of volunteers, the Center for Teaching and Learning then lined up specialties with needs, connecting two mentors to each mentee.

UWG RESOURCES FOR EXTERNAL ENTITIES

UWG would welcome faculty from other USG institutions to participate in professional development opportunities if capacity is available. UWG currently has a limited capacity for non-UWG faculty to participate in synchronous workshops remotely (in Collaborate Ultra). The Center for Teaching and Learning would not be able to offer individual support to participating non-UWG faculty beyond the workshops because our team is at or near capacity for assistance currently and because each campus has a different instance of D2L with variations in tools and platform setup.

While UWG has a wealth of mentors to assist its faculty with moving to online learning, the decision for mentoring non-UWG faculty would be up to each peer mentor, depending on individual commitments and capacities. UWG administration will need to assess if there is capacity to support mentoring faculty at other USG institutions.

SCENARIO #2 – START FULLY ONLINE

SCENARIO #3 – TRANSITION TO FULLY ONLINE

- Deans and Department Chairs are working with faculty now to ensure each course is prepared to make the change to online instruction should it be needed. Faculty will be supported by the Center for Teaching and Learning to ensure effective, positive learning experiences for students.
- UWG will implement the following initiatives to ensure the development and ability to quickly move to online instruction:
 - Continue and expand peer mentor facilitation and review of online instruction
 - Collaborate with instructors, Department Chairs, and Deans to encourage faculty engagement.
 - Apply instructor intervention steps to engage students who are not active in coursework
 - Continue to utilize Student Evaluation Instruments (SEI) to improve learning.

- Deans and Department Chairs are working with faculty now to ensure each course is prepared to make the change to online instruction should it be needed. Faculty will be supported by the Center for Teaching and Learning to ensure effective, positive learning experiences for students.
- UWG will implement the following initiatives to ensure the development and ability to quickly move to online instruction:
 - Continue and expand peer mentor facilitation and review of online instruction
 - Collaborate with instructors, Department Chairs, and Deans to encourage faculty engagement.
 - Apply instructor intervention steps to engage students who are not active in coursework
 - Continue to utilize Student Evaluation Instruments (SEI) to improve learning.

INTERNATIONAL/DOMESTIC TRAVEL

UWG will follow all guidelines implemented by the USG associated with travel, both domestic and international. As part of UWG's Return to Work Plan, all non-essential travel is currently not authorized. In the event travel is required by a faculty member, the faculty member will require approval for the travel through submitting the Essential Travel Request Form documented in UWG's Return to Work Plan.

SCENARIO #2 – START FULLY ONLINE

SCENARIO #3 – TRANSITION TO FULLY ONLINE

- No changes to our primary plan.

- No changes to our primary plan.

ACADEMIC RESEARCH

RESEARCH EXPECTATIONS

Faculty engaged in on-campus research will follow the UWG Return to Work Plan and Workplace and Health Safety Mitigation Strategies in order to implement appropriate health and safety measures. For faculty members who are dependent upon their research as part of the tenure process, the institution has developed a process to pause the tenure clock to aid these faculty members. The institution will continue to provide professional development opportunities over the course of the year, such as preparing research grant applications, identifying funding opportunities, and more. These opportunities will be provided remotely, thus allowing for appropriate social distancing. The Office of Research and Sponsored Projects is well-positioned to fully function remotely to support faculty in their research grant endeavors.

Faculty and students engage in a variety of research. Both faculty and student researchers will follow the protocols established by the individual disciplines, the institution, and governing and guiding organizations.

Currently, the research that faculty and students do in schools and medical facilities is survey- and interview-based. Those who planned to conduct in-person interviews will submit modifications to the Institutional Review Board to interview remotely instead. Those who had planned to observe lessons in classrooms will modify their work so that they will be examining lesson plans instead. All students and faculty who plan on doing face-to-face data collection are being advised to develop a contingency plan to collect remote data based on their district and state guidelines.

Field research will be conducted according to the guidelines for essential travel and other protocols developed by the individual disciplines, the institution, and governing and guiding organizations.

In the case of grant-funded research and projects, we have been able to secure no-cost extensions from funding agencies to allow time for researchers whose work may have slowed or had to be adapted due to COVID-19.

SCENARIO #2 – START FULLY ONLINE

- No changes to our primary plan.

SCENARIO #3 – TRANSITION TO FULLY ONLINE

- No changes to our primary plan.

COMMUNICATION PLAN

UWG will implement the following communication plan to support Academics and Research's return to campus for the fall 2020 term. Greater detail about this communication plan can be seen in the supplemental Communication Plan document submitted with this plan.

CONTENT TOPIC	AUDIENCE	TIMELINE
Return to Campus Guidelines for Faculty and Staff in Academic Affairs	Academic Affairs administration, faculty, and staff	July 1 at the latest with follow-up communication at designated intervals following
Faculty Offices and Common Areas COVID-19 Protocol	Academic Affairs administration, faculty, and staff	July 1 at the latest with follow-up communication at designated intervals following
Changes in the Fall Scheduled Courses for Social Distancing	Academic Affairs administration, faculty, and staff	July 1 at the latest with follow-up communication at designated intervals following
Changes in the Fall Scheduled Courses for Social Distancing	Students	July 1 at the latest with follow-up communication at designated intervals following
COVID-19 Hygiene Protocol for Classroom – Faculty	Faculty	July 1 at the latest with follow-up communication at designated intervals following
COVID-19 Hygiene Protocol for Classroom – Students	Students	July 1 at the latest with follow-up communication at designated intervals following
COVID-19 Hygiene Protocol for Research Labs	Faculty and students	July 1 at the latest with follow-up communication at designated intervals following
COVID-19 Hygiene Protocol for Library	Students, faculty, and staff	July 1 at the latest with follow-up communication at designated intervals following
Expectations for Clinical Experiences and Internships	Faculty and students	July 1 at the latest with follow-up communication at designated intervals following
COVID-19 Hygiene Protocol for Field-Based Research	Faculty and students	July 1 at the latest with follow-up communication at designated intervals following

A Student Life Working Group, led by leadership in UWG's Student Affairs and Enrollment Management division, reviewed UWG's current student life operations in its fully online environment and examined issues, needs, and concerns related to UWG students returning to campus for the Fall 2020 term. Based on this review and feedback from identified units, UWG will execute the following plans to support student life when students return to campus for the Fall 2020 term.

RESIDENCE LIFE

RESIDENT COMMUNICATION

UWG recognizes that communicating with its residential community is essential for the wellbeing and safety of all its residents. Changes in information related to COVID-19 will be sent to all members of the student community to include links for the COVID-19 institutional website. Additional information, general updates, and changes to current practices will be sent as needed via SchoolCast, LiveSafe, and Wolf Connect platforms.

Housing and Residence Life (HRL) will work with University Communications and Marketing (UCM) to design written materials that outline best practices for moving into residence hall spaces and for continued daily health and safety cleaning/disinfecting. Written information will be emailed to all residential students via the SchoolCast system. Staggered move-in times will be assigned to all residents to provide proper distancing during the move-in process. HRL and Facilities will determine best practices for shared move-in equipment along with proper disinfecting of these items.

Prior to move-in, UWG will communicate with residential students that all students who live in a shared room or suite in a UWG residence hall will be viewed as living in a "shared residence" similar to a family's shared residence, in that social distancing practices are not expected within the room or suite. The communication will indicate that it is the responsibility of the residential students to adhere to appropriate behaviors related to the prevention of COVID-19, including the cleaning of their room or suite. Individual students will be reminded of the best practices in prevention and that they must take responsibility for their own actions.

HRL will inform students through multiple formats including verbal, social media, email, signage, and website updates about the following information:

- **Expectations for cleaning within each residence room or suite:** Students are responsible for the cleaning and disinfecting of their individual student rooms, to include in-room/suite bathrooms. Cleaning supplies for these locations will be supplied by the student, and it will be recommended they follow CDC guidelines for appropriate cleaning products. Students will be briefed on the proper bagging of all trash including PPE. Bagged trash from all residence hall rooms and suites will be taken to outside dumpsters by students as is current practice. Proper bagging and disposal of all trash in community areas, community bathrooms, hall offices, and lobbies will be done by Custodial Services.
- **Expectations for public areas of residence halls:** all public areas of the residence halls – including but not limited to common kitchens, lounges, TV rooms, lobbies, front desk areas, stairwells, elevators, community bathrooms, and entrance foyers – will be cleaned seven days per week by Custodial Services.
- **Expectations for social distancing, hygiene, and everyday preventive actions:** Information regarding social distancing, hygiene and everyday preventive actions required for students' health and wellness will be available to all students via social media, campus email, and building signage. Documents regarding these practices will follow guidelines from governing and guiding agencies.

COMMON/SHARED SPACES

To support safe common space environments, common area spaces within residence halls will be redesigned. Furniture will be arranged to permit proper distancing, and excessive furniture will be removed and stored. Signage will be placed in each community space to inform all about proper distancing and disinfecting practices.

Stairwells and elevators will be cleaned or disinfected following guidelines from governing and guiding agencies. HRL will coordinate with UWG Custodial Services to initiate the best practice for proper cleaning of these areas. HRL events and activities will be reviewed and either canceled, held in a hybrid online/in-person model, or held in accordance with guidelines from governing and guiding agencies.

COVID-19 supplies (e.g., soap, alcohol-based hand sanitizers that contain at least 60 percent alcohol, tissues, trash baskets, etc.) for common areas within residence halls will be coordinated through Custodial Services. Additionally, the cleaning and disinfecting of common areas will be carried out by Custodial Services and HRL employees based on a predetermined schedule outlined in the UWG's Return to Work Plan.

