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TO RETURN TO CAMPUS

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INSTITUTIONAL OVERVIEW

As we, the members of the Life University community, prepare for a limited phased-in return to campus for the Summer Quarter 2020, it is vital that we have a shared understanding of expectations surrounding procedures and protocols that will need to be in place to balance the safety of University staff, faculty and students with our duty to our mission, our studies, to one another and to campus visitors.

These institutional guidelines have been prepared with our principles and values, as well as current data and common sense, in mind.

With the passage of time and our ability to gauge the effects of both COVID-19 and the efforts to mitigate its impact, we now have additional information and guidance available from experience, the CDC, the White House Opening Up America Again initiative, the most recent social distancing guidelines and current executive orders from Georgia's governor which have assisted us in the decision that **Life University will utilize a phased approach in our return to on-campus instruction and operations.**

The pandemic has brought into sharp contrast and conflict LIFE's mission and values as it relates to the conversation in health and health care. At the same time, the pandemic has also brought into notable harmony LIFE's mission and values as it relates to the conversation in compassion and community. Therefore, it is appropriate and necessary for the University to exercise necessary precautions to reduce risk to our students and employees. In considering the return to campus plan and the safeguards to be implemented across the campus, classrooms, clinics and athletic fields, several primary themes emerged that characterize our overarching values for all employees, students and staff: civility, safety, cleaning and disinfecting, and screening.



Civility

As is typical in any community, opinions will vary, and personal experiences and situations will differ, all of which will shape an individual's personal needs and response to COVID-19 as well as their return to work/study. As a community founded on Lasting Purpose – serving for the sake of serving, giving freely while expecting nothing in return, and loving unconditionally – it is incumbent upon each of us to be respectful and understanding of others' personal decisions as to which practices they choose to enhance their safety.

Thanks to each of you who are continuing to adapt, grow and find the best way forward as members of a community founded in Lasting Purpose.

Safety

The health and safety of our LIFE community members are our highest priorities in our phased return to campus. New safety protocols and procedures have been developed and are described in detail in this document. These measures will include physical distancing, limited group sizes, staggered business hours, continued remote work options, modified class/lab schedules, hybrid and remote course delivery, as well as increased cleaning and disinfecting. We will also continue to educate our community about prevention measures and make current information from public health entities available.

It is Life University's position that wearing masks/face coverings will not be required; however, face masks and other Personal Protective Equipment (PPE) may be necessary/required in the healthcare provider areas as published by the Office of the Governor of Georgia and federal guidelines.

LIFE will make Personal Protective Equipment (PPE) available to any employee who wishes to use it.



Cleaning and Disinfecting

To ensure that all campus areas and work environments are as clean as possible, scheduled cleaning and disinfecting will be increased to accommodate student and employee traffic flows. Proper room/table management/cleaning will be conducted between each use, and deep cleaning and disinfecting will be conducted several times per day by professional contracted services.

Screening

Screening measures, both “self-certifying” and temperature screening, will be routinely performed by all campus members before entering campus buildings and events. It is essential that all members of the LIFE community self-monitor daily and make appropriate decisions before coming to campus. Temperature screening will be conducted on all faculty, staff, students and visitors to campus at multiple central screening locations on campus. All members of the LIFE community will be responsible for ensuring that they receive this daily screening.

It is our collective desire to ensure that our students are able to return to campus and receive the necessary hands-on practical instruction that is vital to their education. Failure to self-monitor and obtain daily screening will jeopardize this ability for all students, so cooperation is encouraged and expected.

ESTABLISHMENT OF THE LIFE UNIVERSITY TASK FORCE

The initial approach and all planning efforts have been focused on how and when to return to face-to-face education and operations on campus. It is important for all of our students to return to campus, so they have the opportunity to engage in the entire educational process, student affairs, athletic events and so much

more as they originally intended. Life University is working toward that end through a phased approach to ensure the health and safety of all students, faculty and staff. With our community’s wellbeing upmost on our minds, the University created an Emergency Action Task Force and was asked to provide recommendations to the President regarding possible reactions to the increasing pandemic. Almost immediately, it became necessary to develop more comprehensive recommendations and planning as guidance from local, state and federal agencies was and remains in constant flux. The senior administration began daily meetings to process the enormous amount of changing information, and several departments were asked to assist us in developing a plan to react to the pandemic. The task forces represented are Academic Affairs, Athletics, Campus Recreation and Wellness, Enrollment, Events, Housing and Student Affairs.

Each area was asked to submit suggestions and recommendations which the senior administration took into consideration in order to develop a Strategic Plan to return to operations at the institution. All recommendations and plans submitted were considered in the development of the Life University Return to Campus Plan. We believe that this plan will enable the institution to implement a “phased” approach to bringing students, faculty and staff back to campus to engage in teaching and learning in a safe, controlled environment. This plan has been reviewed by the President’s Advisory Group and the Administrative Council, many of whom were members of the departments submitting recommendations.

We understand that there is a continuum of emotions related to the current pandemic as well as the vagaries of guidance from our current governmental agencies. In implementing this plan, we also understand that there will be varying levels of comfort. While the University implements its return to campus plan, we ask that you provide your full support and cooperation and, if you have a specific need, issue or suggestion, that you discuss it directly with your immediate supervisor who will bring it to the appropriate venue for discussion.



DAILY SELF-SCREENING

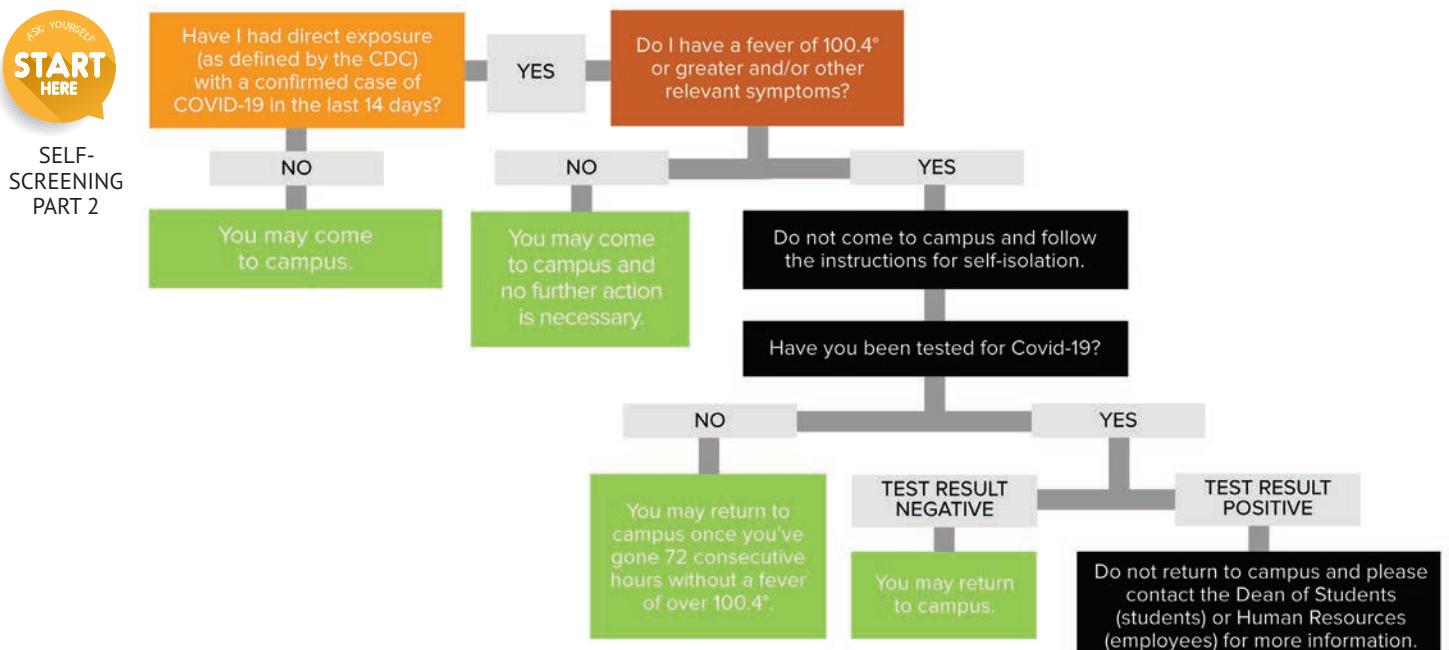
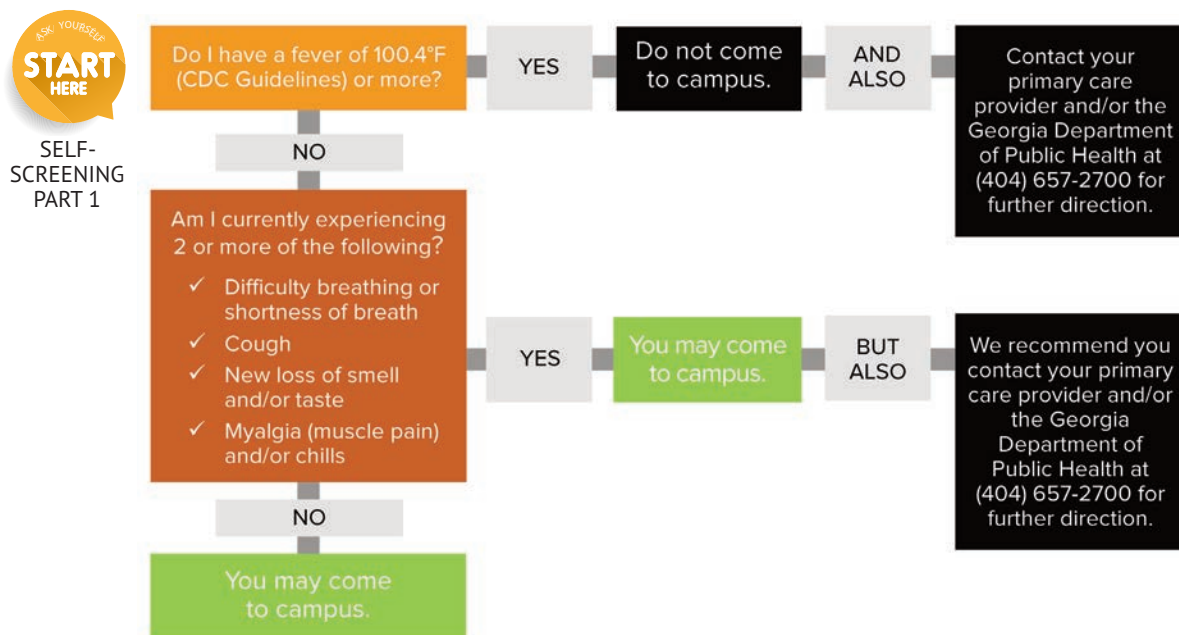
(For those students, faculty and staff who will be on campus)

