



Alabama Agricultural and Mechanical University
Summer – Fall 2020 Re-Engagement Plan

Note: This Re-Engagement Plan is a fluid document, allowing for changes and flexibility as the pandemic unfolds. The University will continue to work with local, state, federal, and peer institutional partners to safe guard the community to the extent possible. This plan was developed in concert with best practices from The Centers for Disease Control and Prevention, Alabama Department of Public Health, and universities with medical programs (e.g., University of Alabama-Birmingham, University of Maryland, Vanderbilt University, and Johns Hopkins University).

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Introduction, Planning Scenarios and Guiding Principles

This document is drafted to provide guiding principles for re-engaging students, faculty and staff, Fall 2020. While remaining acutely attuned to the recommendations of federal, state, and local healthcare officials regarding community health and safety, work of the Re-Engagement Task Force focused on ensuring robust academic offerings, and campus engagement – to the extent possible. To this point, all of our plans for returning to our campus rely on social distancing, augmented by testing, contact tracing, and prudent wellness measures.

Planning Scenarios

As circumstances for the next academic year remain uncertain, the Task Force planned for low, moderate, and high scenarios in our quest to protect the integrity of academic programs while offering detailed ways in which we can protect people.

- **Low Risk Scenario: Virus Controlled (reliable testing / vaccine development) {GO}**
 - Full access to campus
 - Follow CDC/ADPH guidelines
- **Moderate Risk Scenario: Effective Response to the Virus (treatment) {CAUTION}**
 - Modified operations with alternating schedules for staff, if needed.
 - Follow CDC/ADPH guidelines
- **Moderate to High Risk Scenario: Virus Resurgence {EXTREME CAUTION based on Local and State Data}**
 - Modified operations with essential personnel only
 - Remote learning
 - No campus activities/events
- **High Risk Scenario: Virus Escalation {STOP}**
 - Access limited to health and safety personnel (approved by VP or Division Head)
 - Remote learning
 - No campus activities/events

Guiding Principles

The University's Plan for re-engaging students, faculty, staff, and visitors will be guided by the following principles:

- Implementation of existing and projected government restrictions (e.g., Masking Requirements, Social Distancing, Gatherings, etc.).
- The very intentional effort by all faculty, staff, and students in exercising both personal and community responsibility.
- Public Health Status: recommendations from the Centers for Disease Control and Prevention, and the Alabama Department of Public Health.
- Ability to test, trace, and surveillance. And,
- Legal responsibilities.

Campus Re-Engagement Levels

Re-engagement of community members will be guided by the status of COVID-19. The University may adopt all or parts of levels.

Level 1: Planning

<i>Academic Action(s)</i>	<i>Facilities</i>	<i>Health and Safety Action(s)</i>	<i>Human Resources</i>	<i>Additional Guidelines</i>
Classes offered remotely. Test and fine-tune technology platform(s) and remote delivery.	Execute cleaning protocol(s) of buildings with attention to residence halls and academic buildings/labs.	Purchasing and secure storage of PPE by Health and Counseling Services. Purchasing and installation of Sneeze Guards, Hand Sanitizer Stations, etc. by Facilities.	Staff recalled to campus when needed. These individuals will be notified by their supervisors with line Vice President's approval. Others teleworking.	Symptom and Fever Monitoring Masks Required Social Distancing

Level 2: Soft Re-engagement (Beginning June 1st)

<i>Academic Action(s)</i>	<i>Facilities – Ongoing</i>	<i>Health and Safety Action(s) – Ongoing</i>	<i>Human Resources</i>	<i>Additional Guidelines</i>
Summer classes offered remotely. Test and fine-tune technology platform(s) and remote delivery.	Execute cleaning protocol(s) of buildings with attention to residence halls and academic buildings/labs.	Purchasing and secure storage of PPE by Health and Counseling Services. Purchasing and installation of Sneeze Guards, Hand Sanitizer Stations, etc. by Facilities.	High-impact departments (e.g., Financial Aid, Housing, Admissions, etc.) may re-engage up to 25% of their staff using an alternating schedule approved by the line Vice President. Will not resume face-to-face contact. Others teleworking.	Symptom and Fever Monitoring Masks Required Social Distancing

Level 3: Beginning the “New Normal” (Beginning June 17th)

