

Return to Campus Guidelines for Faculty and Staff

June 2020
Updated August 2020



UNIVERSITY OF
GEORGIA

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INTRODUCTION

Throughout the University of Georgia's (UGA) response to the COVID-19 pandemic, UGA has remained focused on the health and safety of our faculty, staff and students. This commitment has never wavered, and it remains a guiding tenet as the University prepares to enact a carefully planned and measured reopening of its campuses.

Please understand that UGA's knowledge about the COVID-19 virus and the best practices to respond to the pandemic continue to evolve. For this reason, guidance, plans, and policies related to the return to campus operations at UGA will also evolve.

UGA's preliminary plan has been developed over the month of May, as nine working groups have researched and developed recommendations which were submitted to the University System of Georgia (USG) for approval. These recommendations comply with Executive Orders and directives from the Governor's Office, and reflect guidance from the Georgia Department of Public Health (GDPH) and the Centers for Disease Control and Prevention (CDC), as well as the USG.

The USG and UGA will continue to monitor developments related to COVID-19 and receive counsel from state public health officials. Guidance could be subject to change, even after these plans are put in place. The University community will need to remain flexible, patient and empathetic as plans are implemented and campus operations are restored.

What is UGA Doing to Create a Safe Working Environment for Employees?

- Following best practices from the University System of Georgia, the Georgia Department of Public Health and the Centers for Disease Control and Prevention
- Taking a gradual and phased approach for employees returning to work
- Providing training modules for supervisors, employees and students
- Issuing two (2) reusable and washable cloth face coverings to all students, staff and faculty and requiring their use while inside campus facilities/buildings where six feet social distancing may not always be possible
- Requiring all employees to self-monitor and acknowledge that they are not aware they have signs and/or symptoms of COVID-19 before coming to campus each day; as this includes asking each employee to take their own temperature each day before reporting to work, the University will be providing a digital thermometer to all students, staff and faculty
- Implementing enhanced cleaning and disinfection protocols across campus
- Providing technical assistance and resources to supervisors to assist them in their efforts to create a safe work environment prior to the return of all students, staff and faculty
- Use of reminder signage and other communications to encourage all members of our community and visitors to help prevent the spread of COVID-19 by practicing good hygiene

PHASES

UGA's return to operations will take place in a gradual manner utilizing the three phases summarized below. Deans, Department Heads, and Directors will have the responsibility to utilize this framework to develop unit-based plans for the staggered return of their faculty and staff, as well as the flexibility to determine those who should be brought back to campus during Phases 1 and 2. **Please note that no employee should return to campus until they are notified by their unit they can do so.** A detailed chart of the three phases can be found in the appendix to this guide.

Phase 1

On June 15, 2020, the following return to campus

- Supervisors designated by their Dean, Director or Department Head return to ensure that the work environment under their purview is configured to decrease health risks to their employees.
- Personnel who perform mission critical/time sensitive functions
- Personnel who need to support supervisors or those with mission critical/time sensitive functions

Phase 2

(Preparation for Return to Regular Operations) July 20, 2020, the following return to campus

- Supervisors (including administrative faculty) who did not return to campus during Phase 1
- Personnel who perform mission critical/time sensitive functions who have worked remotely during reduced operations
- Appropriate support personnel for the groups listed above
- Staffing will be adjusted to support returning faculty, staff and students who are preparing for full operations in Phase 3

Phase 3

(Coincides with start of Fall Semester) August 10, 2020, the following return to campus

- All faculty and staff return to campus for the 2020 Fall Semester
- Individuals in those populations defined as at risk, who have applied with appropriate documentation for accommodation and have been approved for such, should remain in a teleworking/rotational schedule or other accommodation as approved by the University's workplace accommodation process, as outlined on page 10 of this document

REQUIRED SUPERVISOR AND EMPLOYEE TRAINING MODULES

All supervisors, employees and students will be required to complete a training module as a part of the phased return to campus operations. A training module will be made available prior to and during Phase 1 for supervisors to help guide them in their efforts to create a safe and healthy workplace prior to the arrival of additional employees in Phase 2 in July. Separate training modules will also be required for employees and students that will review policies, practices and provide resources for students and employees for reopening UGA. The supervisor and employee training modules will be available in the UGA Human Resources Professional Education Portal (PEP) and the student training module will be in place by early August and available via eLC.