All employees and students are to self-screen before arriving on campus and be screened when returning to campus. Physical screening will occur at two locations (see below). All vendors and contractors have been notified that COVID-19 screening is required prior to or when arriving on campus.

Students and employees will comply with the following guidelines. Employees will also follow instructions provided by the Human Resources Department.

If your response to all of the screening questions below indicates you should come to campus, please check in at one of the two locations designated on the following pages. You will have your temperature taken daily (no-touch thermal forehead scan) and receive the designated wristband for that day, which must be worn when on campus. Students, faculty, staff and visitors without the appropriate wristband will be asked to return for screening or leave campus. **NO EXCEPTIONS!!!**

Prior to arriving on campus, you must self-certify that you are able to come to campus by answering the following questions:



DAILY PHYSICAL SCREENING

(For those students, faculty and staff who will be on campus)

Members of the LIFE community will have two main options to screen for admittance to campus buildings. There will be a drive-thru option located in the “H” parking lot, just off Barclay Circle in front of The Commons, and a walk-up location between the Harris Center and the Learning Resource Center. Each day, you will have your temperature taken (no-touch thermal forehead scan) and receive the designated wristband that must be worn when on campus. Anyone without the appropriate wristband will be asked to return for screening or leave campus. **No exceptions!**

There are two main screening locations on campus:

- **Location #1. In the parking lot at the west end of campus (H Lot - South Cobb Drive side) staffed 6:00 a.m. to 2:00 p.m. weekdays.** Drive-up screening will consist of two lanes, each one under a tent. Each “lane” will be staffed by three “screeners.” Drive under tent and open the windows in front of each passenger. Personnel will confirm your self certification to the screening questionnaire, take your temperature (no-touch thermal forehead scan) and issue each individual a wristband. If there is a denial of entry (due to a fever of 100.4 or greater), the Campus Safety staff member will record their name and hand them the appropriate instruction envelope. If a conversation is necessary, they would move to a “holding” area and await further instructions. Otherwise, you may proceed to park and must wear the wristband while on University property for the remainder of the day. **No exceptions!**
- **Location #2. A tent will be erected in the plaza between the Harris Center and the Learning Resource Center and staffed from 6:00 a.m. to 5:00 p.m. weekdays.** Walk up to the screening area in tent (look for directional arrows). Personnel will confirm your self certification to the screening questionnaire, take your temperature (no-touch thermal forehead scan) and issue each individual a wristband. You may proceed to your campus destination and must wear the wristband while on University property for the remainder of the day. **No exceptions!**
- **Weekend screening** will be at a walk-up tent located between CCE and CGUS to accommodate Continuing Education classes and Academic Support (supplemental instruction and tutoring attendees). **The weekend screening tent will be available Saturday and Sunday from 7:30 a.m. to Noon.**
- **After-hours screening** will be performed at Campus Safety in their offices in Mod 2.

Resident Students

All residents must be screened daily (by presenting at one of the screening locations) and wear the appropriate wristband if they exit their residence.

- Once student has been screened, they will be allowed to enter campus buildings.
- Students will follow flow signs in the hallways, and the maximum number of people in areas will be posted.

Off-Campus Facilities

Those students, faculty and staff who work at off-campus locations will be responsible for screening at their location. You will have your temperature taken daily (no-touch thermal forehead scan) and receive the designated wristband that must be worn. Anyone without the appropriate wristband will be asked to return for screening or leave campus. **No exceptions!**

Denied Entry List – Students

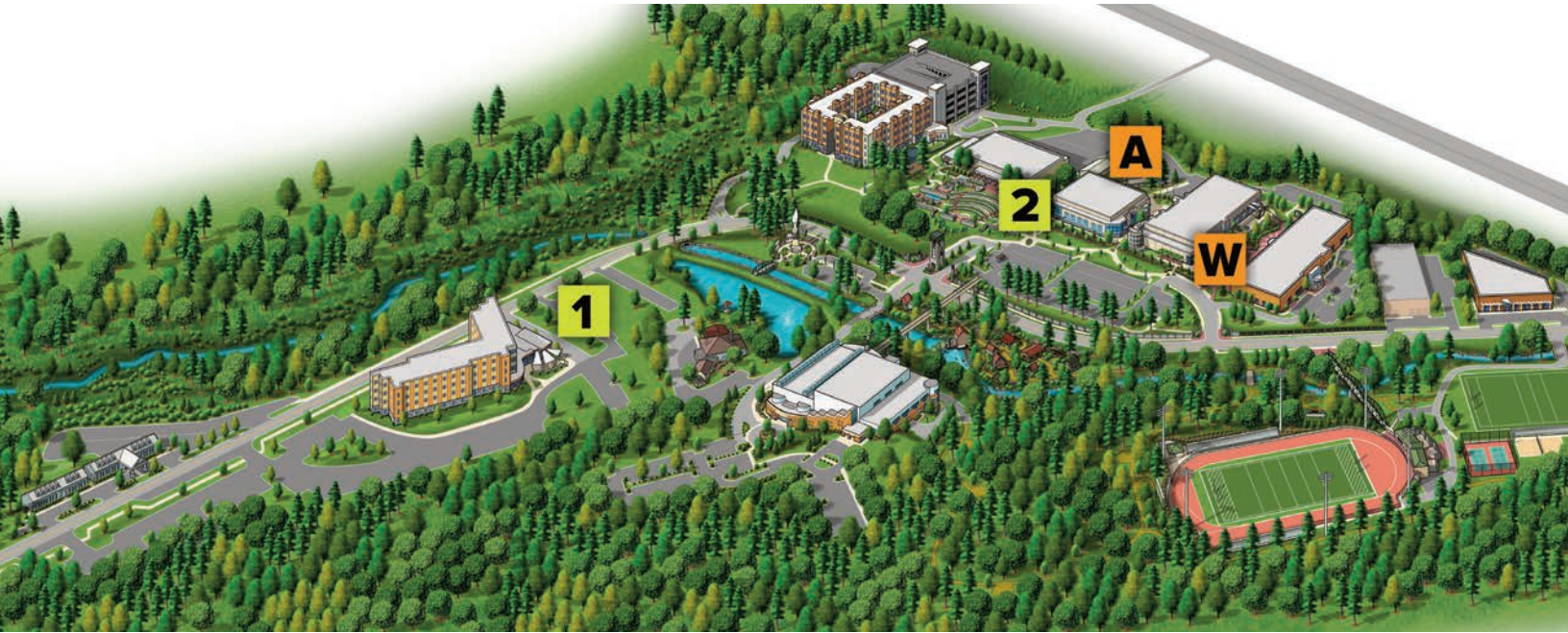
Anyone who has been refused entrance to campus because of a fever of 100.4 degrees or above will be placed on the Denied Entry List and will receive an envelope containing the appropriate instructions, depending on status with the University, explaining how to return to campus.

Students who have been placed on the Denied Entry List may return to campus or classes if they meet one of the following criteria:

1. **If you test negative for COVID-19**, return to a screening location, inform the screener that you were on the denied list and need to be screened, then provide documentation to the Dean of Students, located in the Student Advocacy Center, (DeanofStudents@LIFE.edu or 770-426-2700).
2. **Or, if not tested, you must go 72 consecutive hours without a fever before returning to campus.** Upon your return, you must first present to a screening location. Inform the screener that you were on the Denied Entry List and need to be screened. Once you’ve been screened and you’ve received your wristband, you must see the Dean of Students, located in the Student Advocacy Center, to be cleared and have your name removed from the Denied Entry List.

If a student tests positive for COVID-19, they should contact the Dean of Students for further information.

A student’s failure to comply with any of the screening procedures will be considered an Honor Code violation subject to the processes and procedures as outlined in the code.