Shared spaces such as kitchens and laundry rooms will be open for student use.

- **Kitchens:** Shared utensils, plates, glasses, etc. are not available in common kitchen areas. Students are responsible for these items for personal use. Signage will be placed in these areas to explain proper cleaning and disinfecting of items. Students are expected to store kitchen items in individual rooms, not in community kitchens.
- **Shared laundry rooms:** HRL will develop a registration system for students to schedule use of the facility that will provide for social distancing. Appropriate signage and proper disinfectants will be available for students to wipe down before and after use. Community laundry rooms will be cleaned and sanitized daily or more often by Custodial Services. Dedicated laundry rooms (e.g., houses in the Village) will be cleaned and sanitized by residents.
- **Community Baths:** Only one residence facility has community baths. Community bathrooms will be cleaned and sanitized daily or more often by trained Custodial Services staff. All other resident baths are housed within the student room or suite. Students with in-room baths will be provided instruction on best practices for cleaning and disinfecting this space.
- **Lobby area guest restrooms:** These restrooms will be converted to "staff only" restrooms to provide hand washing and sanitary facilities close to the check-in desks.
- **Sick individuals:** UWG is identifying residence locations where an appropriate quarantine can take place for students. This location will be determined once occupancy numbers are calculated.
- **Meal delivery:** Symptomatic or sick individuals will need to have meal delivery to remain in their room and isolated from others. DineWest will have a daily delivery/pick-up option for students who are members of the high-risk population.

RESIDENCE HALL MOVE-IN

UWG recognizes that the move-in process for students represents a significant challenge associated with social distancing guidelines. To offset this issue, UWG's general move-in plan will expand to several days. Students will be assigned a move-in time to provide appropriate distancing at all times. Students will be permitted to have one individual with them for move-in support and assistance.

Stairwells will be designated to provide for single direction flow of traffic. Elevators will be monitored and used only for moving heavy equipment or for individuals with mobility/medical concerns that would not allow them to use stairs.

HRL, Facilities, and Auxiliary Services recommend the university hire a moving company who will be on campus to unload vehicles and move items into halls, placing boxes outside the door of the student's room. The moving company will be responsible for ensuring their employees have been medically screened and the company will provide its employees with all necessary PPE. The moving company will also provide their own outdoor restroom facilities, which will include running water for proper sanitation. In the past, UWG has used community volunteers to assist students with move-in days. Using a moving company eliminates the need for community volunteers and thereby decreases the chance of infection spread given the parameters outlined above.

RESIDENCE HALL PLANS

Best Practices in Prevention and Acknowledgement form and distribution:

HRL is working directly with UCM to create a Best Practices in Prevention and Acknowledgement form that shares guidelines from governing and guiding agencies for all constituent groups living in community spaces (residence halls and fraternity and sorority houses). This document will be sent to every residence hall student via our SchoolCast email. The SchoolCast platform allows staff to see which students have opened the document. Printed copies of this information will be put into every individual student room and posted in community spaces throughout the residence halls. We will continue to evaluate other methods of communication of this information to students.

HIGH-RISK POPULATION ACCOMMODATIONS

Students who may be in a high-risk population will identify themselves to Accessibility Services to receive housing and dining accommodations. Students who would not typically be included in the high-risk population, but because of COVID-19 are at higher risk, may be eligible to receive temporary accommodations.

VISITATION POLICIES

Outside of opening days when students are officially moving into the residence halls, guests are not permitted to enter or visit inside the residence halls. Visitors or guests are defined as any individual who is not a current University of West Georgia student and anyone who does not live in a University Residence Hall.

This includes parents and family members as well as commuter students. During assigned opening day time slots, students will be asked to have only one guest accompany them to assist with move-in. Time slots are for a two-hour period, and guests will be expected to vacate the halls after that timeframe has expired.

COMMON AREA CLEANING SUPPLIES

HRL will work in conjunction with Custodial Services to provide wipes, bottled disinfectant sprays, and disposable towels for wiping down all areas in common spaces. This cleaning will be done in addition to daily custodial sanitation for each area. Pending availability, sufficient back-up supplies will be on hand to refill common areas as necessary. It is recommended that a basket be hung on every floor outside of elevators as well as on the inside of the elevator to wipe down keypads. Proper disposal receptacles will need to be placed in all common spaces where cleaning supplies are located.

COMMUNITY AND GUEST BATHROOMS

Nearly all residence halls have bathrooms located within the student room or suite. We will follow guidelines from governing and guiding agencies as to whether buildings with community baths should be operational during this time. Community bathrooms are located only in one residence hall, Bowdon Hall. HRL will work with Custodial Services to maintain proper daily cleaning/disinfecting of these spaces. Thorough disinfection will need to be completed seven days a week while following guidelines from governing and guiding agencies. These locations will require bottled disinfectant sprays and toweling to allow for wiping of all surfaces by students before and after every use.

Cleaning of bathrooms located in individual student rooms or suites will be the responsibility of the students living in that room or suite. Students will be responsible for the purchase of cleaning supplies for use within their room or suite to include kitchens, bathrooms, and bedrooms.

Public/Guest bathrooms in each residence hall will be converted to “staff only” and will not be open for general public or resident use.

STAFF REQUIRED TO ENTER A STUDENT ROOM

Facilities personnel are currently going through all residence hall rooms to provide the necessary services and cleaning before fall 2020 opening. After this is completed, HRL staff will go through rooms and place items in rooms such as signage and do a final check to ensure they are ready for occupancy. Standard policies and practices will remain in effect prior to student move in. After Fall 2020 students move in, staff should have appropriate PPE (mask and gloves as necessary) before entering a student room. Room entrance should be for emergency purposes or health and safety inspections, and to address technology issues that may impede students' ability to access coursework via the internet. HRL will review plans for room entrance with Risk Management and put specific safeguards into place. Facilities will follow room entrance practices determined by leadership in their area.

SCENARIO #2 – START FULLY ONLINE

- All plans associated with Scenario 1 apply for this scenario assuming that residence hall students remain housed on campus.
- Should a move-out plan need to be instituted, HRL will follow the successful process that was implemented in the Spring of 2020.
- Guidelines for individuals who are required to remain on campus will continue to be vetted with CARE team support. In addition, consolidation plans to reduce the number of open buildings will follow the same process as Spring 2020. If necessary, HRL will have more than one open location. These locations will be in the halls that have in-room baths and kitchens.

SCENARIO #3 – TRANSITION TO FULLY ONLINE

- All plans associated with Scenario 1 apply for this scenario assuming that residence hall students remain housed on campus.
- Should a move-out plan need to be instituted, HRL will follow the successful process that was implemented in the Spring of 2020.
- Guidelines for individuals who are required to remain on campus will continue to be vetted with CARE team support. In addition, consolidation plans to reduce the number of open buildings will follow the same process as Spring 2020. If necessary, HRL will have more than one open location. These locations will be in the halls that have in-room baths and kitchens.

DINING SERVICES

East Commons (EC): Cafeteria-style; students and staff typical guests; occupancy 320

EC seating with social distancing: 10 people per 300 square feet. The total number of patrons in East Commons to maintain social distancing is 150 (roughly 4950 square feet); this is roughly 47 percent of normal capacity. With capacity limits, it will be likely that a “to-go” option will be necessary to meet service demands at EC.

Z-6: Cafeteria-style; students and staff typical guests; occupancy 550

Z-6 seating with social distancing (10 people per 300 square feet) the total number of patrons in Z6 to maintain social distancing is as follows:

- Main dining room and behind the brick wall 370 (11,700 square feet)
- Hubbard dining room 40 (1,498 square feet)
- University Club Room (UCR) room 50 (1,628 square feet)
- Lower Level of Z-6 is also available for seating for up to an additional 200 patrons (seating only). This is roughly 80 percent of normal capacity (counting the UCR, which is not typically open for regular dining).

Wolves Den: Food court style; students and staff typical guests; occupancy 250

Wolves Den seating with social distancing: Side rooms can be used for seating (total occupancy is 50 in each of the rooms). Main seating area will be arranged to queue customers to pick up food items.

Market Fresh: Food court style; students and staff typical guests; occupancy 100

Retail Food Service Facilities

Market Fresh: Seating with social distancing will be reduced by 60 percent to allow for proper queuing of patrons

Starbucks: Guest pickup with sit down or “to-go” options, students and staff are typical guests, occupancy 75. All Starbucks seating would be removed to provide for proper distancing of queue.

Lobos: “to-go” option only, line service only with no seating. It is unlikely that Lobos would be able to open, as the current location is so small it would be difficult to identify appropriate waiting areas in a queue and it would not allow more than two guests at a time to enter the facility.

Campus Convenience Stores (C-Store): The university is evaluating our ability to have convenience stores operational with current social distancing guidelines. Evaluation considerations include: if stores can be opened with appropriate measures to provide aisle directions, proper ability to wait in a queue for checkout, and ability to provide social distance between customers.

PROCESS FOR ALL PATRONS ENTERING A DINING FACILITY

Patrons enter and receive their meal in a disposable container. The patron may choose to dine in, if space is available, or may exit the facility to dine in their room or other locations. If seating is full, customers must exit the facility with their meals.

The entire facility may need to transition to a “to-go” option setup if it is not able to accommodate expected social distancing guidelines.

No self-service stations will be in operation; all food will be served to the customer by a DineWest employee.

DineWest is evaluating options for disposable forks, knives, and spoons along with the best options for disposable food containers.