Individual responsibility and a commitment to abide by health guidelines is key to the success of the institutional efforts to promote a healthy and safe UGA community. Each of the training modules encourages a partnership among members of the University community to be safe and responsible in their actions and choices to assist with the protection of campus. Institutional controls are only as effective as the willingness of individuals to carry them out. It will be imperative for everyone -- faculty, staff, and students -- to take responsibility for their actions and adhere to the guidelines of the GDPH, the CDC, as well as guidelines issued by the USG and UGA to protect themselves and others.

WHAT IS COVID-19 AND HOW DOES IT SPREAD?

- COVID-19 is a mild (or no symptoms) to severe respiratory illness caused by Severe Acute Respiratory Syndrome Coronavirus 2 (SARS-CoV-2).
- COVID-19 is primarily spread from person-to-person through respiratory droplets, generated when an infected person coughs, sneezes, talks, shouts or sings.
- You may also become infected by touching your mouth, nose or eyes after sharing or handling any object or touching a public surface contaminated by the virus.
- Since SARS-CoV-2 spreads between people who are in close proximity to one another, it is important to avoid contact and physically distance (at least 6 feet) from others when possible, and all UGA faculty, staff, students, and visitors are required to wear an appropriate face covering while inside campus facilities/buildings where six feet social distancing may not always be possible.
- Since SARS-CoV-2 can be spread through contact with surfaces and objects, frequent handwashing, use of hand sanitizer, and cleaning and disinfection of public surfaces also are critical to prevention of disease spread.

SELF-MONITORING AND SYMPTOMS OF COVID-19

All members of the UGA community should consider the health and safety of each other and themselves. Therefore, there are a few basic principles of self-monitoring that are expected for those individuals coming to campus, whether they are faculty, staff, visitors or contractors. You must self-monitor and acknowledge that you are not aware that you have signs and/or symptoms of COVID-19 before coming to campus each day. According to the CDC, people with COVID-19 have reported a wide range of symptoms, ranging from mild to severe. Symptoms may appear 2-14 days after exposure to the virus and include:

Symptoms:

- Cough
- Shortness of breath or difficulty breathing
- Fever (>100.4 degrees)
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell (without a stuffy nose)

This list does not include all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea. For the most up-to-date information on COVID-19 symptoms, check the CDC's website: <https://www.cdc.gov>. By coming to campus, an employee is acknowledging that they have completed the self-monitoring requirements earlier that day and confirmed that they do not have signs/symptoms of COVID-19.

Temperature checks:

At this time, the University of Georgia will not conduct daily temperature checks of faculty and staff at work locations. You are asked to self-monitor by taking your own temperature each day before reporting to work. The University may conduct random temperature checks at various work locations as a part of a larger surveillance strategy.

Monitoring the temperature of individuals while on campus to screen for fever is not routinely recommended. However, accommodations will be made for high risk environments (e.g., University Health Center, College of Veterinary Medicine) who choose to perform temperature screening on entry.

What to do if symptoms develop:

If any symptoms develop, you must:

- Stay home. (Do not report to work if you are sick; if you become ill while at work, go home immediately.) Faculty and staff can use accrued leave for this purpose.
- Immediately inform your supervisor, dean, program head, or department chair.

What if I test positive for COVID-19?

- If an employee receives a notification of a positive test for an employee or a student, they should immediately notify either their supervisor in the case of an employee or Student Care and Outreach in the case of a student.
- Employees who test positive or receive a clinical diagnosis for COVID-19 should leave campus immediately and follow the Georgia Department of Public Health's time-based return to work strategy that is determined based on a person's health status. More information can be found at <https://dph.georgia.gov/document/document/dph-covid-19-return-work-guidance-after-covid-19-illness-or-exposure-persons-not/download>

Contact Tracing:

Contact tracing is a strategy in which public health officials work with a patient to help them recall everyone with whom they have had close contact during the timeframe while they may have been infectious. The Georgia Department of Public Health will be responsible for all contact tracing on campus. For more information on how contact tracing works in Georgia, see the GA DPH video at <https://youtu.be/8LANQADjaEY>.

