INTRODUCTION

As Georgia Tech prepares to return to in-person instruction for the Fall 2020 semester, a comprehensive plan has been developed to guide our actions. In our planning and implementation, the health and safety of our students, faculty, and staff are our top priority, and Georgia Tech will strictly adhere to guidance provided by the University System of Georgia (USG), the Governor’s Covid-19 Task Force, the Georgia Department of Public Health (GDPH), and the Centers for Disease Control and Prevention (CDC).

The future for the next months, and possibly years, is uncertain due to Covid-19. In navigating this uncertainty, Georgia Tech must engage in robust planning while also exercising flexibility. Since we cannot predict what the circumstances will be for the start of the 2020-21 academic year or during any part of the fall term, Georgia Tech has developed plans that respond to multiple scenarios as outlined by the University System of Georgia.

1. Contingency Plan 1 – Fall classes begin with social distancing expectations
2. Contingency Plan 2 – Fall classes begin online
3. Contingency Plan 3 – Classes and operations must go to an online format for a period of time during the semester

Collectively, the three contingencies outline how Georgia Tech would shift classes and operations between in-person and online delivery while maintaining instructional quality and research activity, overall service levels, and operational effectiveness. We must be prepared to move seamlessly from one method of instruction and operations to another as public health guidance and conditions dictate.

The following principles were used to guide the development of all three contingency plans.

Guiding Principles

- Prioritize the health and safety of the campus community.
- Support student academic progression and quality of instruction.
- Reactivate our research enterprise, especially sponsored research that is self-funding and contributes to supporting our infrastructure and reputation.
- Be transparent about all decisions we make and communicate them widely and often.
- Remain flexible.
- Continue to learn from and seek the guidance of public health experts in order to inform and refine our actions.
- Be empathetic in responding to the needs and concerns of the campus community.
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CONTINGENCY PLAN 3 – EXECUTIVE SUMMARY

Under Contingency Plan 3, Georgia Tech would shift from operating under Contingency Plan 1 to delivering instruction remotely.

Given that faculty are being asked to prepare for both remote and in-person instruction, a mid-semester shift from in-person to remote instructional delivery could be accomplished in a matter of a few days, assuming that on-campus students were remaining in their residence halls during the transition. If students were moving off campus during the transition, a 10-day period (including weekend days) in which no classes were held would be required in order to implement an orderly shift to remote instruction.

If on-campus students remain in their residence halls, Campus Services will need to continue to deliver many in-person services including dining, residence hall operations, healthcare, and other student services.

Under Contingency Plan 3, faculty and staff not required to be on campus to support remote instruction or provide campus services would move to remote work per the continuity of operations plans developed in Spring 2020.

Sponsored research activities would continue under Contingency Plan 3. All research operations would be required to function under the precautions outlined in the Initial Return-to-Campus Plan as well as the supplementary workplace and health safety guidance outlined below.

If Georgia Tech were to move to remote instruction during the fall semester, all remaining public service, outreach, and continuing education activities would be delivered remotely, postponed, or canceled. Georgia Tech Professional Education would operate under the guidance established in the Initial Return-to-Campus Plan.

Athletics would follow guidance from the NCAA, ACC, and USG to determine if student-athletes should remain on campus and continue practice and scheduled competitions.
WORKPLACE & HEALTH SAFETY

Contingency Plan 3 assumes that conditions involving the pandemic have worsened, requiring the shift to remote instruction. Under Contingency Plan 3, all Contingency Plan 1 workplace and health safety protocols will remain in place, with the following adjustments:

Prevention & Mitigation

Screening
- Handheld, no-touch thermometers will be relocated from now unoccupied administrative and academic buildings and deployed in residence halls to allow for more frequent screening.
- Thermal screening will be required for all other persons still working on campus.
- Daily thermal image screening will be strongly encouraged for all students still in residence halls.
- Thermal screening will be required for access into common study areas on campus.

Testing
- Residence Life personnel will establish a process for randomly testing students remaining on campus.
- Pending Clinical Laboratory Improvement Amendments (CLIA) certification, testing at the Molecular Evolution Core Lab may increase to ensure that daily, randomized testing within residence halls is achieved.

