

## EGSC Workplace and Health Safety Plan 2021

June 18, 2021

This Plan is effective June 1, 2021. The following guidance is subject to change based on recommendations from CDC, DPH or Executive Orders from the Governor's office. EGSC will remain flexible in its planning and be prepared to change course as necessary. Further, the COVID-19 pandemic is still active. EGSC will continue to educate and remind students, faculty, and staff of the individual responsibility to practice all behaviors known to reduce the spread of COVID-19, to include encouraging vaccination against the disease.

### General Statement in Support of Workplace Health and Safety

A safe campus environment is a shared obligation. It is essential that every member of the campus community do their part by following the EGSC health and safety guidelines as stated herein, depending on his/her vaccination status. It is the personal responsibility of all persons on campus to follow the protocols for the health and safety of themselves *and* others on campus.

### Face Coverings

Fully vaccinated individuals can resume campus classes and other activities without wearing a face covering, effective immediately.

The Centers for Disease Control (CDC) considers individuals "fully vaccinated":

- 2 weeks after their second dose in a 2 dose series, such as Pfizer or Moderna vaccines, or
- 2 weeks after a single dose vaccine, such as Johnson & Johnson's Janssen vaccine.

Unvaccinated individuals are strongly encouraged to continue wearing a face covering while inside campus facilities. This "honor system" model promotes the personal responsibility of students and employees to govern their behavior according to their vaccination status. EGSC will not be monitoring the vaccination status of students or employees.

### Vaccines

Vaccine availability for faculty, staff, and students is stable in Swainsboro, Statesboro and Augusta. Non-Closure Emergency Leave is available for individuals to use to obtain the vaccine (8 hours) and for post-vaccination recovery (up to 16 hours) (*see USG Memo dated April 4, 2021, attached*). EGSC will not assess current Covid-19 vaccination rates for their institution.

**USG's official media statement on vaccinations:** "Since the beginning of the pandemic, the University System of Georgia has worked closely with the Georgia Department of Public Health and the Governor's Office and Task Force to carry out its primary mission of educating students in a healthy and safe manner. Through effective planning, USG in the current academic year succeeded in providing in-person instruction and serving students. We will take the same approach to the coming academic year. Our campuses have directly administered thousands of vaccine doses and are continuing to work to vaccinate their communities. We strongly encourage faculty, staff, students and visitors to get vaccinated and will continue to do so. While the vaccines are safe and effective, it is an individual decision to receive one and will not be required to be a part of our campuses."

### Social Distancing

EGSC is planning for a return to full capacity in the classroom for Fall 2021. In line with the April 30, 2021 Executive Order from the Governor's Office, social distancing is strongly encouraged. EGSC will use a phased approach to social distancing requirements.

**Summer Semester 2021:** All Summer Semester face to face courses will continue social distancing. For summer semester 2021, for classes that are held in any computer classrooms at EGSC Swainsboro and Statesboro, IT will keep in place the social distancing signage placed on computer desks. Other locations at the campuses where student computers are available (i.e., Cybercafe, near Humanities/Social Sciences office suite, Library, ACE) will also maintain social distancing as required.

Web cameras / web camera stands that were installed in all EGSC classrooms to accommodate synchronous and hybrid instruction methods will remain in place.

**Fall Semester 2021:** social distancing in classrooms and labs will no longer be required, but strongly encouraged for unvaccinated individuals, when possible. Prior to the start of Fall semester, Plant Operations will restore classrooms and labs to full seating capacity. Prior to the beginning of fall semester 2021, IT will remove all social distance signage placed on computer desks and return chairs to the computer desks that were designated for social distancing. Other locations at the campuses where student computers are available (i.e., Cybercafe, near Humanities/Social Sciences office suite, Library, ACE) will be reconfigured for 100% accessibility of the student computers in those respective locations.

Web cameras / web camera stands that were installed in all EGSC classrooms and labs to accommodate synchronous and hybrid instruction methods will remain in place.

Students and employees may conduct and participate in face-to-face meetings and activities using the social distancing, face covering and mitigation guidelines contained herein.

Vendors performing work on campus will be informed of the EGSC requirements for unvaccinated individuals through notices prior to their entry on campus (see below).