<i>Academic Action(s)</i>	<i>Facilities – Ongoing</i>	<i>Health and Safety Action(s) – Ongoing</i>	<i>Human Resources</i>	<i>Additional Guidelines</i>
<p>Summer classes offered remotely.</p> <p>Test and fine-tune technology platform(s) and remote delivery.</p>	<p>Execute cleaning protocol(s) of buildings with attention to residence halls and academic buildings/labs.</p>	<p>Purchasing and secure storage of PPE by Health and Counseling Services.</p> <p>Purchasing and installation of Sneeze Guards, Hand Sanitizer Stations, etc. by Facilities.</p>	<p>High-impact departments must re-engage up to 50% of their staff using an alternating in-office/telework schedule, if needed.</p> <p>Will not resume face-to-face contact.</p> <p>Others teleworking.</p>	<p>Symptom and Fever Monitoring</p> <p>Masks Required</p> <p>Social Distancing</p>

Level 4: Intensify Re-engagement (Beginning July 1st)

<i>Academic Action(s)</i>	<i>Facilities – Ongoing</i>	<i>Health and Safety Action(s) – Ongoing</i>	<i>Human Resources</i>	<i>Additional Guidelines</i>
<p>Summer classes offered remotely.</p> <p>Residential instruction ready for on-campus activity and/or remote delivery for Fall 2020.</p>	<p>Execute cleaning protocol(s) of buildings with attention to residence halls and academic buildings/labs.</p>	<p>All health and safety equipment/signage fully installed by Facilities.</p>	<p>Departments must re-engage up to 75% of their high-and-low impact staff with an alternating in-office/telework schedule, if needed.</p> <p>Will not resume face-to-face contact.</p>	<p>Symptom and Fever Monitoring</p> <p>Masks Required</p> <p>Social Distancing</p>

Level 5: Re-engagement Launch and Sustain (Beginning July 15th – August)

<i>Academic Action(s)</i>	<i>Facilities – Ongoing</i>	<i>Health and Safety Action(s) – Ongoing</i>	<i>Human Resources</i>	<i>Additional Guidelines</i>
<p>Summer classes offered remotely.</p>	<p>Execute cleaning protocol(s) of buildings with attention to</p>	<p>All health and safety equipment/signage fully installed by Facilities.</p>	<p>Departments must re-engage at 100% with an alternating in-office/teleworking</p>	<p>Symptom and Fever Monitoring</p>

<p>Residential instruction ready for on-campus activity and/or remote delivery for Fall 2020.</p> <p>Return of Faculty</p>	<p>residence halls and academic buildings/labs. *Completed by August 1, 2020.</p>		<p>schedule, if needed.</p> <p>Will resume face-to-face services.</p>	<p>Masks Required</p> <p>Social Distancing</p>
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Testing, Symptoms Monitoring and Contact Tracing

As the nation grapples with when and how to ease stay-at-home orders, governors and public health advisors are hampered by challenges of scaling-up widespread COVID-19 testing. Widespread testing is essential for identification of those who are infected and/or hot spots in order to contain continued disease spread while loosening social distancing restrictions, and providing data for ongoing management of the pandemic response. In the absence of widespread COVID-19 testing there are a limited number of tools that can support our efforts to ease stay-at-home restrictions and allow the University to resume some normality. One tool/approach that should be considered is **syndromic surveillance with targeted testing and contact tracing**. Syndromic surveillance with targeted testing and contact tracing offers the best available option for identifying hot spots as well as monitoring and managing infection. **Fever** is one of the clearest signs that someone may be infected with COVID-19. Daily surveillance of fever would allow for prioritized testing and management of potential cases. All faculty, staff, and students who return to campus will be asked to sign an acknowledgement that, among other things, acknowledges expectation(s).

Testing

Each eligible faculty member, staff member, and student must test for COVID-19 prior to fully engaging on campus, this includes moving into residence halls and attending classes. The Student Health and Counseling Center will provide instructions over the coming weeks.

Campus members must test negative prior to returning to campus. Results must be on file with the Student Health and Counseling Center.

Please note, if a positive result, the University will require subsequent negative test results, per CDC guidelines, before allowing faculty staff and students to return to campus.

Symptoms Monitoring and Contact Tracing

Due to a shortage of thermometers across the United State, several organizations (universities, medical facilities, restaurants, etc.) are using contactless tablets with thermal sensors to monitor body temperature at a designated entrance(s). Devices monitor and assess a person as they step inside, adding an extra layer of protection.

The Process: Academic and Services facilities will have designated and mandatory points of entrance. Upon entering, the device will scan community member to authorize entrance, or not. Authorization is based on a threshold determined by the University. Data is maintained and viewed in real-time by employees in the Health and Counseling Center. For those that work in a higher-risk environment (e.g., labs, Public Safety, Facilities, Housing, Dining, etc.) for infection of COVID-19, the department may require temperature monitoring upon arrival to work and symptom assessment. In order to ensure compliance with ADA requirements, records of temperature screenings or symptom assessments should not be maintained by departments. Departments may note that a staff

member was not able to work on a given day(s) because they could not be cleared to work.

