TUSKEGEE UNIVERSITY REOPENING

A Reopening guide for TU Faculty, Staff, Students and Visitors

COVID-19 Policies And Procedures

GOLDEN TIGERS Let's Do Our Part
# TABLE OF CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>A Message from President McNair</td>
<td>3</td>
</tr>
<tr>
<td>COVID-19 Campus Entry Policy</td>
<td>4</td>
</tr>
<tr>
<td>Personal Protective Equipment (PPE) Policy</td>
<td>5</td>
</tr>
<tr>
<td>General Campus Spaces</td>
<td>5</td>
</tr>
<tr>
<td>Campus Laboratories &amp; Personal Protective Equipment</td>
<td>5</td>
</tr>
<tr>
<td>Hand Washing/Hygiene</td>
<td>5</td>
</tr>
<tr>
<td>Failure to Comply</td>
<td>5</td>
</tr>
<tr>
<td>Physical Distancing Policy</td>
<td>6</td>
</tr>
<tr>
<td>Common Areas and Shared Property Policy</td>
<td>6</td>
</tr>
<tr>
<td>Cleaning Shared Work or Study Areas</td>
<td>6</td>
</tr>
<tr>
<td>Laboratories and Research Spaces</td>
<td>6</td>
</tr>
<tr>
<td>Classrooms, meeting spaces and common areas</td>
<td>6</td>
</tr>
<tr>
<td>University Vehicles</td>
<td>7</td>
</tr>
<tr>
<td>University Shuttles</td>
<td>7</td>
</tr>
<tr>
<td>Covid-19 Testing Policy and Protocol</td>
<td>7</td>
</tr>
<tr>
<td>Initial Testing for Re-entry</td>
<td>7</td>
</tr>
<tr>
<td>Sentinel Testing</td>
<td>7</td>
</tr>
<tr>
<td>Campus Clusters/Exposure Notification</td>
<td>7</td>
</tr>
<tr>
<td>Reporting Requirements Policy</td>
<td>9</td>
</tr>
<tr>
<td>Student Isolation Location</td>
<td>9</td>
</tr>
<tr>
<td>Contact Tracing</td>
<td>9</td>
</tr>
<tr>
<td>Cleaning Areas Potentially Exposed to COVID-19</td>
<td>10</td>
</tr>
<tr>
<td>Returning to Workspace(s) After Cleaning</td>
<td>11</td>
</tr>
<tr>
<td>Returning to Class, Residence Hall or Workspace Post-COVID-19 Diagnosis</td>
<td>11</td>
</tr>
<tr>
<td>Guidelines for Laboratories &amp; Research Spaces</td>
<td>11</td>
</tr>
<tr>
<td>Mice and Other Species</td>
<td>13</td>
</tr>
<tr>
<td>Health and Safety</td>
<td>14</td>
</tr>
<tr>
<td>Guiding Principles for Moving Forward</td>
<td>14</td>
</tr>
<tr>
<td>Phase One</td>
<td>14</td>
</tr>
<tr>
<td>Phase Two</td>
<td>15</td>
</tr>
<tr>
<td>Phase Three</td>
<td>15</td>
</tr>
<tr>
<td>Phase Four</td>
<td>16</td>
</tr>
<tr>
<td>Phase Progression – Staffing</td>
<td>17</td>
</tr>
<tr>
<td>Alternative Work Arrangements</td>
<td>18</td>
</tr>
<tr>
<td>Remote Work</td>
<td>18</td>
</tr>
<tr>
<td>Alternating Days or Weeks</td>
<td>18</td>
</tr>
<tr>
<td>Positive Case Exposure and Contact Tracing</td>
<td>19</td>
</tr>
<tr>
<td>Safety Practices</td>
<td>19</td>
</tr>
<tr>
<td>Required Masking</td>
<td>19</td>
</tr>
<tr>
<td>Putting on the face mask/covering</td>
<td>20</td>
</tr>
<tr>
<td>Handwashing</td>
<td>20</td>
</tr>
<tr>
<td>Coughing and Sneezing Practices</td>
<td>20</td>
</tr>
<tr>
<td>Phase Progression - Facilities and Shared Spaces</td>
<td>21</td>
</tr>
<tr>
<td>Self-Cleaning of Workspaces</td>
<td>21</td>
</tr>
<tr>
<td>Research Operational Plan Template</td>
<td>22</td>
</tr>
<tr>
<td>Telework Report</td>
<td>23</td>
</tr>
<tr>
<td>Appendix A: COVID-19 Recovery Management Center (CRMC)</td>
<td>24</td>
</tr>
<tr>
<td>Appendix B: Phase Summary</td>
<td>25</td>
</tr>
<tr>
<td>Appendix C: Operational Phases</td>
<td>26</td>
</tr>
<tr>
<td>Appendix D: Decision Tree (Supervisor)</td>
<td>27</td>
</tr>
<tr>
<td>Appendix E: Decision Tree (Employee)</td>
<td>28</td>
</tr>
<tr>
<td>Appendix F: Decision Tree (Student)</td>
<td>29</td>
</tr>
</tbody>
</table>
A Message from President McNair

The presence of SARS-COV2 virus that causes COVID19 requires that the University take extraordinary and sometimes, inconvenient measures to maintain the health and safety of our community. The purpose of this COVID-19 manual is to outline policies and procedures that will begin in the summer of 2020 and continue throughout the academic year. These policies will apply to the entire Tuskegee Community and are designed with the best available practices and standards of care guidelines from state, local, and federal public health experts and agencies.

These policies and procedures are necessary, but not sufficient, to ensure meeting our collective safety and health goals. As such, each member of the TU community has a critical role to play in the fight against the spread of the virus; our success depends on every person adhering to the best practices as outlined in this manual, including wearing masks and other protective equipment, practicing physical distancing, washing hands frequently, and so on. As everyone is expected to take responsibility for their own health, we also expect you to be considerate of the safety of others -- together we can succeed in keeping everyone safe and healthy. This is our commitment to our students, colleagues, and all members of the Tuskegee University community.