PAYMENT CHANGES

Current payment options are credit/debit, cash, and university plan cards. These will remain the same in all open locations. Current practice has been for the cashier to take the card from the guest, slide, and return to the guest. It may be necessary to provide access for guests to slide their own card. Cash would still have to be handled by the employee. Cash management processes will be developed based on Workplace and Health Safety Mitigation Strategies developed by UWG.

MEAL PLAN CHANGES

There does not appear to be a need to change meal plan options. If the university is not able to open C-Store operations, meal plans may need to be modified to include dining dollars.

REQUIREMENTS FOR EMPLOYEES

DineWest will follow guidelines from governing and guiding agencies for PPE, health screening of employees, social distancing, enhanced focus on hand- washing, increased frequency of sanitizing entrance doors, handles and public restrooms.

The Director of Campus Dining and individual unit managers will be responsible for necessary dining services training of all DineWest employees (including student employees). Each employee will have a predefined screening process in accordance with guidelines from governing and guiding agencies. If any employee has a fever, cough, or other sign of illness, they will not be allowed to work.

Workstation shields will be purchased and placed between customer and employees at all ordering stations and payment stations. Self-service areas will be removed to allow for directional movement and serving station queues. Appropriate PPE will be required for all employees based on job duties. All food preparation areas, serving, and dining areas will be cleaned and disinfected with frequency using procedures set out in guidelines from governing and guiding agencies.

STUDENT MEAL DELIVERY FOR THOSE AT HIGH-RISK OR IN THE ISOLATION OR QUARANTINE PROTOCOL

If a student is isolated or quarantined, DineWest will activate meal deliveries in coordination with HRL. DineWest will prepare meals for students and deliver them to specific residence halls. DineWest will use the same or similar plan that is executed each time there is a weather interruption to normal operations. We will coordinate with Accessibility Services to identify the students who qualify for meal delivery and coordinate with HRL and the Residence Life Coordinator for each facility. HRL personnel would deliver meals to the individual residence rooms.

SCENARIO #2 – START FULLY ONLINE

- If the campus must move to fully online classes, DineWest will gather information to determine how many students plan to remain on campus. Adjustments will be made to determine the best use of services, ensuring that there is not a severe negative impact on students. Some dining locations may close, some may have reduced hours, take out dining options may be increased. DineWest will scale the operation to meet the demand for on campus living and learning environments.

SCENARIO #3 – TRANSITION TO FULLY ONLINE

- If the campus must move to online classes at midterm, dining plans will be reviewed to determine how many students plan to remain on campus. Adjustments will be made to determine the best use of services so that there is not a severe negative impact on students. Some dining locations may close, some may have reduced hours. DineWest will scale the food service operations to meet the demand on campus utilizing the steps noted in the previous two scenarios. We will maintain social distancing guidelines, adjust hours of operations as necessary to remain solvent. In addition, we will consider the “to-go” options mentioned previously.

HEALTH SERVICES

The UWG Student Health Center has maintained on-campus operations since the initial campus closure and is prepared to operate at full capacity for the fall semester. Hours of operation will be Monday through Friday, 8 a.m. until 5 p.m. The Student Health Center will continue to offer both in-person and telemedicine visits for appropriate conditions and will continue to adhere to the guidelines from governing and guiding agencies in an effort to keep our students, faculty, and staff safe.

FACE-TO-FACE HEALTH CENTER VISITS

The following practices will be implemented/continued for face-to-face Health Center visits:

Employees

- Employees will enter the Health Center via a designated entrance and review a symptoms questionnaire. They will then take and record their temperature. Findings within a specified range must be reported to their supervisor and the medical director.
- Employees will wear cloth or disposable masks and practice social distancing to the extent possible while rendering care and conducting day-to-day operations inside the Health Center.
- Employees will wear full PPE (N95 masks, face shields, goggles, gowns, gloves, etc.) when treating patients identified as at risk and don PPE according to a defined protocol.
- Employees will clean patient care areas and exam rooms based on defined cleaning and sanitization protocols for general patients and at-risk patients. Biohazard will be discarded based on the guidelines provided by our contracted vendor.

Students

- On-campus appointments will be scheduled Monday through Friday from 9 a.m. until 12 p.m. and from 1-4 p.m. An hour is reserved at the beginning and ending of the day and during the lunch period to allow for additional cleaning and sanitization. If it is determined this is not needed, appointments will be scheduled during the reserved times.
- Students must call the Health Center to schedule an appointment. Walk-in/work-in visits are discontinued at this time. Appointments will be scheduled by type and spaced to support social distancing whenever possible. With 17 exam rooms, patients can be spaced in a manner to support social distancing and areas of the building can be designated for defined visit types.
- Students requesting an appointment will be triaged by a member of our nursing staff and will complete a COVID-19 screening at the time of their appointment request. The information gathered during the screening process will be used to determine how to best serve the student (e.g., in-person visit, telemedicine visit, other)
- Visitors and patients are currently required to call Health Services prior to building entry. Signs displaying the number are posted at the front entrance. Health Services personnel currently complete a COVID-19 questionnaire with each party prior to building entry. Patients identified as at-risk are instructed to enter the building through a designated entrance. It is unknown whether it will be necessary to continue this practice during fall semester. We will reevaluate and adjust based on the manner in which students return to campus, the volume of patients presenting at the health center, and guidelines from governing and guiding agencies. We are prepared to divide the health center into designated COVID-19 and non-COVID-19 space, utilize designated entrances and exits, and adjust the schedule template to meet the needs of the students with block scheduling based on visit types.
- Waiting room seating will be limited/configured to support social distancing when use of the waiting room resumes.
- Hand sanitizer and facial covering stations will be placed at entrances and exits for student use as indicated.
- Physical and digital signage will be updated to communicate COVID-specific information and recommended guidelines.
- Posters outlining appropriate hand washing techniques will be placed in all restrooms.
- Follow-up appointments will be scheduled as indicated by the visit provider and review of the COVID screening will occur to ensure there have not been changes in the patient's condition.
- Uploading charges to the student account will be encouraged to minimize exposure during the checkout process.

Telemedicine Visits

The following practices will be implemented/continued for telemedicine when needed or appropriate. Telemedicine visits are currently available to students and will continue to be offered during fall semester.

- Telemedicine appointments will be scheduled Monday through Friday from 9 a.m. until 12 p.m. and from 1-4 p.m.
- Students must call the Health Center to schedule a telemedicine appointment. Students requesting an appointment will be triaged by a member of our nursing staff. The information gathered during the screening process will be used to determine whether the patient's complaint is appropriate for a telemedicine evaluation.
- The Zoom platform is currently being used for telemedicine visits. All providers have established accounts and connectivity to support telemedicine visits.
- A telemedicine consent form is submitted to the patient for signature prior to the scheduling of the visit.
- Upon completion of the consent form, the patient is sent a link containing the appointment date and time. The provider is also notified of the scheduled appointment.
- Follow-up appointments will be scheduled as indicated by the visit provider.

Student Isolation/Quarantine Strategies

In conjunction with guidelines from governing and guiding agencies, UWG is developing a comprehensive plan to accommodate students who cannot return home and who require isolation or quarantine, which will address housing, food, medical and mental health care concerns. Additional information related to dining services for students in isolation or quarantine is found in the Dining Services section earlier in this document.

For students who enter the isolation or quarantine protocol, they must meet the following minimum requirements before returning to campus:

- No fever for at least 72 hours (three full days of no fever without the use of medicine that reduces fevers)
AND
- Improved symptoms AND
- At least ten days since symptoms first appeared

SCENARIO #2 – START FULLY ONLINE

- No changes to our primary plan.

SCENARIO #3 – TRANSITION TO FULLY ONLINE

- No changes to our primary plan.

COUNSELING SERVICES

The UWG Counseling Center and Accessibility Services is prepared to offer services in person and online. We have created a very strong online presence with students. We can continue to serve these students with individual and group counseling and psychiatric services effectively virtually and in person.

The table below provides insight into UWG’s ability to provide services for the Fall 2020 term.

ITEM	RESPONSE
Full-time counselors	16 full-time staff (11 counselors) and 2 psychiatrists
Part-time counselors	If the budget allows, UWG has 5 part- time counselors. We will also have 3 interns. We have 1 graduate assistant and 2 student workers who are able to work virtually.
Current ratio of counselor FTE to Spring 2020 student FTE	1 counselor to 956 students
Number of counselors able to continue to serve students in current physical space	We have planned that all 11 counselors will be able to continue to serve students in their physical space with an alternating schedule.
Number of counselors who either need different physical space or will need to engage in alternate arrangements	We will have 4 staff who will need either different physical space or will need to engage in alternate arrangements (tele- counseling).
Needs for alternate physical spaces	Will be evaluated should on-campus counseling be required, at a larger volume than the center can safely serve.
Current number of counselors approved to deliver tele-counseling	We have 11 counselors and 2 psychiatrists certified by the state to deliver tele-counseling or telehealth.

FACE-TO-FACE COUNSELING VISITS

For face-to-face visits, employees will follow social distancing and PPE requirements per guidelines from governing and guiding agencies.