1 DRIVE-UP LOCATION
In the parking lot at the west end of campus

2 WALK-UP LOCATION
Plaza between the Harris Center and the Learning Resource Center

W WEEKEND LOCATION
Between CCE and CGUS

A AFTER-HOURS LOCATION
Campus Safety Offices in Mod 2

Denied Entry List – Employees

Anyone who has been refused entrance to campus because of a fever of 100.4 degrees or above will be placed on the Denied Entry List and will receive an envelope containing the appropriate instructions, depending on status with the University, explaining how to return to campus.

Employees who have been placed on the Denied Entry List should contact their primary care provider and/or the Georgia Department of Public Health at (404) 657- 2700 for further direction. Employees may return to campus if they meet one of the following criteria:

- 1. If you test negative for COVID-19**, return to a screening location, inform the screener that you were on the Denied Entry List and need to be screened, then provide documentation to Fran Boykins in Human Resources (770-426-2932).
- 2. If not tested, you must go 72 consecutive hours without a fever before returning to campus.** Upon your return, you must first present to a campus screening location. Inform the screener that you were on the Denied Entry List and need to be screened. Once you've been cleared and have received your band, provide documentation to Fran Boykins in Human Resources (770-426-2932) to have your name removed from the Denied Entry List.

If an employee tests positive for COVID-19, they should contact Fran Boykins in Human Resources for further information (770-426-2932).

An employee's failure to comply with return to campus procedures, including, but not limited to, the screening procedures, will be considered a performance issue for not adhering to guidance (or directives) from a University official and subject to disciplinary action.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Hand sanitizer stations will be available throughout campus for those who wish to utilize them.

Employees

Employee Personal Protective Equipment will be made available by the University. While not required (in most areas), use of PPE will be up to the individual.

Types of PPE available from the University include masks, face shields (plastic), gloves and shoe coverings. Any additional PPE not on the above list is the employee's responsibility.

The PPE supply station will be located in Socrates Café. Its hours of operation will be from 6:30-10:00 a.m. and Noon-2:00 p.m. When the station is closed, PPE can be picked up in the Purchasing Department.

Students

Personal Protective Equipment (PPE) should be secured prior to arriving on campus for those who prefer to wear it.

- Masks will be made available for purchase in Life U Shop.
- Instructions on how to properly wear a face mask: <https://www.youtube.com/watch?v=eMFbinmvSqA>
- Instructions on how to put on and remove gloves: https://www.youtube.com/watch?v=3l_kVNrEMo

CLEANING AND DISINFECTING PROTOCOLS

The Life University custodial team (Varsity, et al.) implemented a new cleaning and disinfecting routine effective June 3, 2020 that exceeds or complies with established guidelines as published by the Office of the Governor of Georgia and other federal guidelines.

The program consists of scheduled (see below) clean up and wipe downs of hard surfaces in high traffic areas and low or no traffic areas throughout all our buildings in order to ensure a clean and safe environment. This will include the use of approved and effective cleaning agents. Our custodial vendor (Varsity) has been notified that COVID-19 screening is required when arriving on campus.

The cleaning and wipe down routine will be in effect and be followed throughout the academic day. This process incorporates additional staff and added frequency to the previously established cleaning schedule for the protection and safety of our students, faculty, staff and visitors.

These processes and procedures will be monitored by the Facilities Management Department.

Effective July 6, 2020:

- Classes and offices will be cleaned by overnight crew and ready by 6:00 a.m.
- Wipe down and clean up at mid-day: 11 a.m.-1:00 p.m.
- Two-hour interval for wipe down of surfaces during the day for all buildings with high traffic
- Four-hour interval for wipe down of surfaces during the day for low traffic buildings

In addition, certain University designated departments will implement additional cleaning and disinfecting procedures.

Touch Points	MORNING	EVENING
• Door Knobs/Door Handles	8:45-9:00 AM 1085 Physical Plant	7:00-7:30 PM Treehouse
• Door Push Plates	9:00-9:15 AM The Commons Housing	7:30-8:00 PM CCE - Chiro
• Light Switches/Cover Plates	9:15-10:00 AM Sport Health Science Center	8:00-8:30 PM CGUS
• Reception Desks	10:00-10:15 AM C-HOP 1415	8:30-9:00 PM Ctr-LRC
• Elevator Call Buttons and Cover Plates	10:15-10:30 AM 1085 Physical Plant	9:00-9:15 PM HCCE
• Refrigerator Handles	10:30-10:45 AM The Commons Housing	9:15-9:30 PM Mod 3, 4, 5 and 7
• Water Fountains	10:45-11:30 AM Sport Health Science Center	9:30-9:45 PM Treehouse
• Microwave Buttons	11:30-12:00 NOON C-HOP 1415	9:45-10:15 PM Sports Complex and Track
• Copy Machine Buttons	LUNCH BREAK	10:15-10:45 PM CCE - Chiro
• Stair Railings	1:00-1:15 PM C-HOP 1415	10:45-11:15 PM CGUS
• Waiting Area Furniture	1:15-1:30 PM 1085 Physical Plant	
• Vending Machine Buttons	1:30-1:45 PM The Commons Housing	
• Hard Surfaces	1:45-2:15 PM Sport Health Science Center	
• Restroom Fixtures	2:15-2:30 PM C-HOP 1415	
• Paper Towel Dispensers	2:30-2:45 PM 1085 Physical Plant	
• Restroom Partition Door Handles	2:45-3:00 PM The Commons Housing	
• Faucet Handles	3:00-3:30 PM Sport Health Science Center	
• Soap Dispensers	3:30-3:45 PM Security	
• Toilet/Urinal Flush Handles	3:45-4:30 PM 1075	
	4:30-5:20 PM 1085 Physical Plant	

Areas	Personal Protective Equipment (PPE)
• Restrooms	• Chemical Resistant Gloves
• Reception Areas/Lobbies	• Chemical Splash Goggles
• Stairwells	• 3M Respirator
• Elevators	
• Break Rooms	
• Conference Rooms	
• Walkways/Corridors	

* Chemical used: SC Johnson Virex II 256





ACADEMIC AFFAIRS

Academic Affairs, which includes the College of Chiropractic and all related clinical operations, College of Graduate and Undergraduate Studies, College of Online Education, Library, Institutional Effectiveness and PAR Center, University Advisement, Center for Teaching and Learning Excellence, and the Assessment and Mastery Testing Center, will abide by guidance set forth by Life University.

While some criteria for Academic Affairs' faculty, staff and students may be slightly different than the University's general guidelines due to the nature of student/student and/or student/patient interaction, the general rules and philosophies of civility, safety, cleaning and disinfecting, and screening still apply. For example, it is Life University's position that wearing masks/face coverings will not be required; however, face masks and other Personal Protective Equipment (PPE) may be necessary/required in the healthcare provider areas as outlined by the state's executive orders and recommendations by the Centers for Disease Control (CDC).



CLASSROOMS

Classroom Screening Procedures

- Once a student is cleared and has a wristband, they will be allowed to enter any building.
- Students will adhere to all Life University signage/directions to include adherence to traffic flow and maximum number of people allowed in each area.
 - Faculty will be trained on student flow in and out of classroom.
- Students will not be allowed to congregate in the halls.
- Students will follow cleaning protocols (see below).
- Faculty will review cleaning protocols before starting lab.

Students Cleaning Labs/Rooms:

- Students are to wipe the table with an Advantage Sanitizing Wipe (wipe dispenser) in front of the lab partner and roll fresh face paper onto the table.
- When a student finishes with a lab partner, the used face paper is to be removed from the table but not replaced. Used face paper is to be placed in the trash can within the room.
- When the student finishes in the lab, the student is to wipe down the table again.
- Wash hands or use sanitizer on hands when switching partners.

CAMPUS CENTER FOR HEALTH AND OPTIMUM PERFORMANCE (CC-HOP)

Student Intern Screening Process and Procedures

- Once a student intern is cleared and has a wristband, they may enter into the student clinic through the student intern entrance.
- All students will adhere to all Life University signage/directions to include adherence to traffic flow and maximum number of people allowed in each area.
- Student interns that have appointments will be allowed through the back entrance once the patient has checked in; the student intern should wait in the rear area of the Harris Center/lounge to be paged over the intercom.
- Once paged, the student intern will enter through the student intern entrance and meet the patient at the table or room.
- The student intern will follow cleaning protocols and provide patient care along with required documentation.
- The student intern can only use the student prep area to finish daily notes.
- Student interns will do Case Management Reviews (CMR) remotely.
- Faculty and staff will assist with the non-congregating guidelines in all areas.

Patient screening process and procedures

- For those students who are patients, they must be cleared and have a wristband prior to entering the clinic.
- All other patients must answer pre-arrival questions, answer on-site questions and participate in no-touch thermal forehead scan.

Employee screening process and procedures

- Clinic faculty and staff will/may be screened at their assigned clinic/location. Each employee will be expected to answer pre-arrival questions, answer on-site questions, participate in no-touch thermal forehead scan and receive the designated wristband that must be worn. Anyone without the appropriate wristband will be asked to return for screening or leave the facility. All non-clinic employees and students must be cleared through one of the designated University screening areas.

Student Intern Cleaning Responsibilities

- Students are to wipe the table with the approved disinfectant in front of the patient and roll fresh face paper onto the table.
- When a student finishes a patient visit, the used face paper is to be removed from the table but not replaced. Used face paper is to be placed in the trash can within the room.
- Wash hands or use sanitizer to clean hands.

Staff Cleaning Open Areas / Shared Workspaces

Open or common areas where workspaces are shared, as well as shared offices, require more frequent cleaning and disinfecting. The same supplies are needed, and the standard protocols are to be followed.