President Lily D. McNair
COVID-19 CAMPUS ENTRY POLICY

The Centers for Disease Control and Prevention (CDC) recommends tracing and monitoring contacts with individuals exposed to COVID-19, and subsequent notification of their exposure. Tuskegee University personnel will utilize digital tools to expand the reach and efficacy of tracking COVID-19 exposure.

These requirements are to ensure better safety precautions and effective quarantine of potential coronavirus positive contacts from the campus community, and to prevent additional community spread of the novel coronavirus that causes COVID-19 disease.

All visitors entering the gates of Tuskegee University will be required to complete a brief questionnaire before proceeding to their destination. All must adhere to following:

1. All TU employees, students and contractors must present proper identification at authorized entrances to campus.
2. All visitors must register and obtain a visitor’s pass and adhere to TU on-campus safety guidelines, especially the requirement to wear masks to gain entrance to campus.
3. All persons on TU property must remain six feet apart and abstain from physical contact.
4. All persons on TU property must wear a face covering that covers both their nose and their mouth.
5. University Police will use no-touch digital forehead thermometers to check every person entering the gates of Tuskegee University. If the temperature reading is above 100 degrees, they will not be permitted to enter the campus gates.
PERSONAL PROTECTIVE EQUIPMENT (PPE) POLICY

General Campus Spaces

Anyone in a Tuskegee University space (including buildings, grounds, shared laboratory areas, conference rooms, elevators, parking structures, shuttles, etc.) must wear a face covering or a mask that covers both the nose and mouth at all times, except when alone in a private room or vehicle.

Residents in campus housing are not required to wear a face covering while in their own units or rooms, but face coverings must be worn in all common areas of Tuskegee University housing, buildings, and other campus facilities.

Campus Laboratories & Personal Protective Equipment

Personal protective equipment (PPE) is an important factor in your safety when working in laboratories. Gloves, safety glasses and lab coats must be worn as part of lab safety equipment and established experimental protocols. It is expected that anyone who enters a campus laboratory will wear the required personal protective equipment. (See the Guidelines for Laboratories & Research Spaces on page 15 for more guidance.)

Hand Washing/Hygiene

All students and personnel must practice good hygiene by frequently washing your hands with soap and water for 20 seconds or longer. Hand sanitizer is available in building lobbies and other frequented locations. When possible, use soap and water instead of hand sanitizer. Avoid touching your face and hair. If you need to cough or sneeze, please use a tissue or cough inside your elbow.

Failure to Comply

Students: First failure to comply with the Personal Protective Equipment Policy will result in a warning. Repeated violations of this policy will result in suspension from campus and laboratories. If a laboratorian is suspended, for those with required laboratory experiments, arrangements must be made with the Dean of the respective department or school/college to ensure animals are cared for and/or someone takes suspended persons’ place. Students can report violations of this policy to the Office of the Dean of Students. Students may also use the student complaint form: https://www.tuskegee.edu/student-complaints. Faculty and Staff: First failure to comply with the Personal Protective Equipment Policy will result in a warning and the employee being sent home if appropriate PPE is not immediately available. Additional disciplinary actions will follow the progressive discipline policy outlined in the appropriate handbook.

Faculty and staff can report violations of this policy to the unit’s immediate supervisor; the supervisor will notify Human Resources of the violation. We will attempt to preserve confidentiality to the extent possible.

Contractors & Other Visitors to Campus: Failure to comply with the Personal Protective Equipment Policy will result in a warning and the contractor/visitor being asked to leave campus if appropriate PPE is not immediately available.
**PHYSICAL DISTANCING POLICY**

Tuskegee University will follow the CDC’s recommended practice of physical distancing to reduce exposure to the COVID-19 virus. Keeping space between you and others is one of the best tools to avoid being exposed to SARS-COV2 the virus that causes COVID19. People can spread the virus before they know they have symptoms, so it is important to stay away from others when possible, even if neither party has symptoms.

Physical distancing requires students, faculty and staff to practice the following:

- Stay at least six feet (about two arms’ length) from other people
- Avoid gathering in groups
- Refrain from crowded places with 10 or more people if at least six feet of physical distancing cannot be maintained

Students, faculty and staff who continuously fail to comply with the Physical Distancing Policy will follow the progressive discipline policy outlined in the appropriate handbook.

Contractors and visitors who repeatedly violate this policy may be suspended from university properties.

**COMMON AREAS AND SHARED PROPERTY POLICY**

**Cleaning Shared Work or Study Areas**

If you work or study in a non-private space (open offices, shared offices, etc.), we ask that you share in the responsibility to clean and disinfect your area. Supplies will be available in limited quantities for you to disinfect high-touch surfaces when you arrive and when you leave your space at the end of day.

To facilitate cleaning, please declutter your work and study areas. Please wipe all surfaces (use a dry cloth for electronics) that you touch in shared work areas, including:

- Desktop, including buttons for adjustable desks
- Monitor buttons
- Keyboard, camera, mouse and mouse pad
- Computer docking cable and dock, including on/off button
- Phone keypad, handset and headset
- Chair arm rests
- Lamp button

**Laboratories and Research Spaces**

See the Guidelines for Laboratories & Research Spaces on page 16 below.

**Classrooms, meeting spaces and common areas**

Face-to face meetings and classes should engage in the following cleaning protocols:

- Common areas, including high-touch areas, bathrooms, and vending machines will be cleaned three times a day by Facilities personnel.
- Cleaning wipes will be provided so that students and faculty may clean tabletops and chair arms with disinfectants before and after your class or meeting.
• Classrooms and meeting places will be cleaned once a day by Facilities personnel.
• Cleaning wipes will be provided for faculty to sanitize markers and clean white board before and after their class or meeting.
• Faculty should clean audio equipment and speakerphone control panels before and after their class or meeting.

University Vehicles

For students and personnel who drive university vehicles, please follow these cleaning procedures:
• Clean door handles, steering wheel, shift handle, brake handle and all other interior locks, knobs and handles of department vehicles or carts before and after each use. Limited cleaning supplies will be available from Facilities
• Drivers are expected to clear all trash from the vehicle (towels, napkins, gloves, masks, paper, etc.) after each use.
• Only one person per vehicle is allowed unless the vehicle is large enough to practice physical distancing.
• If more than one person is in the vehicle, cloth face coverings must be worn.

