

TROY STRONG

Troy University health
and safety during the
COVID-19 pandemic

June 22, 2020



INTRODUCTION

The safety of our students, faculty, staff and guests is the highest priority for Troy University. The University's Coronavirus Task Force, comprised of representatives from throughout the institution, continues to work with local and state officials, the medical community, and the Alabama Department of Public Health (ADPH) to make informed decisions regarding University operations. A University website, troy.edu/coronavirus, is updated regularly with comprehensive information about TROY's response.

As of the date of this publication, the University plans to offer on-campus classes in the fall of 2020. However, significant changes to the campus environment, policies and practices will be necessary, and these are described under the following TROY Strong plan.

Unless there is an institution-wide decision to move to fully online courses, courses scheduled as face-to-face or hybrid courses will be taught as planned in the fall of 2020. TROY has prepared contingency plans to allow quick action if classes and operations must go to an online or telework format. Several, specific contingency plans are noted in this document.

Employees who have personal health concerns or risk factors should contact their supervisors or Human Resources to identify the best arrangements.

THE TROY STRONG PLAN

FACE COVERING (MASK) POLICY

All students, faculty and staff are required to wear face coverings when social distancing cannot be achieved. The face coverings should be worn in classrooms, labs, communal office spaces, at gatherings, and in any campus setting where social distancing is difficult to maintain.

Face coverings are not 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.

Reasonable accommodations will be made for those who are unable to meet this requirement.

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. Pending availability, face coverings will be available for purchase through campus bookstores. All students, faculty and staff are responsible for maintaining their face coverings.



Vendors visiting campus to participate in campus business are expected to comply with the expectation of wearing a face covering. If available, disposable face coverings will be made available to visitors who arrive without a personal face covering.

MODIFICAITONS TO ACADEMIC CALENDAR

Following the Thanksgiving break, all in-class instruction and final exams will be delivered via Canvas.

LIMITING COMMUNITY SPREAD

In addition to following the face covering policy, all faculty, staff, students and campus guests should follow the latest CDC guidance ([cdc.gov](https://www.cdc.gov)) for limiting community spread. TROY employees, students and organizations should

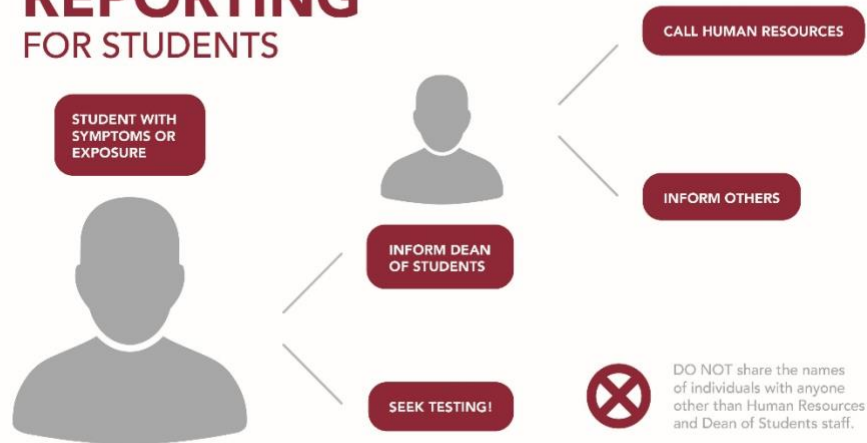
- Maintain social distance (6 feet separation),
- Practice good hygiene by frequently washing hands, using hand sanitizer when soap and water are not available, and sanitizing high traffic areas such as door handles, counters, etc.,
- Reduce paper handling by using scanning, echo sign or other electronic means, and
- Hold large meetings by teleconference. (Learn more about TROY videoconferencing services at it.troy.edu.)

REPORTING SUSPECTED OR CONFIRMED CASES

Employees and students with symptoms of coronavirus, or with exposure to coronavirus, should not report to work or class.

Students exhibiting symptoms should inform their campus Dean of Students and immediately seek testing. The Dean of Students will notify Human Resources and, if appropriate, inform others of exposure or potential exposure. The names of students with symptoms will not be shared outside of Dean of Students staff and Human Resources staff.

