

TROY UNIVERSITY

CORONAVIRUS TASK FORCE

REPORT

Foreword

Since January, a team of faculty and staff representing a broad cross-section of the University has been meeting to plan and respond to ever-evolving challenges posed by the global COVID-19 pandemic. I have had the privilege of chairing this Coronavirus Task Force, and I want to thank all of the members for their hard work and dedication, which has helped TROY make the necessary adjustments to its operations in order to protect the safety of all our students, faculty and staff.

For several weeks the Task Force has been working on developing guidelines for a safe return to on-campus operations this Fall. We have worked at all times to be in accord with the best local, state and federal guidance and have developed our plan in direct consultation with healthcare professionals, including local physician Dr. Eric J. Law and TROY's own Dr. Amy Spurlock. The result of those efforts is "TROY Strong: Troy University Health and Safety During the COVID-19 Pandemic," a concise document outlining our safety protocols for the Fall semester based on the Task Force's findings and recommendations. That work is presented here, in this Task Force Report. For clarity, "TROY Strong" should be considered the current operating model for the fall semester, while this Task Force Report provides additional detail and contingency planning that has not been implemented yet. Both documents are available at our coronavirus information website, troy.edu/coronavirus, along with a full history of actions taken by the University to date.

The work of the Coronavirus Task Force is by no means complete with the publication of this report and the subsequent Fall guidelines. Both should be considered "working documents" and the Task Force continues to meet regularly to evaluate the latest developments and recommendations coming out regarding COVID-19. Additional guidelines or changes to the University's operations will be communicated quickly, and we urge everyone to closely monitor email, social media and troy.edu/coronavirus for the latest updates.

Sincerely,

Dr. Lance Tatum
Senior Vice Chancellor for Academic Affairs
Chair, Coronavirus Task Force

Troy University Coronavirus Task Force

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Mr. Herbert Reeves
Mr. Greg Price
Ms. Sandy Atkins
Mr. Mark Salmon
Mr. Matthew Clower
Mr. Andrew Ellis
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Overarching Framework

The plan is for Troy University to return to in-person classes beginning with the fall semester. It is important to bring our students back to our campuses so that they may engage in the full higher education experience, which we have all invested much time in developing. The health and safety of our students, faculty, and staff are our top priorities. With that in mind, TROY will work in tandem with local and state agencies to make informed public health decisions affecting the status of any of our campuses. COVID-19 has cast uncertainty over the coming months and possibly year(s). This uncertainty will require robust planning, coupled with extreme flexibility. We cannot predict what the circumstances will be for the start of the 2020-21 academic year or during any part of the fall term; however, we can develop plans that account for some of the scenarios under which we might be asked to begin the fall term. There are multiple scenarios for the fall semester that TROY is currently developing.

1. Fall classes begin with social distancing expectations
2. Contingency Plan 1—Classes and operations must go to an online format for a period of time during the semester
3. Contingency Plan 2—Fall classes begin fully online

Troy University must maintain the flexibility necessary to adjust from best practices in face-to-face classes to online delivery for a period of time during the semester, should public health information dictate. Each institution must be prepared for a disruption in the fall semester based on the fluid situation. While we have proven we can move to an online environment very quickly, we now need to develop and implement best practices for moving to the online environment.

TROY will continue to proactively educate and remind faculty, staff, and students of best practices in prevention both on and off campus. The [Centers for Disease Control and Prevention website](#) has excellent resources to assist in this education process and serve as helpful reminders.

Since March, TROY has utilized a working group (Coronavirus Task Force) to address and plan for circumstances that have developed related to the

Coronavirus crisis. Currently, the Coronavirus Task Force is working with the five divisions of the University to develop plans for the eight (8) major areas listed below:

1. Workplace & Health Safety
2. Academics & Research
3. Public Service, Outreach, Continuing Education & Cooperative Extension
4. Student Life
5. Enrollment Management
6. Athletics
7. Communications
8. Fiscal Impact

This document contains additional guidance and structure around institutional planning for each of the eight working groups for the three plans listed above. Many of the requests below include additional resources.

CURRENT PLAN: Fall classes begin with social distancing expectations

Troy University will work in tandem with local and state officials and the Alabama Department of Public Health (ADPH) to make informed public health decisions affecting the status of our campuses.

Workplace & Health Safety

Note: Student return will be addressed in the Academic and Student Life sections of this document

1. Workplace environment and practices – Troy University has confidence in its employees to use their best judgement in protecting themselves and others.
 - a. Continue social distancing (6 feet separation) among employees and in assembly areas.
 - b. Supervisors will have appropriate hand sanitizers, masks, plexiglass shields (where required) and procedures in place to operate safely and effectively.
 - c. All faculty and staff will be required to wear face coverings when social distancing cannot be achieved. The face coverings should be worn in

classrooms, labs, communal office spaces and at gatherings, and in any campus setting where social distancing is difficult to maintain.

Reasonable accommodations will be made for those who are unable to meet this requirement. Face coverings will not be required in one's own dorm room or suite, alone in enclosed office or study room, in one's personal vehicle or in public outdoor settings where physical distancing can be achieved. This requirement is subject to change with guidance from medical professionals and/or the Centers for Disease Control and Prevention or the Alabama Department of Public Health. To ensure adherence to the guidance regarding the use of face coverings, the following will apply:

- i. The University will purchase and distribute the PPE to employees;
 - ii. The university will purchase one TROY-branded face covering for each student at the start of the semester. Students will be responsible for purchasing any additional face coverings. The University will work with Barnes & Noble to ensure face coverings are made available for purchase through University bookstore locations;
 - iii. Faculty, staff and students are responsible for maintaining their PPE;
 - iv. Vendors visiting campuses to participate in on-campus business will be expected to comply with the expectation of wearing a face covering;
 - v. If available, disposable face coverings should be made available to visitors who arrive without a face covering.
- d. Practice good hygiene by frequently washing your hands, using hand sanitizer when soap and water are not available and sanitizing high traffic areas such as door handles, counters, etc.
- e. Employees who are sick should not report to work.
- f. Meetings that cannot conform to social distancing guidelines should be held by teleconference.
- g. Reduce paper handling by using scanning, email sign or other electronic means.

2. Suspected COVID-19 Procedures
 - a. An employee who experiences COVID-19 symptoms (high fever, excessive cough, loss of taste or smell, breathing issues, etc.) should self-report same to his/her supervisor.
 - b. Then, said employee should seek immediate testing from a local health facility.
 - c. In turn, the supervisor should immediately report the incident to Human Resources and Dean of Student Services, Herbert Reeves. Concurrently, employees exposed to an employee who is suspected to have COVID-19 should also seek medical testing.
 - d. Each campus and location should implement additional COVID-19 reporting protocols based on local procedures.
 - e. If COVID-19 is confirmed, then the employee will not be permitted to return to work until clearance by medical authorities, usually a 14-day period of quarantine.
 - f. Prior to returning to work, the employee will provide an all-clear authorization from his/her local physician.
3. Notification to Employees exposed to COVID-19
 - a. Supervisors in a work area exposed to COVID-19 will be responsible for communicating with all employees in that unit that a colleague has been identified with COVID-19.
 - b. In turn, the supervisor will encourage those exposed to seek testing at the appropriate health facility.
 - c. Supervisors will report each incident and take action as outlined in 2(C) above.
 - d. Human Resources will coordinate with University Relations for dissemination of appropriate internal information to university employees.
 - e. Information concerning the number of COVID-19 cases for the University can be found on the Coronavirus website at <https://www.troy.edu/coronavirus>.
4. Cleaning and Sanitizing Work Areas

- a. All employees are asked to assist in the cleaning and sanitizing of their work areas. Personal Protective Equipment is available through the University by request on the Coronavirus website. Contact supervisors for more information.
- b. Should an employee test positive for COVID-19, the Human Resources Office and/or Student Services will coordinate with Physical Plant to clean and sanitize the work area and adjacent spaces as needed. This may require personnel to vacate the space for a period of time.