Sanitation & Cleaning
- Sanitation and cleaning crews will be redeployed from now low-use or unoccupied buildings to residential areas and research facilities that remain open.
- All residential common spaces will be cleaned and sanitized at least twice daily.

Personal Protective Equipment (PPE)
- Effective July 15, 2020, University System of Georgia (USG) institutions will require all faculty, staff, students, and visitors to wear an appropriate face covering while inside campus facilities/buildings where 6 feet of social distancing may not always be possible. Face covering use will be in addition to and is not a substitute for social distancing.
- Face coverings are not required in one’s own dorm room or suite, when alone in an enclosed office or study room, or in campus outdoor settings where social distancing requirements are met.
- Anyone not using a face covering when required will be asked to wear one or must leave the area. Repeated refusal to comply with the requirement may result in discipline through the applicable conduct code for faculty, staff, or students. GTPD will not be involved in the enforcement of face covering usage.
- Reasonable accommodations may be made for those who are unable to wear a face covering for documented health reasons.
- Georgia Tech will provide reusable cloth face coverings to the community prior to the Fall 2020 semester.
Infrastructure & Campus Environment

- In the event that students remain in their residential environment but coursework has transitioned to fully remote, it is imperative that we maintain operation of services associated with physical and mental well-being including campus recreation, dining, student health, transportation, and the Student Center.
- At a minimum, the following buildings will remain open:
  - West Village Dining Commons
  - Student Center
  - Campus Recreation Center
  - North Avenue Dining Hall
  - Brittain Dining Hall
  - Student Services Building
  - Stamps Health Services
  - Clough Undergraduate Learning Commons
  - Library
- The viability and bandwidth of the residential network would be tested and, if necessary, amplified during the transition phase in order to ensure sufficient bandwidth for increased, concentrated usage.
- Research facilities will largely remain occupied in this contingency, as outlined in the Research section of this plan.
- Buildings that are no longer occupied may be shuttered temporarily to reduce the demand on Facilities staff for sanitation and cleaning.

Response

Georgia Tech will follow the same process established in Contingency Plan 1 for responding to positive cases among members of the Georgia Tech community working or living on campus.

Continuity of Operations

All academic and administrative units will draw down on campus personnel per their continuity of operations plans. If students were to remain on campus, units that would need to maintain an on-campus presence are as follows. (Descriptions of service levels and staffing are included below in the Student Life section.)

- Georgia Tech Police Department
- Facilities (Custodial, Utilities & Engineering, and Building Maintenance)
- Housing (Residence Life & Facilities)
- Dining Services
- Parking & Transportation
- Campus Recreation Center
- Library & Clough Undergraduate Learning Commons
- Stamps Health Services
- Dean of Students
- Counseling Center
ACADEMICS

Academic Instruction

Fall Calendar

For academics, we consider Contingency Plan 3 as dividing the fall semester into three critical moments: the in-person period before going online, the transition period, and the remote instruction period. For all academic functions, the in-person phase is identical to the corresponding plan in Contingency Plan 1. The remote period is essentially as outlined in Contingency Plan 2. The transition period is detailed below, as are any adjustments to the remote period that might differ from what is specified in Contingency Plan 2.

The transition period will require three instructional days for faculty to adjust courses to their remote delivery format (in the case of students remaining in their residence halls) and 10 days (in the case of students moving out of residence halls).

In either case, the academic calendar would need to be adjusted. In the case of a three-day transition, some final assessments and exams would be moved into the weekend in order to finish the semester as planned on December 10. In the case of a 10-day transition, every effort would be made utilize weekend days as part of the move-out, some final assessments and exams would be moved into the weekend, and the semester would be extended by one week to December 17.

The Transition to Remote Education

During the transition period (either three-day or 10-day), students will not be in a situation to focus on their classes. Instruction will be paused, and the deadlines for receiving assignments will be extended until the end of the transition period. We are preparing supportive, transparent communications to faculty and students to help them manage their expectations of each other.