EGSC may not be able to guarantee social distancing in all interior spaces.

### **Mitigation Measures**

Cleaning mitigations will continue; sanitizing wipes will be available in the classrooms and labs, hand sanitizer available in office suites and in portable sanitizing stations, and Plant Operations will maintain a regular facilities cleaning schedule and will monitor supplies of wipes in classrooms and lab spaces. Individuals that desire to retain acrylic desk and counter shields in their workspace may be allowed to do so at the discretion of their supervisor. For summer and fall semesters 2021, IT will keep in place the hand sanitizer dispenser stands that IT provided in EGSC computer classrooms and other areas at the campuses where student accessible computers are located.

### **Signage, Notices, Course Syllabi**

Prior to June 1, 2021, EGSC will place signage on building entrances and campus entrances stating the face covering and social distancing recommendation for unvaccinated individuals. Messaging will also provide notice that social distancing availability may be limited in certain interior spaces, and the student, employee, or vendor is aware of this and elects to enter the interior spaces. Notices of these requirements will be placed on the EGSC website landing page, D2L courses, campus TVs, social media and other areas visited frequently by employees, students and vendors. Academic Affairs will encourage faculty to include the messages for unvaccinated individuals in their course syllabi. For summer and fall semesters 2021, signage regarding social distancing and sneeze/cough etiquette currently located in EGSC computer classrooms and in other areas at the campuses where student accessible computers are located will remain in place and be updated/revised, as necessary.

The EGSC website and digital signage units at the campuses will be updated as necessary with revised social distancing requirements.

### **COVID-19 Return to Campus Course**

EGSC will update the COVID-19 Return to Campus Course prior to Fall 2021. All faculty, staff and students will be required to complete the course by August 20, 2021.

### **COVID-19 Self-Reporting Form**

EGSC will continue to use the COVID-19 Self Reporting Form to receive and respond to employee and student reports. The COVID-19 Response Team will follow procedures consistent with CDC and GDPH guidance. The process for notification to faculty will remain in place. New guidance indicates that students, faculty, and staff who are fully vaccinated and have been in close contact with someone who has COVID-19 are not required to quarantine if they show no symptoms.

### **COVID-19 Testing**

EGSC Student Health Clinic will continue to offer COVID-19 testing to students. Faculty and staff are encouraged to test according to CDC guidelines governing their symptoms, exposures and vaccination status. Testing will continue to be available in our campus communities.

### **Alternate Work Arrangements (Employees)**

Alternate Work Arrangements (AWA) or accommodations granted to employees for Fall 2020 or Spring 2021 due to increased risk for severe illness with Covid-19 will end no later than June 30, 2021. All employees are expected to return to their previous work arrangement at that time. Current summer teaching assignments are excluded from this transition deadline. Lack of vaccination is not grounds for a request for an accommodation. Human Resources maintains records of alternate work arrangements.

### **Alternate Educational Arrangements (Students)**

Alternate Educational Arrangement (AEA) or accommodations granted to students for Fall 2020 or Spring 2021 due to increased risk for severe illness with Covid-19 will end no later than June 30, 2021. All students are expected to return to their traditional educational arrangement beginning Fall 2021 semester. Lack of vaccination is not grounds for a request for an accommodation. To assist actively enrolled EGSC students with technology hardships due to Covid-19, IT will have available 40 HP laptops that can be checked out by currently enrolled students. The laptops can be checked-out for one-week or two-week sessions.

### **Telework**

With limited exceptions, employees with current Covid-19 related telework assignments should begin transitioning back to their pre-Covid-19 work arrangements and all such arrangements will end no later than June 30, 2021. Pursuant to USG policy, department heads or their designees have the authority to establish teleworking arrangements. In no circumstance should telework be considered an employee right or entitlement. All telework requests and designations are based upon management discretion and in accordance with determination of what best serves the institution and students. Depending on the availability of laptops in IT that are utilized for check-out by employees, employee laptops can be checked out by employees to aid in meeting telework requirements. The laptops will be issued on a first-come / first served basis with priority of laptops being issued to employees with a telework requirement because of Covid-19.

### **Travel**

As of May 2021, a non-essential travel ban remains in place. EGSC will evaluate and define essential travel on a case-by-case basis.