- In waiting areas, all flat/hard surfaces should be cleaned/disinfected at least twice a day; door handles should be cleaned more frequently.
- In common areas such as reception desks, all flat surfaces should be cleaned several times a day following the standard protocols. Keyboards, mice and telephone receivers as well as any other shared equipment should be cleaned each time there is a change in user(s).
- In the case of shared offices, flat surfaces and door handles should be cleaned daily, following the standard protocols. Any shared equipment should be cleaned more frequently.

Standard Cleaning Protocols - Complete Daily

1. Check the area and remove any clutter/trash, gowns and/or paperwork left behind.
2. Clean the room:
 - a. Check all flat surfaces, tables, desks, etc. for signs of anything visibly dirty.
 - b. Clean surface with the approved disinfectant.
On Activator tables, check the hanging tray on bottom of table near head area and clean as needed.
 - c. Check any mirrors in the area for smudges and use approved cleaner and paper towels if mirrors need cleaning.
3. Disinfect the room:
 - a. Spray all surfaces (tables, desks, etc.) with the approved disinfectant and allow surface to remain wet for 10 minutes.
 - b. Wipe with a clean towel (other than the one used with the multi-surface cleaner) and allow to air dry.
 - c. Wipe down keyboards, mice, light switches and door handles with the damp towel being used with the approved disinfectant solution.

Supply the Room:

- Check the area for adequate face paper; re-supply as needed. Do not allow multiple rolls of paper to collect in the room; maximum of two rolls.
- Check the area for adequate facial tissues and re-supply as needed.
- Check the area for hand sanitizer and replace bottle as needed.

Inspect the Room:

- Check the area for any repair/maintenance items that need to be addressed (holes in walls, burned out light bulbs, badly stained carpet, etc.). Notify your supervisor via a single email containing all issues for the designated area.

Return Supplies to Designated Area

- Wipe down both spray bottles, including the spray heads and triggers, with the towel being used with the approved disinfectant solution and return the bottles to their designated area.
- Place used towels in the dirty laundry bin.
- Discard gloves.
- Wash hands thoroughly with warm soapy water and dry using a paper towel.

One Room/Area Per Day (in addition to all daily duties, one room/area per day should receive the following on a rotational basis).

- Wipe down table base(s) using the same steps as above.
- Dust all frames on walls.
- Raise hi-lo tables and dust/wipe down areas under the table bed.

Clinic Laundry Procedures

- It is recommended to wear disposable gloves and mask when handling dirty laundry; discard after each use. If using reusable gloves, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other household purposes. Clean hands immediately after gloves are removed. If no gloves are used when handling dirty laundry, be sure to wash hands afterward.
- If possible, do not shake dirty laundry. This will minimize the possibility of dispersing virus through the air.
- Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely.
- Clean and disinfect clothes hampers according to guidance for hard and soft surfaces. If possible, consider placing a bag liner that is either disposable (can be thrown away) or can be laundered.

Staff Cleaning Room/Area Maintenance

- Each clinic staff person is assigned a unit or area that they are responsible for cleaning and maintaining daily. These duties are best completed during the time period between 1:30 p.m. and 3:00 p.m. and again as a part of closing.

OFF-CAMPUS CLINICS

Patient screening process and procedures

- Patient answers pre-arrival and on-site questions and participates in no-touch thermal forehead scan.

Employee screening process and procedures

- Clinic faculty and staff will/may be screened at their assigned clinic/location. Each employee will be expected to answer pre-arrival questions, answer on-site questions, participate in no-touch thermal forehead scan and receive the designated wristband that must be worn. Anyone without the appropriate wristband will be asked to return for screening or leave the facility. All non-clinic employees and students must be cleared through one of the designated University screening areas.

UNIVERSITY ADVISEMENT

(CETL, PAR, and Assessment and Mastery Testing Center)

- Once a student or employee is cleared and has a wristband, they may enter into the building or department.
- Students and employees will adhere to all Life University signage/direction, to include adherence to traffic flow and maximum number of people allowed in each area.

Student Cleaning Responsibilities

- Students are to sanitize/wipe down computers, workspace used, etc. when finished and prepare space for the next user.

Staff Cleaning Responsibilities

- Department staff will clean/disinfect their personal workspace, as needed, while in use.

THIRD-PARTY TESTING

(Accuplacer, ACT/SAT, CLEP, NBCE, etc)

- Life University expects its employees to adhere to the University's institutional guidelines, consistent with those outlined by the state's executive orders and recommendations by the Centers for Disease Control (CDC). The University also expects adherence to those guidelines from third-party testing agencies during the preparation and administration of examinations on campus. LIFE's guidelines will be followed for those third-party examinations (e.g., Accuplacer) that are directly administered by the institution. However, some agencies (e.g., ACT, SAT, NBCE) may have slightly different requirements than the University's general guidelines and should be adhered to wherever possible.



LIBRARY

Traffic Flow

- Students will enter and exit the Library through the front entrance.
- A wristband will be required for entrance.
- To enter the second floor study area, the stairs near the restrooms will be used to go up, and the stairs near reference will be to go down.
- Students who wish to return items will have the option of using the drop box outside the main library door (current exit door).
- Students will not be allowed in the stacks. Requests to view or check out any items will be handled at the circulation desk. A staff member will retrieve requested items.
- The AV desk will be the third customer service point. All models and study rooms will be checked in/out at this point.

Study Rooms

- Study rooms are by reservation only. This will ensure that rooms can be properly disinfected between each usage. Also, it will allow for a fair system of usage (no monopolization of limited, high-demand resources).
- Only two people allowed in group study rooms.
- No room keys will be loaned to students. Staff will open/close rooms.
- A 30-minute window will be scheduled between reservations to allow staff to wipe down the room before the next use.
- Students should provide their own dry erase markers.

Circulation

- Students will be able to use a book pickup service. They can submit a check-out request online and choose to have the items mailed to them or schedule an on-campus pick-up time.
- All patrons will be limited to no more than five items at a time.
- Reference and reserve materials will be available by request at the circulation desk. Any books that are needed from the stacks must be requested at the circulation desk. A staff member will pull them.
- The Library will continue ILL as we have been during Spring 2020.
- No cash will be accepted for fines or replacement fees. Online payment is accepted.
- With the exception of ILL, all circulating due dates will be Thursday of Week 11.
- Drop boxes at the entrance and exit will be available for returns.

Stacks

- All stacks will be marked as closed. No patrons will be allowed to browse other than library staff.
- Any item that a user requests to view or check out will be pulled by a library staff member.
- Reference/reserve materials will be sanitized before being re-shelved.

Audio-Visual

- Headphones will not be available for check out.
- Small models will be available for check out by reservation only. This will ensure that models can be properly disinfected between each usage. Also, it will allow for a fair system of usage (no monopolization of limited, high-demand resources).
- One window will be for checking out items with the other reserved for returning items. This will help keep contaminated models from being re-shelved with clean models.
- As necessary, a 30-minute window will be scheduled between model check-outs to allow for cleaning.
- Large models (e.g., torso, leg, arm) will be set out on tables in the main area.

Furniture

- All soft furnishings in the service areas will be removed from the Library.
- In order to adhere to social distancing, the Library will only provide seating for the maximum allowed capacity. All other chairs will be stored in the quiet area.
- Study areas in the main Library and second floor will be spaced and marked off based on the institutional spacing guidelines.

Computer Lab

- To adhere to social distancing and reduce the number of computers that need to be sanitized, every other computer will be disabled.
- Additionally, only one copier/scanner per printing area will be accessible (one in circulation, one near AV and one near the study rooms).

Library Cleaning Procedures

- All office supply items will be by request only at the circulation desk (staplers, tape, etc.) so that they can be disinfected after each use.
- Returned books will be sorted on clean status and isolated in a secure workroom before being returned to the collection. Per CDC library guidelines, every item will be isolated for 24 hours.
- Library staff will be responsible for disinfecting circulating items, study rooms, stacks, computers and staff workstations throughout the day.
- Supplies will be available at a central point for students to use to disinfect study tables and computers. These items cannot be reserved because it will be more difficult for Library staff to disinfect between uses. It will be students' responsibility to disinfect these items.



ATHLETICS

STUDENT-ATHLETES

The Department of Athletics will utilize a phased approach to the return to campus/competition.

As we prepare to bring student-athletes back to campus (in accordance with state and University guidelines), we have used the following documents in planning:

- NCAA Core Principles of Resocialization of College Sport
- National Strength & Conditioning Association COVID-19 Return to Training
- National Athletic Trainers Association Student-Athlete COVID-19 Screening Form
- National Athletic Trainers Association Pre-Return & Return-to-Campus Preparation and Communication Plan
- World Health Organization Interim Guidance – Considerations for Sports Federations/Sports Event Organizers When Planning Mass Gatherings in the Context of COVID-19
- USA Wrestling Return to the Mat Guidelines
- NAIA Athletic Trainers Association
- USA Rugby Return to Play Guidelines
- NCAA Resocialization of Collegiate Sport: Action Plan Considerations

The Department of Athletics will also abide by guidance set forth by Life University. While the criteria to train and compete may be more strict due to the physical and communal nature of sports, the general rules and philosophies still apply. It is Life University's position that wearing masks/face coverings will not be required for any member or visitor to the campus. Negative comments to those deciding to wear masks (or not to wear masks) will not be tolerated and instances should be reported to the Director of Athletics.