Preparation in Advance for the Remote Instruction Phase

All faculty are being instructed to be prepared to teach some or all of their courses in two modes. One is the ideal mode for the subject matter, as described in the proposal for Contingency Plan 1. Georgia Tech proposes several modes or formats for course delivery. Before the remote phase, a given course may be taught in any of these modes. Each course will have a mode proposed at the school/division level and will be delivered in that mode until the transition occurs. Thereafter, all courses will be taught in the remote mode. We estimate that switching to fully remote teaching will take at least three days of preparation.

We have designed a self-paced teaching academy that will enable faculty to become prepared for teaching remotely, as well as to assess student comprehension of the material. Faculty are expected to make every attempt to be familiar with their chosen teaching mode in addition to the remote mode if the two are different. Faculty are being strongly encouraged to assess student performance continually using low-stakes tests and assignments rather than relying on a few high-stakes, timed exams.

Academic Services, Classrooms, and Academic Spaces

During the on-campus instructional period of the semester, academic services, the Library, classrooms, and non-classroom academic spaces will operate as outlined in Contingency Plan 1.
If instruction is moved to a remote format, during the transition to remote instruction, responsible staff and academic personnel would use this time to prepare for the remote delivery of services as outlined in Contingency Plan 2.

Upon the resumption of classes via remote delivery, the classrooms and academic spaces will be available only as needed to support remote instruction. Other academic services and the Library will follow the same procedures outlined in Contingency Plan 2.

If students continue living on campus during remote instruction, academic spaces will remain available to students as study and instructional support spaces, as far as possible, within current Institute, USG, and GDPH guidelines. Contingency Plan 3 workplace and health safety guidelines would be in effect in these spaces. If it is not possible to keep these spaces available to students while also adhering to all existing guidance, all academic spaces will operate per the remote instruction plan outlined in Contingency Plan 2.

Academic services would continue to offer in-person sessions if permitted by existing public health guidelines. If in-person services are not possible, academic services would revert to the operations outlined in Contingency Plan 2.

Off-Campus Programs (International/Domestic)
All incoming students from exchanges with foreign universities have been canceled previously. If instruction on the Atlanta campus transitions to remote delivery during the fall semester, instruction and programming on the Georgia Tech Tech-Lorraine, France, and Georgia Tech-Shenzhen, China, campuses will follow USG guidance as well as any local advisories and public health guidance. If appropriate, students will be asked to evacuate and return to their home country to continue instruction remotely for the remainder of the semester. Global internships will be addressed based on any existing international travel advisories.
RESEARCH

In the Initial Return-to-Campus Plan, Resident Instruction (RI) outlined a timeline for the summer, which increased on-site researchers from 10% to roughly 75%, with priority given to researchers unable to perform their work remotely. In Contingency Plan 3, like in Contingency Plan 1, at the start of the fall semester, research requiring campus access will continue to be prioritized.

Additionally, research activities that were on hold in the summer will begin to resume as noted below, following the guidelines and considerations in Contingency Plan 1. All researchers will be advised to continue completing duties off-site that do not require campus access. In the event that classes move to an online format during the fall semester, research would continue to be conducted following the precautions outlined in the Initial Return-to-Campus Plan as well as the supplementary workplace and health safety guidance in Contingency Plan 3. Given that testing, PPE, social distancing, and other mitigation measures will already be in place, a significant interruption of research activity is not anticipated.

Field Research

For Contingency Plan 3, research at field sites will follow the guidelines and considerations in Contingency Plan 1, which addresses a campus that is returning to on-campus instruction. Should classes need to move to an online format during the fall semester, research at field sites may continue depending on several factors including travel restrictions, stay-at-home directives, and density and social distancing requirements. If research can be conducted within these restrictions and guidelines, researchers may continue the work. Faculty principal investigators (PIs) should consult with their school chair and associate dean for research to determine the feasibility of conducting the work within then current guidance and restrictions of the local research site. If the work is determined feasible to continue, the guidelines and considerations outlined in Contingency Plan 1 for field research should be followed.

Undergraduate Research

When classes are offered on campus, undergraduate research can resume and the principles, guidelines, and considerations outlined in Contingency Plan 1 for undergraduate research should be followed.