Academics and Research

Academic Instruction

The goal is to keep as much face-to-face experience intact while ensuring social distancing.

Courses scheduled in classrooms that allow for social distancing will be configured as such.

Courses scheduled in classrooms that do not allow for social distancing will be conducted in a Hybrid format. The course enrollment will be divided into pods dictated by socially distanced seating capacity in a given classroom. Each pod will attend class on a separate day. The remaining instruction will be conducted via Canvas.

Faculty who are scheduled to teach face-to-face or hybrid courses in fall 2020 shall not move their courses to fully online.

There is no expectation for changes in those courses and programs that were online prior to the system-wide move to online learning in March 2020.

Faculty who fall into a higher risk population should contact their campus Human Resources Department to begin the process of requesting alternative arrangements for the fall 2020 semester. Faculty will work in tandem with their department chair to identify the best alternate arrangement for delivering courses.

Classroom Expectation

Troy will explore appropriate alternatives for classes that are unable to accommodate social distancing. Examples include flipping classrooms, moving to a larger classroom, providing alternate schedules for students within the class, etc. Class size will adhere to the social distancing measures required at the time.

Faculty should have robust and flexible office hours in an appropriate format to ensure students have the ability for one-on-one interactions while maintaining social distance guidelines.

For programs that require significant clinical, labs, and practicum experiences and where factors related to COVID-19 will prevent the completion of these requirements, Troy University will work to develop alternatives and mitigate impact on student progression whenever possible. Academic programs will work with appropriate accrediting boards in developing alternatives where applicable.

International/Domestic Travel

Because the COVID-19 pandemic is an evolving situation, final decisions regarding any study abroad/study away programs should be considered carefully, utilizing the most up-to-date public health information and guidance. Troy University's International Programs Office will provide some baseline guidance to faculty and students related to study abroad/study away based on the current public health information. Troy University employees and students are expected to follow CDC guidance related to international travel and have plans in place to accommodate any affected students.

Research

Faculty who are expected to engage in research should continue their activities as appropriate if it is safe to do so. Each academic college should communicate with faculty related to their current research agendas and the extent to which their research projects have been/are/will be affected by the disruptions from COVID-19. Whenever possible, colleges should make efforts to facilitate the resumption of faculty research. Special care should be taken to support the continuity of the careers of early stage faculty whose research may be disrupted.

Public Service, Outreach, Continuing Education and Cooperative Extension

Each institution unit should identify all of the activities and programs that fall within the categories of public service, outreach, continuing education, and cooperative extension. For each activity or program, there should be a comprehensive plan in place to deliver the activity or program in a manner that allows for social distancing. Because these activities vary widely across institutions, it is not expected that each unit submit a plan to the leadership for the continuance of these activities; however, it is expected that units make informed public health decisions that are appropriate and in alignment with the guidance and directives of TROY, ADPH, and the Governor's office.

Decisions related to external events scheduled on our campuses should conform to the current campus status and be in alignment with the guidance and directives of TROY, ADPH, and the Governor's office.

Campuses should seek to abide by existing contracts and should work with the TROY legal counsel to ensure that future contracts include language that allows for flexibility during COVID-19. Units should attempt to reschedule events whenever possible. For events that are unable to occur, credit should be offered for a future event or a refund should be provided. Units should develop a set of published expectations for outside events being held on campus that reflect the requirements for the campus operations. Major events on campus such as Homecoming and student preview days are expected to follow the up-to-date social distancing requirements.

Student Life and Campus Activities

TROY will seek to offer a student life that resembles a traditional student experience whenever possible. Social distancing will undoubtedly change the nature of the type of events, activities, and experiences that can be provided. The goal is to connect students to the institution in a manner that promotes student success and engagement.

Residence Life

Factors to Consider in Residence Halls:

- 1) Students will congregate, study, and socialize in on-campus residential settings.

- 2) Students will reside with two or more individuals per living space, with roommates from different parts of the country and world. In such settings, there will frequently be a mixture of individuals from low COVID-19 transmission areas and high-transmission areas living in a single space.
- 3) It will be difficult to maintain full physical distancing in on-campus housing, and even modified guidelines may be difficult to achieve.

Considerations to decrease the risk for exposure within traditional residence halls, campus apartments/suites, campus fraternity/sorority houses, and other on-campus housing arrangements, include:

- 1) When shared bathrooms are used, a defined type and frequency of cleaning schedule shall be developed and adhered to either by Physical Plant for community restrooms or by residents for in-room bathrooms.
- 2) The requirement of personal face coverings in common areas with a group gathering. During a gathering of any size, all persons must adhere to social distancing throughout the event.
- 3) Frequent reminders of proper hand hygiene (verbally, posters, videos) with hand sanitizer widely available in common areas and rooms.
- 4) Enhanced cleaning in all common areas and high-touch surfaces. Custodial workers will be provided appropriate PPE and training consistent with their duties. See CDC guidelines.
- 5) Widely shared/posted information in common areas about COVID-19 prevention. Posted information will be updated as appropriate.
- 6) Training on public health measures and signs/symptoms of COVID-19 for all live-in professionals, hall directors, resident assistants (RA), and others in similar roles.
- 7) Restrictions on events and social activities as per current physical distancing guidance. Reconfiguring seating in common areas to ensure proper physical distancing. Establish allowable occupancy, and develop plans to monitor and enforce.
- 8) Restrictions on building access by non-residents, including outside guests, non-residential staff, and others. These restrictions may not apply to some people, such as personal care attendants for students with disabilities.

Students with medical conditions such as asthma, diabetes, immunosuppressive drug therapy including chronic systemic corticosteroid treatment, heart disease, HIV, and morbid obesity are at high risk for COVID-19 illness and complications. Troy University will address (on a case by case basis) whether these high-risk individuals should return to residence halls and other on-campus housing in the early phases of reopening.

Common Symptoms of the Virus

- Cough
- Fever
- Chills
- Muscle Pain
- Shortness of Breath or Difficulty Breathing
- Sore Throat
- New Loss of Taste or Smell

Symptoms can range from mild to severe illness, and appear 2-14 days after a person is exposed to the virus that causes COVID-19. The list above is not all of the possible symptoms. Contact a medical professional for any other symptoms that are severe and concerning to you.

Resident Assistants will be instructed to urge residents to report any symptoms of the virus immediately. Resident Assistants, in turn, will report all potential cases through the Housing and Residence Life Office to the Student Services Office immediately. An assessment and arrangements for testing will be made through the Health Center. The Health Center will follow its protocol for testing and offer a recommendation on isolation and/or quarantine. Should a report occur over the weekend, the Resident Assistants should still follow the protocol of notifying the professional staff member on call.