SAFETY PRACTICES

General Safety Practices:

- UGA faculty, staff, students, and visitors are required to wear an appropriate face covering while inside campus facilities/buildings where six feet social distancing may not always be possible.
- Wash your hands often with soap and warm water for at least 20 seconds – use an alcohol-based hand sanitizer (at least 60% alcohol) if soap and water are not available.
- Avoid touching your eyes, nose and mouth with unwashed hands.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash.
- Stay home if you are sick. If you become ill at work, go home immediately.
- Avoid close contact with people who are sick.
- Get a flu shot. A flu shot will not protect against COVID-19, but if you do get the flu, your symptoms will be less severe, easing the burden on healthcare facilities. It will also reduce your chances of being mistakenly quarantined for COVID-19, when you have an unrelated illness.
- Avoid sharing common office supplies such as pens and notebooks.
- Develop sanitizing procedures for work areas with commonly used or shared equipment, tools, computers, copiers, etc.



Social Distancing:

Since people can spread the virus before having symptoms, it is important to keep physical distance from others when possible. When possible, faculty and staff should use the following safety practices:

- Maintain six feet (about two arm's length) of distance from other people.
- Avoid gathering in groups in common areas in buildings.
- You are required to wear a face covering while inside campus facilities/buildings where six feet social distancing may not always be possible. Face covering use will be in addition to and is not a substitute for social distancing.
- Continue to limit large group meetings – utilize distance communication tools like Zoom.
- Utilize sign reminders to practice social distancing in shared areas (templates available).



Face Coverings and Masks:

UGA will require all faculty, staff, students, and visitors to wear an appropriate face covering while inside campus facilities/buildings where six feet social distancing may not always be possible. Face covering use will be in addition to and is not a substitute for social distancing. Face coverings will not be required when alone in an enclosed office or study room, in campus outdoor settings where social distancing requirements are met, or for students in their own residence hall rooms or suites. Anyone not using a face covering when required will be asked to wear one or leave the area. Repeated refusal to comply with the requirement may result in discipline through the



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applicable conduct code for faculty, staff, or students. Reasonable accommodations may be made for those who are unable to wear a face covering for documented health reasons. **Two washable, reusable cloth masks will be provided to each UGA employee and student.**

Updated Guidance on Face Coverings (8/6/2020):

The University System of Georgia (USG) and UGA are requiring that all faculty, staff, students and visitors wear an appropriate face covering while inside campus facilities/buildings where six feet social distancing may not always be possible. Through consultation with the Medical Oversight Task Force and the Prevention Measures Advisory Board, **UGA has determined that face coverings must be worn in certain areas inside University facilities at all times because it is not always possible to meet social distancing requirements** (i.e., at least six feet of physical distance from others can be maintained in all directions at all times) due to the typical occupant densities that occur throughout campus.

These areas **include but are not limited to: classrooms, teaching labs and other instructional spaces, conference rooms, hallways, enclosed stairwells, elevators, lobbies, lounge areas, public restrooms, shared work spaces, common areas of residence halls, student activity and exercise centers, performance spaces, retail spaces, museums, libraries, and dining services facilities** (unless seated and actively eating). Face coverings are required even when moving through shared spaces such as lobbies, elevators, stairwells, lounges, etc., when using campus public transportation (including bus stops) and while inside university vehicles if more than one person is present. Face coverings are not required when alone in an enclosed office or study room, for students in their own residence hall rooms or suites, in dining areas when seated and actively eating, or in campus outdoor settings where social distancing requirements are met and the person has control over someone entering into their six-foot vicinity.

Reasonable accommodations may be made for those who are unable to wear a face covering for documented health reasons. Employees seeking such an accommodation should contact [Human Resources](#), while students should follow the [Disability Resource Center's](#) existing accommodation process.

See details regarding mask use and care below:

Type and Intended Use of Face Coverings/Masks				
Type	<p>Cloth Face Covering</p> 	<p>Disposable Mask</p> 	<p>Medical-Grade Surgical Mask</p> 	<p>N95 Respirator</p> 
Description	Home-made or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions	Commercially manufactured masks that help contain wearer's respiratory emissions	FDA-approved masks to protect the wearer from large droplets and splashes; helps contain wearer's respiratory emissions	Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer's respiratory emissions
Intended Use	All faculty, staff, students and visitors are required to wear an appropriate face covering while inside campus facilities/buildings where six feet social distancing may not be possible.		These masks are reserved for healthcare workers and other approved areas with task-specific hazards. Special situations will be evaluated by the UGA Preventative Measures Advisory Board (PMAB).	