## **Bus Transportation**

Mitigation measures will be consistent with USG and CDC guidance available at Fall Semester 2021 start date.

## **Vendors on Campus**

Vendors that will be on campus will be informed of the campus guidance regarding COVID-19 prior to their arrival on campus, and will be asked to sign an acknowledgement of having read the guidance and agreeing to follow the guidance.

## **Fiscal Impact**

Funding – The negative financial impact of COVID and the accompanying change in admissions requirements surpassed even the most aggressive projections. Reductions in personnel and operating expenditures, additional funding from the University System, and HEERF funding have allowed the college to continue serving students.

PPE supplies are adequate through the end of the calendar year and will be replenished as the circumstances dictate.

## **External Campuses – Statesboro and Augusta**

\*The plan acknowledges that students and employees at EGSC's instructional sites at EGSC Augusta (located on the AU Summerville Campus) and EGSC Statesboro (students and employees that use GaSouU classrooms and facilities) are subject to this plan as well as AU's reopening plan or GaSouU's reopening plan, respectively. EGSC Statesboro will continue to follow guidance from the main campus for Fall 2021. In Spring 2022, EGSC Statesboro will relocate to Georgia Southern's Nesmith Lane Building. At that time, EGSC Statesboro will be subject to the reopen plans of Georgia Southern University.

\*This plan acknowledges that employees at EGSC's dual enrollment instructional sites are subject to this plan as well as the plans or guidelines for each of the aforementioned instructional sites. A list of high school instructional sites are provided below. When the reopening guidelines for each of these sites become available, each will be incorporated into the EGSC Plan.

Brentwood High School  
Candler County High School  
Evans High School  
Grovetown High School  
Harlem High School  
Screven County High School

**\*As of 6.2.21\***

## **Housing**

Housing will implement the following guidelines:

1. Housing will strongly encourage students to get vaccinated prior to their return to campus and continue to educate on the dangers of Covid-19.
2. Post signage informing of the continued dangers of Covid-19 for non-vaccinated individuals and the strong recommendation to wear a mask interior of the facilities.
3. Housing will maintain the desk shields currently in place as an added precaution.

4. Cleaning and disinfection of shared use office areas, desk areas, and common spaces will continue. Sanitizing wipes and sprays will be requested as needed to achieve this task from plant operations.
5. Social distancing will no longer be required but will be strongly encouraged for unvaccinated individuals.
6. The visitation policy that disallowed outside visitors during the pandemic will revert to the previous stated policy.
7. Due to the significant decrease in housing occupancy, additional social distancing during move in will not be necessary.

### Athletics

Athletics will follow the guidance provided herein and keep the Task Force informed of any and all COVID related matters or issues as mandated by the NJCAA or GCAA.

### Student Health Clinic

Face coverings will be required of all staff and patients in the Student Health Clinic. Unvaccinated individuals will be required to socially distance. All clinic staff will wear face coverings.

### Dining Hall

Seating will return to full capacity. Signage regarding social distancing and face covering recommendations for unvaccinated individuals will be posted.

### Communications Plan

Communication is essential to ensure a successful transition back to campus while adhering to EGSC's 2021 Workplace and Health Safety Plan. Key communication points include: Face coverings not required for fully vaccinated individuals; continued social distancing is encouraged; continue to use mitigation measures; continue to self-report, if COVID-19 symptoms occur.

The following tables summarize EGSC's communications plan for our various units and COVID-19 committees:

#### Workplace & Health Safety:

Content Topic	Audience	Timeline	Content Owner	Critical Points	Method of Communication
Workplace and Health Safety	Students, Staff, Faculty, Visitors, Vendors, Community	Before faculty/staff or students return to campus; proposed date – July 1, 2021	Mary Smith, Chief of Staff & Legal Affairs  Linda Upchurch, Director of Nursing	1) Ensuring a healthy campus environment while meeting Mission of the college  2) Educate audience on updated COVID-19 and campus safety measures (via video announcements, printed signage, D2L and myEGSC	Email, printed letters, printed signage, D2L announcements, campus TV network, webpage; video; weekly email updates from President.  (All materials to be recommended