University Shuttles

Shuttles are restricted to six passengers per vehicle. Cloth face coverings are required while riding Tuskegee University shuttles. Hand sanitizer is provided on all shuttles, and riders should use it upon entering and exiting. Please heed physical distancing markers on floors and seats and ensure you maintain sufficient distance while riding the shuttle.

COVID-19 TESTING POLICY AND PROTOCOL

In order to safeguard the campus and reduce potential spread of the COVID-19 virus, we are requiring all students, faculty, staff, consultants (regularly on campus) and third-party vendors returning to campus for the fall 2020 semester to provide proof of COVID-19 negative PCR test result. Students who have tested negative for COVID-19 and have submitted documentation to Student Health Services will be permitted to move into on campus housing; participate in classes and campus activities; and enter the campus and university facilities (within 15 calendar days of re-entry). Faculty, staff, consultants (regularly on campus) and third-party vendors who have tested negative (within 15 calendar days of re-entry) and have submitted documentation to Human Resources will be allowed to resume their normal or assigned duties.

New and returning students must meet the following medical requirements before moving into campus housing or registering for classes. These medical requirements include the normally required physical exam by a medical provider, mandatory immunization requirements, a TB questionnaire, COVID-19 testing and an authorization to treat form.

Initial Testing for Re-entry

Faculty & staff returning to campus will need to provide a negative COVID19 test within 15 calendar days of re-entry. All new and returning students onto Tuskegee University campus will be tested for COVID-19 before within 15 days calendar days and/or immediately following their entry to campus. All students without
a negative test upon arriving to campus will be quarantined in their personal living quarters until a test result can be received. If found to be positive students will be placed in isolation housing, if negative quarantine restrictions (online classes only, no participation in student gatherings of any size, no use of cafeteria facilities) will be removed.

***Sentinel Testing***

Sentinel testing of faculty, staff, and students will be implemented to signal trends, identify outbreaks, and monitor the prevalence of COVID-19 on campus. Sentinel testing would involve conducting COVID-19 tests on a randomized sample of 15% of employees and students. Testing will be voluntary for most off-campus students. Students living in on-campus residential housing or participating in university sponsored extracurricular activities will be required to participate in sentinel testing. A subcommittee has been developed to create a specific process for randomization, notification, testing, and the handling of test results.

***Campus Clusters/Exposure Notification***

As part of campus standard protocol to manage outbreaks, a trained team will be sent where there have been multiple confirmed cases of COVID-19 in a single location, a “cluster.” The team will require COVID-19 testing, outside of the sentinel process, to faculty, staff, and students who may be part of a cluster and/or involved in university sponsored extracurricular activities. Protocols to manage groups who may be required to quarantine/isolate have been established. Campus plans will offer technology-facilitated exposure notification to augment exposure notification performed by monitoring the Alabama Department of Public Health and local emergency management systems. The campus team will also provide appropriate guidance based on consultation with the local or state health departments, and the CRMC.

If you have a positive test result, you must meet the following conditions to return to campus:

1. You show no evidence of a fever, cough and/or related symptoms.
2. Your symptoms have improved (e.g., cough or shortness of breath have improved).
3. You received two negative tests in a row, 24 hours apart.

If you are in the local area, you may choose to obtain a COVID-19 test at one of the below facilities:

Tuskegee University will conduct testing for students, staff, and faculty. Details as to the location and process will be announced at a later date.

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<th>Lee County</th>
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</thead>
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<tr>
<td>Auburn Family Care</td>
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<td>2544 Enterprise Drive</td>
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<td>Opelika, AL</td>
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<td>334-528-9050</td>
</tr>
</tbody>
</table>

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<th>Macon County Emergency Management Agency</th>
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<tr>
<td>334-727-1800</td>
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<td>Testing Weekly on Thursdays</td>
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</tbody>
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The Alabama Department of Public Health (ADPH) 888-264-2256 Hotline-provides testing sites near your zip code. Please know that your private health information will be kept confidential.
REPORTING REQUIREMENTS POLICY

Tuskegee will abide by CDC and Alabama Department of Public Health (ADPH) guidance in reporting potential and confirmed COVID-19 cases, symptoms, and contacts.

Tuskegee University defines isolation and quarantine as follows:

Quarantine is the process in which people who have been exposed to a person known to be positive for COVID-19, but are not themselves known yet to be positive, are to remain separate from the general community and monitored.

Isolation is the process in which people who are known to have a positive COVID-19 test result, are to remain separate from the general community to prevent the disease from spreading.

If students and/or employees, consultants, third-party vendors or contractors experience one or more symptom(s) that may be related to COVID-19, you must do the following:

1. Contact your physician or student health services
2. Quarantine immediately
3. Employees should contact their supervisor

If students, employees, consultants, third-party vendors or contractors have been notified that they have been exposed to a person with a positive test, the student or employee must:

1. Contact your physician or Student Health Services
2. Notify their supervisor or Dean of Students immediately
3. Immediately quarantine until a test result has been received and follow appropriate guidance based upon the result
4. Report test results to Student Health Services (students) or Human Resources (employees, temporary employees or contractors) immediately upon confirmation

Student Isolation Location

Isolation facilities will be made available for residential students. The same comprehensive services that are available to all students will be available to students in isolation. Students living off campus should isolate at home and contact Student Affairs to ensure appropriate resources and support.

Contact Tracing

Student Health Services will alert the Offices of Human Resources and Student Affairs and the Cabinet regarding affected students and personnel. A Contact Tracer will trace who may have been in contact with the affected person and make the appropriate notifications. As appropriate, Human Resources will work with department heads to transition the impacted personnel to remote working and coordinate with contractors or third-party vendors. Student Affairs will work with students to ensure the appropriate resources and support.