Chart Source: Duke University

How to use a face mask or face covering:

- Wash your hands before putting on your face covering.
- Put it over your nose and mouth and secure it under your chin.
- Try to fit it snugly against the sides of your face.
- Make sure you can breathe easily.
- Keep the covering on your face the entire time you are around others.
- Don't put the covering around your neck or up on your forehead.
- Don't touch the face covering and, if you do, wash your hands.



How to take off your face covering:

- Untie the strings behind your head or stretch the ear loops.
- Handle only by the ear loops or ties.
- Fold outside corners together.
- Place covering in the washing machine.
- Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.



Care for face coverings:

- Cloth face coverings should be washed after each use.
- Include your face covering with your regular laundry.
- Use regular detergent and the warmest appropriate water setting for the cloth used to make the face covering.
- Disposable masks should not be used for more than one day and should be placed in the trash after your workday.



WORKPLACE SCENARIOS

Public Transportation:

If you take public transportation such as a UGA Bus or Athens-Clarke County Bus, wear a face covering before entering. Avoid touching surfaces with your hands as much as possible. Wash your hands or use hand sanitizer before entering and after exiting the bus and before removing your face covering.

Working Environments:

All work areas are different and may require different types of risk mitigation strategies. Supervisors will assess work environments to determine the best mitigation strategies. Supervisors have been provided a risk assessment tool and checklist to aid in this process.

Cleaning and Disinfecting:

- Facilities Management Division (FMD) Services and other departments, who have their own building services personnel, will clean touch surfaces on a more frequent basis.
- Frequently touched surfaces may include doors, door handles, chair armrests, tabletops, handrails, podiums, light switches, trash receptacles, elevator buttons, drinking fountains, vending machines, etc.
- Additional disinfection between classes can be performed by faculty and students as desired using provided materials. When supplies are available, FMD will provide sanitizing wipes that may be used by faculty and students to disinfect classroom surfaces they might touch, including classroom tabletops, chair armrests, and computer workstations.
- For items such as keyboards and other types of technology equipment, alcohol-based wipes may be used. Do not allow cleaning product to pool on the surface during cleaning. It is recommended to use wipeable computer covers if applicable.
- Additional cleaning supplies can be obtained by contacting FMD Work Request Center at fmdwork@uga.edu or calling 706-542-7456.

Using Elevators:

- Use stairs whenever possible.
- Occupancy on elevators should be limited to two people in most situations.
- Masks are required in buildings/facilities and are required to be worn in elevators.
- Avoid touching the elevator buttons with exposed hands/fingers when possible.
- Wash hands or use hand sanitizer upon departing the elevator.

Restrooms:

- Use of restrooms should be limited based on facility size to ensure proper social distancing whenever possible. Wash your hands thoroughly afterward for at least 20 seconds.

UGA Vehicles:

- UGA vehicles are limited to two simultaneous occupants for Phases 1 and 2 of reopening. If two occupants are in a vehicle, then both are required to wear a face covering or mask.

Meals on Campus:

- Before and after eating, wash your hands thoroughly for at least 20 seconds.
- If you are eating in a break room or shared office space, maintain six-feet of distance between you and others when possible.
- Wipe all surfaces with appropriate cleaning and disinfecting agents including tables, handles, and appliances after their use.
- Avoid sharing utensils.

Research Laboratories:

For additional information on Research Operations at UGA, see www.research.uga.edu/coronavirus/.

Travel:

- Non-essential, business-related travel of any kind is currently prohibited for USG employees until further notice.
- During the pandemic timeframe, UGA faculty and staff are limited to essential business travel only; this will require the completion of a Travel Authority (TA) as a pre-approval for all essential travel (in-state and out-of-state) regardless of cost, level of reimbursement, or funding source. Blanket authorizations (for up to one fiscal year) are available for employees with frequent and reoccurring in-state essential travel.
- Any prospective traveler must justify that the proposed travel, whether domestic or international, is essential by documenting the consequences of not traveling. The justification must be included in the TA and approved by the employee's immediate supervisor.
- Research-related travel must be part of an approved Research Resumption Plan (RRP) under the Office of Research guidelines (<https://research.uga.edu/docs/units/research/Research-Resumption-Plan.pdf>). In the comments section of the TA, include RRP approval date and approver name.
- Because of the shifting epidemiology of the coronavirus, a destination considered relatively safe now may not be considered safe this fall and vice-versa. Faculty, staff and students who travel on University business or as a part of a University program to an area of significant activity should realize that they will be required to quarantine upon return to campus.
- Faculty, staff and students traveling on non-University related travel are strongly encouraged to follow relevant CDC and GPHD post-travel quarantine guidance and may be subject to quarantine requirements.
- Detailed travel information will be available via a centralized training module available in late June.

