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.
CONTINGENCY PLAN 1 – EXECUTIVE SUMMARY

Under Contingency Plan 1, Georgia Tech would resume in-person instruction in a public health environment that still necessitates social distancing and other public health measures in order to limit the spread of Covid-19. In order to promote the health and safety of our community, Georgia Tech will implement a robust set of campus wide prevention, mitigation, and response protocols. These actions are described in detail within this plan but, in summary, include:

• **Calendar:** The fall academic calendar will be adjusted in order to reduce off-campus travel and make more campus spaces available for class scheduling to ensure proper social distancing.

• **Facial Coverings:** 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 six feet social distancing may not always be possible. Face covering use will be in addition to and is not a substitute for social distancing. Standard PPE requirements in laboratories also apply.

• **Screening:** All Georgia Tech community members should self-screen daily before arriving on campus or leaving their residence. In addition to self-screening, thermal screening will be deployed in strategically selected locations.

• **Testing:** Testing will be provided to the community through two major efforts: pending Clinical Laboratory Improvement Amendments (CLIA) certification, Georgia Tech’s Molecular Evolution Core Lab will provide polymerase chain reaction (PCR) testing to asymptomatic community members (students, staff, and faculty) and testing of symptomatic students via the Stamps Health Center.

• **Sanitation and Cleaning:** Enhanced sanitation and cleaning protocols will be deployed throughout campus with an emphasis on high-traffic areas.

• **Research:** Sponsored research activities will continue. Field research will resume within existing travel restrictions and public health guidelines. Undergraduate research will resume.

• **Housing:** Residence halls will no longer offer triple and quadruple housing options, and the number of single-occupancy rooms will be increased. Increased cleaning and disinfecting will be practiced in residence halls.

• **Dining:** Dining services will be modified to provide more grab-and-go and other contactless service options.

• **Recreation:** Recreation facilities will adopt stringent public health protocols and will limit occupancy.

• **Events:** Campus event spaces will operate with reduced occupancy and social distancing practices. All campus visitors and attendees at campus events will be expected to follow Georgia Tech health and safety guidelines. Event attendance will be limited to comply with social distancing guidelines, and all event sponsors will be required to produce health and safety plans as part of the event approval process.

• **Recruitment and Enrollment:** Recruitment and enrollment activities will be held remotely as necessary, and enrollment policies will provide additional flexibility to students whose plans are affected by the pandemic. International students in some programs who are unable to travel to the U.S. will be allowed to defer enrollment, take select, remotely delivered classes, or study at one of Georgia Tech’s international campuses.
• **Athletics:** Intercollegiate athletics events, student-athlete training, and team practices will be held in accordance with existing USG, NCAA, and ACC guidance. Georgia Tech has modeled several different competition and training scenarios pending further guidance regarding fall sports activities.

• **Communications:** A robust communications plan focused on shared well-being, education, and behavioral change will be rolled out to increase compliance with prevention and mitigation practices by all members of the campus community.

**WORKPLACE & HEALTH SAFETY**

**GENERAL GUIDANCE**

Georgia Tech’s Fall 2020 Return-to-Campus Plan will adhere to guidance from 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) It is expected that employees will return to campus by the start of the fall semester to conduct their work. Employees can expect face covering usage and social distancing to be practiced. We are working diligently to create an environment where face covering usage, increased disinfecting protocols, and social distancing can be relied upon as the best tools in reducing the spread of the coronavirus. In the limited cases where social distancing cannot be practiced, supervisors will determine how employees continue to utilize teleworking, split shifts, staggered shifts, and other measures that promote distancing. Any alternate work arrangements should not interfere with our ability to serve students. All teleworking and other measures should follow Georgia Tech’s existing policies.

**PREVENTION & MITIGATION**

Mitigation covers all ongoing functions meant to prevent or limit the spread of Covid-19 among the Georgia Tech community.

**Training**

All staff and faculty will be required to complete online training on health and safety protocols to help prevent the spread of COVID-19.

**Personal Protective Equipment (PPE)**

**PPE Policies & Guidance**

- 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 six feet social distancing may not always be possible. Face covering use will be in addition to and is not a substitute for social distancing.

- Face coverings 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.

**PPE Management**

Georgia Tech will centrally manage the acquisition and distribution of PPE to ensure the following:

- PPE usage is consistent based upon job function, risk of exposure, etc.
- PPE burn rates are reported and managed regularly.
- Procurement of PPE ensures adequate supply of only approved PPE.
- Departments and labs have a clearly communicated means of procuring or requesting PPE for their purposes.