				<p>acknowledgments, printed letters and email, and webpage announcements)</p> <p>3) Highlighting personal responsibility as critical to safety of all, including: hygiene practices and recommending social distancing for unvaccinated individuals</p> <p>6) Monitoring for changes in safety practices recommended by CDC and GPHH guidelines</p> <p>7) Evaluating effectiveness of safety measures. Make recommendations per outcomes.</p>	<p>and reviewed by Workplace and Health Safety Committee, Human Resources, and EGSC administration prior to implementation)</p>
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**Academics & Research:**

<b>Content Topic</b>	<b>Audience</b>	<b>Timeline</b>	<b>Content Owner</b>	<b>Critical Points</b>	<b>Method of Communication</b>
Academics and Research	Students	We will begin communicating to students about reopening plans beginning on June 15, 2021. We plan to communicate with students at least once a	Sandra Sharman, VP for Academic & Student Affairs	Changes that will impact the academic and research experience: the understanding that academics will continue to serve the needs of the students, regardless of the instructional delivery, and that	<p>Primary: email and text messages</p> <p>Secondary: social media posts directing students to email</p>

		week.		barring specific directives from the Governor or USG, we anticipate that face to face classes will resume in the fall as they were prior to COVID-19.	
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**Public Service, Outreach, Continuing Education & Cooperative Extension:**

Content Topic	Audience	Timeline	Content Owner	Critical Points	Method of Communication
Public Service/ Outreach/ Continuing Education/ Cooperative Extension	Faculty, Staff, Students, & Community	July 1, 2021	Angie Williams (Chair), Director of Event Planning & Scheduling  Harley Smith, Community Learning Center Director	Suggested Social Distancing Guidelines for Unvaccinated Individuals & Protocols; Date, Time, & Location Availability	Website, Social Media, Local & Area Newspapers

**Student Life:**

Content Topic	Audience	Timeline	Content Owner	Critical Points	Method of Communication
Student Life	Students	We will begin communicating to students about the updated return to campus plan for Fall 2021 beginning on July 1, 2021. We plan to communicate with students	Sandra Sharman, VP for Academic & Student Affairs	Continue to encourage proper handwashing techniques, encourage social distancing for unvaccinated individuals and as well as promoting the	Primary: email and text messages  Secondary: social media posts directing students to email

		at least once a week.		vaccine.	
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**Enrollment Management:**

Content Topic	Audience	Timeline	Content Owner	Critical Points	Method of Communication
Access to services and safety precautions	Student and their families	First plan communicated to students and their families by July 15 <sup>th</sup> .	Jim Beall, Associate VP for Academic Affairs & Enrollment Management	Updated safety precautions in place.	EGSC Website, Email, and Texting.

**Athletics:**

Content Topic	Audience	Timeline	Content Owner	Critical Points	Method of Communication
Athletics	EGSC Athletes	We will be communicating daily until Fall semester begins in August.	Charles Wimberly, Athletic Director/Head Softball Coach	Safety and return to play for all sports teams for Fall Semester 2021 at EGSC	Emails from Charles Wimberly, EGSC Athletic Director

**Fiscal Impact:**

Content Topic	Audience	Timeline	Content Owner	Critical Points	Method of Communication
Fiscal Affairs	EGSC Cabinet and Senior Staff	The committee will provide information to Fiscal Affairs at the University	Cliff Gay, VP for Business Affairs	Fiscal Impact	Communication directly to the President's Office and the USG.



		System Office as requested.			
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**Information Technology:**

Content Topic	Audience	Timeline	Content Owner	Critical Points	Method of Communication
Information Technology	Faculty, Staff, & Students	Prior to first day of classes for Fall 2021	Mike Rountree, VP Information Technology Services	Social distancing guidelines (unvaccinated individuals only) and cleanliness of computer classrooms The importance of utilizing hand sanitizer and/or sanitizing wipes on computer keyboards and mice.	Website and email and printed material to place in computer classrooms to encourage students to continue to observe social distancing guidelines and best practices.