- Students will be sent a reminder for their appointment. If needed, a link to the online psychological assessment (CCAPS) will be sent. This can be filled out from home.
- If a student has an appointment, they will call the front office to let them know that they have arrived.
- The front office will let them know which office is their “waiting room.”
- The front office will fill out their attendance sticker (for our record- keeping). We will utilize the three offices on the first floor as separate waiting areas

- Client appointments will be staggered top of the hour, 15 minutes after, and 30 minutes after. The counselor would then meet the student and follow the directional signs to navigate through the building.
- After all of the students have moved to their appointment locations, all three “waiting rooms” will be sanitized.
- When the session is over (if on the first floor) they would exit out the stairwell back door. If on the second floor, they would exit via the stairwell and leave through the main lobby.
- The student would need to call and set up their next appointment (unless scheduled for standing or bi-weekly).
- Counselors will work a staggered schedule.

TELE-MENTAL HEALTH VISITS

All Counseling and Accessibility Services staff have received additional training and are licensed by the state of Georgia to provide tele-mental health counseling.

- Students are sent an email with step-by-step instructions to complete for online counseling.
- After appropriate online forms are completed, the front office reaches out to each student to schedule them an appointment.
- A secure Zoom link is sent to each individual student or to each group member (for group counseling).
- Students are then scheduled for future sessions with their counselor.
- For emergencies and crisis concerns, students can call the Counseling Center number 678-839-6428 and press option 2 to be connected to our On-Call Counselor. This is available to students 24/7 in all operational scenarios.

SCENARIO #2 – START FULLY ONLINE

- Individual and group counseling will begin virtually. Students contact counseling via phone or email to begin counseling services.
- 24/7 emergency services are available on the phone. Online resources and local counselors may be accessed via the Counseling Center page.
- Social media content will support program goals and services.
- Accessibility Services: continue to serve our students with accommodations and captioning services as well as students utilizing our Anchor Program in the online environment.

SCENARIO #3 – TRANSITION TO FULLY ONLINE

- No changes to the Counseling Center scenario 2 plan, with the exception of pausing service for one week to transition services to fully online.

STUDENT ORGANIZATIONS

UWG's Center for Student Involvement (CSI) is responsible for oversight and coordination of student organizations at UWG. The CSI will work with student organizations to ensure that each organization has appropriate information regarding social distancing and that planned activities meet appropriate social distancing guidelines.

PROGRAMMING AND EVENTS

The bulk of programs and events directly orchestrated through the Center for Student Involvement are hosted in the Campus Center. Spacing guidelines will be utilized and properly maintained within the spaces used for these events.

There are two areas of programming that will need additional support and direction. Specifically, these areas are annual large-scale events and Fraternity and Sorority Life events. CSI will work with the coordinators of these events to ensure that current social distancing and hygiene requirements are implemented for the events.

WEEKLY PROGRAMMING

Weekly programs and events will be arranged to accommodate group size or attendance will be limited to allow appropriate seating to distance individuals.

Auxiliary Services has communicated that they will have openings to access space in the Townsend Center for the Performing Arts and the Coliseum for programs and events. All events will be coordinated through staff in these locations.

ANNUAL LARGE-SCALE EVENTS

There are four traditional events hosted by CSI: Welcome Back Blast, Homecoming, The Big Event, and Spring Fling. Each of these events will be reviewed and updated as necessary to ensure current social distancing requirements are implemented for the events. CSI staff and the dean of students (DOS) are providing support for groups to host annual activities and events, while meeting required guidelines for health and wellness. This will include but not be limited to using large outdoor venues and spaces to adequately spread out groups and vendors, providing directional layouts to keep traffic appropriately spaced and to prevent large groups gathering in one spot, or chalk lining outdoor space to provide proper distancing.

FRATERNITY AND SORORITY LIFE EVENTS

Fraternity and Sorority Life organizations will be expected to follow all guidelines from governing and guiding agencies. Events will not be permitted inside the individual housing units within the Village because of organizations' sizes exceeding space in the chapter rooms. Organizations will be expected to work through UWG's ReserveWest event management system to reserve space that is an appropriate size to meet the required distancing expectation.

FRATERNITY AND SORORITY LIFE CHAPTER RECRUITMENT

There are three options currently being investigated for Fall 2020 College Panhellenic Council (CPC) recruitment. This is a large-scale fall event (1,100- 1,400 students), and delay of recruitment could negatively affect these organizations. UWG staff is working with CPC chapters and advisors to create a format for the Fall 2020 recruitment cycle in conjunction with National Panhellenic guidance and abiding by guidelines from governing and guiding agencies.

The Interfraternity Council (IFC) chapters do not recruit through a formal process. Communication will be sent to all chapters and campus advisors asking for information related to the chapters' thoughts and plans for Fall 2020 recruitment. For events occurring during Fall 2020 IFC recruitment, UWG is providing chapter presidents, recruitment officers, and advisors guidelines from governing and guiding agencies in addition to IFC rules, which they must follow in order to participate in recruitment activities.

The National Pan-Hellenic Council (NPHC) and Multicultural Greek Council (MGH) organizations hold recruitment in the spring semester, and therefore the discussion and decisions about their recruitment plans and processes will begin in the fall for preparations for spring events.

STUDENT ORGANIZATION MEETINGS AND EVENTS

Student organizations vary in size and meeting practices. All organizations and advisors will be provided with the guidelines from governing and guiding agencies and must follow these guidelines to hold events. Organizations will be expected to reserve space through UWG's ReserveWest event registration platform to assure that the size of the group in a specific space will meet the guidelines in place at the time of the event.

CHANGES IN STUDENT HANDBOOK

Guidance from governing and guiding agencies regarding COVID-19 will be provided in an online format to the USG student community. The Student Code of Conduct provides a section that refers students to campus policies not specifically (e.g., ITS policies, parking policies) outlined in the code. This will allow OCS to address violations for health and wellness of individuals who do not comply with COVID-19 practices.

SCENARIO #2 – START FULLY ONLINE

- Organizational leadership and advisors will be encouraged to continue to engage students in an online format.
- Programs and events that can be transferred to an online format will be pursued.
- Events that can be held with on campus students with required social distance guidance will be coordinated.
- Student organizations who are in the midst of student recruitment will be encouraged to develop online methods to complete the student recruitment process.

SCENARIO #3 – TRANSITION TO FULLY ONLINE

- Organizational leadership and advisors will be encouraged to continue to engage students in an online format.
- Programs and events that can be transferred to an online format will be pursued.
- Events that can be held with on campus students with required social distance guidance will be coordinated.
- Student organizations who are in the midst of student recruitment will be encouraged to develop online methods to complete the student recruitment process.

CAREER SERVICES

UWG Career Services is prepared to offer services in person and online when students' return to campus. UWG Career Services has created a very strong online presence with students and alumni and will be able to continue to serve students, alumni, and employers effectively virtually and in person.

UWG Career Services will continue to offer its services in person on weekdays. Employees in the high-risk population, including student assistants, will be able to work remotely. All other employees will rotate working on campus. Visitors (students, alumni, employers, and others) will be expected to follow current social distancing guidelines.

Appropriate environmental controls will be implemented throughout the Career Services areas per guidelines from governing and guiding agencies. In-office appointments will be staggered to support social distancing. Additionally, chairs for waiting visitors and in staff offices will be placed at least six feet apart to allow for social distancing. When feasible and when space allows for proper social distancing, in-person information sessions, workshops, and industry panels will be held in person.

SCENARIO #2 – START FULLY ONLINE	SCENARIO #3 – TRANSITION TO FULLY ONLINE
<ul style="list-style-type: none">Career Services has virtual services in place to accommodate beginning the semester fully online.	<ul style="list-style-type: none">Career Services has virtual services in place to accommodate beginning the semester fully online.

BURSAR

The Bursar Office is prepared to offer services in person and online when students return to campus. The office will continue to offer its services in person Monday through Friday from 8 a.m. until 5 p.m. Employees in the high-risk population will be able to work remotely. All other employees will rotate working on campus. Visitors (students, employers, others) will be expected to follow current social distancing guidelines.

Appropriate environmental controls will be implemented throughout the Bursar Office areas per guidelines from governing and guiding agencies. In-office appointments will be staggered to support social distancing. Additionally, chairs for waiting visitors and in staff offices will be placed at least six feet apart when possible to allow for social distancing. Where the prescribed six feet apart is not possible, all involved parties will wear face coverings.

Any students who do not wish to come to campus in person will be accommodated virtually or via phone.

SCENARIO #2 – START FULLY ONLINE	SCENARIO #3 – TRANSITION TO FULLY ONLINE
<ul style="list-style-type: none">No changes to our primary plan.	<ul style="list-style-type: none">No changes to our primary plan.

COMMUNITY GATHERING LOCATIONS

UWG's primary indoor community gathering space is located at the Campus Center. Activities and gatherings will be limited based on current guidelines from governing and guiding agencies. Building occupancy would be limited, and entry into the facility would be restricted to two main locations for guests and a separate location for employees. This will allow for general screening of guests by employees. Open seating/lounging areas would be rearranged to limit gathering of groups. Some seating areas would be completely removed or restricted. Signage will be displayed throughout the building reminding guests of symptoms, proper hygiene, and social distancing. Additionally, wipe stations and disinfectant stations will be placed in gathering locations. Event spaces would have restricted setups to permit for social distancing. Where permitted under life safety code, doors will be placed in the open position to aid in touchless entry and air circulation.

SCENARIO #2 – START FULLY ONLINE

- The Campus Center will be closed to all students, faculty, and staff with the exception of those working in the Student Affairs and Enrollment Management (SAEM) VP's office. Special events and meetings may be hosted in the ballroom if the event organizer has VP approval. In those events, students and or staff would be needed for the event. Outdoor seating would be removed to discourage gathering other than those that can be easily sanitized.