The Contact Tracer, under the direction of Student Health Services, will conduct an investigation (following HIPAA guidelines) to confirm case details and follow-up with department heads. If a positive COVID-19 test is confirmed, please follow the procedures outlined below:

- Student Health Services will contact:
  - Vice President of Facilities and Construction
To ensure the custodial staff cleans the facility following federal standards and place appropriate signage in areas to be quarantined until cleaned according to federal standards

- Human Resources to address employees in the immediate area of the confirmed case
  - To gather their belongings, leave the building and prepare to work remotely
  - To coordinate with Chief Information Officer and supervisor regarding possible remote work computer needs
- Chief of Tuskegee University Police Department
  - To secure the location, keeping additional personnel out of the facility
- Vice President of Student Affairs
  - To coordinate with TU President and Cabinet members regarding messaging to the community
  - To work with Student Health Services to notify local public health officials. These officials will provide advice to Administrators on the appropriate course of action

Cleaning Areas Potentially Exposed to COVID-19

All areas wherein a person has had a suspected exposure to COVID-19 will be cleaned utilizing federal standards. A professional cleaning company will be contacted in cases where a COVID-19 positive test has been confirmed.

The Contact Tracer, under the direction of Student Health Services, will conduct an investigation using HIPAA standards to confirm case details and follow-up with Department Heads. If the student or employee test is confirmed positive, the procedures outlined below are to be followed:

- Student Health Services will contact:
  - Facilities Services to ensure the custodial staff cleans the facility and place appropriate signage in areas to be quarantined until cleaned according to federal standards
  - Human Resources to address employees in the immediate area of the confirmed case; encourage individuals to gather their belongings, leave the building and prepare to work remotely
  - Coordinate with the Chief Information Officer to ensure the employee has equipment to work from home as appropriate
  - The Chief of Tuskegee University’s Police Department will secure the location, keeping additional personnel out of the facility.

- Student Affairs will
  - Coordinate with the COVID-19 Recovery Management Center (CRMC) for recommendations and/or messaging to the community.
  - Ensure Student Health Services has notified Macon County Health Department (MCHD) in the event of a positive test.

If a student or employee has been directly exposed to an individual who has had a suspected exposure to COVID19, he or she must quarantine until test results are confirmed. If a positive COVID-19 test is confirmed, the individual(s) must continue to quarantine until they have received a test and follow the return to work guidelines below.
Returning to Workspace(s) After Cleaning

Students and employees not in the affected area of the reported case can re-enter the building once the area has been cleaned utilizing federal standards. Facilities Management will coordinate the cleaning and contact the Hall Director, Dean or the appropriate Vice President to confirm when it is safe to return to classroom, residence halls and campus spaces. The Vice President for Student Affairs and HR will notify students and staff when it is safe to return to the facility.

Returning to Class, Residence Hall or Workspace Post-COVID-19 Diagnosis

An individual who has stayed home in isolation due to a positive test may return to a facility after all of the following conditions have been satisfied:

- No fever for at least 72 hours or three (3) full days of no fever without the use of medicine that reduces fevers; AND
- No development of any COVID-19 symptoms, e.g., cough, shortness of breath; AND
- Received two consecutive negative tests in a row within 24 hours

An individual who is in quarantine due to possible exposure or who has been asked to vacate their residence hall, class or workspace due to COVID-19 symptoms may return to a facility after all of the following conditions have been satisfied:

- Received a negative COVID-19 test AND
- No fever for at least 72 hours or three (3) full days of no fever without the use of medicine that reduces fevers; AND
- Other symptoms have improved, e.g., cough or shortness of breath have improved; AND
- At least 7 days have passed since their symptoms first appeared

GUIDELINES FOR LABORATORIES & RESEARCH SPACES

These guidelines address the following specific circumstances for general research laboratories as well as labs performing COVID-19 research:

- Faculty with four to eight workstations in total are allowed one person in the entire lab during Phase 1 (Phase 1 is defined beginning on page 19). No lab should have more than one person in a four-workstation space. If the lab has less than four workstations, the PI should negotiate with neighboring labs to share space and use shift work to allow some minimal amount of work to proceed.

- Faculty with eight to 15 workstations can negotiate with neighboring labs to allow a density of one person per eight workstations in the neighborhood.

- Laboratories are allowed to continue using previously approved personnel numbers for ongoing projects, staggering laboratory hours to meet the guidelines above.

- In some cases, members of multiple laboratories in a department/college might, at different times, use the same equipment room, cell culture space, or animal room. Researchers should avoid unnecessary interactions by coordinating or pre-scheduling activities. For example, cell culture rooms with multiple hoods should have no more than one person working at each station and use stations in a manner that allows physical distancing to be maintained (i.e. every other station), and all necessary personal
protective equipment (PPE) should be worn even if alone in the culture room.

- Some researchers and technicians spend all of their time in animal facilities, cell culture rooms, or other spaces away from a central laboratory; these individuals do not count toward the density of the central laboratory. However, physical distancing guidelines should be observed in areas ancillary to the central laboratories as well.

- We understand that some complex experiments, as well as the training of new laboratory members, require teamwork between at least two researchers and/or technicians. These interactions are allowed when necessary but should be minimized whenever possible. Physical distancing of six feet must be employed, and appropriate PPE utilized to create a physical barrier.

- Laboratory safety must continue to be considered during times of low staff density. The Tuskegee COVID-19 Laboratory Policy prohibits working alone in a laboratory unless crosschecks, periodic security guard or coworker checks, or other communication measures are taken. Those working with hazardous materials are encouraged not to work alone and not to work at off hours when fewer laboratories members are in the facility. Researchers should establish a buddy system with someone in a neighboring space or laboratory or use check-in/check-out by phone or text with the Principal Investigator (PI) or another laboratory member.

Scheduling and coordination of work hours. To allow multiple researchers/technicians to sequentially occupy the allotted space, laboratories should develop calendar systems to schedule work shifts throughout the day and on weekends, bearing in mind that safety is a particular concern for people working alone late at night. The structure of these schedules and the length of shifts can be flexible, depending on the type of experiment and the needs of the lab. Currently, laboratories in operation at Tuskegee University have shifts ranging from three to 12 hours in length. Another option is for specific researchers/technicians to reserve certain days of the week. Researchers/technicians should understand that their time in the laboratory is limited. Furthermore:

- Researchers/technicians should communicate openly and often (by text or other messaging systems) to coordinate and adjust schedules as necessary. Everyone should complete work within their shift and respect the agreed upon schedules.
- Researchers/technicians should plan ahead to maximize the use of their limited bench time, and they should do their notebook updating and other desktop activities when they return home or to their personal office space.
- Researchers/technicians should assist their colleagues by doing minor tasks and experiments that will reduce the need for others to come for routine tasks such as: resetting a timer, noting the results of an experiment, etc.
- Each researcher’s/technician’s bench and desk space are private and should not be used by others, so that it can be viewed as a safe space free of contamination.