Additionally, campus members will receive electronic questionnaires via an internal app, daily. The Health Center will receive regular updates on self-monitoring and potential issues.

Contact Tracing

The Student Health and Counseling Center will train 10-20 employees to provide immediate tracing, if needed. The national trend is 15 contact tracers per 100,000 residents while Alabama is current at 2.4 contact tracers per 100,000. We have pre-identified hall directors (11) to serve as tracers and will issue a call for volunteers. Training will be provided through Johns Hopkins University Coronavirus Resource Center. Continuous training will be provided by Rebecca Dickerson, MSN, RN-C, FNP-BC, NHDP-BC, NRAEMT in the Student Health and Counseling Center.

Protocols for COVID-19 Positives and High-Risk Groups

Community members authorized to return to campus must conduct symptom monitoring every day before coming to campus to work or class. It is their responsibility to comply. It is our shared duty as a community to act responsibly. Individuals must be free of ANY symptoms related to COVID-19 to be on campus.

Faculty and Staff (Human Resources Will Provide)

Alabama A & M University's COVID-19 protocol for faculty and staff will utilize the following designations in addressing COVID- 19.

- **Designation 1: Employees who do not exhibit symptoms of COVID- 19**
- **Designation 2: Employees who disclose or exhibit symptoms of COVID-19, recently tested positive for COVID-19, or testing positive for COVID-19**

Protocol (by Designation)

- **Designation 1 (Employees who do not exhibit symptoms of COVID- 19)**

If the faculty or staff is not exhibiting symptoms for COVID-19 as defined above, then the faculty or staff should report to work as normal.

- **Designation 2 (Employees who disclose or exhibit symptoms of COVID-19, recently tested positive for COVID-19, or testing positive for COVID-19)**

If the faculty or staff discloses that he or she is exhibiting symptoms as defined above, recently tested, or is testing positive for COVID-19, please contact the Office of Human Resources at 256.372.5835, immediately. The employee should not begin working until contact is made with the Office of Human Resources.

Human Resources will request that the faculty or staff consider consulting with the University Health and Counseling Center, a physician, or the Alabama Department of Public Health.

If an employee provides results of a confirmed positive COVID-19 symptom test, the University will comply with its recommendations and the employee will be placed on "leave with pay" status. Additionally, the University will comply with the guidelines that the Equal Employment Opportunity Commission outlines as follows:

1. Send any employee (faculty or staff) home who is sick whether or not they have been diagnosed with COVID-19.
2. If an employee is diagnosed with COVID-19, the University will notify other employees who may have been exposed to them.
3. Protect the privacy of the diagnosed employee.

4. Do not permit the diagnosed employee to return to work until they have been free of symptoms for 72 hours or cleared by a physician.
5. Continue to require employees to monitor themselves for symptoms and stay home if they exhibit any symptoms.

If the faculty or staff is unable to consult with the University Health and Counseling Center, a physician, or the Alabama Department of Public Health, the Office of Human Resources will request that the employee observe the recommendations of the Centers for Disease Control and self-quarantines (additional guidance appears below). The employee will be placed on a “leave with pay” status.

If it is after hours or the Office of Human Resources is not able to be contacted, the employee should not begin working until the Office of Human Resources is contacted.

Students

Community members in contact with students showing symptoms of COVID-19 or students with symptoms, recently tested, or testing positive are asked to:

- Immediately call the Student Health and Counseling Center (do not send student).
 - The Student Health and Counseling Center will immediately contact ADPH, student(s) to gather pertinent information and give instructions, housing to determine residency, and the Vice President for Student Affairs. VPSA will notify the President and Communications for a Press Release, if needed.
 - Housing and Residence Life will immediately contact ID Services and Dining Services to temporarily restrict access to dining facilities.
 - Housing and Residence Life (in conjunction with Health and Counseling Center) will immediately move student to quarantine/isolation room -- arranging for delivery of food and personal items to student.
 - The Student Health and Counseling Center will conduct health and wellness checks (to the extent possible) and contact Disability Services within 24-hours to request an excuse and/or accommodations on behalf of student(s) in isolation.
 - Disability Services will make contact with instructors within 24-hours (copying Academic Affairs) to request accommodations (online assignments, emailed assignments, etc.) on behalf of students in a manner when student’s privacy is protected.
 - Students must test negative 21-days after initial diagnosis before re-engaging face-to-face in the community.