SCENARIO #3 – TRANSITION TO FULLY ONLINE

- The Campus Center will be closed to all students, faculty, and staff with the exception of those working in the Student Affairs and Enrollment Management (SAEM) VP's office. Special events and meetings may be hosted in the ballroom if the event organizer has VP approval. In those events, students and or staff would be needed for the event. Outdoor seating would be removed to discourage gathering other than those that can be easily sanitized.

STUDENT CONDUCT

The Office of Community Standards (OCS) will continue working with students to address conduct issues. Academic dishonesty cases will be conducted in a timely manner.

Conduct Hearings Face-to-Face Meetings

- OCS staff will follow guidelines from governing and guiding agencies when interacting with students.
- Student appointments will be scheduled to accommodate the necessary social distancing.
- Students will be asked to text/call before entering the building for their scheduled meetings. Students will have to confirm they are in compliance with health and safety guidelines from governing and guiding agencies before being permitted to enter a meeting space.
- Students will follow designated traffic flow when entering and exiting the OCS area. A directional flow map will be posted throughout the building and provided to students via email when their appointment is scheduled.
- One conference room is available for use to conduct face-to-face meetings that allows for appropriate social distancing.

Virtual Meetings

- Students will have the option to complete their individual conduct hearings virtually using phone or video conferencing.
- Students may elect to have their conduct case resolved through a live hearing with the Student Conduct Board. In this case, individual conduct board members will be trained on video conferencing software to conduct said hearings.
- One conference room is available to host virtual meetings.
- OCS Staff members are trained to conduct hearings virtually.

PROGRAMMING AND OUTREACH

OCS traditionally offers specific training and educational programming to students, faculty, and staff. These programming opportunities would now be transitioned to an online format.

SHARED SPACE

OCS shares the following space with the ESC Call Center and University Ombuds: hallways, kitchenette, and two single stall restrooms. This brings significant traffic to these areas. All individuals would need to follow established traffic flow patterns for social distancing purposes.

STAFFING

OCS has three full-time staff members, three graduate assistants, and one practicum student. Staff will be asked to have a flex and staggered work schedule to maintain a healthy and safe work environment. This includes remote work when possible for staff who share office space.

SCENARIO #2 – START FULLY ONLINE

- Conduct all hearings and activities using a virtual format.

SCENARIO #3 – TRANSITION TO FULLY ONLINE

- Conduct all hearings and activities using a virtual format.

COMMUNICATION PLAN

UWG will implement the following communication plan to support Student Life's Return to Campus for the Fall 2020 term. Greater detail about this communication plan can be seen in the supplemental Communication Plan document submitted with this plan.

CONTENT TOPIC	AUDIENCE	TIMELINE
Residence Hall Move-In	Residential Students	Weeks leading up to move-in
Student Support Services Related to Health and Wellbeing – Health Services; Counseling; Health Education; URec	Current Students	During Pack Premier and first weeks of class
Welcome Back Activities	Current Students	Week prior to start of classes and the first week
Career Services Activities	First-Year Students	Throughout fall semester
Student Employment – on- campus job fair	Current Students	Pack Premiere (early August)
URec Kick-Off Event	Current Students	TBD (usually in the first week of classes)
Greek Recruitment (CPC, IFC, NPHC)	Incoming and New Students	TBD

ENROLLMENT MANAGEMENT

An Enrollment Management Working Group, led by leadership in UWG's Student Affairs and Enrollment Management division, reviewed UWG's current enrollment management strategies and examined issues, needs, and concerns related to UWG students returning to campus for the Fall 2020 term. Based on this review and feedback from identified units, UWG will execute the following plans to support enrollment management when students return to campus for the Fall 2020 term.

RECRUITMENT

Undergraduate Student Recruitment (USR)

The Office of Undergraduate Admissions has taken several steps to ensure we are building a strong class of new students for Fall 2020. One strategy taken was to expand UWG's virtual offerings. We have had some success already with this virtual offering expansion. We had 1,636 unique visitors to the virtual map on the Admissions website, 214 students attended virtual info sessions, and nearly 400 unique virtual chats to our enrollment management campus partners. We are also launching a virtual decision month with representatives from each of the academic colleges and schools, the Honors College, admissions, financial aid, housing, and orientation. We are also redesigning accepted events so they can also be hosted virtually to assist with yield.

Another shift we need to make in our recruitment strategy is that marketing messaging needs to be adjusted to address the anxiety and uncertainty of the time period. Admissions has adjusted toward focusing on personalized support and encouragement. As we get closer to August, we will need to pivot toward up-selling online and discouraging "waiting" until things "blow over." Yield (pushing students to enroll after admission) will be a central strategy and require a stronger push than ever.

With regard to visitors to campus and campus tours, the majority of our visit offerings would continue to be virtual tours. We can explore campus tours with a very limited number of people in the group (single family with five or fewer members). We will be abiding by social distancing guidelines from governing and guiding agencies for UWG employees. We will recommend that our visitors wear/bring their own face coverings.

Graduate Student Recruitment (GSR)

Fall is the busiest time for the recruitment of graduate students. Colleges and Universities in the southeast hold graduate fairs on their campuses from September through early November. The Assistant Dean of the Graduate School attends the majority of these events. The Director of Graduate Student Services assists as needed.

SCENARIO #2 – START FULLY ONLINE

- The Admissions Recruiting team has been connecting virtually with available counselors, students, and families in a virtual format. (USR)
- Recruiters continue to wait to hear about the plans for the K-12 systems throughout Georgia and Alabama. Prior to the move to online, recruiters were following up with counselors to get final high school transcripts and help students complete missing parts of their admissions file. (USR)
- We will participate in as many online virtual graduate school fairs as possible. (GSR)
- We will transform the graduate school landing page to a virtual recruitment platform. (GSR)
- We will increase our online marketing presence in geographic locations close to colleges and universities in Georgia. (GSR)

SCENARIO #3 – TRANSITION TO FULLY ONLINE

- Once the institution transitioned back to remote work, the travel and contact of the Recruiters would depend on the status of the K-12 schools. As with spring 2020, we will keep in electronic and virtual contact with our high school counselors and students. (USR)
- We will have created a landing
- page for a virtual recruitment platform and will activate that page. (GSR)
- We will seek to increase our online marketing presence in locations we were not able to visit before the transition to fully online instruction. (GSR)

ADMISSIONS PROCESSING

Undergraduate Admissions Processing (UAP)

The Admissions Operations team operates in a fully digital and virtual format using Ellucian Recruit and Ellucian BDM/Xtender to view documents and make admissions decisions for applicants. Since UWG moved to admissions requirements being test optional during Spring 2020, the Operations team has processed more than 1,200 applications and made more than 989 decisions on electronic files from home. Based on the productivity and outcomes from the spring, remaining in a remote work setting may be more productive. Another online feature of the Operations team is the new student checklist. To improve the student experience of onboarding at UWG, we recently implemented the OneLogin platform to house many of the applications, links, and information a student needs to be successful at UWG.

Graduate Admissions Processing (GAP)

Graduate Admissions is responsible for the application process for all incoming graduate students' applications. The entire process is online using Ellucian Recruit for the application and the communications plan. The processing team is able to work remotely to process applications. Completed applications are accessed electronically by program directors, and they are able to make decisions on their applicants. The processing team completes the final steps in processing and pushes all decisions to Banner. The application volume increased over 40 percent since the processing team has worked from home. All processors now have wired VPN access and can process documents easily.

The chat feature allows processors to interact with prospective students. The admissions team uses Google Chat to communicate with each other during the workday.

SCENARIO #2 – START FULLY ONLINE

- Once the institution transitions back to remote work, the travel and contact of the recruiters would depend on the status of the K-12 schools. As with spring 2020, we will keep in electronic and virtual contact with our high school counselors and students. (UAP)
- Graduate admissions will continue with the application processes put in place for working remotely in the spring. (GAP)
- The administrative assistant for the Graduate School and the Director of Graduate Student Services will assist in using the chat feature to answer questions of prospective students. (GAP)
- Graduate admissions will hold virtual training sessions for those who need to refresh their skills in Ellucian Recruit. (GAP)
- The Coordinator for Communications will focus on optimizing the website, ensuring that all forms needed for admissions are online. (GAP)

SCENARIO #3 – TRANSITION TO FULLY ONLINE

- Once the institution transitions back to remote work, the travel and contact of the recruiters would depend on the status of the K-12 schools. As with spring 2020, we will keep in electronic and virtual contact with our high school counselors and students. (UAP)
- Graduate admissions will continue with the processing process put in place for working remotely in the spring. (GAP)
- The administrative assistant and Director of Graduate Student Services will assist applicants using the chat feature if the institution reverts to fully online instruction. (GAP)
- The Coordinator for Communications will have optimized the website so that all forms for admissions and the graduate school will be able to be completed online. (GAP)

ORIENTATION

Beginning in September 2019, UWG began planning orientation and Pack Premiere (similar to a week of welcome) for Summer and Fall 2020. When the institution transitioned online, the Orientation team in New Student Programs began establishing a new model for 2020 orientation. The three-phase model was approved by senior leadership quickly in March. The first phase is a pre-orientation in the Advantage Design platform. Students complete a series of 10 modules that prepare new students for being successful at UWG. After pre-orientation is complete, the student attends the virtual advising and advance schedule appointment with their Academic Advisor. The student also receives information on live and recorded upcoming webinars. The final step will be a virtual experience that will comply with social distancing measures. We will not execute any in-person programming until receiving guidelines from governing and guiding agencies.