CORONAVIRUS REPORTING FOR STUDENTS



Employees exhibiting symptoms should inform their supervisors and immediately seek testing. Supervisors will notify Human Resources and, if instructed by Human Resources, inform others of exposure or potential exposure. The names of employees with symptoms will not be shared outside of Dean of Students staff and Human Resources staff.

CORONAVIRUS REPORTING FOR EMPLOYEES



COMMITMENT TO COMMUNICATION

Troy University has established multiple procedures to ensure that the University community is aware of changes to coronavirus-related policies or procedures, incidents of exposure, and more, while

protecting privacy. The coronavirus webpage found at troy.edu/coronavirus is an always-available repository of information and resources, including statistics of COVID-19 cases at the University.

NOTIFICATIONS OF CHANGES

The University has established contingency plans for a swift move to all-online courses, if necessary. Staff members will receive notification from supervisors and/or Human Resources. While some employees may be able to operate remotely, others must or should remain on campus to ensure continuation of operations.

Using the existing academic structure on a campus, colleges/schools and departments will notify faculty members of any changes in the the work environment and expectations. If the University moves to all-online courses, plans are 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.

Students will be notified through their TROY email addresses and other means, and will receive specific instructions for academics, housing and more.

CLEANING AND SANITIZING WORK AND STUDY AREAS

The University has implemented enhanced cleaning procedures for all facilities. In addition, 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; contact supervisors for more information.

Should an employee or student test positive for COVID-19, Human Resources and/or Student Services will coordinate with Physical Plant to clean and sanitize the necessary areas. This may require personnel to vacate the space for a period of time.

CLASSROOM ACCOMMODATIONS

The University is reconfiguring classrooms to allow for social distancing. Some of the accommodations include:

- Moving to larger classrooms,
- Dividing classes into small groups that attend on different days, and
- Hybrid (classroom + online) instruction.

Faculty will have robust and flexible office hours in formats that ensure social distancing as well as the opportunity for one-on-one interactions

ACADEMIC PROGRESSION

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 academic progression whenever possible. Academic programs will work with appropriate accrediting boards in developing alternatives where applicable.

STUDY ABROAD / STUDY AWAY

Because the pandemic is an evolving situation, study abroad/study away programs for fall 2020 and spring 2021 have been cancelled. Decisions regarding summer 2021 will be made in a timely manner.

Troy University's International Programs Office will provide guidance to faculty and students related to study abroad/study away based on the current public health information.

If all courses must be moved online, academic units will allow students to complete their coursework.

FACULTY RESEARCH

Faculty who are expected to engage in research should continue their activities as it is safe to do so. Academic units will communicate with faculty members about their current research agendas and the extent to which their research projects are affected. Whenever possible, units will facilitate the resumption of faculty research. Special care will be taken to protect the careers of early stage faculty whose research may be disrupted.

EVENTS (ALSO SEE “

RESIDENCE LIFE,” “STUDENT ORGANIZATIONS” AND “ATHLETICS”)

Decisions on whether to hold events scheduled on our campuses will be made on a case-by-case basis and in alignment with TROY guidelines as well as those of the medical community and governor.

Campuses and administrative units will seek to abide by existing contracts and will work with the TROY legal counsel to ensure that future contracts include language that allows for flexibility during the pandemic. Units should attempt to reschedule events whenever possible. For events that are unable to occur, credit will be offered for a future event or a refund will be provided.

Event sponsors, including outside sponsors, will publish expectations for events being held on campus.

STUDENT LIFE

TROY will offer a student life that resembles a traditional student experience whenever possible. Our goal is to connect students to TROY in a manner that promotes their success and engagement.

RESIDENCE LIFE

TROY University recognizes that it will be difficult to maintain full physical distancing in on-campus housing, and even modified guidelines may be difficult to achieve. Therefore, campus residents are asked to be vigilant.