NOTE: At all phases, Athletics staff will be held to similar standards/guidelines as student-athletes.



PHASE I (CURRENT)

Staff/Student-Athlete Interaction

Staff are to maintain social distancing while working with patients unless it is absolutely required for care. Due to limited space, athletic care staff will work shifts to minimize contact and maintain the acceptable social distance of six feet. All staff and patients are to wash their hands immediately upon entering the clinic and after working with each patient.

Vulnerable student-athletes, athletics health care providers, coaches and athletics personnel should continue to shelter in place.

Vulnerable populations include individuals with serious underlying health conditions such as high blood pressure, chronic lung disease, diabetes, obesity and asthma, and those whose immune system is compromised, such as by chemotherapy.

Staff Scheduling

- Six feet is to be observed between working spaces and personal space.
- No more than two people to an office for daily use.
- Staff are to stay in assigned clinics. No hanging out in another clinic during hours.
- No staying and working in your office during another's shift.
- Clinicians will wash their hands after a patient's appointment.

AT Patient Care (Injuries/Prehab/Rehab)

- Staff are to wash hands prior to and after caring for a student-athlete.
- No patient is to be in the office area at any time for any reason.
- Self-stretching should always be encouraged.
 - Only if it is completely necessary for care can you provide hands-on care.
- Provide verbal directions for patients to maintain distance.
- At the end of care, patients will place their masks (if they chose to wear one) into an ice bag provided by the AT who will also write their name on the bag for the patient. These can be replaced weekly.
 - Patient masks will be stored in the cubby area and reused by the patient upon returning for care.
 - No masks will be given to the student-athlete to take home unless it is their old mask that is being replaced.
- All surface areas and equipment will be sanitized immediately after the appointment where the patient had contact with during care.

Chiropractic Patient Care

- Tables are to be sanitized before and after every patient use, paying close attention to the head piece and hand rests.
- Any utilization of masks during chiropractic care will follow AT Patient Care mask protocol.

Strength and Conditioning

- All S&C support resources and coaching is done virtually.

Academic Support

- All academic support resources are to be provided virtually.

Practice/Training/Competition

- Individual training only.
- Use of personal equipment only.
- All coaching occurs virtually.
- All team activities are to be done virtually.
- No locker room use.
- No competition or intrasquad activity.



PHASE II (TBD BUT EXPECTED FOR JULY 2020, QTR. 1)

Note: We expect that this will be a natural “conditioning” period for our student-athletes. This means while we cannot hold traditional practices, we anticipate sports starting up within an estimated timeframe, so it will be important for us to properly condition student-athletes for a safe return to physical practice. Athletic Care, in conjunction with Strength and Conditioning (S&C) and the head coach, will monitor a safe return to play.

Athletic Care

- Vulnerable individuals should continue to shelter in place.
- No change in staff/SA interaction from Phase I.
- Normal annual physicals will take place in accordance with distancing guidelines.
- Student-athletes must wear masks for physicals. This will be the only time wearing a mask will be mandatory.
- Mandatory daily screening prior to participation for student-athletes and staff.

Note: Student-athlete screening will not differ from regular student screening in most ways; however, Mid-South Conference policies will require additional screening and precautions surrounding participation in travel and competition. All student-athletes must have the designated wristband associated with the University for that day. If a wristband is not on the student-athlete, Athletic Care or S&C will screen the student-athlete for temperature and symptoms and will follow the following colored band categories with associated participation guidelines. **It is the responsibility of all Athletic Department staff to monitor wristband compliance.**

Strength and Conditioning

- Strict daily screening protocols will be in place and must be completed on each student-athlete and coach prior to participation if they have not already been screened (see screening protocol above).
- All S&C sessions within this phase will be outside or done within the S&C facilities but with smaller group sizes to ensure that there is no shared equipment within sessions, as well as ensuring appropriate distancing.
- No physical contact will be permitted.
- No tactile cueing from staff, no fist bumps, high fives, etc. between student-athletes or staff.
- Group size must be under local government approved amount.
- Rigorous cleaning of any equipment that might be used between sessions.
- Student-athletes should bring their own water bottles and towels.

Note: Normal NAIA 24-week rules apply, and a sport coach's presence at S&C triggers the entire week to be counted.

Academic Support

- Academic meetings will be restructured to appointment only to manage foot traffic.
- Study hall will open but with tables/chairs reconfigured to maintain distancing regulations.
- Furniture and computers will be cleaned appropriately.

Practice/Training/Competition

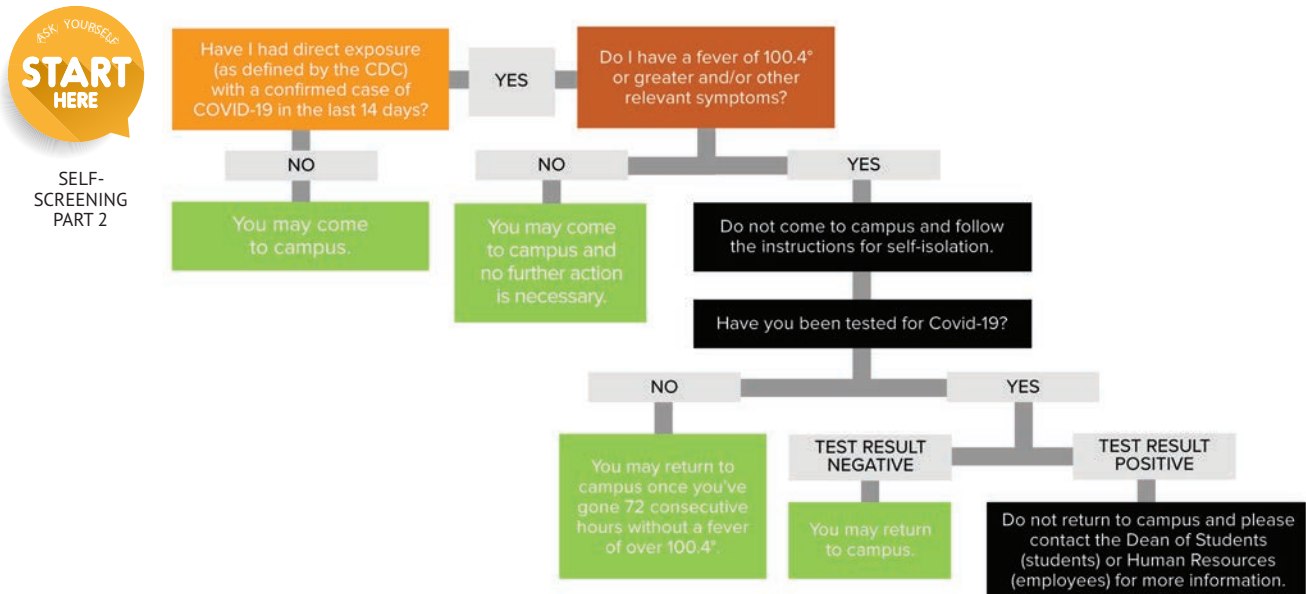
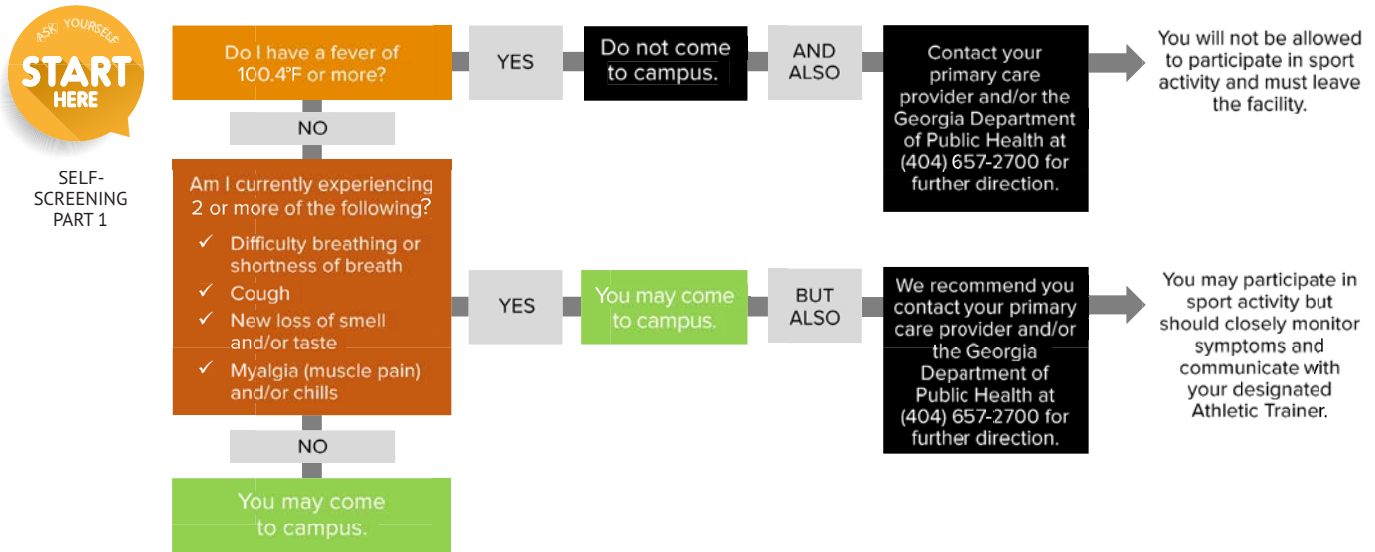
- Group size must be under local government approved amount.
- Non-contact drills and activities.
- Strict daily screening protocols will be in place and must be completed on each student-athlete and coach prior to participation if they have not already been screened (see screening protocol above).
- Rigorous cleaning of equipment and facilities.
- No use of communal equipment, including balls.
- Training done outside whenever possible.
- Coaches and applicable staff are permitted on site but must abide by distance protocols.
- Team events must abide by group size requirements.
- Locker rooms should not be utilized.
- No competition or intrasquad activity.
- Student-athletes should bring their own water bottles and towels. Athletic trainers will bring a cooler to refill water bottles. Refills shall only be done by gloved athletic trainers.