Housing/residence life, custodial, and other support staff are frequently on-call and are often the first responders to the needs of residential students. Each staff member will be provided access to PPE through kits that will be prepared for them. Additionally, all staff members will receive the appropriate training as we open the residence halls back up for fall occupancy.

Isolation and Quarantine

If a student who lives on campus contracts or is exposed to COVID-19 isolation or quarantine may be required. If at all possible, the resident requiring isolation or quarantine will be asked to return home for the period required. If this is not possible, Troy University has identified appropriate residential spaces outside of the residence halls in the event of needed isolation or quarantine of a student(s). The spaces are University owned-and-operated facilities.

It is unreasonable to expect Troy University to provide campus isolation and quarantine housing for students who live off campus. It will be recommended that the infected or exposed student return home if possible during the isolation/quarantine period. If this is not feasible, each situation will be assessed and dealt with on a case-by-case basis to provide for the student.

Procedures shall be as follows:

- 1) The protocol and procedures shall be made available to all individuals involved in the management of isolation spaces and its procedures.
- 2) The isolation and quarantine rooms are physically separated from other residential student rooms.
- 3) The rooms have private bathroom facilities and are stocked with a thermometer, sanitizing wipes, tissues, soap, hand sanitizer, and toiletries.
- 4) A select group of individuals within housing/residence life, campus police, health services and facilities will be aware of the areas used for isolation.
- 5) An adequate number of rooms have been pre-identified to accommodate students in isolation/ quarantine.
- 6) Student health services staff will remotely monitor students on a daily basis (temperature checks and symptom screening) and transfer to an on- or off-campus site for a clinical evaluation if symptoms advance or the patient requests.
- 7) For students on the campus meal plan, dining services shall work with Student Services to arrange food delivery.

- 8) Counseling services and/or spiritual services will be available remotely to students in isolation or quarantine as requested.
- 9) To the degree possible, students shall continue academic activities remotely or be provided with note takers.
- 10) A team of designated Student Services staff shall be appropriately trained and on call to assist students with their personal needs (medication pickup, delivery of hygiene supplies, etc.). This team will include: Herbert Reeves, Derrick Brewster, Dendy Moseley, Dakota Morris, Sabrina Foster, Holly Dickerson, Jake Brown, and Dana Lewis.
- 11) If medical care is needed, transportation will be available to and from the location.
- 12) All staff will be provided with and required to wear appropriate PPE when cleaning or entering isolation and quarantine spaces.

Dining

Opening our dining facilities in a safe manner for the fall will be imperative. Like residence life, each institution has different types of dining facilities, meal plans, and requirements. The University has partnered with our food service provider, Sodexo to provide dining services to our students, faculty and staff in a safe and healthy manner. Below is the guidance for both Trojan Dining and the Trojan Center Food Court that will be followed as we reopen food service venues in the fall. Dining Services has proposed three plans based on the COVID-19 situation as students return to campus. The plans (restricted, relaxed, new normal) are defined below under executive summary. Based on the current situation, we will plan to at least be operating dining under the Relaxed Phase to begin with.

executive summary

Insights reveal that throughout the COVID-19 outbreak, U.S. consumers are expressing clear preferences regarding cleanliness, food safety and social distancing. These perceptions reflect transparency practices our teams have honed at Sodexo sites and that underpin this plan.

This recovery playbook is based on three phases of reopening:



Each workstream has accounted for key focus areas including:



resident dining

student journey

As guests enter the dining room, they will experience:

- Touchless entry options, if practicable, along with enhanced sanitation procedures in the entryway, including hand sanitizing stations
- A welcome center displaying instructions for the floor traffic pattern, a menu format at each station, and any other safety and service expectations required
- A friendly greeting by staff, standing behind a plexiglass barrier and equipped with appropriate PPE, at the checker stand
- Augmented signage – at eye level – that includes floor decals to reinforce traffic patterns and social distancing



resident dining

student journey

As guests move through the dining room, they will see and experience:

- Floor decals and consistent signage to reinforce traffic patterns and social distancing
- A clockwise travel pattern that allows them to efficiently move from the Welcome Station to their selected stations
- Stations, attended by uniformed staff, who are wearing and using appropriate PPE
- Staff frequently sanitizing serving stations to ensure safety and instill confidence
- Efficient station designs for each menu module to ensure quality selection and service and optimal sanitation standards



resident dining

student journey

Guests may expect:

- Meal packaging that is appropriate to the specified menu item, along with wrapped utensils, napkin, and portioned condiments, if there is no seating
- No personal refillable containers to be utilized in the dining room, to ensure safety for our staff and guests
- Menu toppings and condiments to be portioned by the attendant
- Reusable dishware and utensils, if available, to be stored behind the service area and distributed by the attendant in a sanitary fashion
- Adjustments in seating availability, due to local government regulations, and set capacity of the space



resident dining menu

rise with *sodexo*

micro-strategy will be determined by the specific needs of each campus. The menu portfolio has been engineered for modularity so that it can be tailored to optimize the guest experience, regardless of the service model changes that the “new normal” may bring to campus life.

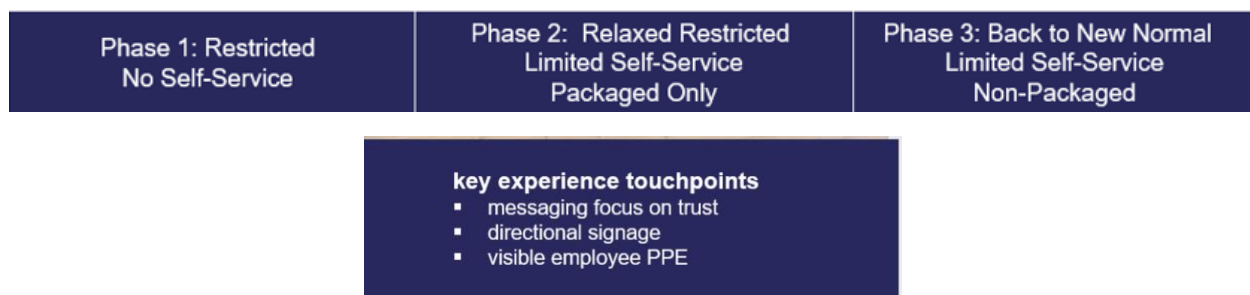


Trojan dining

- SOP for Sanitation of all Food Areas & Dining Areas during service and between service
- Additional Sneeze Guards for Food Stations
- Sneeze Guard for each cash Registers.
- Contactless Check-In
- Signage – at Entrances & Exits, at Food Stations, on Floors, in Dining Area, at Dishwashing Area
- Dining Hall Doors are locked between service periods
- No visitors - back door will stay locked. Scheduled Employees only.
- SOP for Vendors – Same Daily Health Screening as Expected for Employees
- Automatic Hand Sanitizers will be available at each station.

retail service level phases

rise with *sodexo*



Service Level Recommendation for Food Court

Preparation methods to ensure health and safety

- Chik Fil a, Steak n Shake, Einsteins, Great American Cookie, Twist
 - Mobile Ordering & Pickup
 - Counter Ordering
 - All Self-Serve Eliminated – Packaged Condiments & Flatware
 - Some Menu Changes to enhance Speed of Service if Social Distancing
- Boars Head at Trojan Center
 - Modified Menu – All Premade Sandwiches
 - Sandwich Toppings & Condiments Packaged
 - Enhanced Simple to Go Offerings
 - Mein Bowl & Marble Slab – No Changes