SCENARIO #2 – START FULLY ONLINE	SCENARIO #3 – TRANSITION TO FULLY ONLINE
<ul style="list-style-type: none">No changes to our primary plan.	<ul style="list-style-type: none">No changes to our primary plan.

REGISTRATION

Starting in Summer 2020, UWG moved to pre-made schedules and virtual advising appointments for new students. Continuing students began registering for Summer 2020 and Fall 2020 in early March prior to the move to online instruction. UWG has continuous open registration for our continuing students via the Ellucian Banweb student information system. For retention, Advising checks students for FAFSA completion, holds, or other barriers to completing registration for the upcoming semesters. Successful registration for new or continuing students would not require a transition back to campus.

Any students who are physically present at the Registrar's Office or Enrollment Services Center will follow social distancing guidelines. Any students who do not wish to visit campus in person will be accommodated virtually or via telephone.

SCENARIO #2 – START FULLY ONLINE	SCENARIO #3 – TRANSITION TO FULLY ONLINE
<ul style="list-style-type: none">No changes to our primary plan.	<ul style="list-style-type: none">No changes to our primary plan.

STUDENT ACADEMIC ADVISING

The following practices will be implemented/continued to provide services for students.

- Advising appointments can be scheduled with academic advisors Monday through Friday from 8 a.m. until 12 p.m. from 1-4:30 p.m.
- Students can either call the Advising Center or email to schedule an appointment with their academic advisor.
- The appointment will be scheduled using Zoom, email, or phone in accordance with social distancing.

CENTER FOR ACADEMIC SUCCESS (CAS) - INSTRUCTIONAL SUPPORT

- The following practices will be implemented/continued to provide services for students.
- All CAS appointments for Peer Academic Tutoring and Peer Academic Coaching can be made by calling or emailing the CAS.
- Tutoring appointments are available Monday through Thursday from 9 a.m. until 9 p.m. and Friday from 9 a.m. until 4:30 p.m. in a face-to-face setting at the Tutoring Center located in the UCC following social distancing criteria.
- Peer Coaching appointments are available Monday through Thursday from 9 a.m. until 6 p.m. and Friday from 9 a.m. until 12 p.m. Appointments will be located in the UCC Coaching Center following social distancing criteria.
- Supplemental Instruction (SI) sessions are scheduled and advertised on the CAS website.
- All Coaching and Tutoring appointments can also be scheduled and held virtually. SI sessions are offered in a hybrid format.

Physical modifications to the Center for Academic Success and Academic Advising will be coordinated to support proper social distancing when students return. Plexiglass barriers at the student check-in desk and having fewer tables available for tutoring appointments will support the required social distancing. CAS and Advising Staff will be responsible for sanitizing our areas during operating hours.

SCENARIO #2 – START FULLY ONLINE

- Academic Advising - No changes in primary plan.
- Center for Academic Success would transition all appointments and sessions to virtual/online.

SCENARIO #3 – TRANSITION TO FULLY ONLINE

- Academic Advising - No changes in primary plan.
- Center for Academic Success would transition all appointments and sessions to virtual/online

FINANCIAL AID

UWG began in February 2020 reminding continuing students to complete a FAFSA for 2020-21. Outbound calls helped remind students to get the FAFSA completed in time for the July 1 priority deadline. The use of the Campus Logic software helped streamline the submission of documents to Financial Aid for processing. We are able to nudge, assist, and be proactive with students about missing Financial Aid documents.

UWG was also a recipient of CARES Act funding from the U. S. Department of Education (DOE). A two-phase model was created for distributing the CARES Act funds to UWG continuing students. We quickly had a model approved by the USG to distribute funds and have been able to make changes to that model based on guidance from the DOE. In accordance with guidance from the DOE, we have also developed a plan to strategically use Federal Supplemental Educational Opportunity Grant (FSEOG) to assist students in this difficult financial time.

Any students who physically come to the Financial Aid Office or Enrollment Services Center will follow social distancing guidelines. Any students who do not wish to come to campus in person will be accommodated virtually or via phone.

SCENARIO #2 – START FULLY ONLINE	SCENARIO #3 – TRANSITION TO FULLY ONLINE
<ul style="list-style-type: none">No changes to our primary plan.	<ul style="list-style-type: none">No changes to our primary plan.

PLANNED CHANGES TO USE OF TECHNOLOGY

UWG has implemented several new technology measures that will continue into the Fall 2020 term. Admissions, New Student Programs, Financial Aid, Advising, and the Center for Academic success have all utilized virtual platforms like Zoom, Google Hangouts, and Google Meet to interface with prospective students, families, and current students. Offices are doing information sessions, virtual tours, advising, supplemental instruction, and troubleshooting with our students. Some offices have also obtained Google Voice phone numbers and softphones from Information Technology Services (ITS) to be able to connect with students via telephone.

Admissions has implemented Full Measure to connect with students via text and social media. The admitted students are sent information via text/email to their cell phones that redirects them to an electronic acceptance letter, social media filters, and a short survey to see if they have any questions UWG can answer.

Admissions has worked with some of our campus partners to make sure the students receive a response in 24-48 hours.

Admissions also helped implement LiveChat with several campus partners. Admissions and HRL were using LiveChat prior to transitioning to remote work in Spring 2020. The campus partners who implemented LiveChat were Financial Aid, Enrollment Services Center, International Student Admissions and Programs, Center for Adult Learners and Veterans, and Career Services. The students are showing interest in chatting with our offices rather than calling in or emailing. This LiveChat has a feature where the student can receive a response text if they have left the chat terminal. This allows UWG to keep the conversation going with a student.

New Student Programs has been able to fully overhaul its online orientation modules. Modules have been redefined, repurposed, and redesigned by the team to ensure that students have the most up-to-date and relevant information about transitioning to UWG.

UWG is investigating solutions to manage offices with waiting rooms and walk-in traffic in order to manage traffic going in and out of the office to maintain physical distancing. We have a scheduling product on campus (EAB Navigate), but others exist if Navigate cannot do the functions needed (QLess). Other sister institutions are using QLess in their one-stop shops and customer service offices.

SCENARIO #2 – START FULLY ONLINE	SCENARIO #3 – TRANSITION TO FULLY ONLINE
<ul style="list-style-type: none"> No changes to our primary plan. 	<ul style="list-style-type: none"> No changes to our primary plan.

OUTCOME MARKERS/INDICATORS

UWG continuously monitors its performance related to recruitment, retention, progression, and graduation. For our planned return to campus and our continuous evaluation of our enrollment strategies, UWG will use the following indicators to determine the success of our enrollment management services.

Admissions

- Inquiry to applicant rate (what percentage of inquiries apply)
- Applicant to enroll rate (what percentage of applicants enroll)
- Incomplete rate (what percentage did not turn in all admission documents)
- Yield rate (Accepted students who ultimately enrolled)
- Summer melt (Percentage of students who registered for orientation and did NOT enroll)

Orientation/Pack Premiere

- Orientation registrations (percentage of accepted students who register for Orientation)
- Orientation cancellations (percentage of students who register for Orientation but cancel before the Orientation session)
- Orientation registration no-shows (percentage of students who register for Orientation but do not check-in on their registered date)
- Orientation yield rate (percentage of students who attend Orientation and enroll in courses for that term)

Financial Aid

- Number of FAFSA (total number of FAFSAs)
- ISIR and on the drop list (number of students with ISIRs on the drop list)
- CampusLogic metrics (number of documents waiting to be processed and the length of time waiting)

Advising/Registration

- Number of schedules (the percentage of eligible students who complete schedules from one semester to the next consecutive semester.
- Percentage of new students scheduled prior to the start of the semester.
- Credit hours (audit for generation of 15 semester hours for all full-time students)
- IPEDS cohort registration (2019 and 2020) track students identified in the F19 cohort for schedule completion for F20

Center for Academic Success

- Percentage of eligible students who attend SI sessions
- Percentage of students with an academic alert who utilize CAS services
- GPA comparison of students using CAS services vs. those that do not
- Retention rate of students who attend Peer Tutoring appointments Communication Plan

COMMUNICATION PLAN

UWG will implement the following communication plan to support Enrollment Management's return to campus for the fall 2020 term. Greater detail about this communication plan can be seen in the supplemental Communication Plan document submitted with this plan.

CONTENT TOPIC	AUDIENCE	TIMELINE
Enrollment Services Center Services	Students, Faculty, Staff	Students, Faculty, Staff
Advising/Registration	Incoming Students, Undergraduate Students	One week prior to the start of the semester
Center for Academic Success	Incoming Students, Undergraduate Students	Week one of fall semester
Admissions Visit Program/Daily Tours	Prospective Students and Their Families	Mid-July (four weeks prior to the start of the semester)
Admissions Recruitment	Prospective Students and Their Families, K-12 Schools	Third-party dependent
Admissions Operations	Prospective Students	Immediately/Ongoing
Orientation	Incoming Students	As soon as possible, at least within two weeks of scheduled face-to-face

ATHLETICS

An Athletics Working Group, led by leadership in UWG’s Business and Finance division, reviewed UWG’s athletic program and examined issues, needs, and concerns related to restarting intercollegiate athletics for the Fall 2020 term. Based on this review and feedback from identified units, UWG will execute the following plans to support the return of athletic competition for the Fall 2020 term.

ATHLETIC GOVERNING BODIES

UWG Athletics participates in athletic competition in Division II of the National Collegiate Athletic Association (NCAA). UWG is also a member of the Gulf South Conference (GSC). These two governing bodies provide the guidelines, policies, and procedures that govern the participation and administration of athletic events. As part of UWG’s plan to return athletic competition back to campus in the Fall 2020 term, UWG will abide by guidelines from governing and guiding agencies.