To decrease the risk for exposure in on-campus housing arrangements,

- When community or shared bathrooms are used, Physical Plant will follow a prescribed cleaning schedule. Similarly, residents should follow cleaning protocols for in-room bathrooms.
- Students are required to wear face coverings in common areas and group gatherings. During a gathering of any size, all persons must adhere to social distancing throughout the event.
- TROY will provide frequent reminders of proper hand hygiene and make hand sanitizer widely available in common areas and rooms. In addition, TROY will post prevention information in common areas and update it as appropriate.
- Custodial workers will enhance cleaning in all common areas and high-touch surfaces.
- All live-in professionals (hall directors, resident assistants, and others) will receive training on public health measures and signs/symptoms of COVID-19.
- Events and social activities will be restricted to conform to social distancing guidelines. Seating in common areas will be reconfigured to permit social distancing, which will be monitored and enforced. Maximum allowable occupancy thresholds will be established for common areas.
- 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. These students should consider whether they should return to residence halls and other on-campus housing; Troy University will assist risk students to accommodate needs, whenever possible.
- 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. 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.

Additional information regarding housing and move-in procedures will be emailed to students prior to the start of the semester.

If all courses must be moved online, student centers and gathering locations will be closed for at least the same duration of time as the remote online requirements are in place.

RESIDENT ISOLATION AND QUARANTINE

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

Troy University cannot provide isolation and quarantine housing for students who live off campus. These students are encouraged to return home if possible during the isolation/quarantine period. If that is not feasible, Troy University will work with these students to on a case-by-case basis, whenever possible.

DINING FACILITIES

The University has partnered with its food service provider, Sodexo, to provide dining services in a safe and healthy manner. Accommodations include the following:

- Dining areas will be staged for social distancing.
- Prepackaged menu items will be self-served.
- Dining areas will have touchless entry options, if practicable, along with enhanced sanitation procedures in the entryway.
- Hand sanitizing stations will be available.
- Signage will reinforce traffic patterns and social distancing.
- Staff members will greet students from behind plexiglass barriers and will wear appropriate PPE. Sneeze guards will be used at cash registers, and check-in will be contactless
- No personally refillable containers will be used. An attendant will serve menu toppings and condiments.
- Doors will be locked between food service periods, and no visitors will be allowed.
- Some locations will offer mobile ordering and pickup and modified menus.

If all courses must be moved online, dining facilities will operate in a decreased manner to allow 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 will cease services.

COUNSELING SERVICES

Face-to-face counseling visits will ensure social distancing at all times. Scheduling will be done to ensure social distancing in all public areas. In addition, counseling services will be available by tele-counseling and online, one-on-one meetings.

If all courses must be moved online, counseling services will operate at full capacity online through tele-counseling, Zoom meetings and the use of other electronic and virtual sources.

STUDENT HEALTH CENTER

The Student Health Center will operate at full capacity for the fall semester, and it is equipped to handle COVID-19 related illnesses, as well as other medical issues that occur.

The following procedures will be followed in the Student Health Center:

- Walk-in patients will only be seen in case of an emergency situation. Scheduled appointments are required.
- Patients will be screened outside of the front door before being allowed entrance.
- Patients will be required to wear a mask while in the center.
- Staff members will use tele-medicine when appropriate.
- Requests for records and/or any paperwork will be handled electronically or at a scheduled time each day for pick up.
- Visitors (individuals not seeking services) will not be allowed unless prior approval is given by the staff.

If all courses must be moved online. The Student Health Center 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 spirit of maintaining the university experience as well as safety, TROY will provide alternate activities and experiences that promote both social distancing and engagement. The Office of Student Involvement and Leadership will assist students and organizations in activities. 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.

If all courses must be moved online, student organization activity that cannot be done online 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 PERFORMANCE GROUPS

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

If all courses must be moved online: Band, choral and other performing group activities that cannot be done online may be cancelled for at least the same duration of time as the remote online requirements are in place.

RECREATION FACILITIES

Campus recreational facilities have adopted multiple measures to ensure social distancing and sanitation. Locker rooms, lockers, the group fitness training room, and some other spaces will be unavailable.

If all courses must be moved online, recreation centers and activities that cannot be done online will be unavailable or cancelled for at least the same duration of time as the remote online requirements are in place.

CO-CURRICULAR ACADEMIC REQUIREMENTS

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

If all courses must be moved online, co-curricular academic requirements will be reviewed and revised again, as necessary.

ATHLETICS

In addition to following Troy University's policies and procedures to reduce community spread, the Troy University Department of Athletics has implemented the Sunbelt Conference's recommended policies and practices for the resumption of on-campus, voluntary and countable athletic-related activity.

Decisions regarding athletics, including competitive events and team activities, will reflect 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.

For more information, contact the Department of Athletics.

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