High-Risk Groups

Community members in high-risk groups, as defined by the [CDC](#), should be cautious, to the extent possible. Employees in this group requesting accommodations must contact Human Resources to begin the process.

Health and Safety Guidelines

Our highest priority remains the health and safety of our community members. To this point, the University is laser-focused on implementing a robust plan to protect community members and visitors, to the extent possible.

Facilities

- Deep cleaning of facilities prior to arrivals.
- Frequent cleaning of “high touch” and common areas.
- Installation of sneeze guards at high traffic areas – especially where a 6ft distance is impossible, and areas where customers must stand close to employee to discuss confidential information.
- Installation of essential items: hand sanitizer stations in academic buildings and buses, visual cues such as floor decals and signs in public spaces to remind the community and visitors of safety measures and to promote social distancing.
- One-way directional signage for large open work spaces with multiple throughways to increase distance between employees moving through the space.
- Identify exit only doors in buildings to push traffic through a designated/regulated entrance.

Food Services

- Require all employees to wear face masks and gloves at all times while working and interacting with customers.
- Require all employees to follow prevention guidelines as outlined by the CDC and ADPH.
- Reduce capacity to comply with social distancing guidelines.
- Eliminate buffet-style/self-serve food and beverage stations.
- Provide continuous services with carry-out option.
- Arrange food delivery to students in isolation/quarantine.
- All customers visiting dining operations will be required to wear a face mask/covering. While standing in line, they should stand on decals on the floor that signify 6ft distance from the person in front and behind. Hands must be washed or sanitized prior to picking up food items in dining operations. Customers should touch only items they want.

Masks

The University will require all community members and visitors to wear a face covering. The University will provide each student with one (1) face covering. Community members (students, faculty, staff, and students) are encouraged to purchase an additional three face coverings in maroon, white or gray color scheme. This will help the Department of Public Safety during a campus crisis requiring officers to immediately identify community members.

Face masks/coverings are required in all common areas, including but not limited to greenspaces, classrooms, and buses. Halloween masks and face coverings of other colors are strictly prohibited.

Educational Outreach and Training

Per CDC guidelines, community members must wash their hands often to reduce spread of COVID-19, and other germs. The Student Health and Counseling Center will publish proper handwashing technique videos from the CDC, in addition to a robust personal hygiene campaign to help reduce the spread of COVID-19 through education.

Additionally, all community members will be required to complete COVID-19 Awareness Training Modules designed by the CDC. Residential students must complete module(s) prior to move-in, while commuter students must complete prior to the first day of classes. Faculty and staff members will complete training as a part of the annual Faculty and Staff Conference.

Physical Distancing

A team is surveying facilities to determine maximum capacity to implement recommended physical distancing guidelines (6ft). In the interim, community members will adhere to the following:

- Rearrange shared workspaces to maintain physical distancing guidelines.
- Faculty and staff meetings of less than 10 may meet face-to-face as long as they facility is larger enough to maintain physical distancing guidelines.
- Departments are encouraged to use videoconferencing for meetings.

Student Activities and Registered Student Organizations

- Meetings hosted by student groups (e.g., Student Government Association, NPHC, Registered Student Organizations, etc.) will continue virtually.
- Candidacy filing and clearance, and voting will occur electronically (SGA).
- Campaigning activities will occur virtually.
- Campus-wide meetings and trainings for students (e.g., anti-hazing workshops, lectures, hall meetings, etc.) will be virtual.
- All events will be delivered using a hybrid model (small groups and virtual access).
- Membership intake guidelines will be revised to meet recommendations of the CDC regarding physical distancing.
- Suspension of New Members Presentation Shows (on-and-off campus).
- Students will not be able to congregate in common areas of residence halls unless there is enough space for physical distancing.

Campus Visitors

Campus visitors (e.g., alumni, vendors, community members, family members of employees, etc.) must adhere to all safety guidelines outlined herein. Employees hosting visitors must inform visitors of guidelines.

Instructional Delivery

The instructional delivery plan is framed with the health and safety of students, faculty, and staff in mind. Delivery modes will be determined on a course by course basis, while campus life will be gauged by the status of the Virus.

Variations of the instructional delivery modes will be considered on a case by case basis to maximize meaningful learning experiences, while protecting stakeholders.

Low-Risk Scenario: Virus Controlled (GO)

Academic schedules will resume as normal, with primarily residential/campus-based instruction taking place.