Social Distancing & Sanitation Plan

Preparation methods to ensure health and safety

- All Food Areas will be Sanitized Before, During and After Service Hours
- Employees will wear PPE as directed
- Plexiglas added to all Cash Register Stations
- Retail Operation will be marked for 6-foot social distancing.
- Food Court will be configured to maximize capacity and adhere to Social Distancing
- Directional and Informational Signage throughout Food Court and at entryways, floor signage
- Social Media and Website will keep students informed
- Automatic Hand Sanitizer at all Food Outlets, Entrances and Exits
- Customer Service Ambassadors at Doors and throughout Food Court

Counseling Services

Counseling Services is operating at full capacity as of June 1, 2020. Social distancing may require alternate arrangements for delivering counseling services based on the current physical space of the counseling center and/or individual offices.

Counseling Services is currently using a number of virtual means to provide help to our students. These include tele-counseling and meeting with clients via Zoom and WebEx. The staff will continue to utilize these tools during the fall semester depending on the client and the situation.

Practices have been implemented for face-to-face counseling visits that ensure social distancing from the time a student schedules an appointment to the time the student leaves the appointment. Scheduling will be done to ensure we can maintain social distancing in all public areas of Counseling Services.

Health Centers

The Student Health Center is prepared to operate at full capacity for the fall semester. The center is equipped and fully stocked to handle any COVID-19 related illnesses as well as other medical issues that occur. The following procedures will be followed in the Student Health Center:

- 1) Scheduling of appointments will be required. Walk-in patients will only be seen in case of an emergency situation.
- 2) All students requesting service at the Health Center for medical reasons will be screened outside of the front door before being allowed entrance.
- 3) All students entering the Health Center will be required to wear a mask while in the center.
- 4) As much as possible, the staff will handle some issues through tele-medicine when appropriate.
- 5) Requests for records and/or any paperwork will be handled electronically or at a scheduled time each day for pick up.
- 6) Visitors (not seeking services) to the Health Center will not be allowed unless prior approval is given by the staff.

Student Organizations

Student organizations and the opportunities they provide are critical components of the university experience. Social distancing will not allow for many of the traditional activities and events that students have come to enjoy and expect. In that spirit, TROY will have in place plans for providing alternate activities and experiences that promote both social distancing and engagement. TROY will also plan for ways to support student organizations in planning for different types of organizational meetings, activities, fundraisers, etc.

The planning with Student Organizations and student activities will be handled through the Office of Student Involvement and Leadership. Organizations will be required to submit an “action plan” for each event to ensure they are following health-related guidelines.

Student organization recruitment activities must adhere to the current social distancing requirement in place. If an organization cannot ensure social distancing, the organization should consider deferring recruitment to the spring semester.

Bands, Choral and other Performance Groups

Decisions related to band, choral, and other performance groups will be made with the most up-to-date social distancing guidelines at the time of their rehearsals and performances.

Campus Recreation

The policies and procedures for Campus Recreation and the operation of recreational facilities are as outlined below:

1) Changing and Shower Rooms

The locker rooms will not be accessible. They will be locked before the opening of the facility and will remain locked until further notice.

2) Lockers

No lockers will be available for use. They will be locked before the opening of the facility and will remain locked until further notice.

3) Cardio Machines

- a. Every other cardio machine will be closed with posted signage to ensure social distancing practices are observed.
- b. After each use, the machines will be disinfected. Staff members will be stationed throughout the building to disinfect machines after they have been used.

4) Basketball Courts

Free play basketball will be suspended until further notice. The basketball goals will be raised prior to opening and will not be lowered at any time. This will help ensure social distancing practices are observed.

5) Badminton and Pickleball Equipment Use

Rackets and balls will be disinfected after every use. A staff member will wear gloves and wipe down all of the equipment before putting back on the equipment rack.

6) Free-weights, Machines & Racks

- a. No training allowed in weight racks located in the OPA. Weight racks will be closed and roped off from general use.
- b. Circuit training and cable machines in far end of the 2nd floor will be open for general use, subject to social distancing practices.
- c. Certain designated plate-loaded machines will be in use in the front portion of the 2nd floor subject to the 6-foot spacing.
- d. Free-weight benches will maintain a 6-foot distance.
- e. Free-weights may be utilized and subject to cleaning prior to returning to racks in accordance with social distancing practices.
- f. After each use the machines will be disinfected. Staff members will be stationed throughout the facility to aid in disinfecting after each use.

7) Group Fitness

- a. Functional training room will be closed until further notice.
- b. Group Fitness (Aerobics) room shall be utilized for small group fitness classes of no more than 10 people.
- c. The basketball court will be utilized for larger classes, subject to social distancing practices.
- d. Group fitness classes will be scheduled at least 2 hours between class in order to ensure that proper disinfecting and cleaning of all equipment is performed.

- e. It is the responsibility of the Group Fitness Instructor to ensure that the social distancing protocol and disinfecting/cleaning practices are adhered to in every class.
- f. It will be HIGHLY ENCOURAGED for participants to bring:
 - Personal exercise mat
 - Hand towel
 - Bottled water

8) Natatorium/Outdoor Pool:

- a. The locker rooms at the Natatorium will be locked and participants will enter through the Central Issue to get to the pool.
- b. Every other lane will be closed.
- c. The number of people on the outdoor pool deck will be limited to 50% capacity
- d. The lifeguards will make sure people using the indoor and outdoor pools will maintain 6 feet of distance between them.
- e. The deck furniture will be spaced 15 feet apart.
- f. All furniture will be wiped down between usage.

Co-curricular Requirements

Any co-curricular requirements for degree attainment will be reviewed and revised as necessary, considering limitations imposed by social distancing and the overall COVID-19 situation. Alternate arrangements will be granted in cases where it will be impossible for a student to meet the requirement.

Student Unions and Other Community Gathering Locations

Student Unions, centers, and other community gathering locations across campuses will review all of their current practices to determine which need to be altered to account for social distancing. Large events scheduled for the Fall 2020 semester should follow TROY's plan for large events. Large events can be reviewed and discussed with the Office of Event Management to determine if it is feasible to host the event or activity.

Enrollment Management

Implementing best practices for enrollment management in the time of COVID-19 is essential. Student success initiatives related to retention are addressed in the

Academics & Research section of this document. Institutions must adapt their existing strategic enrollment management plans to account for the anticipated changes in recruitment, admissions, and retention.

The Enrollment Management Office will develop and review recruitment strategies, admissions strategies, orientation, co-curricular retention strategies, and the use of technology during the COVID-19 period affecting the institution.

Enrollment staff will determine the markers/indicators they will be monitoring to gauge outcomes in light of the COVID-19 situation.

Athletics

Troy University Athletic Department Proposed COVID-19 Re-Entry

This policy has been created to provide guidance and direction for the administration, sports medicine staff, athletic department, coaches/staff, and student-athletes in accordance with guidance from team physicians and available information at time of publication to foster a safe return to play after the extended break due to the pandemic outbreak of COVID-19, March through May 2020. This policy document is divided into the following sections: Prevention (to include education, cleaning, hygiene), Identification, Evaluation, Treatment, and Return to Activity after positive test.