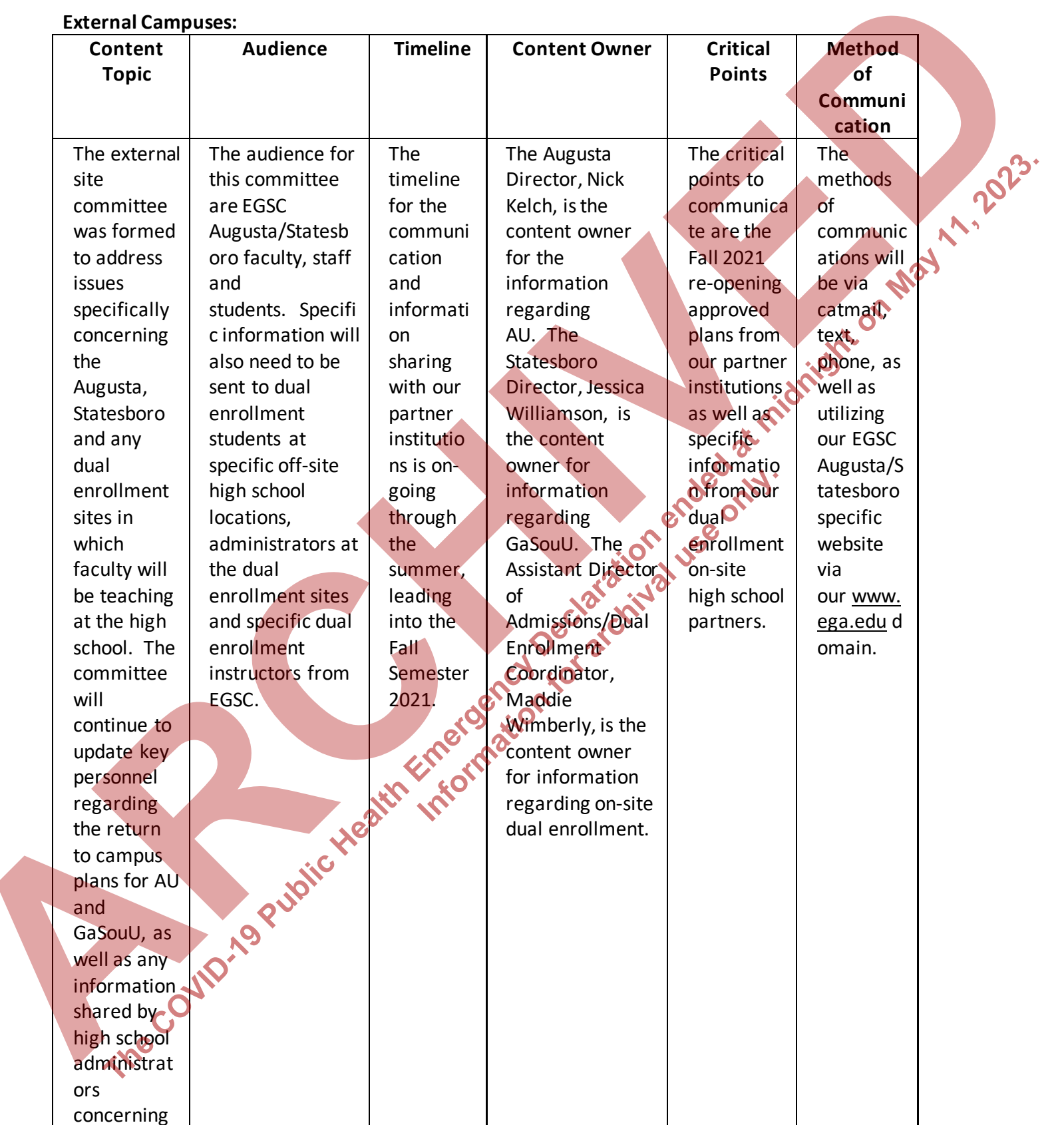
**Student Housing:**

Content Topic	Audience	Timeline	Content Owner	Critical Points	Method of Communication
Housing and Residence Life	Students, Staff, Community Members	We will begin communicating to students about reopening plans beginning on June 15, 2021. We plan to communicate with housing students at least once a week.	Angela Storck, Director of Housing	Changes that will impact residential living experience, encouraging social distancing for unvaccinated individuals, taking the vaccine for COVID-19, and self-reporting in a timely manner if COVID-19 symptoms	Email, Text Messages  Social Media posts

				occur.	
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**External Campuses:**