Choice of researchers/technicians who return to work. When considering which researchers/technicians will be allowed to return to work initially, each PI should first determine which research activities are the most important to resume at this time (for example, research performed by students or postdocs may be a high priority if needed to meet a thesis, paper submission, or grant submission deadline). Then, in consultation with laboratory trainees and staff, the PI should determine which researchers/technicians are most appropriate for continuing that work, and whether it is possible to resume multiple projects using shift work. Selections of returning researchers/technicians should also be based on the following factors:

- Trainees (PhD students and postdocs) should be given high priority due to the need to complete their research projects in a timely fashion.
- Consider occasional rotation of researchers/technicians in the schedule to allow as many members as
possible to experience some progress in their projects.

- Consider equity, diversity, and inclusion, as well as the well-being of laboratory members who are feeling isolated and may benefit greatly from the ability to come to the laboratory.
- Undergraduate volunteers will not be allowed in our laboratories until further notice.

**Support staff, core facilities, and delivery of supplies.** The reopening of laboratory research will require additional staff for glass washing and other tasks, as well as for the core facilities, such as flow cytometry and imaging facilities, that are needed for certain experiments. It will also be necessary to increase the flow of supplies into our buildings. As the resumption of work begins, we can expect delays in the reactivation of core facilities as they adjust to the new demands, and there are likely to be delays in ramping up some supply lines. Furthermore, these added services will lead to increased population density and physical interactions. The numbers of support staff should be kept to the minimum wherever possible.

**Animal Research.** All animal research activities must occur as detailed in the approved Institutional Animal Care and Use Committee (IACUC). IACUC policies and procedures must be followed to ensure appropriate animal welfare. As you prepare to resume or initiate experimental activities, consider levels of staffing and resources needed to adhere to these requirements. If animals cannot be monitored and overseen as detailed in the approved protocol and required for approved laboratory housing, the associated activities should not resume until appropriate personnel and resources are available.

**Adequate Laboratory Staff for Animal Research:**

In all cases, laboratories must have adequate available staff to perform the proposed animal research activity.

- Laboratories must adhere to the frequency of monitoring and parameters described in the protocol and maintain associated documentation.
- Laboratories must monitor all animals under researcher care every day (including weekends and holidays) and maintain associated documentation.

**Mice and Other Species**

- Animals already on Tuskegee University campus: Laboratories may resume studies using existing campus animals.
- Breeding: Mouse and other animal breeding may commence at levels that laboratory staff can support.
- Orders for new mice and other animals: Laboratories may place animal orders as needed.
- Importation of mice and other non-USDA animals from non-commercial vendors: This may commence immediately.
- Mouse transfers within Tuskegee University: Same as importation; this may commence immediately.
- New rodent research projects that require veterinary and/or IACUC oversight: Laboratory staff must contact IACUC chair with sufficient notice pursuant to their policies and procedures in advance of proposed studies.

**Monitoring compliance.** Based on good compliance with current research shutdown policies, we are confident that faculty, trainees, and staff understand the importance of these policies and will strive to operate their labs accordingly. However, compliance checks will be used to identify laboratories where there is inappropriate density or lack of distancing and protective measures. In these cases, faculty will be required to modify staff schedules or take other measures to minimize risk of transmission.

Researchers/technicians are empowered and encouraged to report recurring noncompliant practices to
the PI of the noncompliant laboratory or to their own PI. Neighboring PIs should then make every effort to resolve the problem locally, if possible. If safety deficiencies are not resolved locally in a timely fashion, the issue will be escalated to the appropriate department chair, dean, or research oversight committee for swift correction. Another option for initiating an evaluation of unresolved safety concerns should be reported to crmc@tuskegee.edu.

Health and Safety

A significant increase in the population density in our buildings comes with health risks, and we will need to be more vigilant than ever in seeking to limit these risks.

**GUIDING PRINCIPLES FOR MOVING FORWARD**

Tuskegee University’s policies and protocols for responding to the COVID-19 public health crisis continue to focus on the health of students, faculty, staff, contractors, guests and the greater Tuskegee community and to limit risks. Your health is paramount to us and we cannot move forward without you.

To continue our mission of providing an excellent educational experience for our students while holding public health as a critical principle, the university has chosen to return to campus operations in phases concentrating on those business imperatives that focus on our strategic mission of instruction, research, clinical training and applied practical experiences. These phases will require extended flexibility, commitment, effort and cooperation from all of us. We thank you for your continued support during this unprecedented time in Tuskegee’s history.

Tuskegee University’s plans for expanding operations and increasing the on-campus presence of faculty and staff will be as successful as each of our individual committed efforts to follow the personal and collective guidelines of each stage. Individuals will return to campus based on the core activities they support and their business unit’s need for human resources onsite. No one should return to campus without authorization. These efforts will be closely coordinated to reduce potential risks along the continuum of providing a safer environment.

The length of time in each phase will depend on the following to support the continued health and safety of the Tuskegee community:

- Public health: The evolving CDC protocols and the state and local data regarding COVID-19 cases in the state and in Macon County and the surrounding counties
- State government guidelines and restrictions: Stay-at-home orders, masking requirements, physical distancing, etc.
- Business priorities: to provide an excellent educational experience to our students in a setting that is conducive to learning, academic progression, instructional support, physical and emotional well-being, recruiting and enrolling students, conducting research, and maintenance of operations to support mission critical activities
- Critical comprehensive decision-making: to allow the University to remain fiscally sustainable now and into the future to enable us to continue the delivery of mission-critical activities

**Phase One**

- Preparation for on-campus activity continues.
• Individuals conducting research (on campus) are subject to a minimum of six feet of physical distancing and other safety protocols (e.g., face masks/coverings). Bi-weekly scheduling can also be required as an alternative.