Laundry

- Wear disposable gloves when handling dirty laundry and discard after each use. If using reusable gloves, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other household purposes. Clean hands immediately after gloves are removed.
- If possible, do not shake dirty laundry. This will minimize the possibility of dispersing virus through the air.
- Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely.
- Clean and disinfect clothes hampers according to guidance for hard and soft surfaces. If possible, consider placing a bag liner that is either disposable (can be thrown away) or can be laundered.

PHASE II SELF-SCREENING PROTOCOL

Prior to arriving on campus, you must self-certify that you are able to come to campus by answering the following questions:



If your response to all of the screening questions indicates your return to campus, please come back to campus and check in at a designated screening location. You will have your temperature taken daily (no-touch thermal forehead scan) and receive the designated wristband for that day, which must be worn when on campus. Students, faculty, staff and visitors without the appropriate wristband will be asked to return for screening or leave campus. **No exceptions!**

Anyone who has been refused entrance to campus because of a temperature of 100.4 degrees or above will be placed on the Denied Entry List and have to follow the appropriate instructions based on status at the University. Once placed on the Denied Entry List, you must meet one of the following

criteria to return to campus: either you test negative for COVID-19, or if not tested, you must go 72 consecutive hours without a fever.

After meeting one of these two criteria, you will present at a screening location to be re-screened and have your name removed from the Denied Entry List.

Those not passing the temperature/symptom screening will be placed on a denied participation list.

At the end of each day, the Director of Athletic Health Care will send a daily list of student-athletes that were not cleared via the departmental communication plan. Per University policy, they will not be able to return until a negative COVID-19 test is obtained or 72 hours without a fever.

In the Event of a Confirmed COVID-19 Positive Diagnosis:

- Facilities occupied by the diagnosed student-athlete will be closed to all until appropriately cleaned.
- Athletics initiates illness outbreak communication plan (see appendix 3).
- Director of Athletics will contact the conference commissioner per Mid-South guidelines.
- Athletic care will continue to check in and monitor those diagnosed.
- A doctor's note clearing the student-athlete to participate must be obtained by the Director of Athletic Health Care to resume participation.

PHASE III (TIMELINE UNKNOWN)

Athletic Care

- Clinics would fully be open to all with no staff restrictions or shift scheduling.
- Vulnerable student-athletes, athletics health care providers, coaches and athletics personnel can resume in-person interactions but should practice physical distancing when possible, minimizing exposure to settings where such distancing is not practical.
- Screening protocol and steps for illness care from Phase 2 may continue (frequency may be adjusted).

Strength and Conditioning

- Traditional S&C resumes in appropriate facilities while continuing rigorous cleaning of equipment and facilities.

Academic Support

- Traditional academic support resumes while continuing rigorous cleaning of facilities and furniture.

Practice/Training/Competition

- Traditional training and contact protocol.
- Screening protocols may still be in place and could still be a requirement prior to participation (see screening protocol in Phase II).
- Rigorous cleaning of equipment and spaces continue.
- Traditional team gathering resumes.
- Competition resumes with attention to other institutional/state guidelines.
- Student-athletes should bring their own water bottles and towels. Athletic trainers will bring a cooler to refill water bottles. Refills shall only be done by gloved athletic trainers.
- Travel logistics may be altered to prevent fewer overnight stays.

Laundry

- Wear disposable gloves when handling dirty laundry; discard after each use. If using reusable gloves, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other household purposes. Clean hands immediately after gloves are removed.
- If possible, do not shake dirty laundry. This will minimize the possibility of dispersing virus through the air.

- Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely.
- Clean and disinfect clothes hampers according to guidance for hard and soft surfaces. If possible, consider placing a bag liner that is either disposable (can be thrown away) or can be laundered.

Travel

- Use boxed/individual meals – no buffet-type food is to be served.
- Protocol for travel is being developed by Mid-South Conference – more detail to be added if approved.

Competition (Operations)

- Normal screening protocols in place and must be completed on visiting team, game day workers and guests attending.
 - Game-day operations should have someone ready to screen two hours prior to competition. We expect guest screening to start with visiting team and officials and continue with spectators.
 - Those taking payment must wear gloves.
 - Concessions must sell individually packaged food/drink. Those working concessions must wear gloves.
 - It is the responsibility of the Game Administrator to monitor for compliance with screening and the wearing of bands.
- All individuals present at the competition must have the designated wristband associated with the university for that day. Guests without bands must be asked to leave.
- Attendance at outdoor events will be unaffected as appropriate space exists to maintain distancing protocols.
- All indoor competitions will be moved to the Lower Gym until further notice to accommodate for increased spacing.
- Additional cleaning protocol may be required by Mid-South Conference – will add more detail if approved.

ETC – External Communication

- SID to create visitor's landing page to put on website.
- Director of Athletic Health Care (or designated ATC) is to communicate Life U's institutional guidelines and required institutional information required by the Mid-South Conference to visiting team 72 hours in advance of competition date.

APPENDIX 1 | PHASING TABLE

PHASE/STATE HEALTH MANDATE	TRAINING	TEAM ACTIVITIES	COMPETITION	NOTES
PHASE I				
<ul style="list-style-type: none"> Stay-at-home order lifted. Social distancing required. 	<ul style="list-style-type: none"> Individual training only. Use of personal equipment only. Coaching occurs virtually. 	<ul style="list-style-type: none"> All communication and interaction done via virtual method. Locker rooms should not be utilized. 	<ul style="list-style-type: none"> No competition or intrasquad activity. 	
PHASE II				
<ul style="list-style-type: none"> Gatherings allowed but no contact. 	<ul style="list-style-type: none"> Group size must be under local government-approved amount. Non-contact drills and activities. Strict, daily screening protocols in place. Rigorous cleaning of equipment and facilities. No shared equipment, including balls. Training done outside whenever possible. Student-athlete brings their own water bottle and towels. 	<ul style="list-style-type: none"> Coaches and applicable staff are permitted on site but must abide by distance protocols. Team events must abide by group size requirements. Locker rooms should not be utilized. 	<ul style="list-style-type: none"> No competition or intrasquad activity. 	<ul style="list-style-type: none"> Conditioning phase. Goal is to safely acclimate student-athletes back to training rigor and prepare for contact at next phase. Individual skill/technique practice.
PHASE III				
<ul style="list-style-type: none"> Normal social activities. 	<ul style="list-style-type: none"> Traditional training and contact protocol. Rigorous cleaning of equipment and spaces continue. Continue screening protocols (although it may not be required daily). Student-athlete brings their own water bottle and towels. 	<ul style="list-style-type: none"> Traditional team gathering resumes. 	<ul style="list-style-type: none"> Competition resumes with attention to other institutional/state guidelines. 	<ul style="list-style-type: none"> Continue focus on education and awareness as well as cleaning.

NOTE: At all phases, athletics staff will be held to similar standards/guidelines as student-athletes.

APPENDIX 2 | ATHLETIC DEPARTMENT COMMUNICATION PLAN

A daily list of student-athletes not cleared will be shared via departmental communication plan to ensure all areas are on the same page. Director of Athletic Health Care (Chris Markie) will generate the list every evening based on that day's screening results.

Email recipients should include:

- Director of Athletics
- Athletic Care staff including Sports Chiropractic
- Strength & Conditioning staff
- Head Coach
- Academic Support staff

Student-athletes without clearance will not have access to

- Practice or competition
- Locker rooms
- S&C
- Academic support resources

Student-athletes who are not cleared are not permitted to travel with the team.

APPENDIX 3 | ILLNESS OUTBREAK COMMUNICATION PLAN

Outbreak Coordination: Response Team Members & Responsibilities

<p>Director of Athletic Health Care Chris Markie</p>	<ul style="list-style-type: none"> • Coordinate plan of action with Health Clinic Director/Physician and Team Physician(s). • Communicate with all response team members throughout illness.
<p>Team Physician(s) Dr. Greg Matechak/Dr. Greg Lee</p>	
<p>Athletic Director Jayme Pendergast</p>	<ul style="list-style-type: none"> • Communicate with Life University Administration and Mid-South Conference/NAIA as needed.
<p>Athletic Trainers</p>	<ul style="list-style-type: none"> • Be the first line of defense for student-athletes – monitor their status. • Manage non-infected student-athletes. • Coordinate cleaning of possibly infected areas (facilities/vehicles). • Help monitor situation and help communicate with response team. • Support steps necessary to carry out plan.
<p>Head Coach</p>	<ul style="list-style-type: none"> • Notify Athletic Care staff of new cases. • Manage team activity in a manner to decrease spread of virus. • Alter travel, practice and game activities as needed to protect those not infected. • Help in communicating with student-athletes, parents and staff.
<p>Athletic Media Relations</p>	<ul style="list-style-type: none"> • Control all media outlets regarding virus outbreak. • Communicate with LIFE Media Relations.
<p>Physical Plant</p>	<ul style="list-style-type: none"> • Assist in cleaning locker rooms, weight room, etc. • Provide cleaning supplies for common use area.