HR POLICIES

COVID-19 Related ADA Workplace Accommodation Requests

The Centers for Disease Control and Prevention (CDC) has determined that older adults and people of any age who have serious underlying medical conditions might be at higher risk from COVID-19. While the CDC no longer provides a minimum age for those at risk, the USG will continue to use age 65 as its measure for evaluating requests for alternate work arrangements. Individuals who are younger than age 65 may provide documentation from a health care provider that their age is a determining factor for risk that should prevent them from working on campus as scheduled. Requests from faculty and staff for an accommodation due to COVID-19 will be handled through the University's existing Americans with Disabilities Act (ADA) accommodations process. Please contact the HR Liaison for your respective unit or Office of Faculty and Staff Relations in University Human Resources if you have any questions regarding a COVID-19 workplace accommodation question or request; you may also visit the UGA ADA accommodations website for more information.

More information about this process can be found at <https://hr.uga.edu/employees/workplace-concerns/disability-services-accommodations/ada-supervisory-resources/>.

Faculty seeking an accommodation are asked to submit their COVID-19 related ADA accommodation request by Thursday, June 18, 2020. This deadline will assist the campus in planning for the delivery of instruction this fall semester. **Staff seeking an accommodation are asked to submit their COVID-19 related ADA accommodation request by Wednesday, July 1, 2020.** Faculty and staff may submit an accommodation request at any time as the need arises or circumstances change.

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Please note the University's accommodations process addresses workplace accommodations directly related to the employee (one's self) and their job functions. Based upon guidance from the USG, the University's accommodation process can only be used to address COVID-19 related concerns related to your own medical conditions and risk factors. If you wish to seek leave related to the care of others, please refer to employee leave options below including the Families First Coronavirus Response Act (FFCRA) and the Family Medical Leave Act (FMLA).

COVID-19 Related Leave and Absences from Work

Employees experiencing COVID-19 type symptoms should not report to work. If an employee experiences such symptoms while at work, they should report to their supervisor that they are ill and should leave work immediately. A supervisor has the authority to send an employee home if the employee exhibits COVID-19 symptoms identified by the CDC. Employees should use accrued sick or vacation leave or other available leave options.

Families First Coronavirus Response Act (FFCRA)

The FFCRA provides employees up to two (2) weeks of paid emergency sick leave for those situations when an employee is required to be in quarantine or isolation due to COVID-19 exposure. The FFCRA also provides expanded FMLA coverage for employees that are unable to work due to a need to care for a child if the school or place of care has been closed due to a public health emergency associated with COVID-19. More information is available at https://hr.uga.edu/ffcra_request/.

Family Medical Leave Act (FMLA)

Eligible employees may be granted up to 12 work weeks of job-protected leave during a 12-month period for certain health-related and/or military deployment situations. FMLA leave eligibility is not performance-based. An employee is required to exhaust their sick and personal leave balances while on FMLA. More information about FMLA can be found at <https://hr.uga.edu/employees/leave/family-medical-leave-act-fmla/>.

Emotional and Mental Health

USG provides an employee assistance program to employees and family members with free, comprehensive support through the KEPRO Employee Assistance Program (EAP). These resources include:

- Counseling and Well-being
- Work/Life Balance
- Management and HR Consultation
- Training and Education

Support is available 24 hours a day, 365 days a year at 1-844-243-4440. More information is available at https://www.usg.edu/hr/benefits/2019_benefits/eap.