If the public health conditions require a transition to remote instruction during the course of the fall semester, undergraduate research activities on campus may be affected per the following:

- If instruction is moved to remote delivery, but students are encouraged or are able to continue living on campus, undergraduate research may continue if the considerations outlined in Contingency Plan 1 for undergraduate research, and the workplace and health safety guidance in Contingency Plan 3, can be followed.
- If instruction is moved to remote delivery and students are asked to leave campus:
  - Faculty members are encouraged to structure the undergraduate research activities for the remainder of the semester such that the work can be conducted wholly off campus, using only an internet connection to access Georgia Tech resources. (See Contingency Plan 2 for guidelines.)
If the undergraduate research experience cannot be continued remotely, the student and faculty member, in consultation with the school chair, should consider avenues for continuing the work during a later semester.

Makerspaces

Many makerspaces exist on campus, and each serves a slightly different segment of the Georgia Tech community. Some spaces support faculty members and graduate students in their research, other spaces support undergraduate student projects, and some spaces serve both purposes. Makerspaces would be fully open and functioning during the parts of the semester that instruction is offered on campus, and the guidelines outlined in Contingency Plan 1 would apply. If the public health conditions require a transition to remote instruction during the course of the fall semester, those makerspaces supporting the research function would be open and functioning to serve the faculty and graduate students as they continue their research activities. Makerspaces supporting undergraduate projects and coursework-based projects will continue as needed to support academic progression as long as those spaces were able to fully adhere to Contingency Plan 3 workplace and health safety guidelines.

Georgia Tech Research Institute (GTRI)

Similar to RI, GTRI also outlined a plan to increase on-site presence over the course of the summer. In the Initial Return-to-Campus Plan, GTRI anticipated bringing 75% or more of its workforce on-site daily. At the start of the fall semester, GTRI will be operating with most employees on-site, with the exception of those considered at increased risk for complications from Covid-19.

During Spring and Summer 2020, student employees transitioned to a work-from-home (WFH) mode. In the event that instruction were to transition to an online format during the fall semester, the population of undergraduate and graduate student employees would transition to remote work, much as they did for the spring and summer. GTRI continues to employ all student employees while accommodating WFH arrangements during the spring and summer online instruction formats.

GTRI maintains the ability to roll back on-site presence in the event of an outbreak. This ability to roll back is demonstrated through the Continuity of Operations Plan (COOP), prepared in March 2020. This multi-scenario plan outlines various situations and action items to complete if there is a need to reduce an on-site presence. The organization will leverage lessons learned in the phased ramp-up to safely protect those who must remain on-site.
PUBLIC SERVICE, OUTREACH, & CONTINUING EDUCATION

If Georgia Tech were to move to remote instruction during the fall semester, all remaining public service, outreach, and continuing education activities would be delivered remotely, postponed, or canceled. Georgia Tech Professional Education would operate under the guidance established in the Initial Return-to-Campus Plan.
STUDENT LIFE

Housing
As outlined in Contingency Plan 1, housing will be available to students who return to campus in the fall. If, during the semester, classes transitioned to an online format and students remained on campus, enhanced prevention and mitigation measures will be enacted to ensure the health and safety of residents. These would include measures such as additional disinfection and cleaning times; additional PPE; and enhanced social distancing guidelines including limiting access to common spaces such as kitchens, study rooms, and restrooms. Access to community restrooms will be restricted to allow only one person to use them at a time. Common spaces will be cleaned multiple times daily and fogged overnight, and thermal screening will be required for access into common study areas on campus.

In accordance with the workplace and health safety guidelines outlined above, daily thermal screening will be strongly encouraged for all students still in residence halls, and handheld, no-touch thermometers will be relocated from now unoccupied administrative and academic buildings and deployed in residence halls to allow for more frequent screening.

Residential Life
If it is determined that all residential students remain on campus while coursework is provided through remote delivery, it will be imperative that sufficient diversion activity be made available to them. So, limited, but sufficient, access to campus services, including dining, recreation, transportation, and student health, will be maintained for residential students. Events, meetings, disciplinary activity, and welfare checks will be completed virtually to promote social distancing. In order to ensure that students who want to utilize campus services are in good health, Residence Life personnel will establish a process for daily thermal screenings and for randomly testing students remaining on campus.