Moderate Risk Scenario: Effective Response to the Virus (treatment) {CAUTION}

BLENDING INSTRUCTIONAL DELIVERY

Courses will be delivered in one of four (4) delivery modes

- *Hybrid Course (Enrollment No More Than 15 students)*
 - Campus based course that meets at least fifty percent 50% of the time in person, with the other 50% of the instructional experience being completed online.
- *Asynchronous Online*
 - Fully online course. Instructional content and materials are provided by the instructor in advance and are available to the students in the learning management system (Blackboard) Students participate in the course at their own pace while observing established timelines and due dates. Students submit assignments and assessments online through Blackboard.
- *Synchronous Online*
 - Fully online course. Instruction occurs in real-time on an established schedule. (i.e. MWF 9:00 a.m. - 9:50 a.m.) Students participate in the course together, with the instructor through a video conference tool, such as Zoom or Blackboard Collaborate. Students submit assignments and assessments online, through Blackboard.
- *Synchronous Hybrid Online*
 - Fully online course. Instruction occurs in real-time with students participating in the course together, with the instructor, through a video conference tool. Course meets synchronously at least fifty percent (50%) of the time on an established schedule with the other 50% being completed asynchronously online. Example experiences would be meeting every other class day or every other week. Students submit assignments and assessments online, through Blackboard.

Moderate to High Risk Scenario: Virus Resurgence {EXTREME CAUTION based on Local and State Data} and/or High Risk Scenario: Virus Escalation {STOP}

FULLY ONLINE INSTRUCTIONAL DELIVERY

- Courses will be delivered fully online, through one of three (3) instructional delivery modes:

- Asynchronous Online
- Synchronous Online
- Synchronous Hybrid Online

Research Operation Plan

To reopen research at AAMU, the health and safety of faculty, staff, students, the public, and human research subjects should be protected against COVID-19. The plan applies to all faculty, staff, and students at AAMU. In all scenarios, social distancing will be practiced as required or recommended, AAMU will provide hand sanitizer in all work sites and research locations; and faculty, staff and students will wear masks and protective gear in labs, work sites and research sites as required.

Low-Risk Scenario: COVID-19 Controlled (Best Case)

Business as usual, return of faculty, staff and students following the directives and guidance from local, state, and federal authorities to minimize disease exposure and spread

- Faculty/Staff return to work on Campus or in Research Fields
- Research schedule in labs modified to reduce number of faculty and students by 50% at any given time utilizing a staggered schedule
- Approved plans for lab sanitizing in place, including complete sanitation and cleaning on weekends
- ALL individuals entering labs follow established protocols for dress, mask and gloves while engaging in research activities
- Face-to-face human subject research revised to follow social distancing guidelines

Moderate-Risk Scenario: Effective Response to COVID-19

Start semester later (September/October) with limited return of faculty, staff and students and following the directives and guidance from authorities to minimize disease exposure and spread

- Telework encouraged remotely whenever possible for vulnerable faculty and staff
- Voluntary Work on site if stay-at-home order is in effect, ONLY critical work, approved access
- Minimum personnel on site, limited access to research lab and equipment, staggered schedules
- Approved plans for lab sanitizing in place, including complete sanitation and cleaning on weekends
- ALL individuals entering labs follow established protocols for dress, mask and gloves while engaging in research activities
- Face-to-face human subject researched reviewed for adequate protections and restrictions, protocols changed to virtual data collection as needed

Moderate-to-High Risk Scenario: Virus Resurgence

Social distancing is not relaxed, students start fall semester remotely, faculty and staff continue teleworking

- **Not Required to Work on Campus or Research Fields:** Remote, stay-at-home order is in effect.

- **Choose to Work on Campus or Research Fields:** Stay-at-home order is in effect, ONLY critical work, approved access, voluntarily. AAMU may stop it at any time.
- Minimum personnel, limited access to research lab and equipment, staggered schedules. Follow local, state, and federal guidelines.
- Approved plans for research lab sanitizing in place, including complete sanitation and cleaning on weekends
- ALL individuals entering research labs follow established protocols for dress, mask and gloves while engaging in research activities
- All face-to-face human subject research ceased, data collection revised to virtual only
- Remote routing of study documents

High-Risk Scenario: Virus Escalation (Worst Case)

Remote content delivery.

- **Not Required to Work** on Campus or Research Fields: Remote, Stay-at-home order is in effect.
- **Choose to Work** on Campus or Research Fields: Stay-at-home order is in effect, ONLY critical work, approved access, voluntarily. AAMU may stop it at any time.
- Laboratory access restricted
- All face-to-face human subject research ceased, data collection revised to virtual only
- Remote routing of study documents