EMPLOYEE RESOURCES

General Human Resources Questions

Contact - 706-542-2222 or hrweb@uga.edu

Faculty and Staff Relations Questions

Sige Burden, Sr. Managing Director

sburden@uga.edu 706-542-9231

Tracey O'Malley, Assistant Director

tomalley@uga.edu 706-542-0251

Adrianna Creech, Sr. Managing Consultant

acreech@uga.edu 706-542-7342

Workplace Environment, Risk Assessment and PPE Questions

Preventative Measures Advisory Board

PMAB@uga.edu

Additional Cleaning Supplies for Workplace

FMD Work Request Center

fmdwork@uga.edu 706-542-7456

Web Resources

UGA Coronavirus website with information for faculty, staff, students and parents

www.uga.edu/coronavirus/info.php

UGA COVID-19 prevention sign templates for hallways, restrooms, elevators and other areas

https://digitalarch.uga.edu/portals/aihdc88/Back_to_Campus_Fall_2020

UGA Human Resources FAQs regarding Types of Employee Leave

<https://hr.uga.edu/faqs/>

UGA Employee Assistance Program

https://usg.edu/hr/benefits/2019_benefits/eap

Research Operations at UGA

www.research.uga.edu/coronavirus/

Georgia Department of Public Health

<https://dph.georgia.gov/>

Centers for Disease Control and Prevention

<https://cdc.gov/>

CDC High Risk Conditions

<https://www.cdc.gov/cor/2019-ncov/need-extra-precautions/people-at-higher-risk.html>

	<p align="center">Phase 1 Preliminary Preparation (to begin June 15, 2020)</p>	<p align="center">Phase 2 Preparation for Return to Regular Operations</p>	<p align="center">Phase 3 Coincides with the Start of the Fall Semester</p>
<p>Staffing and Safety</p>	<ul style="list-style-type: none"> • Essential employees who have been working on campus during the period of reduced operations should continue to do so. • Deans, Department Heads and Directors (3Ds) should determine those supervisors (incl. admin. faculty) who should return to campus to ensure the work environment they oversee and manage is compliant with USG and UGA guidelines pertaining to a safe and healthy workplace. • Personnel who perform mission-critical/time-sensitive functions, as determined by their supervisor, and who need to work onsite also can return. • Personnel who need to support supervisors or personnel with mission-critical/time-sensitive work can return to campus. • Campus operation units should adjust staffing accordingly to support those faculty, staff, and limited number of students who are on campus and prepare for increasing numbers of persons on campus in Phase 2. • The University will begin a process to allow those who wish to apply for special workplace accommodation, due to being in a defined vulnerable population, to do so. This process should be in compliance with federal health privacy laws. • For all of these groups: <ul style="list-style-type: none"> • On-campus presence should continue to be limited with social distancing measures and control of group sizes continuing in accordance with GDPH 	<ul style="list-style-type: none"> • Supervisors (including admin. faculty) who did not return to campus in Phase 1 should report to campus. • Personnel who perform mission critical/time-sensitive functions, as determined by their supervisor, and who have been working remotely during the period of reduced operations, should return to campus. • Appropriate support personnel for these groups also can return to campus. • Campus operation units should adjust staffing accordingly to support those faculty, staff, and students who are on campus and prepare for full operations in Phase 3. • For all of these groups: <ul style="list-style-type: none"> • Staggered or rotating weekly schedules are recommended to maintain social distancing in accordance with GDPH guidelines at the time. • The use of teleworking in conjunction with on-campus work is still appropriate, as needed to maintain social distancing in accordance with GDPH guidelines at the time. • Appropriate training will be provided. • Personnel who returned in Phase 1 on a staggered schedule may now return to a normal work and commuting schedule. 	<p>All faculty and staff return to campus for the 2020 Fall Semester with appropriate training to be completed immediately. Employees previously working staggered/rotating weekly schedules and/or teleworking should now be operating a regular, in-person schedule on campus with only limited exceptions:</p> <ul style="list-style-type: none"> • Individuals in those populations defined as at risk, who have applied with appropriate documentation for accommodation and have been approved for such, should remain in a teleworking/rotational schedule or other accommodation as approved by the University’s workplace accommodation process. • 3Ds may approve teleworking in conjunction with on-campus work, as well as staggered or rotating schedules, for employees within their units if such arrangements are needed to meet social distancing guidelines of the GDPH at the time. • Any pre-pandemic telecommuting or flexible schedules that were in place may continue at the discretion of the respective unit head. • Contingency plans are in place for housing, instruction, and campus operations and can be activated in the event of a resurgence of infections. Activation of any contingency plan(s) would be made only in close consultation with guidance from the USG and GDPH.