The NCAA DII President’s Council held a meeting on May 19, 2020, to review recommendations for return to play for Fall 2020 sports (football, volleyball, soccer, men’s and women’s cross country, and men’s and women’s golf). At this meeting, they also reviewed a proposal that will reduce the minimum number of contests required for championship selection. At this point, the GSC main office will begin determining schedules and the number of contests fall sports will participate in within the conference.

A key factor in determining when the start date of conference competition will be is related to when all conference schools will be open with student-athletes on campus with the ability to begin training and preparations for competitions. It would take a minimum of 21 days for teams to prepare for competition, but the minimum days of preparation may vary by sport.

UWG is reviewing scenarios that involve “out-of-conference” competition prior to the first play date that the conference office establishes. If both institutions agree to maintain the date of competition, have been able to meet the minimum number of days of preparations, and UWG Athletics has been authorized to proceed with athletic competition by UWG/USG administration, these contests could be allowed to continue.

UWG is awaiting guidelines related to excluding social distancing requirements from the NCAA and Gulf South Conference.

For Winter and Spring 2020 and 2021 sports (men’s and women’s basketball, indoor and outdoor track and field, baseball, softball, and tennis), these student-athletes would return to campus as would the rest of the student body. The preparations for their particular sports would not begin until they have been on campus for several weeks and are subject to the same guidelines from governing and guiding agencies.

SCENARIO #2 – START FULLY ONLINE

- Athletic programs will be suspended. As an Auxiliary unit with an Athletic Fee associated with face-to-face delivery, athletics would not have the budget necessary to continue.

SCENARIO #3 – TRANSITION TO FULLY ONLINE

- Athletic programs will be suspended. As an Auxiliary unit with an Athletic Fee associated with face-to-face delivery, athletics would not have the budget necessary to continue.

FINANCIAL IMPACT

UWG Athletics is mostly supported financially by student athletic fees, ticket sales, and educational and general (E&G) funding. The athletic fee is a key component of the Athletics operating budget. On-campus students are imperative to conduct Athletic department operations, as only students taking classes on campus pay the fee. If the athletic fee does not have to be refunded in any of the scenarios, then the financial impact will be minimal compared to normal operations. Athletic services will be impacted in a limited way except for PPE purchases.

The budget implications regarding PPE are yet to be determined. PPE will have to be purchased and available for student athletes, coaches, staff, sports medicine staff, event staff, fans, officials and visiting teams. The financial impact at this time is unknown due to the amount needed and cost per PPE item.

Depending on the various agencies' guidelines (see Athletic Travel section below), travel may be more costly as additional buses and hotel rooms could be needed to meet social distancing requirements.

SCENARIO #2 – START FULLY ONLINE

- Athletic programs will be suspended. As an Auxiliary unit with an Athletic Fee associated with face-to-face delivery, athletics would not have the budget necessary to continue.

SCENARIO #3 – TRANSITION TO FULLY ONLINE

- Athletic programs will be suspended. As an Auxiliary unit with an Athletic Fee associated with face-to-face delivery, athletics would not have the budget necessary to continue.

ATHLETE SAFETY

UWG will follow guidelines from governing and guiding agencies for the initial return of athletes to campus. Specifically, UWG Athletics will utilize the following plan to return athletes to campus.

- Athletic Trainers (ATs) must have appropriate PPE.
- All pre-participation paperwork must be submitted, reviewed, and approved by UWG AT staff prior to arrival on campus.
- ATs will be notified of individuals who have self-reported with underlying conditions.
- Pre-participation physicals
 - Maintain social distancing
 - Determine location, and have all necessary equipment and staff to fully complete
- Pre-activity screening
 - Temperature checks before activity – including student athletes and coaches/staff
 - Follow guidelines from governing and guiding agencies for increased temperature
 - Follow-up symptom questionnaire
- Plan for safe training
 - Weight room - extra time between groups for sanitization
 - Virtual meetings - recommended
 - Limit number of athletes in shared areas as per guidelines from governing and guiding agencies
 - Weight room
 - Athletic training room
 - Locker room
 - Stagger groups
 - Prohibit lounging

SCENARIO #2 – START FULLY ONLINE

- Athletic programs will be suspended.

SCENARIO #3 – TRANSITION TO FULLY ONLINE

- Athletic programs will be suspended.

ATHLETIC VENUES AND SPECTATORS

Athletic Events with Spectators

UWG is in the process of evaluating all gameday activities in the event that spectators are allowed to be present at a sporting event. Below is a list of gameday operations items to be addressed. Because of the complexity of operations, full plans are still being developed to account for each component. Once the return to play has been established and a schedule of events has been identified, these operational aspects will be reviewed in accordance with guidelines from governing and guiding agencies. Outlined below are key areas that will be defined in the plan to implement athletic events with spectators being present.

Attendance

- Social distancing guidelines for spectators
- Venue seating capacity and management given current social distancing requirements

Parking

- Reserved (Lot B & H)
- Open (Lots A, C, D)
- Staff (Lots E, F & G)
- RV (Lot B & Single Game)

Ticket Sales

- Season Reserved
- Advanced Gameday
- Gameday
- VIP Suites

Ticketing Operations

- Pass Gate
- Student
- General Admission
- VIP Suite Access

Gate Operations

- Entry / Exit
- Security / Metal detection
- Handbag Policy

Locker Rooms (Pre-Game, During, and Post-Game)

- Home Team
- Visiting Team

Visiting Team

- Social Distancing Expectations
- Arrival to Campus

Event Staff / Coliseum Team

- Parking Support
- Greeters
- Bag Check
- Walk-Through Scanners
- Wanding
- Ticket Scanning
- Members of the media (2nd Floor Pressbox)
- Gameday operational staff (2nd Floor Pressbox)

Officials

- Social Distancing Expectations
- Arrival to Campus
- Dressing at Coliseum
- Pre-Game and Halftime Area

Tailgate

- University Sponsored (The Hill)
- Fan
- Wolf Walk
- Jr. Wolves/Inflatables

Porch Events

- Homecoming
- Lettermen's Club
- Senior Day

VIP Suites / President's Box

- Social Distancing Expectations
- Food & Beverage Service
- Number of Passes per Box
- Elevator Access and Use

UWG Band

- Social Distancing Expectations
- Pre-Game Activities
- Seating Location

Visiting Band

- Social Distancing Expectations
- Pre-Game Activities
- Seating Location

Cheerleaders / Wolfie

- Social Distancing Expectations
- Pre-Game Activities
- Seating Location

Concessions, Food, and Beverage Service

- Social Distancing Expectations
- Exchange of Currency
- Food Service Prep and Service

Bookstore

- Social Distancing Expectations
- Exchange of Currency

Transportation

- University Transportation Services

Media and Post-Game Interviews

- Social Distancing Expectations
- Location
- NCAA Postseason game standards

Event Security

- University Police

ATHLETIC EVENTS WITHOUT SPECTATORS**Officials**

- Social Distancing Expectations
- Arrival to Campus Dressing at Coliseum
- Pre-Game and Halftime Area

Visiting Team

- Social Distancing Expectations
- Arrival to Campus

Event Staff / Coliseum Team

- Parking Support
- Greeters
- Bag Check
- Walk-Through Scanners
- Wanding
- Ticket Scanning
- Members of the media (2nd Floor Pressbox)
- Gameday operational staff (2nd Floor Pressbox)

SCENARIO #2 – START FULLY ONLINE

- Athletic programs will be suspended.

SCENARIO #3 – TRANSITION TO FULLY ONLINE

- Athletic programs will be suspended.

ATHLETIC STRENGTH AND CONDITIONING

As UWG executes its Return to Work Plan for employees, strength and conditioning activities for student athletes will be pursued. These activities generally take place in July and would take place within the parameters that are permissible under the NCAA and GSC “voluntary” workout program rules and regulations. These activities would be managed and supervised by the UWG Strength and Conditioning staff. The UWG Athletic Training staff will be on-site as well to ensure that all safety guidelines are being followed. These activities would follow the Athletic Safety Guidelines (above) as well as the Athletic Practice Guidelines (below) for return to campus and competition. This program would be initiated so that the athletes that are in the local area would be given a safe and managed environment for training provided that preparations for the regular season are on schedule.

SCENARIO #2 – START FULLY ONLINE	SCENARIO #3 – TRANSITION TO FULLY ONLINE
<ul style="list-style-type: none">Athletic programs will be suspended.	<ul style="list-style-type: none">Athletic programs will be suspended.

ATHLETIC PRACTICES AND COMPETITION

UWG will follow guidelines from governing and guiding agencies for athletic practices. Specifically, UWG Athletics will utilize the following plan to return athletes to campus.

- Safe Transition to Athletic Activity (Assumes that all previous steps have been fully completed)
 - Training periodization
 - Acclimation transition
 - Equipment Sanitation
 - Sanitary Hydration considerations
- Pre-activity screening
 - Temperature checks - student athletes and coaches/staff
 - Symptom Questionnaire
- Education for student athletes and coaches
 - Hygiene
 - Social distancing
 - Hand washing
 - Face coverings
 - Cleaning
 - Frequently touched surfaces, clothes/laundry, equipment, shared apartments/dorm
- Quarantine Plan/Isolation Plan for positive test- student athlete or coach/staff
 - UWG Athletics will follow all guidelines from governing and guiding agencies.

SCENARIO #2 – START FULLY ONLINE	SCENARIO #3 – TRANSITION TO FULLY ONLINE
<ul style="list-style-type: none">Athletic programs will be suspended.	<ul style="list-style-type: none">Athletic programs will be suspended.