PREVENTION:

Personal Hygiene: Guidelines of entering athletic buildings, social distancing, and use of handwashing and/or hand sanitizer prior to entering and exiting:

HAND WASHING/SANITIZER: Hand sanitizer should be abundantly available in dispensers. Student-athletes will be required to use hand sanitizer upon entering and exiting the buildings. Student-athletes will be encouraged not to touch their face during their treatment/weight lifting session.

COUGH/SNEEZE ETIQUETTE: To prevent unnecessary spread of airborne particles it is recommended individuals sneeze or cough into his/her elbow or into a tissue, followed by prompt disposal of tissue and hand washing/use of hand sanitizer.

SOCIAL DISTANCING: Student-athletes and staff should require social distancing during these groups, affecting scheduling and group size (skipping a treatment table, weight rack) and/or wearing a mask during the sessions if social distancing cannot be maintained. Mobile high touch areas, meeting spaces (seating areas that promote close gathering, not promoting the social distancing guideline), and close indoor activities should be replaced with activities that encourage social distancing. Access to locker rooms and meeting spaces will be limited. This will be implemented in accordance with National, State, Local, and/or University policies in place at the time for social distancing.

MASKS: Masks are recommended to help prevent the spread of airborne, respiratory illnesses. Masks are required when social distancing is not possible.

MINIMIZE COMMON TOUCH POINTS: Minimizing touch should be a focus, modifying and limiting access to areas and equipment as appropriate. To be included: limiting weight activities, no water bottles or common drinking supplies, and limited exposure to common water sources.

CLEANING/SANITIZING: Cleaning of facilities should take place frequently, but no less than twice a day, focusing on fixed, high-touch areas. Cleaning should include entry points, door knobs, restrooms, stationary surfaces in common areas, etc. Consider propping doors open to minimize frequent contact. All items used during each session should be cleaned thoroughly with appropriate cleaning solution at the end of each session, allowing for appropriate drying time.

A long-acting virucidal should be used with attention to solution required wet time and virucidal sensitivity. (Clorox Proquatarnary and Mueller Whizzer products are currently used in athletic training facility, requiring 5-to-7-minute wet time of appropriately mixed solution. Long-acting solutions may be used once available, but this should not preclude regular and thorough cleaning between contact.

Additional Cleaning and Sanitation Plan for Equipment Staff and Laundry to be developed.

EDUCATION: Student-athletes and staff will be educated in hand hygiene, protective measures, social distancing, testing, signs and symptoms, as well as importance of identification of ill individuals prior to exposing others.

SCREENING: Daily screening questionnaire and temperature checks upon entering building, any positive answer and/or temperature of greater than 100.4 will warrant referral to Student Health Center, team physician, or primary healthcare provider. Log books will be maintained by Director of Athletic Training.

IDENTIFICATION:

Reporting of sickness prior to screening is of utmost importance. Due to the varying and numerous symptoms associated with coronavirus/COVID19, anyone feeling ill should report immediately to their appropriate supervisor via phone call and await instructions on how to proceed. Those experiencing symptoms consistent with coronavirus/COVID19 should begin self-isolation immediately to prevent exposures.

SELF-REPORTING SYMPTOMS: Individuals should self-report exposure of close contact to someone who has tested positive for coronavirus/COVID19 and/or experienced symptoms consistent with coronavirus/COVID19 (roommate, family member, close friend, coworker, etc.).

SELF-REGULATED QUARANTINE: Self-regulated quarantine should begin for those individuals who have been exposed to someone experiencing symptoms consistent with coronavirus/COVID19 or individuals who have tested positive for coronavirus/COVID19. This quarantine should limit further spread of the virus and may last 2 weeks. Student-athletes may be required to quarantine in accordance with the on-campus quarantine policy.

Quarantined individuals may need access to basic campus services during this time. Coordination to ensure access to suitable housing, food services, and health care will need to be arranged.

EVALUATION:

Student-athletes and staff should self-report all signs and symptoms of illness to health care provider (athletic training, team physician, and/or Campus Student Health). Telemedicine will be utilized as primary resource for screening sick individuals. Proper referrals and treatment will be determined on a case-by-case basis.

TREATMENT:

Treatment of illnesses should be filtered through the Student Health Center and/or team physicians or primary health provider to ensure trained, systematic, and thorough evaluation process.

ISOLATION/QUARANTINE: Individuals testing positive for coronavirus/COVID19 will need to begin self-isolation/quarantine. A written plan will be developed for each case. Close, at minimum, daily, if not more frequent in early stages. Appropriate monitoring of health status should be documented with each interaction, detailing signs and symptoms, fever, if present, needs, if any. Self-isolating individuals may need access to basic campus services during this time. Coordination to ensure access to food and health care will need to be arranged. Precautions for delivering items should be taken with individuals in personal protective equipment.

Contact tracing will be performed to identify others that were potentially exposed to positive case. Quarantine immediate contacts for an appropriate length of time, monitoring symptoms and possible testing. Continued Care will be managed through primary health care provider (student health services, campus physician, and/or other team physicians). A Return to Activity Plan for recovering student-athletes and staff will be developed on a case-by-case basis.

TESTING:

The widespread availability of Polymerase Chain Reaction (PCR) testing should be utilized to assist in identification of asymptomatic or mildly affected individuals. Testing should be performed often (weekly, prior to competitions, prior to travel). At this point in time in our area, testing is not readily available for asymptomatic individuals. The lack of readily available testing shifts the emphasis to education, hygiene, and self-reporting of symptoms. Private labs may be utilized to

coordinate testing. Point-of-care testing, when available, may be a viable option for campus/athletics sports medicine testing.

Phase One of Resocialization of Sport – Troy University

Proposed Start Date: June 1, 2020 – Return to Campus

First Wave: Football Only – Scholarship Student-Athletes, approximately 85 individuals

Goals

Education

Prevention of Infectious Spread through cleaning, PPE, social distancing

Essential Personnel in Essential Areas

Testing, Physicals, Education

Day 1-(June 1) Recommend bringing NEW student-athletes in morning Day 1 to begin physical process (sickle cell screening, paperwork, regular screening process). Physician evaluations after sickle cell test results received (usually takes 2 days, so Wednesday)

COVID TESTING all student-athletes at Student Health Center on Day 1. In afternoon Day 1, bring in 10-15 returners to do physical screening with physician evaluation in afternoon – Education session after physician screening

Day 2-(June 2) Next wave of 15-20 student-athletes: normal physical process (expanded), education session, physician screening in afternoon

Day 3- (June 3) Next wave of 15-20 student-athletes: normal physical process (expanded), education session, physician screening in afternoon. See DAY 1 NEW for physician.

Day 4-(June 4) If needed, next wave of 15-20 student-athletes: normal physical process (expanded), education session, physician screening in afternoon.

Voluntary activities within the Davis Field House and practice fields may begin for student-athletes once test results have been verified as negative.