Content Topic	Audience	Timeline	Content Owner	Critical Points	Method of Communication
<p>The external site committee was formed to address issues specifically concerning the Augusta, Statesboro and any dual enrollment sites in which faculty will be teaching at the high school. The committee will continue to update key personnel regarding the return to campus plans for AU and GaSouU, as well as any information shared by high school administrators concerning dual enrollment.</p>	<p>The audience for this committee are EGSC Augusta/Statesboro faculty, staff and students. Specific information will also need to be sent to dual enrollment students at specific off-site high school locations, administrators at the dual enrollment sites and specific dual enrollment instructors from EGSC.</p>	<p>The timeline for the communication and information sharing with our partner institutions is ongoing through the summer, leading into the Fall Semester 2021.</p>	<p>The Augusta Director, Nick Kelch, is the content owner for the information regarding AU. The Statesboro Director, Jessica Williamson, is the content owner for information regarding GaSouU. The Assistant Director of Admissions/Dual Enrollment Coordinator, Maddie Wimberly, is the content owner for information regarding on-site dual enrollment.</p>	<p>The critical points to communicate are the Fall 2021 re-opening approved plans from our partner institutions as well as specific information from our dual enrollment on-site high school partners.</p>	<p>The methods of communications will be via catmail, text, phone, as well as utilizing our EGSC Augusta/Statesboro specific website via our <a href="http://www.ega.edu">www.ega.edu</a> domain.</p>





**Date:** April 5, 2021

**To:** USG Presidents  
USG Chief Business Officers  
USG Chief Human Resource Officers

**From:** Dr. Juanita Hicks, Vice Chancellor of Human Resources

**CC:** USO Senior Staff

**Re:** Guidelines to implement the Governor's Executive Order related to COVID 19 Vaccinations

The following guidance is provided in compliance with the intent of the Governor's Executive Order No. 03.31.21.02 and USG Policy on Other Leave (Board Policy 8.2.7.7 and HRAP Inclement Weather and Other Emergencies). All employees of the University System of Georgia, not including temporary employees, may use Non-Closure Emergency Leave for the purpose of COVID-19 vaccinations in the following manner:

(1) Available Leave

- a. An employee may take up to eight (8) hours of Non-Closure Emergency Leave for the purpose of receiving a COVID-19 vaccine.
- b. An employee may also take up to sixteen (16) hours of Non-Closure Emergency Leave if he or she receives a COVID-19 vaccine and experiences severe negative side effects that prohibit him or her from performing their duties of employment.

(2) Process and Procedures

- a) An employee who uses such leave must provide proof of vaccination to the employee's supervisor.
- b) An employee who uses such leave for the purpose of recovering from negative side effects of a COVID-19 vaccine shall also provide documentation from a medical provider to his or her supervisor, if requested.
- c) An employee who uses such leave must request the leave through their supervisor in accordance with the institution's leave procedures.
- d) Leave must be entered and documented in the system by a supervisor or practitioner as Non-Closure Emergency Leave to ensure proper tracking and reporting. The respective leave codes are as follows:
  - i. 00NHP – Non-Closure Emergency Hourly Paid
  - ii. 00NSP – Non-Closure Emergency Salary Paid
- e) After an employee has exhausted Non-Closure Emergency Leave balances, an employee may utilize other available leave as appropriate.

(3) Effective Dates

This temporary Non-Closure Emergency Leave policy for COVID-19 vaccination is effective as of March 31, 2021 and will expire at the conclusion of the Public Health State of Emergency declared in the Governor's Executive Order No. 03.14.20.01 and last renewed by Executive Order No. 03.31.21.01.

Should you have any questions or need additional information, you may contact Juanita Hicks at [Juanita.Hicks@usg.edu](mailto:Juanita.Hicks@usg.edu) or Sherma Francis at [Sherma.Francis@usg.edu](mailto:Sherma.Francis@usg.edu).

**ARCHIVED**  
The COVID-19 Public Health Emergency Declaration ended at midnight on May 11, 2023.  
Information for archival use only.