	Phase 1 Preliminary Preparation (to begin June 15, 2020)	Phase 2 Preparation for Return to Regular Operations	Phase 3 Coincides with the Start of the Fall Semester
	<p>guidelines at the time.</p> <ul style="list-style-type: none"> • A staggered or rotating weekly schedule is still recommended. • The use of teleworking in conjunction with on-campus work is still appropriate, encouraged, and preferred as needed to maintain social distancing. 		
<i>Instruction</i>	<p>Online instruction continues, with limited exceptions for which USG approvals have been granted, and with only those students approved to be in on-campus housing physically present. OVPI will:</p> <ul style="list-style-type: none"> • Continue development of plans and preparations to support faculty/students who are unable to return to campus due to issues including, but not limited to sickness, quarantine, travel problems (including delays in securing visas), etc. • Continue extensive preparations for a hybrid mode of instruction to accommodate a mix of students who learn in person vs. those who learn remotely. • Continue preparations for fall instruction scenarios for any required (temporary) modifications to instructional spaces. • Continue inventory of new spaces and technology that could be used to support instruction in the Fall Semester. • Roll out faculty and staff training programs to support teaching continuity in the fall. 	<p>Online instruction continues, with limited exceptions for which USG approvals have been granted, and with only those students approved to be in on-campus housing physically present. OVPI will:</p> <ul style="list-style-type: none"> • Finalize plans and preparations to support faculty/students who are unable to return to campus due to issues including, but not limited to sickness, quarantine, travel problems (including delays in securing visas), etc. • Finalize extensive preparations for a hybrid mode of instruction to accommodate a mix of students who learn in person vs. those who learn remotely. • Finalize preparations for fall instruction scenarios for any required (temporary) modifications to instructional spaces. • Continue to offer faculty and staff training programs to ensure teaching continuity in the Fall Semester. • Develop Phase 3 contingency plans for adapting to COVID-related changes. 	<p>Instruction returns to the traditional mix of online vs in-person classes, and residence halls open. OVPI will:</p> <ul style="list-style-type: none"> • Implement plans and preparations to support faculty/students who are unable to return to campus due to issues including, but not limited to sickness, quarantine, travel problems (including delays in securing visas), etc. • Implement, where necessary, a hybrid and pivotal mode of instruction, to accommodate a mix of students who learn in person vs. those who learn remotely.
<i>Research</i>	<p>Faculty, staff, and graduate students can return to UGA research facilities under terms defined in individual Research Resumption Plans that faculty will develop for their</p>	<p>Guidelines prescribed for Phase 1 will continue.</p>	<p>All researchers will return to campus utilizing a normal schedule if conditions permit. If the COVID-19 situation dictates that precautions should still be in place,</p>

	<p align="center">Phase 1 Preliminary Preparation (to begin June 15, 2020)</p>	<p align="center">Phase 2 Preparation for Return to Regular Operations</p>	<p align="center">Phase 3 Coincides with the Start of the Fall Semester</p>
	<p>research groups using an Office of Research template.</p> <ul style="list-style-type: none"> • Research Resumption Plans must address social distancing, restricted space occupancy, sanitizing surfaces and spaces, and any travel plans. • Plans must follow USG and GDPH guidelines and must be approved by the appropriate supervisor (department head, center director, school chair, associate dean for research, or dean depending on the unit). • Undergraduate researchers will only be allowed onsite with explicit permission from the unit head. 		<p>faculty will submit revised Research Resumption Plans that meet USG and GDPH guidelines. The Office of Research will furnish templates, and supervisors will review and approve revised Research Resumption Plans.</p>
<p>Public Service & Outreach</p>	<p>Continuing education, service, and Extension offices and facilities located in Athens, on extended campuses, or in non-UGA facilities will begin the process of reopening and preparing for some activities to commence in Phase 2.</p> <ul style="list-style-type: none"> • Virtual continuing education and outreach programming will continue, with allowances for some limited in-person activities and programs, based on a case-by-case review and subject to change based on external and internal circumstances. Units should submit requests for case-by-case review to the Office of the Vice President for Public Service and Outreach. • All requests for exceptions must adhere to UGA guidelines, policies and procedures related to workplace health and safety. 	<p>All continuing education, service, and Extension offices and facilities will continue the process of reopening and preparing for normal activities in Phase 3.</p> <ul style="list-style-type: none"> • Virtual continuing education and outreach programming will continue. <ul style="list-style-type: none"> • In-person activities and programs in which appropriate social distancing and health and safety precautions can be implemented may begin. • Requests for initiating programs and activities that fall outside of these guidelines should be submitted for case-by-case review to the Office of the Vice President for Public Service and Outreach. • Requests to fully reopen all or parts of extension or continuing education facilities should be submitted to the Office of the Vice President for Public Service 	<p>All continuing education, service, and Extension offices and facilities will open and proceed with normal activities.</p> <ul style="list-style-type: none"> • Virtual continuing education and outreach programming may continue, with most programs transitioning to normal, in-person modes of delivery subject to external circumstances. • All facilities and programs must implement UGA guidelines for workplace health and safety.