• Field-based training/learning/practicum for students allowed as informed by school or business unit.

• Selected faculty and staff are called to campus to directly support research, instructional activities, on campus preparation for students’ arrival, and residential living. They will be notified by their supervisors. Others will continue remote working and alternative work schedules.

• All on-campus employees must abide by the protocols outlined by the university (e.g., symptom monitoring, face masks/coverings, physical distancing, etc.).

• No face-to-face gatherings or events allowed

Phase Two

• Limited on-campus activity begins

• Individuals conducting research (on campus) are subject to a minimum of six feet of physical distancing and other safety protocols (e.g., face masks/coverings). Bi-weekly scheduling can also be enforced for an alternative.

• Field-based training/learning/practicum for students allowed as informed by school or business unit. Increased number as necessary.

• Residential halls are prepared for students and building protocols are followed.

• Limited faculty and staff are called to campus to directly support research, instructional activities, on campus preparation for students’ arrival, and residential living. They will be notified by their supervisors. Others will continue remote working and alternative work schedules.

• All on-campus employees must abide by the protocols outlined on this site (e.g., symptom monitoring, face masks/coverings, physical distancing, etc.).

• Face-to-face gatherings of 10 people are allowed as long as physical distancing and safety protocols (e.g., face masks/coverings) can be maintained.

• Phase Three

• Increased on-campus activity begins

• Individuals conducting research (on campus) are subject to a minimum of six feet of physical distancing and other safety protocols (e.g., face masks/coverings). Bi-weekly scheduling can also be required as an alternative. Increased number as allowed by school or business unit.

• Field-based training/learning/practicum for students allowed as informed by school or business unit. Increased number as necessary.

• Residential halls are prepared for students and building protocols are followed.

• Undergraduate and graduate instruction ready for face-to-face, on-campus activity and enhanced virtual platforms.

• Additional faculty and staff called to campus to directly support students, student services, research,
instruction, and residential living. They will be notified by their supervisors. Others will continue remote working and alternative work schedules.

- All on-campus employees must abide by the protocols outlined in this manual (e.g., symptom monitoring, face masks/coverings, physical distancing, etc.).

- Face-to-face gathering size restrictions may be modified and communicated as campus activities increase.

**Phase Four**

- On-campus activity almost to pre-COVID-19 capacity

- Individuals conducting research (on campus) may still be subject to a minimum of six feet of physical distancing and other safety protocols (e.g., face masks/coverings). Bi-weekly scheduling may be used as directed by leader of the business unit. Increased number of students as allowed by school or business unit.

- Field-based training/learning/practicum for students allowed as informed by school or business unit. Increased number as necessary.

- Residential halls are prepared for students and building protocols are followed.

- Undergraduate and graduate instruction conducting face-to-face, on-campus activity and enhanced virtual platforms.

- Most faculty and staff called to campus to directly support students, student services, research, instruction, and residential living. They will be notified by their supervisors. Others may continue remote working and alternative work schedules as determined by the business unit. (High risk individuals may apply for accommodations in HR to remain in alternative work schedule).

- All on-campus employees must abide by the protocols outlined in this manual (e.g., symptom monitoring, face masks/coverings, physical distancing, etc.).

- Face-to-face gathering size restrictions may be modified and communicated as campus activities increase.
Phase Progression – Staffing

Individuals will return to campus based on the core activities they support, and their department’s need for additional human resources on-campus. It is expected that faculty and staff will comply when requested by the department leader to return to campus. In some cases, where reasonable, up to three days’ notice may be permitted for supervisors to request an employee’s return to campus. This period will allow employees to make appropriate arrangements (e.g., childcare, commuting, etc.) for returning to the campus. No one should return to campus without authorization. These efforts will be coordinated to reduce potential risks.

No department should increase authorized levels beyond the current phase/stage of on-site operations without approval from the appropriate Dean, Vice President, Provost or the President. Human Resources is available for discussions for department exceptions to provide counsel and recommendations.

It is important to note that individuals, often within the age group of undergraduate and graduate students, can be completely without symptoms and still be positive for SARS-COV2, the virus that causes COVID-19. As such, the University will enforce physical distancing and face-to-face gathering rules. Upon entering campus, individuals who have been authorized to return to campus must conduct self-symptom monitoring every day, wear a mask, display/wear their ID or visitor pass and answer a brief questionnaire before proceeding to their designated work area. It is everyone’s responsibility to comply.

We must be responsible for the health of one another. You must be free of ANY symptoms related to COVID-19 to be on campus. If a student or an employee reports having COVID-19 symptoms, the student or employee must: 1) notify Student Health Services; 2) notify their supervisor immediately; 3) begin self-quarantine for the next 14 days or until released back to work by a physician; and 4) seek testing and report test results to Student Health Services immediately upon confirmation.

To ensure compliance with privacy laws, records of temperature screenings or symptom assessments should not be maintained by departments. Departments may note in the work record that a student, faculty or staff member was not able to work on a given day(s) because they could not be cleared to work. Records of temperature screenings and any student or employee testing information should be kept in the Student Health Center or Human Resources, respectively.

According to the CDC, symptoms may appear 2–14 days after exposure to the virus. These symptoms or combinations of symptoms include:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Muscle pain
- Sore throat
- New GI symptoms
- New loss of taste and/or smell
Individuals with certain conditions may have a higher risk for COVID-19 infection. The CDC updates these vulnerable populations and conditions routinely. At the time of development of these policies these conditions include:

- Age 65 years and older
- HIV
- Asthma (moderate to severe)
- Chronic lung disease
- Diabetes
- Serious heart condition
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Immunocompromised

The CDC website should be visited frequently to obtain the most current information regarding vulnerable populations. [https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/other-at-risk-populations.html](https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/other-at-risk-populations.html)

Faculty and staff who consider themselves to be in one or more high-risk categories and seek to continue their remote or alternative work scheduling to avoid possible COVID-19 exposure, may be eligible for ADA accommodations, leave of absences or other mitigating measures. These may be requested through the Office of Human Resources, (334) 727-8510. Please note, a fear of contracting COVID-19 or being in a high-risk category is not alone recognized as a valid reason for accommodation. Persons seeking ADA accommodations related to returning to campus should contact the Office of ADA Compliance (334) 727-8186.