Move-Out
In the event that the residence halls need to close, a 10-day (including weekends) move-out period will be established, and students will be able to sign up for a two-hour window for a check-out process limited to two people assisting. Those appointments will be distributed to minimize, as much as possible, the number of people moving through each residential building at any point in time. Check-out windows will limit the number of residents who can be in a building at any given time. Extensive signage will be placed in the halls and at check-out locations encouraging social distancing. Once the check-out is complete, a student's access to their residence hall will be revoked. After the window for each resident’s check-out ends, their access to their residence hall will be revoked.

Exemptions
Students who are unable to leave campus may apply for an exemption to remain in residential housing. Exemptions would be based on the following criteria:

- A student who faces housing insecurity (homelessness or a precarious living situation).
- A student previously certified as “independent for the purposes of financial aid.”
- A student who has a job that demands that they stay in the area.
- An international student may fall into any of the categories above. Other criteria for international students include those:
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- Who have immigration, travel, and/or visa restrictions.
- Whose home is in a country currently designated at Warning Levels 2 & 3 and USDOS Levels 3 & 4 for Covid-19.

In collaboration with Institute Communications, Institute Housing will send written communication immediately to those residents who remain on campus. The communication will explain the criteria and contain a new exemption request form. This communication and exemption process will be administered by the Department of Housing and Residence Life, with members of the Residence Life team serving as the reviewers of the application. All residents who are not exempt will receive a communication with two options outlined: (1) a pack and ship option or (2) an assigned move-out appointment. A separate email will go to students who are extended an exemption, with specific guidelines for consolidation and curtailed services.

Students Remaining on Campus After Move-Out
To provide a safe, secure environment, students remaining on campus will be consolidated if possible. All housing used for consolidation will be apartment-style, allowing for social distancing. Neither bedrooms nor bathrooms would be shared, outside of family housing, in this scenario. There are also private kitchens and dedicated laundry facilities. If the number of students is excessive and we are unable to consolidate, students will remain in their fall assignment.

Remote food pick-up will be implemented by Aramark to accommodate this consolidated living environment.

Dining
As outlined in Contingency Plan 1, dining, with health and safety practices in place, will be available to students who return to campus in the fall. If, during the semester, classes transitioned to an online format and students remained on campus, dining facilities will remain operational, with enhanced prevention and mitigation measures enacted, including increased disinfectant cleanings of facilities. During this time, and based on campus risk factors, eat-in dining services will be suspended. In this case, remote meal pick-up/delivery and, if possible, on-campus food trucks will increase. Dining staff will use PPE in accordance with CDC guidelines.

If most students were to move off campus, operations will significantly decrease based on campus occupancy, and dining would be limited to remote pick-up or delivery for residential students. In this case, eat-in dining services will not be available.

Counseling Services & Well-Being
Counseling Center
Contingency Plan 3 begins with all measures outlined in Contingency Plan 1. These measures are suitable for in-person and modified operations with students still on campus.

If students were to move off-campus, Contingency Plan 2 will be utilized for remote service delivery, including group counseling services offered via Telebehavioral Health. Staffing numbers will remain the same as in the first two contingency scenarios. The Counseling Center will time the transition of staff to
remote support with a phased approach to allow for support of those students remaining on campus and for an orderly transition to virtual services.

**Center for Assessment, Referral & Education (CARE)**

Contingency Plan 3 begins with all measures outlined in Contingency 1. These measures are suitable for in-person and modified operations with students still on campus.

If students were to move off campus, Contingency Plan 2 planning will be utilized for remote service delivery offered via Telebehavioral Health. CARE will time the transition of staff to remote support with a phased approach to allow for support of those students remaining on campus and for an orderly transition to virtual services.

**Health Initiatives**

Contingency Plan 3 begins with all measures outlined in Contingency 1. These measures are suitable for in-person and modified operations with students still on campus.

If students were to move off campus, Health Initiatives will utilize Contingency Plan 1 and then transition to virtual service offerings for all programs and services. All staff would work from home. Health Initiatives will time the transition of staff to remote support with a phased approach to allow for an orderly transition to virtual services.