	Phase 1 Preliminary Preparation (to begin June 15, 2020)	Phase 2 Preparation for Return to Regular Operations	Phase 3 Coincides with the Start of the Fall Semester
		and Outreach. <ul style="list-style-type: none"> All requests for exceptions must adhere to UGA guidelines, policies and procedures related to workplace health and safety. 	
<i>Student Life</i>	Operations will continue in their current interim state, providing student services, support, and co-curricular experiences primarily online. <ul style="list-style-type: none"> Limited housing and dining will be provided for the few students previously approved to continue living on campus. The University Health Center will continue all current services and operations in-person and online. Student Life facilities such as the Tate Center will be limited to personnel working in the facility. 	Primary student services, support, and co-curricular experiences will remain online; student life teams will continue to prepare campus operations for a full return to in-person service. <ul style="list-style-type: none"> On-campus services will be focused on mission-critical operations with limited openings to support those functions; most student life facilities will continue to be limited to personnel working in the facility. The University Health Center will continue all current services and operations. Additional staff supporting the reopening will return to campus on rotating schedules. Staff who are supporting the reopening will continue to work on rotating schedules (e.g., Housing, Dining, Health Center, etc.). 	Student services, support, facilities, and co-curricular experiences will return to a more traditional mix of online and in-person offerings, with any modifications required by the USG and GDPH in place at that time to ensure health and safety. <ul style="list-style-type: none"> As students return to campus, residence halls and dining operations will resume with any necessary modifications. Student life facilities, including the Tate Center and Ramsey Center, will reopen. The University Health Center will continue all current services and operations and expand in-person offerings as practicable.
<i>Athletics</i>	Reduced operations continue. Personnel including administrators, coaches, and staff with mission-critical/time-sensitive preparation work for student-athlete and staff return to activities—as identified and permitted by NCAA and Southeastern Conference (SEC) action and guidelines—may return to campus utilizing a staggered or rotating weekly schedule as determined by the Director of Athletics. <ul style="list-style-type: none"> Limited administration, coach, and staff based on traditional competition season (i.e., only fall sports programs will be 	Reduced operations will continue. Personnel including administrators, coaches, and staff with mission-critical/time-sensitive preparation work for student-athlete and staff return to activities as identified and permitted by NCAA and Southeastern Conference (SEC) actions and guidelines, who did not receive permission for return in Phase 1, may be considered to return to campus utilizing a staggered or rotating weekly schedule as determined by the Director of Athletics, designee or their supervisor. (Winter sport and spring sport programs will be considered.)	Operations will return to normal, with risk mitigation and modifications in place in a manner that minimizes risk for student-athletes, staff, community, and fans. Personnel, including administrators and support staff, who did not receive permission for return in Phase 1 or Phase 2, may begin normal, in-person modes of delivery and operations subject to the University’s workplace accommodation process and/or other extenuating circumstances.

	<p align="center">Phase 1 Preliminary Preparation (to begin June 15, 2020)</p>	<p align="center">Phase 2 Preparation for Return to Regular Operations</p>	<p align="center">Phase 3 Coincides with the Start of the Fall Semester</p>
	<p>considered in Phase 1)</p> <ul style="list-style-type: none"> • During this time, the Athletic Association will: <ul style="list-style-type: none"> • Continue to heed the direction of the SEC’s Chief Executive Officers and SEC Medical Guidance Task Force regarding the resumption of athletics activities. • Continue preparations for student-athlete returns, health conditions and campus permitting. • Continue extensive preparations for safely conducting competition—both home and away, health conditions permitting. • Continue preparations for fall home contest scenarios for any required (temporary) modifications for hosting events. 	<ul style="list-style-type: none"> • On-campus services will be focused on mission-critical operations for a partial return of student-athletes, as health conditions and USG/UGA guidance permit the limited return of fall sport student-athletes for competitive season preparation. • During this time, the Athletic Association will continue preparations as described for Phase 1. 	