Locations & Activities:

North End Zone Athletic Training Room

Towers Athletic Training Room

NEZ Weight Room

Limited access to locker rooms, scheduled times strictly followed

Outdoor Spaces

Physicals (By Appointment Only)

Treatment/Rehabilitation (By Appointment Only)

Voluntary Strength and Conditioning Sessions (Appointment Only/Limited Participants)

Zoom Meetings with Team or Individual Student-Athletes (If NCAA Allowed)

COVID Testing

Activities Not Allowed:

CARA Workouts per NCAA guidelines

In-Person Meetings, gatherings

No occasional meals off campus

At-Risk/High-Risk Categories

Student-athletes and staff with the following conditions may be at increased risk of complications due to Coronavirus/COVID19: Chronic lung disease/sickness, Asthma, Immune suppressed, BMI \geq 40, Sickle Cell Disease/Trait, Diabetes, Serious Heart Conditions, Other significant underlying medical conditions. These individuals will be identified through history and pre-participation physical examination from team physicians. An individual plan will be made for each based on recommendations of team physicians. This may include decreased work load, grouping of similar high-risk individuals together, and/or allowing student-athlete to pace themselves during workouts. Individuals will be counseled on additional risks involved based on condition(s) present and educated on the plan in place.

Action Items Moving Forward:

Education of staff on cleaning, reporting, COVID processes.

1. Week of May 26 on Zoom Call

2. Educational materials sent to staff

Education of student-athletes on reporting, COVID processes.

1. Screening calls week prior to arrival
2. Educational materials sent to them week prior to arrival
3. Appointment times for arrivals

- ✓ Plan for returning student-athletes
 - ✓ Plan for testing, tracing, isolation process
 - ✓ Plan for Personal Protective Equipment
 - ✓ Plan for enhanced sanitation and cleaning of facilities
 - ✓ Plan for entrance to buildings for treatment/strength and conditioning session
 - ✓ Plan to identify teams to allow back and when
 - ✓ Plan for feeding student-athletes – follow campus dining protocols
- Permission from Chancellor to allow student-athletes back on campus

Staff Screening Plan:

1. Screening questionnaires will be shared with Staff
2. Questionnaire will be filled out and submitted daily in a log book
3. Temperature obtained – temporal scan, oral
 - a. Check in on site daily – limited entrances to facilities manned by staff member responsible for maintaining accurate records and reporting abnormal findings. Log will be maintained by Director of Athletic Training
 - b. Abnormal findings referred to Director of Athletic Training or designee for referral to health care provider

Student-Athlete Screening Plan

1. Screening questionnaires shared with student-athletes
2. Questionnaire will be filled out and submitted daily
3. Temperature obtained – temporal scan, oral
 - a. Check in on site daily – limited entrances to facilities manned by staff member responsible for maintaining accurate records and reporting abnormal findings. Log will be maintained by Director of Athletic Training

- b. Abnormal findings referred to Director of Athletic Training or designee for referral to health care provider

Athletic Training Responsibilities:

1. Review submitted questionnaires submitted by student-athletes
2. Perform temperature checks on student-athletes before sessions begin
3. Schedule treatment/rehabilitation session with student-athletes
4. Document all sessions
5. Sanitize and clean all equipment utilized throughout the session
6. Wear appropriate PPE attire for the session (masks, gloves with direct contact activities at minimum)

Treatment/Rehabilitation

1. Student-athletes will arrive at scheduled time dressed appropriately for activity
2. Student-athletes will call Athletic Training Room and will be directed to screening area
 - a. Recommended wearing masks on the way inside the building
 - b. Required to maintain social distancing
3. Screening in private area (Towers – prior to entering building – stairwell access on North end of building and in elevator lobby; NEZ - rotunda)
 - a. Hand sanitizer at entry to buildings prior to screening
 - b. Review screening questionnaire with student-athlete daily, signatures and dating
 - c. Temperature obtained and documented
 - d. Abnormalities present at screening will prevent student-athlete from participating in activity as scheduled, referred to Student Health Center for further evaluation
4. Handwashing regularly during session by student-athlete and staff
5. Gloves worn in times of direct contact to student-athlete
6. Staff and student-athletes will maintain social distancing during treatment sessions
7. Equipment will be sanitized after each session
8. No cold tubs, hot tubs or other multiple persons use items
9. No food or drink by staff or students

10. Keys and phones will be left at front counter, to be picked up on leaving
11. Non-essential visitors are not allowed in Athletic Training areas
12. Personal Protective Gear may be worn by Athletic Training personnel in close contact with student-athletes (as in physicals)

Athletic Training Facilities Sanitation and Cleaning Plan:

1. Staff Athletic Trainers will sanitize and clean each utilized equipment at the end of the session prior to the next appointment, allowing for appropriate dry time for cleaning substance utilized
2. University housekeeping will sanitize and clean the facility at the end of the day
3. Document department cleaning times

Strength and Conditioning Responsibilities

1. Coordinates with Athletic Training for Hours of Operation
2. Schedule Strength and Conditioning Sessions with student-athletes
3. Document all sessions to be sent to Athletics Health Care Administrator
4. Sanitize and clean all equipment utilized throughout the session
5. Wear appropriate PPE attire for the session

Strength and Conditioning Sessions

1. Student-athletes will arrive at scheduled time and wait in cars or isolated area if arrived early
2. Hand sanitizer prior to entering building, utilizing single access point
3. Athletic Training/Strength & Conditioning staff will administer questionnaires, once daily upon entering facility
4. Temperature obtained via temporal scans or oral reading and documented in log book
 - a. Temperature required prior to activity start
 - b. Any abnormalities in screening will prevent student-athlete from participating in activity as scheduled
 - c. Reported to Director of Athletic Training, referred to Student Health for further evaluation
5. Hand wash and/or hand sanitizer prior to touching equipment and frequently during session

6. All equipment utilized for that session can only be used by single student-athlete, ensuring cleaning at the end of each session
7. Strength and Conditioning staff are able to observe and instruct per approved NCAA regulations but should maintain social distancing (minimum 6 feet) and require social distancing in the workout sessions.
8. Strength & Conditioning staff may wear masks during workout groups indoors and when not maintaining social distancing outdoors
9. Water/Hydration
 - a. Athlete should bring own water bottle, not sharing
 - b. Use of non-touch water equipment with disposable cups
 - c. Availability of bottled Powerade and water
10. Equipment should be sanitized by strength and conditioning staff prior to the next appointment
11. Cold tubs are not accessible
12. No food items to be consumed on premises, grab-and-go items only
13. Keys and phones should have central place for leaving during workout, pick up when leaving
14. Non-essential visitors are not allowed in Strength Conditioning areas

Strength and Conditioning Facility Sanitation and Cleaning Plan:

1. Designated Cleaning Person within the staff
2. Staff will sanitize and clean each utilized equipment at the end of the session prior to the next appointment
3. University housekeeping will sanitize and clean the facility at the end of the day
4. Document department cleaning times

Football Facility Sanitation and Cleaning Plan

1. Equipment staff will utilize standard procedure and appropriate PPE for laundering items
2. Equipment staff will be responsible for cleaning sport-specific equipment in standard procedure
3. University Housekeeping staff will clean common high-touch surfaces at least twice a day

Identification, Treatment, Isolating Plan

Athletic Department Staff Members will follow the Infectious Disease Response Policy

1. Require players and staff to immediately report to team medical staff if they, a household member, or close contact are feeling sick or have any symptoms associated with COVID-19 – which include fever, fatigue, muscle aches, cough, chest tightness, other flu-like symptoms, diarrhea, or loss of sense of taste or smell. In addition to notifying the team, such players and staff may not enter, or participate in any activities at, a team facility until cleared to do so by a physician designated by the team.
 - a. Student-athletes should call the Athletic Training room
 - b. Follow referral to Student Health Center
 - c. Staff should be referred to primary care physician

Updates will be made as further knowledge about the severe acute respiratory syndrome coronavirus 2 (SARS-CoV-2), which causes COVID-19, and its spread becomes available. Best practice decisions may change, and these updates will be implemented into the guidance as needed.