**ALTERNATIVE WORK ARRANGEMENTS**

**Remote Work**

Remote work arrangements must be evaluated and approved by the immediate supervisor. Employees must continue to work their regularly scheduled workday. Employees must meet departmental expectations during this temporary arrangement. If you are required to support Tuskegee University to prepare for on-campus activities and instruction, you may be requested to shift to an alternative work arrangement or be called to return to campus at any time. In some cases, where reasonable, up to three-days' notice may be permitted.

**Alternating Days or Weeks**

Departments may also consider scheduling partial staffing on alternating days or weeks with staff who are required to be on campus (e.g., two weeks remote, two weeks on campus). This type of scheduling enables physical distancing, especially in areas with large common workspaces. The over 14-day break creates a built-in recovery time if anyone was exposed to the virus during their time on campus.
Positive Case Exposure and Contact Tracing

A contact tracer, under the direction of Student Health Services, will conduct investigations to confirm cases or suspected case details and provide the appropriate information regarding the case to the school or department leader for action.

Faculty and staff who test positive for COVID-19 must isolate at their residence until they have recovered and meet the return to work guidelines listed below. Students who test positive for COVID-19 will be isolated in one of the spaces designated for this purpose.

An individual who has stayed home in quarantine due to possible exposure and/or who has been asked to vacate their residence hall, class or workspace, may return to campus after all of the following conditions have been satisfied:

1. They have no fever for at least 72 hours (3 full days of no fever without the use of medicine that reduces fevers)
   AND
2. They do not develop any COVID-19 symptoms (e.g., cough, shortness of breath)
3. A negative test result has been received

An individual who tests positive for COVID-19 may return to campus after all of the following conditions have been satisfied:

1. They no longer have a fever for at least 72 hours (without the use of medicine that reduces fevers)
   AND
2. Other symptoms have improved (e.g., cough or shortness of breath)
   AND
3. They received two negative tests in a row, at least 24 hours apart

Safety Practices

For personal and community safety practices, please refer to the University’s policies on physical distancing, personal protective equipment and shared spaces.

Required Masking

Face masks/coverings (e.g., disposable masks or cloth face coverings) must be worn by all individuals working on campus at all times in public settings (e.g., common workspaces, public spaces, hallways, stairwells, elevators, meeting rooms, classrooms, breakrooms, campus outdoor spaces, restrooms, etc.). Faculty who are delivering on-campus instruction may remove their face mask to teach provided they are located within the delineated teaching area, (where appropriate protective equipment will be available).
Putting on the face mask/covering

- Wash hands or use hand sanitizer prior to handling the face mask
- Ensure the face mask/covering fits over the nose and under the chin
- Situate the face mask/covering properly with nose wire snug against the nose (where applicable)
- Tie straps behind the head and neck or loop around the ears
- Throughout the process, avoid touching the front of the face mask/covering

When taking off the face mask/covering, loop your finger into the strap and pull the strap away from the ear, or untie the straps.

- Do not touch your eyes, nose, or mouth when removing the face mask/covering
- Wash hands immediately after removing
- Cloth face masks must be washed daily; if not washed immediately, place the mask in a plastic bag to avoid contaminating other surfaces or clothing

Handwashing

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place or used the restroom; after blowing your nose, coughing or sneezing; and before and after eating. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose and mouth with unwashed hands.

Coughing and Sneezing Practices

If you are in a private setting and not wearing your face mask/covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Stop the Spread:

Cover  Clean  Distance  Wash
Phase Progression - Facilities and Shared Spaces

If you work in an open environment, be sure to maintain at least six feet of distance from any other individuals. Remove and stagger chairs or desks to achieve six feet of distance. Wear a face mask/covering at all times while on campus unless in a private, closed office or in your vehicle. You should use your own computer, phone, headset and equipment, and not use shared or common equipment if at all possible. Clean your hands before and after using shared equipment.

Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between faculty, staff and students:

- Remove shared resources (e.g., community writing utensils, magazines in lobby areas)
- Facilities will place visual cues such as floor decals, colored tape or signs to indicate where people should stand while waiting
- Facilities will place one-way directional signage for large open workspaces - enter through one space and exit through another to increase distance between employees in that space

Please review the official policies regarding shared spaces and facilities protocol found on Tuskegee.edu/coronavirus for protocols regarding being together on campus.

Self-Cleaning of Workspaces

Although we have official policies regarding Facilities protocol, we all should do our part to ensure clean workspaces for ourselves and others. Our continued health as well as that of our community is a shared responsibility.

We can assist our Facilities team by:

- Utilizing only lined office waste receptacles for food waste, wet trash and tissues to control odors
- Using cleaners (as described in the shared spaces policy) to sanitize your office space (i.e., keyboards, desk space, doorknobs, phones, etc.)
Research Operational Plan Template
Phases One through Four

Departments must have a completed Operational Plan approved by the Dean prior to resuming on-campus research activities. All activities will follow standard OSHA guidelines for laboratory services. This form should be used to identify the number and function of researchers that will be active at each phase and develop schedules to ensure physical distancing is maintained in laboratory spaces.

Phase One - Access Severely Limited (maintenance only, no research)
Phase Two - Limited Business Operations
Phase Three - Modified Business Operations
Phase Four - Full Access

School/College: __________________________
Department: __________________________
Building: __________________________
Floor: __________________________
Lab Room Number(s): __________________________

Personnel in the Research Space

<table>
<thead>
<tr>
<th>Researcher Name (undergraduate and graduate)</th>
<th>Hours/day or week</th>
<th>% time needed to be in the lab versus time where work can be performed remotely (e.g., data analyses)</th>
<th>If shifts are required, indicate how (e.g., 3 days in lab, 2 days at home, or 7am-1pm and 1:30pm-7:30pm)</th>
<th>Justification: unique skill set, needed for research continuity to prevent data loss, etc.</th>
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Dean Approval

________________________  ___________________________ _____________
Printed Name    Signature    Date
Telework Report for the Week* Ending ________________

(This form should be used to document productivity of persons approved from remote work plans)

Name of Employee: ____________________________________

<table>
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<tr>
<th>Date</th>
<th>Day</th>
<th>Project/Assignment</th>
<th>Completed Work/Progress</th>
<th>Comments/Problems Clarifications Needed</th>
<th>Supervisor's Comments</th>
<th>Communication via Phone, Email, MS Teams, other</th>
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*This report may be modified to accommodate more or less frequent reporting (daily, biweekly, or project based) based upon the business need of the supervisor.
APPENDIX A: COVID-19 RECOVERY MANAGEMENT CENTER (CRMC)

The new COVID19 Recovery Management Center (CRMC) is dealing with the many questions that must be addressed as Tuskegee University moves forward with mitigation planning to return to campus.