ATHLETIC TRAVEL

UWG will follow guidelines from governing and guiding agencies in determining how to proceed with team travel arrangements.

SCENARIO #2 – START FULLY ONLINE	SCENARIO #3 – TRANSITION TO FULLY ONLINE
<ul style="list-style-type: none">Athletic programs will be suspended.	<ul style="list-style-type: none">Athletic programs will be suspended.

COMMUNICATION PLAN

UWG will implement the following communication plan to support Athletics' return to campus for the fall 2020 term. Greater detail about this communication plan can be seen in the supplemental Communication Plan document submitted with this plan.

CONTENT TOPIC	AUDIENCE	TIMELINE
First Date of Competition (For Each Sport)	Students; Faculty; Staff; General Public	June 1 if possible
Adjusted Scheduled (For Each Sport)	Students; Faculty; Staff; General Public	Early June (if needed)
First Date of Practice (For Each Sport)	General Public and Media	Throughout the summer
Ticket Sales (For Each Sport)	Faculty; Staff; General Public	June 1 if possible

PUBLIC SERVICES, OUTREACH, AND CONTINUING EDUCATION

A Public Service, Outreach, and Continuing Education Working Group, led by leadership in UWG's Academic Affairs and University Advancement divisions, reviewed UWG's current public service and outreach strategies and examined issues, needs, and concerns related to extending these services for the Fall 2020 term and beyond.

Based on this review and feedback, UWG will execute the following plans to support public service, outreach, and continuing education activities for the Fall 2020 term.

EVENT GUIDELINES AND STANDARDS

UWG has a strong and healthy community relationship and is able to provide access to UWG services and venues to many community partners and organizations. UWG's primary focus with the return to campus will be to provide a safe and healthy environment for its students and employees. UWG will also continue to maintain its offering of services and venues to outside entities. As part of UWG's plan to return in Fall 2020, all public gatherings in all public-access venues and events will enforce social distancing based on current guidelines from governing and guiding agencies. Depending on the locations used for events and current social distancing requirements, event attendance may be limited. Virtual meetings options will be encouraged. Based on the type of event and interactions required, employees will be provided the most appropriate personal protection for the role and event type that is occurring.

UWG legal counsel will review all existing contracts and amend future contracts with regard to COVID-19 requirements. Legal oversight will include Americans with Disabilities Act (ADA), Freedom of Expression, and other related conditions. Event contracts will be refunded or credited as applicable.

UWG will produce a set of expectations for all external events that meet established guidelines associated with UWG's Return to Campus plan for fall 2020. Each external organization that schedules an event with UWG or participates in a UWG sponsored event open to public participation will be required to abide by UWG's established guidelines for social distancing.

SCENARIO #2 – START FULLY ONLINE

- Wherever appropriate, virtual events will be implemented and promoted online.
- Major events will be rescheduled, offered virtually where feasible, or canceled if necessary.
- Public Service/Outreach units will work closely with Workplace/Health Safety to determine cancellation criteria.

SCENARIO #3 – TRANSITION TO FULLY ONLINE

- Wherever appropriate, virtual events will be implemented and promoted online.
- Major events will be rescheduled, offered virtually where feasible, or canceled if necessary.
- Public Service/Outreach units will work closely with Workplace/Health Safety to determine cancellation criteria.

COMMUNICATION PLAN

UWG will implement the following communication plan to support UWG's Public Services and other external relations return to campus for the Fall 2020 term. Greater detail about this communication plan can be seen in the supplemental Communication Plan document submitted with this plan.

CONTENT TOPIC	AUDIENCE	TIMELINE
Update from Tinker's Box	Students; Faculty; General Public (innovators/inventors)	Prior to start of fall semester
Update from Continuing Education	General Public (those seeking personal/professional development)	Prior to start of fall semester
Update to Alumni and Donors	Alumni; Donors; and Supporters	Prior to start of fall semester
Update from UWG Newnan	General Public	Prior to start of fall semester
Reservations and Events in the Campus Center	Student Organizations; Community; Internal Departments	

WORKPLACE / HEALTH SAFETY

RETURN TO WORK – CONTINUATION

UWG's Return to Work Plan documents a three-phased plan to return all employees back to on-campus operations. This comprehensive plan constitutes the majority of guidelines and activities that are required to bring employees to campus in a safe and productive manner. Beyond the items identified in that plan, there are additional considerations that need to be addressed as students and other campus visitors return to campus. Listed below are the additional plans for fully opening campus in the Fall 2020 term.

FACULTY AND STAFF WORK ENVIRONMENT

UWG's Campus Planning and Facilities group will work with campus partners to assess and plan for changes needed in office workspace, classroom, and common areas on campus. Many of the changes required are already addressed in the Return to Work plan; however, further conversations and planning will occur to address needed changes when students return to the campus environment.

MATERIALS AND SUPPLIES

The supplies and equipment list have been compiled through a survey of all campus departments, and serves as our current model for needed materials, supplies, and equipment. UWG continues to have difficulty procuring most PPE, cleaning supplies, and hygiene supplies. We are continuing our efforts to build our supply chain. We have recently placed an order for lexan sheets and have developed a prototype for sneeze guards to protect workers and customers at public transaction locations.

EMPLOYEE DEVELOPMENT

UWG has defined the content of employee training necessary to support the successful return of employees back to campus in its Return to Work plan. This process would need to continue and expand to the new employee onboarding process.

RETURN FROM TRAVEL

UWG will continue to follow protocols identified in guidelines from governing and guiding agencies. Although regional epicenters will change, UWG will monitor the CDC websites in consultation with local medical provider(s) to assess risk and quarantine needs for employees returning to work after completing personal or business-related travel.

SCENARIO #2 – START FULLY ONLINE

- UWG will implement defined procedures and guidelines for new hires and onboarding
- UWG will implement planned procedures and policies for access control in a remote environment
- UWG will continue to use its daily self-health app for checking in and out of campus, with reporting and notification to supervisors
- UWG supervisors will provide direction and guidelines for self-directed professional development based on approved professional development plans (i.e., online classes, certifications, or CE credits)
- UWG will update the WorkWest Webpace to provide employees with updated information and resources (including all of these policies and procedures)
- UWG will provide procedures to allow employees to receive office supplies
- UWG Divisions and Unit leads will ensure that expectations for employees working remotely are communicated and followed. Additional duties may be assigned based on role and function.
- UWG will coordinate remote technology needs for employees who need such technology and do not have the technology personally available.
- UWG will enact the Return to Work Plan Phase I to address identification of employees to remain on campus for before, during, and end of term time periods.

SCENARIO #3 – TRANSITION TO FULLY ONLINE

- UWG will implement defined procedures and guidelines for new hires and onboarding
- UWG will implement planned procedures and policies for access control in a remote environment
- UWG will continue to use its daily self-health app for checking in and out of campus, with reporting and notification to supervisors
- UWG supervisors will provide direction and guidelines for self-directed professional development based on approved professional development plans (i.e., online classes, certifications, or CE credits)
- UWG will update the WorkWest Webpace to provide employees with updated information and resources (including all of these policies and procedures)
- UWG will provide procedures to allow employees to receive office supplies
- UWG Divisions and Unit leads will ensure that expectations for employees working remotely are communicated and followed. Additional duties may be assigned based on role and function.
- UWG will coordinate remote technology needs for employees who need such technology and do not have the technology personally available.
- UWG will enact the Return to Work Plan Phase I to address identification of employees to remain on campus for before, during, and end of term time periods.

COMMUNICATION PLAN

UWG will implement the following communication plan to support UWG's Workplace/ Health Safety plans for a return to campus for the fall 2020 term. Greater detail about this communication plan can be seen in the supplemental Communication Plan document submitted with this plan.

CONTENT TOPIC	AUDIENCE	TIMELINE
Message from Dr. Kelly to Faculty and Staff	Faculty and Staff	Early in the week of Aug. 3
Video Message from Dr. Kelly	Faculty; Staff; and Students	Early in the week of Aug. 3
Message from Human Resources	Faculty and Staff	Middle of the week of Aug. 3
Human Resources FAQ	Faculty and Staff	Middle of the week of Aug. 3
Posters and Digital Signage	Faculty and Staff	Throughout the Summer and Fall Semesters

COMMUNICATIONS

University Communications and Marketing (UCM) has worked directly with each of the working groups identified in this plan to document a comprehensive communications plan as UWG moves to open campus for the Fall 2020 term. It is UWG's intent to have a single voice as it relates to all communications related to this plan. Therefore, all institutional communications to employees, students, and external community members associated with UWG's return to work/campus or COVID-19 response will be reviewed and, where appropriate, distributed by UCM.

UWG will further develop guidelines for other intra- and inter-communications with UWG employees and students and our external community to ensure that these communications maintain consistent and appropriate information related to UWG's response to COVID-19. The primary source of communication and updates will be the university's COVID-19 response webpage, with secondary sources including emails and social media where appropriate.

USG required details not already listed in this plan for UWG's communication plan are contained in a separate document that will be submitted with this plan.

FISCAL IMPACT

As part of the development of this plan, each working group was tasked to identify materials, supplies, services, and other non-personal items needed to fully execute this plan. At the time of this writing, these requests are being collected, collated, and reviewed for accuracy. A comprehensive, prioritized list of resources needed will be submitted to UWG Executive Leadership to approve and identify funding resources. UWG, at this time, does not have an estimate of the total cost to implement the plan proposed herein.