**Heath Center**

For Contingency Plan 3, Stamps Health Services (SHS) will implement Contingency Plan 1 for the beginning of the semester, with a designated area for treating possible Covid-19 patients, and a combination of telemedicine and in-person visits.

If classes were to transition online and students remained on campus, minimal change will occur to the operations of SHS. If students leave campus, patient volumes will decline more significantly, and SHS will function under Contingency Plan 2 guidelines. Testing capacity will remain intact. Regarding how SHS functions, minimal time will be needed to transition from a students-on-campus scenario to students-off-campus scenario.

**Student Organizations**

As classes move online, students remaining on campus will be asked to follow current social distancing guidelines provided by Georgia Tech, the USG, and state and national governments. The Student Organizations Office will support students using a hybrid model, offering consultation appointments with staff both in person and virtually. Students will be encouraged to use virtual support, but when available, in-person appointments will be given if needed.

Center for Student Engagement staff will be available for consultation as student organizations revise their plans and event strategies. Staff will discuss specific venue guidelines, event goals, and current social distancing guidelines to consider how and if they may be able to move forward with plans. A decision map is being developed for student organizations to provide a clear understanding of how they may approach events. The decision map will be edited, as insight is gained from social distance guidelines provided by Georgia Tech, the USG, and state and national governments.
Student organizations will be encouraged to preemptively move events, activities, and meetings online whenever possible. If they cannot readily be moved online, student leaders will be encouraged to use strict social distancing guidelines to revise the event plan; otherwise, they will need to be postponed or canceled.

As classes move online and students leave campus, we will attempt to continue to offer all programs that are part of a normal fall semester in a virtual way. All scheduled Registered Student Organization (RSO) on-campus events should be postponed or canceled. Similarly, consistent with Covid-19 guidance, we will be providing instruction to cancel off-campus RSO events/high-density gatherings (banquets, mixers, service projects, formals, competitions, group meetings, etc.). This guidance will remain in effect until academic course delivery returns to an in-person format. The staff will work directly with student organization leadership to ensure an orderly transition to a virtual environment.

### Bands and Choral Groups

As outlined in Contingency Plan 1, music ensembles and the marching band intend to resume at the start of the fall semester. If during the semester students were to transition to online classes but remain on campus, music ensembles and the marching band may continue to practice or perform but in keeping with existing social distancing guidelines and in outdoor venues only. As additional information is released regarding aerosol disbursement in performing arts settings, additional precautions or suspension of activities may occur.

As classes move online and students leave campus, music ensembles and the marching band will suspend activities.

### Campus Recreation

As outlined in Contingency Plan 1, the Campus Recreation Center (CRC) intends to reopen at the start of the fall semester. If during the semester students were to transition to online classes but remain on campus, the CRC will remain open but enforce stricter policies regarding density, social distancing, and sanitation practices, including limiting access to provide more significant social distancing, closing the locker rooms, and prohibiting all contact activity, including basketball and other team activities. Students will be able to utilize the facilities by appointment only, facilitating a reduction of the total occupancy to allow for social distancing and more thorough cleaning throughout the day. The facility will close two times daily for thorough disinfectant cleaning and will be fogged every night.

If students were to mostly move off campus, based on continued occupancy, operations may decrease; however, limited access to the CRC may be maintained, pending state and USG guidance on public gym access.

### Co-Curricular Requirements

#### Leadership Education and Development (LEAD)

As classes and operations move online and students remain on campus, LEAD faculty and staff working on campus will follow all social distancing and health and safety guidelines. Staff will provide instruction and programs using a hybrid model, with classes and programs online, and support services offered both virtually and in person. Social distancing and health and safety guidelines will be posted throughout the
office, and materials will be readily available to ensure the health and safety of staff, students, partners, and guests.

For all LEAD co-curricular programs (One-on-One Leadership Coaching, Teams for Tech, and Grand Challenges Living Learning Community), online training modules, and virtual events and meetings will be used to facilitate all training, coaching, and leadership programming. The pitch presentations and judging will be hosted in a virtual format.

Once all students leave campus, instruction and programs will be delivered fully online with faculty and staff supporting students virtually.