The CRMC is charged with recommending University-wide public health strategies and guidelines that are needed for helping us live and work on campus, in order to pursue TU’s education and research mission while managing the cultural shift of living with the coronavirus SARS-CoV-2. Crystal M. James, JD, MPH TU’s new Special Assistant to the President for COVID19 and Department Head of Graduate Public Health will be directing the activities of the CRMC.

The CRMC’s role assures that TU is drawing on its world-renowned research faculty, Veterinary Medical expertise, and other health sciences programs to guide decisions on the health and safety of students, faculty and staff alike. The CRMC will also work in collaboration with community partners, Macon county emergency management, the Macon County Council of Governments, Faith-based organizations, and community organizations to ensure that ideas, strategies, and guidance from all stakeholders are critically considered in policy decision making.

The CRMC coordinates guidance from experts in nursing and veterinary medicine, public health, occupational health and safety, infectious diseases and epidemiological modeling, emergency preparedness and the relevant legal regulations and compliance.

The work of the CRMC will also be to continuously monitor the health status of the campus and align the University status to be well coordinated in our COVID-19 policies with the status of the city, county, state and beyond. Activities include but are not limited to operating cadence and project management, scenario planning, peer bench marking, coalition building, communications and escalation.

The members—several of whom are both researchers and practitioners—bring their own specialized expertise as they develop detailed recommendations that are both sound and workable for the University community. They are making recommendations for personal protective equipment and personal hygiene; shared spaces, distancing and density; virus monitoring, testing and tracing; safe mobility; and considerations for vulnerable populations.
## Operational Posture

### High Risk
*(Phase 1)*
Meet TU minimum standards for Red

- TU is open, but activities are heavily restricted
- Instruction virtual only formats, except select clinicals and labs
- Housing open with virus mitigation and isolation interventions in place
- Shared spaces open only to support on-campus students and staff
- Student Life activities are not permitted

### Elevated Risk
*(Phase 2)*
Meet TU minimum standards for Yellow

- Limited activities in person, but most are virtual
- Instruction delivered in hybrid and virtual only formats, but primarily virtual
- Housing open with virus mitigation and isolation interventions in place
- Shared spaces open only to support on-campus students and staff
- Gatherings capped at 10 people with physical distancing

### Guarded Risk
*(Phase 3 & 4)*
Meet TU minimum standards for Green

- Some Activities are face-to-face, with virtual options and limited restrictions
- Instruction delivered in face-to-face, hybrid, and virtual only formats
- Housing open with virus mitigation and isolation interventions in place
- Some shared spaces open
- Gatherings capped at 30 people with physical distancing

## Students

- Work from home encouraged wherever possible
- Those who need to support permitted activates allowed on campus
- Research is permitted on campus by select personnel and graduate level students

## Faculty & Staff

- Work from home encouraged wherever possible
- Those who need to support permitted activates allowed on campus
- Virtual work encouraged for research personnel; most permitted on campus
Appendix C: Operational Phases
Like Alabama’s red, yellow and green county phases, TU’s operational phases define what is allowable across our people, places and programs. While all of our operational phases will meet the minimum requirements of the current phase of our counties, we will customize our operational phase based on factors unique to the University, including cases on campus, adherence to health and safety guidelines and availability of personal protective equipment and isolation beds.

Guarded Risk/Phase 4 meet the minimum standards of Alabama’s green phase. Here, fewer restrictions are in place, while many mitigation measures remain. The activities taking place will account for chronic risk of operating during a pandemic, while continuing to prioritize health and safety.

Elevated Risk/Phase 3 & 2 meets the minimum standards of Alabama’s yellow phase. Under this phase, life on campus resumes at a level that allows the physical distancing and other mitigation strategies to decrease community spread. The activities taking place will account for chronic risk of operating during a pandemic, while continuing to prioritize health and safety.

High Risk/Phase 1 meets the minimum standards of Alabama’s red phase. In the High-Risk Phase, the University is open, but activity is heavily restricted to help stop the spread of the virus.

On June 15, 2020 the Tuskegee University campus moved away from a strict stay at home emergency status to High Risk/Phase 1. We will begin our transition into the Elevated Risk/Phase 2 on July 10, 2020.
You have received notification that an employee in your unit has had close contact (within 6 feet for more than 10 minutes) with a person with symptoms or suspected of having COVID19.

Inform the employee to complete Tiger Health Check, quarantine and seek testing immediately, notify Dean/unit leader with name and contact information.

Contact facilities to hang quarantine signage on room(s) employee utilizes often (personal office space/ laboratory).
You have close contact (within 6 feet for more than 10 minutes) with a person with symptoms or suspected of having COVID19

- **NO**
  - Complete Tiger Health Check and continue with normal activities while monitoring your health

- **YES**
  - Notify your supervisor; Seek testing immediately and quarantine until a result is received; communicate your result to human resources

- **YES**
  - Complete Tiger Health Check and notify student health services, they will provide guidance on testing if needed and quarantine until a result is received
You have close contact (within 6 feet for more than 10 minutes) with a person with symptoms or suspected of having COVID19

**NO**
Complete Tiger Health Check and continue with normal activities while monitoring your health

**YES**
Notify student health services, they will provide guidance on testing immediately and quarantine until a result is received

**YES**
Complete Tiger Health Check and notify student health services, they will provide guidance on testing if needed and quarantine until a result is received
GOLDEN TIGERS
Let’s Do Our Part

- Wash hands for 20 sec
- Wear a mask
- Avoid crowds
- Avoid handshakes