Refer to: Sunbelt Conference Recommended Practices for the Resumption of On-Campus, Voluntary and Countable Athletic Related Activity

Communication

Objectives:

1. Provide clear guidance to University stakeholders (students/parents, faculty, staff and alumni) of safety procedures to mitigate COVID-19 exposure at TROY campuses and locations as the University transitions back into face-to-face operations.
2. Reduce rumor and speculation, and provide clear sources of information.
3. Communicate known cases of COVID-19 in order to isolate and limit the spread.
4. Demonstrate the University's leadership and proactive stance.
5. Preempt anticipated questions from the public and media.

Phase 1: Return to work and campus

Key Message: TROY is taking precautions to limit the spread of COVID-19 on its campuses and locations and protect the safety of students, faculty and staff by implementing a variety of protocols including social distancing, enhanced cleaning and disinfection procedures, making PPE readily available and encouraging its use, and adjusting classrooms and workspaces. Stress that employees should closely monitor their personal health, not come to work if they are sick and report to a supervisor if they have been diagnosed with COVID-19.

Content: A report detailing safety procedures and plans to address COVID-19 at TROY, including guidance for social distancing, masks, workspaces, dorms, classrooms, should be distributed to the campus community and made public online. Report should be shared with an email message from Dr. Tatum stressing that TROY is proactively addressing COVID-19 and will make further adjustments as needed as the situation.

Method of Communication: All-users email, COVID-19 website, social media.

Supplementary Method: News media interviews with Dr. Tatum as requested

Phase 2: Return to on-campus classes

Key Message: Inform students and all constituents of changes they can expect to see at campuses and locations relating to COVID-19 safety, including changes in residence halls, dining facilities and classrooms. Urge students to take safety precautions including wearing masks when social distancing is not possible, and to report if they have been diagnosed with COVID-19 to their dean, department chair or academic advisor.

Content: Email from Dean Reeves outlining all guidance specific to student life for dining, housing, classrooms, fitness center, etc. This may repeat some information shared in the message to all-users, but will be targeted specifically to students.

Timing: Approximately 2-3 weeks before fall classes.

Method: Email to all students, update to COVID-19 webpage, social media (primarily Instagram, supported with graphics and visual storytelling). Coordinate with SGA to echo message on their social media and on Troy Students Facebook Group. Work with Student Involvement to have student leaders model behaviors as appropriate, Freshman Forum, SGA, etc.

Incident Communication

Key Message: When the University becomes aware of a confirmed case of COVID-19 involving an employee or student who has been on campus within the previous 14 days, the Dean, Director/Chair, and/or immediate supervisor of the student/employee will notify Human Resources and receive guidance on return-to-work/class protocols. Standardized letters will be distributed to all those determined by HR to be impacted.

Content: Deans/Directors/Supervisors should receive instructions based on the latest CDC guidance on how to limit the spread of COVID-19 in their unit.

Recommendations below are from the CDC:

- Anyone with a confirmed case of COVID-19 should stay home for 10-days since the start of symptoms or confirmed test, AND they have been three days without fever AND symptoms have improved.

- Anyone who had close contact with someone with COVID-19 should stay home for 14 days.
- The ADPH defines exposure as being with six feet of person with COVID-19 for at least 15 minutes.
- Deans/Directors/Supervisors should make reasonable efforts to identify and inform Human Resources and Students Services of any potential exposure to COVID-19 in their unit or any other units based on cross-divisional meetings or activities.
- Summary of CDC guidance can be found here: https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fprevent-getting-sick%2Fwhen-its-safe.html
- The name of a person with COVID-19 should never be disclosed or shared with anyone other than Human Resources or Student Services.

Method: Email from Ashley English if incident involves employee or Herb Reeves if a student. University Relations can provide a standardized email summarizing the above guidance.

External Communication: Update the COVID-19 webpage listing of all known cases on campus. No names or personally identifying information will be posted.

For media requests: Statement on procedures and known cases. Interview with Dean Reeves if needed.

Additional Communication

Inform the campus community in a timely fashion of any changes to operating procedures, class schedules or activities as impacted by COVID-19. Use website, email and social media.

Current Action Items:

1. Update COVID-19 webpage. Archive old messaging and incorporate listing of known cases. Add report of safety protocols and procedures.

2. Draft standard emails for Reeves/English when communicating isolation protocols to students and employees.

Fiscal Impact

For each working group or for the structure appointed for planning, a fiscal impact representative will be developed. Decisions and guidance for fall reopening must be viable within budget limitations and any projected reduction. This person will track decisions that have financial implication and will conduct analysis as appropriate. A team of fiscal impact representatives should meet regularly with the CBO to raise any concerns or needs as they are hearing them in the work groups.

Specific plans and updates related to tracking and reporting fiscal impacts will be given by the Senior Vice Chancellor for Finance and Online Learning as required.

Contingency Plan 1 – Classes and operations must go to an online format for a period of time during the semester

Contingency Plan 2 – Fall classes begin fully online

TROY will work in tandem with the Governor's office and the Alabama Department of Public Health (ADPH) to make public health-informed decisions affecting the status of any of our campuses or our system.

Contingency plans 1 and 2 will require similar planning, in that classes and operations must be able to start or transition to an online, remote environment if the COVID-19 situation requires us to do so. Decisions about moving online will be made by TROY in consultation with the Governor's office and ADPH. No campus shall make the decision to move online on their own.

Using the Spring 2020 semester as a reflection point with lessons learned, institutions should implement best practices in the online delivery of courses and in the remote delivery of institutional services. These plans should include employees working remotely when possible and employees working on campus. Now is the time to conduct after-action reviews to identify opportunities for improvement in online delivery, as well as inventory the necessary resources that would be required to move to this environment again in the future.

Workplace & Health Safety

Staff

TROY shall document the work environment and expectations for all staff on campuses to include:

- Policies and procedures for a remote work environment
- Which employees are able to operate remotely
- What are the supervisor's expectations for these employees beyond the stated job duties
- What additional equipment is necessary, if any, to move staff to telework

- Which employees are required to remain on campus, and should remain on campus and practice social distancing while still having student residence life operational
- Which departments require personnel on campus for operations during specific times of the semester
 - Indicate departments that will require personnel on campus in the weeks leading up to the beginning of the semester and what the plans will be for practicing social distancing
 - Indicate departments that will require personnel on campus at the beginning of the semester and what the plans will be for social distancing
 - Indicate departments that will require personnel on campus at any other distinguishable time during the semester, including the timing
- What flexible schedules will be implemented to ensure social distancing is possible for employees who remain on campus?