**Student Unions and Other Community-Gathering Locations**

**Arts**

Once classes and operations move online, we will focus on preplanned virtual programming. While students remain on campus, the Office of the Arts will follow local and state guidelines related to in-person performances and events. This would include social distancing, the use of PPE, and either canceling or postponing all large in-person events.

Production staff will remain working in the Ferst Center, as allowed by current guidelines, to provide remote event services for Georgia Tech and external clients. Artist residencies will be conducted online in collaboration with faculty and students, and other events will be delayed until classes resume in person. Additionally, staff will work with professional artists on contracts to assist with planning, given the circumstances.

As students leave campus, we will continue to focus on virtual programming and audience engagement through online platforms and software until students and classes return to on-campus instruction.

**Resource Centers**

As classes and operations move online, the student resource centers would consider a phased transition of staff to teleworking and supporting students virtually while they remain on campus. Programs and services would be offered in a hybrid model with the focus on a virtual environment. Depending on the size and need of the workforce, offices will be staffed with one professional until students have completely moved off campus. As needed, students will be offered in-person support while maintaining social distancing and safety guidelines.

If students were to move off campus, all programs and services will be virtual. Inclusion staff will continue to offer virtual office hours and meetings with students. Programs, meetings, resource consultation, discussion-based programming, dialogue groups, workshops, and training will be offered virtually. In addition, social media engagement will increase to meet student needs. Common areas and center doors would remain locked until we returned to on-campus instruction. Additionally, there will be no after-hours access to center spaces.

**Student Center**

As outlined in Contingency Plan 1, the Student Center intends to reopen at the start of the fall semester. If during the semester students were to transition to online classes but remain on campus, the Student Center will remain open but will enforce the following enhanced sanitation practices: common spaces
will remain available for student use for those given an allowable thermal screening, but all meeting rooms and offices will be closed; the building will close two times every day for thorough cleaning and will be closed every night for thorough disinfectant cleaning, including fogging.

If students were to move off campus, considering continued occupancy, operations may significantly decrease and be limited to postal and food services. Building meeting rooms and common rooms will close. The building will only be open for food pick-up and postal services.
ATHLETICS

For Contingency Plan 3, all student-athletes would begin fall classes with face-to-face instruction and follow Contingency Plan 1 protocols for their initial return-to-campus and practice activities. If classes are moved to an online format for a period of time during the semester, the GTAA would follow guidance from the NCAA, ACC, USG, the Governor’s Covid-19 Task Force, the GDPH, and Institute leadership to determine if student-athletes should remain on campus and continue practice and scheduled competitions. If competition schedules are postponed or canceled, similar to Spring 2020, GTAA will align with Institute protocols for students to return home. If fall competitions are allowed to continue per guidance from the NCAA and ACC, then student-athletes would need to remain on campus to participate in scheduled competitions. Approximately 50% of GTAA staff would be required to work on campus to support student-athletes while classes proceed with remote instruction. The GTAA would work closely with Housing and Residence Life because, while on campus, student-athletes need to stay in campus housing to practice for NCAA competitions.
COMMUNICATION
The framework for the communications strategy (objectives, audiences, channels, etc.) remains consistent for Contingency Plans 1, 2, and 3. By having the Tech Moving Forward umbrella and communications framework in place, it will allow us to use the existing channels to quickly push out information regardless of topic.

Using the findings from our move to remote delivery during the end of the spring semester, we will continue to use the primary messages from Contingency Plan 1, with additional messaging specific to actions we’ll be taking within Contingency Plan 3 in this case.

Additional Contingency Plan 3 Messages
- Due to an increase in the spread of the coronavirus, Georgia Tech must move to online learning for the next XX (week, month, or the rest of the semester).
- The Recovery Task Force is making decisions based on the expertise and guidance from the Governor’s Covid-19 Task Force, the GDPH, and the CDC, prioritizing — above all else — the health and safety of students, faculty, and staff.