CAMPUS REC & WELLNESS

FITNESS CENTER

STAGE ONE:

Limited Facility Hours:

- During this phase, the facility opens with limited hours and appropriate physical distancing restrictions.
- Hours to be determined by campus needs.
- The locker rooms, spin studio and group exercise room will be open and comply with current guidance from the Governor's Executive Orders.
- Patrons will be encouraged to limit workouts to 60 minutes.

Physical Distancing

- All equipment will be spaced a minimum of six feet apart. Equipment that cannot be spaced out will be taken offline.
- Adhere to current Governor's Executive Orders with regards to Fitness Center operations and facility capacity.

Cleaning

- Professional and student staff will increase cleaning and disinfecting of touchpoints of **all** equipment following the Life University Cleaning and Disinfecting Protocol (LUCDP).
- Patrons will be required to wipe down **any** equipment after each use. Student staff will be empowered to remind patrons of this requirement. This applies even between sets, if a patron leaves that piece of equipment, no excuses (e.g., getting water).
- Opening staff will be expected to arrive 30-45 minutes prior to opening to begin facility cleaning responsibilities. Closing staff will be expected to remain 30 minutes after closing to complete end-of-day cleaning responsibilities.
- At the halfway point for Phase 1 facility hours, the facility will be closed for 30 minutes to one hour to clean and disinfect touchpoints and equipment.

Front Desk Operations

- Patrons will be asked to swipe their own ID cards (Plan B – patron tells front desk staff ID number practicing social distancing).
- Patrons entering the facility must follow Life University screening procedures and be wearing appropriate wristband.
- Patrons who are sick or experiencing any symptoms will be asked to leave the facility.

Facility Staffing

- Facility staff members will be required to wear appropriate gloves when cleaning equipment, machines and touchpoints.
- Student staff will be encouraged to use hand sanitizer throughout shifts.
- Facility staff will be scheduled in clusters to limit total exposure.
- All staff will complete a reorientation/training prior to resuming work that covers new policies, procedures and education on COVID-19.

Communication

- Additional handwashing, hygiene and policy signage will be posted in both locker rooms, facility entrance, access control/front desk and on the website.

STAGE TWO:

Extended Hours

- During this phase, the facility will extend hours during peak times.
- Adhere to current Governor's Executive Orders of facility capacity.
- Workouts should be limited to 60 minutes per person.
- All other physical distancing measures will remain in place.

STAGE THREE:

- During this phase, facility hours expand to appropriate levels.
- Adhere to current Governor's Executive Orders of facility capacity.



ENROLLMENT

CAMPUS TOURS

- The number of participants will be limited to current guidance from the Governor's Office:
 - One Student Ambassador
 - One Campus Tours Coordinator
 - One Faculty Member
 - One Enrollment Specialist
 - One Financial Aid Representative
- Guests will not be required to wear PPE equipment; however, it will be made available.
- All staff members and Student Ambassadors should have wristbands from daily temperature check-in.
- Tour schedule adjusted and shortened to reduce overcrowding and exposure.

Materials Needed

- Hand sanitizer station for guests
- Social Distancing signage
- Cleaning agents
- No-touch thermal forehead scans
- Life University Face Coverings will be provided; however, they will not be mandatory for staff and guests.

Guest Communications

- Guests will receive standard physical distancing guidelines and safety instructions prior to their arrival to campus.
- Guests will also be informed of what safety precautions we are taking to ensure their safety.
- Guests will also be screened according to the current Life University protocol and receive a wristband indicating that screening has occurred.

Cleaning Procedures and Guidelines

- Treehouse will be properly cleaned and sanitized after each tour ends following CDC guidelines. Work orders will be placed to ensure the proper cleaning supplies are used.
- Any areas used for dining will be properly cleaned and sanitized after each tour ends following CDC guidelines.
- Enrollment Conference Room will be properly cleaned and sanitized after each tour ends following CDC guidelines.





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the world.

Standard Process

EVENTS

EVENTS AND GATHERINGS

GUIDELINES FOR SCHEDULING/PLANNING AN EVENT

All events will follow the guidelines set forth by the University with regards to physical distancing and the use of PPE. Specifically:

- We will adhere to the current guidelines as published by the Office of the Governor of Georgia and federal guidelines.
- When possible, consider outdoor event spaces (the more open and well-ventilated a space, the better).

Gatherings

The University is strongly recommending that all members of the institution adhere to the current guidelines as published by the Office of the Governor of Georgia and federal guidelines. Respect the physical distancing of six feet between persons. While not always possible, every effort will be made to maintain physical distancing. Some measures may include markers on the floors and in hallways, shields at certain office locations and remote assistance when practical.

Food Service

Any event involving food service will adhere to the following minimum guidelines:

- No self-service buffets or self-serve areas are to be used.
- Stagger food and drink stations.
- Drinking fountains and hydration stations are to be monitored.
- Serve pre-packaged or individually packaged food/meals and individually bottled beverages.
- Request trash cans in room schedule/setup FSDirect details.
- Schedule custodial service for intermittent trash pickup during the event.

Food service provided by Chartwells in Lyceum Hall and Socrates Café will abide by the current guidelines as published by the Office of the Governor of Georgia and federal guidelines in addition to their current corporate guidelines that will include daily screening of all employees.

Student Organizations and Clubs

- Registered clubs and organizations may request rooms through Engage based on very limited availability.
- All cleaning protocols, occupancy and event restrictions will be enforced by their registered advisor.
- Student organizations will not be allowed to congregate or meet without a faculty advisor present for the entire meeting as well as approved event registration.
- All attendees must wear the appropriate wristband.

Scheduling Event Space

- Submit a room schedule request through FSDirect Room Scheduling a minimum of two weeks prior to the event.
- Schedule an event space large enough to accommodate physical distancing requirements (a minimum of six feet between individuals) for the expected attendance.
 - The number of attendees should comply with the Governor of Georgia's Current Executive order and allow for a minimum distance of six feet apart.
 - Consider actual room size after setup with staging, pipe and drape, registration area, etc. – anything that will minimize current empty room size when you are estimating guest count.
 - Consider outdoor event spaces (the more open and well-ventilated a space, the better).
- Confirm the requested room is available and request is approved before finalizing plans for the event.
www.myschoolbuilding.com/myschoolbuilding/myrequest.asp
- A dedicated isolation space should be identified for use should a participant develop symptoms during the event (including events spanning one or more days, or if a participant is unable to leave the event immediately).

PLANNING THE EVENT

- Attendance numbers should not exceed the maximum number of guests allowed by the Governor's Executive Order for group gatherings.
- Require guests to RSVP so you can plan accordingly.
- Setup/Breakdown and Event Start/End Time
 - Schedule event setup/breakdown times to ensure safety precautions are followed during setup and breakdown of event and to allow necessary sanitization before and after the event.
 - All participants will be screened according to current Life University protocols and wear the appropriate wristband.
No exceptions!
 - Set the end time of the event to allow sufficient time for achieving the objectives of the event and minimize time for social gathering.
 - Include tables for safety equipment (thermometers, hand sanitizer) in the check-in area in the FSDirect set-up detail.
 - Registration tables, check-in and prescreening area(s) should be set up in a separate area outside of the dedicated event space.
 - Ensure physical distancing (maintain six foot distance between all attendees).
- Sanitation and Safety Guidelines per Life University cleaning and disinfecting protocols
 - Varsity employees will be subject to on-campus, daily screening.
 - Ensure all furniture and fixtures are cleaned/sanitized before the start of the event.
 - Although not mandatory, face masks will be made available for attendees (non-University employees and students) upon arrival at the event (guests have the right to refuse).
- Physical Distancing
 - Incorporate physical distancing and precautionary measures as published by the Office of the Governor of Georgia and federal guidelines (currently maximum of 50 guests).
 - Mark floors in six foot intervals at check-in.
 - Arrange tables for seating of groups of five or fewer per table (72-inch round), less if using smaller tables.
 - Space tables to allow a six-foot open space between the backs of chairs when guests are seated.
 - Booth Seating: seat guests in every other booth.
 - Seating-Only Events: arrange chairs to allow for a six-foot area on all sides of each chair.
- Food Service
 - No self-service buffets or self-serve areas are to be used.
 - Stagger food and drink stations.
 - Drinking fountains and hydration stations are to be monitored.
 - Serve pre-packaged or individually packaged food/meals and individually bottled beverages.
 - Request trash cans in room schedule/setup FSDirect details.
 - Schedule custodial service for intermittent trash pickup during the event.
- Informational communications from event organizers should include:
 - All Life University communications regarding COVID-19 are found on the following web page:
[LIFE.edu/campus-life-pages/health-services/coronavirus/](https://life.edu/campus-life-pages/health-services/coronavirus/).
 - Post standard Life University COVID-19 prevention posters.
 - Include directives that individuals who are ill or not feeling well should not attend the event.
 - Those who are high risk should take extra precautions in attending the event.
 - Include pre-screening questions per the Life University return to campus process
 - Include a statement that "as restrictions related to COVID-19 (Coronavirus) continue to evolve, events may be canceled at any time."