Faculty

Using the existing academic structure on a campus, colleges/schools and departments should document the work environment and expectations for all faculty that fall outside of the traditional faculty expectations.

Practices will be in place to ensure that faculty have access to their offices and other necessary areas of campus while also allowing for the practice of social distancing and the safety of other essential personnel who may be on campus.

Travel

Travel for faculty and staff TROY will be guided by the up-to-date travel guidance from the CDC. Updated information will be shared as the situation changes.

Academics & Research

Academic Instruction

For courses and programs that were online prior to the move to online learning in March 2020, there is no expectation for changes to those courses and how they are or will be delivered.

Faculty who are scheduled to teach face-to-face or hybrid courses in fall 2020 may have to move their courses to be delivered in a fully online environment if the COVID-19 situation calls for a temporary shelter in place or emergency declaration.

In this contingency plan, faculty should have robust and flexible office hours in an appropriate format to ensure students have the ability for one-on-one interactions with the faculty.

Determine what resources will be needed for the faculty to move to a fully online environment (fiscal, human, equipment, etc.) Please note that there will not be additional budget dollars for these resources.

For programs that require significant clinical, labs, and practicum experiences and where factors related to COVID-19 will prevent the completion of these requirements, units will work to develop alternatives and mitigate any impact on student progression whenever possible. Units will work with appropriate accrediting boards in developing alternatives where applicable.

International/Domestic Travel

Because the COVID-19 pandemic is an evolving situation, final decisions for any study abroad/study away programs should be considered carefully and be informed by public health information. TROY will provide some baseline guidance to units related to study abroad/study away that will be based on the current public health information. If during the semester a student's placement is affected by the need to move to an online environment at the home institution or the away institution, plans should be in place to allow for a student to complete the academic coursework in which they are enrolled when possible.

Research

Faculty who are expected to engage in research should continue their activities as appropriate if it is safe to do so. Each unit should work within its college/school structure to communicate with all faculty members about their current research agendas and the extent to which their research projects have been/are/will be affected by the disruptions from COVID-19 and the move to an online environment. Whenever possible, units should make efforts to facilitate the

resumption of faculty research. Special care should be taken to protect the careers of early stage faculty whose research may be disrupted during this time.

Public Service, Outreach, Continuing Education & Cooperative Extension

Each institution should identify all of the activities and programs that fall within the categories of public service, outreach, continuing education, and cooperative extension. For each activity or program, there should be a comprehensive plan in place to either move to a fully online environment or cancel activities. Activities related to public service, outreach, continuing education, and cooperative extension will follow the guidelines of the institution related to the cancellation of activities and events, as well as the remote work environment. Because these activities vary widely across units, it is not expected that each unit submit a plan to the senior leadership for the continuance of these activities; however, it is expected that units make public health-informed decisions that are appropriate and in alignment with TROY, ADPH, and the guidance and directives of the Governor's office.

Decisions related to external events scheduled on our campuses should conform to the current campus status and be in alignment with TROY, ADPH, and the guidance and directives of the Governor's office. In the event a campus must move to a remote online environment, units may need to cancel other campus activities. Departments should work with the TROY legal counsel as necessary to cancel any contracts. Units should attempt to reschedule events whenever possible. For events that are unable to occur, credit should be offered for a future event or a refund should be provided. Units should develop a set of published expectations for outside events being held on campus that reflect the requirements for the campus operations.

Student Life

Residence Life

In the event TROY must begin or move to an online instructional environment, the University shall utilize a contingency plan for students similar to the March 2020 move-out depending on the circumstances.

Dining

In the event a campus moves to fully online academic delivery and is able to retain students in the residence halls, dining facilities will be expected to operate in a decreased manner to allow for students with meal plans to access dining services with the strict enforcement of social distancing measures. This will be a grab-and-go option in Trojan Dining. All retail operations shall cease services.

Counseling Services

Counseling services should be prepared to operate at full capacity online. Should TROY go totally online at any point, counseling will be accomplished through tele-counseling, Zoom meetings and the use of other electronic and virtual sources.

Health Centers

In the event academic courses move online temporarily or for the remainder of the semester, it is expected that health centers will continue limited operations to serve those students that have to remain on campus. Hours will be published and posted. After-hour medical situations will be handled through the University Physician's Office located off-campus or the local hospital. Nursing staff will be available by phone Monday through Friday 8:00 a.m. to 5:00 p.m.

Student Organizations

In the event a campus is required to move to a fully online delivery of academic courses, student organization activity that cannot be done in an online environment may be cancelled for at least the same duration of time as the remote online requirements are in place. Group meetings can be held via Zoom or Teams if the organization has business to conduct.

Bands, Choral and Other Performing Groups

In the event a campus is required to move to a fully online delivery of academic courses, band, choral and other performing group activities that cannot be done in an online environment may be cancelled for at least the same duration of time as the remote online requirements are in place.

Campus Recreation

In the event a campus is required to move to a fully online delivery of academic courses, campus recreation centers and activities that cannot be done in an

online environment will be cancelled for at least the same duration of time as the remote online requirements are in place.

Co-curricular Requirements

Any co-curricular requirements for degree attainment should be reviewed and revised as necessary to consider limitations imposed by a move to fully online delivery and the overall COVID-19 situation. Alternate arrangements should be granted in cases where it will be impossible for a student to meet the requirement.

Student Unions, Centers and Other Community Gathering Locations

In the event a campus is required to move to a fully online delivery of academic courses, student unions, centers, and other community gathering locations will be closed for at least the same duration of time as the remote online requirements are in place.

Enrollment Management

Implementing best practices for enrollment management in the time of COVID-19 is essential. Student success initiatives related to retention are addressed in the Academics & Research section of this document. TROY will adapt its existing strategic enrollment management plans to account for the anticipated changes in recruitment, admissions, and retention.

- Recruitment strategy
- Admissions strategy
- Orientation and Welcome Week strategies
- Co-curricular retention strategy (beyond the classroom, advising)
- Use of technology

Athletics

Decisions regarding athletics, including competitive events and any related team activities, will be reflective of the most up-to-date information and guidance from ADPH, the Governor's office, the Sun Belt Conference and the NCAA. TROY will

work with these organizations to determine how the athletic competition and related athletic activities will operate in Fall 2020 and beyond.

Communication

The communications plan built for March 2020 will serve as the template for future pandemics and school closures or changes to online. Modifications may be necessary depending on the circumstances and based on information from ADPH, CDC and the Governor's Office.

Fiscal Impact

For each working group or for the structure appointed for planning, a fiscal impact representative should be included. Decisions and guidance for fall reopening in an online environment or for a fall return to an online environment must be viable within budget limitations and any projected reduction. This person will track decisions that have financial implication and will conduct analysis as appropriate. A team of fiscal impact representatives should meet regularly with the CFO to raise any concerns or needs as raised by work groups.

Expectations for Testing, Screening, Contact Tracing, Isolation, and Notifications

Every scenario/contingency plan should expect to implement the following:

At this point in time, we do not know what our role in testing will be. In concert with ADPH, specific guidance from TROY will be forthcoming related to COVID-19 testing, monitoring, contact tracing, and isolating. Guidance related to testing, screening, contact tracing, isolation, and notifications is evolving and the campuses should be flexible in their plans to be able to respond to the most up-to-date best practices.