Campus Services & Housing
- We encourage students in residential housing to return home during this time.
  - Housing will be available to students who need to remain on campus during this time. It will include enhanced prevention and mitigation measures to ensure the health and safety of residents. This will include measures such as additional disinfection and cleaning times, enhanced social distancing guidelines, and additional PPE. Limited dining services will also be provided.
  - If you need to remain, please contact the housing office to apply for an exemption; otherwise, contact the Housing office for move-out procedures.
  - To provide a safe, secure environment, students remaining on campus will be consolidated if possible. All housing used for consolidation will be apartment-style, allowing for social distancing. In this scenario, neither bedrooms nor bathrooms would be shared, outside of family housing. There are also private kitchens and dedicated laundry facilities. If the number of students is excessive and we are unable to consolidate, students will remain in their fall assignment.
  - Remote food pick-up will be implemented by Aramark to accommodate this consolidated living environment.

Events, Student Organizations & Athletics
- All events will be rescheduled or moved to a virtual format during this time.

Student Life
- Student services will remain limited for those students who must remain on campus.
  - CARE and counseling services will strategically time the transition of staff to remote support with a phased approach to allow for support of those students remaining on campus and for an orderly transition to virtual services.
Research

- We will work to continue as much research as possible to allow for continuity in the undergraduate learning experience and the work that leads to graduate degrees (M.S. and Ph.D.).
  - The output of Georgia Tech’s research programs plays a key role in Georgia Tech’s mission of developing leaders who advance technology and improve the human condition.
  - The research activities at Georgia Tech have a significant impact on the local and regional economies.
- If instruction is moved online but students are encouraged or are able to continue living on campus, undergraduate research may continue if the safety protocols for undergraduate research can be followed.
- If instruction is moved online and students are asked to leave campus:
  - Faculty members are encouraged to structure the undergraduate research activities for the remainder of the semester such that the work can be conducted wholly off campus, using only an internet connection to access Georgia Tech resources. Work with the faculty member leading your research, or your supervisor, to make a plan for your work.
  - If the undergraduate research experience cannot be continued remotely, work with the faculty member, or your supervisor, in consultation with the school chair, to plan for continuing the work in a later semester.

Channels

Channels for Contingency Plan 3 will remain the same as Contingency Plan 1, with a heavier focus on virtual town halls, short videos and blogs, social media, and leadership email distributions. Student life channels, SGA distribution lists, and parent newsletters will also be utilized more heavily.

Additional signage will be created for labs, and trainings and video messages will be created to maintain lab safety if still in use. Additional signage will also be provided to each building to post hours of operation or “building closed” notices.

Messages will be coordinated with each unit to communicate with students, faculty, and staff the steps being taken to move online and what actions should be taken to teach or work remotely. Messages will also be coordinated for posting important continuity of operations information on each unit’s website.

For housing, written communications would be sent to those residents who remain on campus immediately when the decision is made to move online. It will explain the criteria and contain a new exemption request form. A separate email will go to students who are extended an exemption, with specific guidelines for consolidation and curtailed services.

Campus Services hours of operation and FAQs will be physically posted on-site in each area of service and updated on the main Georgia Tech Covid-19 landing page and the Campus Services website.

Social media will monitor all Facebook, Instagram, Twitter, and Reddit feeds and answer questions as they arise to maintain accurate information in the threads.
FISCAL IMPACT & ENROLLMENT

In Contingency Plan 3, general fund revenue is expected to look similar to Contingency Plan 1, with strong enrollment. Housing, Dining, and other fee revenues will be affected similarly to Spring 2020 — with a refund in addition to starting the semester with one dorm held vacant.

Additional assumptions include:

- State Revenues, Tuition, Institute Student Fees, Indirect Cost Recoveries, and Sponsored - RI Extramural are consistent with Contingency Plan 1.
- In addition to the assumptions in Contingency Plan 1, Housing, Other Auxiliary, Athletic, and Student Activity Fee projections also include a reduction for moving online mid-fall semester (similar to Spring 2020). The remaining semesters are not affected.

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<tr>
<th>Revenue - Scenario 3</th>
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<tr>
<td>FY20 Amended Budget</td>
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<td>State Revenue</td>
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<tr>
<td>Tuition</td>
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<td>Institute Student Fees</td>
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<td>Indirect Cost Recoveries - RI Extramural</td>
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