GUIDELINES FOR CHECK-IN AND DURING THE EVENT

Event Staff Requirements

- Mark separate entrances and exits from the event room.
- Prop doors open for entering and exiting event room.
- Use the Engage website (for students), iPads, phones or another form of “no contact” check-in; **no** pens or paper.
- Follow the Life University screening process (above).
 - Based on CDC guidelines, Life University reserves the right to deny admission to any individual(s) in the best interest of the safety and health for the LIFE community (anyone presenting with a fever of 100.4 degrees or more and/or with active COVID-19 symptoms).
- Have appropriate cleaning and PPE available at event.
- Encourage people to replace handshakes with greetings that do not require skin-to-skin contact.
- Clean and disinfect frequently touched objects and surfaces as per the Life University guidelines (LUCDP).

Attendees

- All participants will be screened in order to attend events as per the current Life University protocol.
- Once successfully screened, guests will be required to wear a visitor’s wristband for the duration of their stay on campus.
- Individuals feeling unwell or experiencing any COVID-19 symptoms (fever, cough, difficulty breathing) should not participate in the event.
- Life University reserves the right to deny admission to any individual(s) in the best interest of the safety and health of the LIFE community (anyone presenting with a fever of 100.4 degrees or more and/or with active COVID-19 symptoms).
- If a guest develops symptoms during the event (including events spanning one or more days, or if guest is unable to leave the event immediately), a dedicated isolation space will be provided.

Food Service

- Do not share food or beverages with others.
- Food service staff will follow appropriate procedures for safe handling and serving of food (see details on page 32).

Signage

- Organization and program materials/handouts pertaining to your event should be displayed at check-in and registration table area.
- Life University Safety and Prevention signage will be displayed in and around the event space including check-in/registration and screening area.



POST-EVENT GUIDELINES

Sanitation & Safety Guidelines

- Clean all frequently-touched surfaces such as countertops and tabletops, remote controls, computers and keyboards, A/V controls, chairs, doorknobs, etc. Use cleaning agents as recommended by Life University Cleaning and Disinfecting Protocols (LUCDP) to help prevent the spread of COVID-19.

The University has posted information regarding COVID-19 on the LIFE.edu website. All members of the LIFE community are encouraged to visit the site regularly for updated information.

RESOURCES FOR EVENT PLANNING

Event Safety Supplies to be Provided for Attendees:

Personal Protective Equipment (PPE) - In consideration for the community health and wellbeing, Life University will provide general items for events. Masks, nitrile gloves, shoe covers and hand sanitizer can be requested by emailing Purchasing@LIFE.edu with the item and quantity needed. Any desired PPE outside of those four items must be requested by the VP of that department and approved by the EVP of Finance prior to an order being placed.

- No-touch scanning thermometers
- Hand Sanitizer
- Appropriate personal protective equipment (PPE)
- Facial tissues
- Paper towels
- Floor markers
- Disinfectant wipes (for wiping down surfaces and thermometers)
- Informational posters
- Wastebaskets, trashcans (reserve with schedule request through FSDirect)

DOCUSIGN FORM TO BE COMPLETED BY EVENT ORGANIZER

(include in FS Direct request)

Agreement Checklist for all Life University Campus Events of two-plus people (initials in each area):

_____ Maintain a roster of all individuals involved in the event, to include name, email and phone number.
This log should be maintained for at least two months.

_____ Send an email communication to all participants ahead of time, encouraging individuals to not attend if they are ill, feeling unwell or are considered high risk, expected hygiene practices and social distancing during the event as recommended by the CDC.

_____ Adhere to all above stated guidelines in planning and setup, as well as during and following the event.

Event Coordinator Statement of Accountability

I agree that I have read, understand and will abide by the above stated recommendations and guidelines established by Life University for hosting events on or in Life University facilities.

_____, to be held on Life University's campus ____ / ____ / ____ .
EVENT TITLE DATE

_____ to _____.
START TIME END TIME

SIGNATURE OF EVENT ORGANIZER

____ / ____ / ____
DATE

PRINTED NAME OF EVENT ORGANIZER

DEPARTMENT

HUMAN PROGRESS
IS NEITHER AUTOMATIC NOR INEVITABLE...
EVERY STEP TOWARD
THE GOAL OF JUSTICE
REQUIRES SACRIFICE, SUFFERING, AND STRUGGLE,
THE TIRELESS EXERTIONS AND
PASSIONATE CONCERN OF
DEDICATED INDIVIDUALS.
Martin Luther King Jr.



HOUSING

HOUSING

SUMMER QUARTER MOVE-IN PROCESS

- An email with instructions will be sent to all students scheduled to move in during Summer Quarter Move-Ins (July 8, July 28 and September 8).
- Residents will be assigned designated move-in times in order to regulate the amount of people in common spaces.
- Move-in signage will be placed on Barclay Circle leading students to The Commons for both LVR and Commons check-in.
- Only two people, the resident plus one, will be allowed to enter the building to take belongings to the resident's room.
- Residents checking in will be checked in at their vehicle on Huntington Road.
 - Students will turn onto Huntington Road from Barclay toward The Commons and be greeted at the shuttle-stop sign.
 - Student staff member (RA or CA) will approach the vehicle and provide logistical information.
 - Resident and guest(s) will participate in the Life University Screening process.
 - Having a temperature of 100.4 degrees or above may require additional testing and assignment in the Adaptation Area.
 - If there is no concern, the resident will park and finish the check-in process inside The Commons. Resident Assistants and student staff will check the resident into their room using the StarRez App. The resident will then be provided a move-in packet.
- On-Site Resources
 - Card services will be available on site to take ID pictures and distribute student IDs.
 - Housing & Residence Life
 - Campus Dining Meal Plans and Information
 - Enrollment
 - Financial Aid
 - Student Accounts
 - Campus Safety
- The vehicle will then be invited to unload and begin moving in.
- Directional signs will be posted in the halls.
 - LVR – clockwise direction all floors.
 - The Commons – each hallway will have one direction.
- Only two people, the resident plus one, will be allowed to enter the building to take belongings to the resident's room. There will be a sign-in sheet at the front desk for guests to sign in.
- Residents and a guest will only be able to **go up on the elevators (no more than two in a car) and down on the main stairwells.**



STUDENT ADMINISTRATIVE SERVICES & STUDENT SUCCESS CENTER

Students requiring assistance from the Registrar's Office, Student Accounts or Financial Aid

The Student Advocacy Center and all of the departments within the Student Administrative Department will follow Life University guidelines with regards to physical distancing and appropriate environmental cleaning.

- **Remote Students:** Please call 770-426-2700 and share your issue with the Student Advocate who will facilitate contact with the appropriate individual. Contact may be through either audio or video conferencing.
- **On-Campus Students:** Students who are on campus may visit the Student Advocacy Center. One of the Student Advocates will assist you in contacting the appropriate individual to resolve any issue or answer any question you may have.

Student Success Center

Each department within the Student Success Center (SSC) will provide all of the services to students in the appropriate manner.

- **Remote Students** will continue to engage with the departments and receive services in the same manner as were provided during the Spring Quarter (audio or video conferencing).
- **On-Campus Students** will have opportunities to engage with members of each department during limited hours on campus (posted on the SSC Webpage). All of the departments within the SSC will follow Life University guidelines with regards to physical distancing and appropriate environmental cleaning.

Academic Support

- Staff will rotate daily on campus 9:00 a.m. - 6:00 p.m. (Global Voices/AALPHA/STARS Peer Mentoring/SI Coordinator).
- All individual meetings will occur out of individual offices and in larger spaces.
- No make-up testing because no lab exams are utilized for make-ups.
- If a make-up test form shows up that is approved, Academic Support staff are all trained on how to implement.

Disability Services

- 8:00 a.m. - 5:00 p.m. (Times will adapt based upon coverage for exam times.)
- One Proctor
- One staff to cover audio recorders for faculty for note-taking.
- No make-up testing because no lab exams are utilized for make-ups.
- If a make-up test form shows up that is approved, Academic Support staff are all trained on how to implement.

Counseling

- Director of Counseling will continue with hybrid delivery.

SI Sessions

SI Schedule posted on SSC Webpage:

www.LIFE.edu/campus-life-pages/student-success-center/academic-support/

1. Lecture SI sessions will continue to be offered fully on Blackboard Collaborate Ultra or Zoom.
2. Open lab SI sessions will continue to be offered online via Blackboard Collaborate Ultra/Zoom and/or on-campus.
 - a. On-campus open sessions will have one SI leader (except for Mopal, which will have two leaders, and Clinical Skills' open labs, which will have no more than four SI leaders present) in the lab to assist students. To control the students entering the labs and/or maximum number of students in the lab, Academic Support will create a sign-up schedule for students to sign up to attend the labs. The link will be on our site, Blackboard, and on the schedule.
 - b. If a student arrives without scheduling their time, an iPad will be available for students to sign up for a time slot.
 - c. Remote sessions will have one leader per course on Blackboard Collaborate Ultra/Zoom.
3. Each on-campus SI session will be limited to 25 minutes with time between students for the SI leaders to clean the equipment before the next student arrives.

REFERENCES

Please see references from Center for Disease Control guidelines:

1. CDC. How to Protect Yourself & Others
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
2. CDC. Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes.
https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html?deliveryName=USCDC_2067-DM26911



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