Georgia Tech established a PPE subgroup of the Covid-19 Task Force to focus on this issue throughout the Fall 2020 semester. Industrial and Systems Engineering (ISyE) personnel are assisting with developing models to predict usage and recommend purchasing schedules.

**Screening**

Georgia Tech is implementing a self-screening process to support the early identification of positive cases. In addition to self-screening, thermal screening will be deployed in strategically selected locations.

**Covid-19 Daily Self-Screening & Guidance**

- All Georgia Tech community members should self-screen daily before arriving on campus or leaving their residence.
- Self-screening will not be tracked, but the community will be strongly encouraged, through campus reminders and other media campaigns, to conduct this daily.
- Daily Self-Screening Questions
  - Do you have a fever (temperature over 100.4°F or 38°C) without having taken any fever-reducing medications?
  - Do you have a loss of smell or taste?
  - Do you have a cough?
  - Do you have muscle aches?
  - Do you have a sore throat?
  - Do you have shortness of breath?
  - Do you have chills?
  - Do you have a new or unusual headache?
  - Have you experienced new onset of any gastrointestinal symptoms such as nausea, vomiting, diarrhea, or loss of appetite in the last few days?
  - Have you, or anyone you have been in close contact with, been diagnosed with Covid-19, or been placed on quarantine because of possible exposure to Covid-19 within the last two weeks?
  - Have you been asked to self-isolate or quarantine by a medical professional or a local public health official within the last two weeks?
If you reply YES to any of the questions in the checklist, stay home and follow each of the steps below:
  o Employees - Notify your manager or supervisor and contact your primary care physician.
  o Students - Notify your faculty members and contact Stamps Health Center for guidance regarding medical evaluation.

If you start feeling sick on campus, please follow the following guidance:
  o Avoid making physical contact with anyone and return to your residence or home.
  o Notify your primary care physician or Stamps Health Center (if you are a student).
  o Follow the guidance provided by your physician or Stamps Health Center regarding being tested or seeking treatment.
  o For staff or faculty, notify your immediate supervisor.
  o For students, notify your faculty if you expect to miss class.

Any employee or student diagnosed with Covid-19 by lab testing or clinical symptoms may not return to the workplace or leave isolation until all of the following criteria are met:
  1. No fever for at least 72 hours without the use of fever-reducing medicine.
  2. Improved symptoms.
  3. Absence from the office/public campus spaces for at least 10 days since symptoms first appeared.

**Thermal Image Screening**
- Georgia Tech will deploy thermal image screening at strategic locations on campus ensuring that:
  1. Screening does not create bottlenecks, crowding, or other counterproductive results.
  2. Screening does not place personnel at unnecessary risk of exposure.
  3. Personnel conducting screenings have the appropriate training and resources.
- No building, department, or other organization should engage without first gaining the approval from the Georgia Tech Covid-19 Task Force.
- Georgia Tech may deploy pass-through thermal screening at locations with higher risk (such as Stamps Health Services, Facilities, and the Campus Recreation Center), while meeting the aforementioned guidance.
- Georgia Tech will deploy handheld, no-touch thermometers in each building.
- Where appropriate (e.g., low-traffic spaces), some buildings may be directed to conduct temperature scanning.
  o Self-screening and thermal imaging are primary screening methods. The infrared thermometers are a secondary measure to confirm an elevated temperature. If an elevated temperature is confirmed, the following actions apply:
    i. For employees, call your manager or supervisor and contact your primary care physician.
    ii. For students, notify your faculty members and contact Stamps Health Center for guidance regarding medical evaluation.
Testing
Georgia Tech will provide testing to the Georgia Tech community through two major efforts: testing of symptomatic students and testing of asymptomatic persons.

Testing of Symptomatic Students
Through Stamps Health Services, Georgia Tech will provide rapid testing for symptomatic students on campus. Stamps medical personnel will refer asymptomatic students to the Molecular Evolution Core Lab for testing to reserve Stamps testing to only symptomatic persons.

Testing of Symptomatic Staff & Faculty
Staff and faculty exhibiting symptoms should not come to campus for testing. If they are already on campus when they begin exhibiting symptoms, they should leave immediately and call their primary care physician. Staff and faculty should seek tests through their primary care physicians or the GDPH testing facilities.

Testing of Asymptomatic Persons
Pending Clinical Laboratory Improvement Amendments (CLIA) certification, Georgia Tech’s Molecular Evolution Core Lab will provide polymerase chain reaction (PCR) testing to the community (students, staff, and faculty).

The analysis of samples will take 1-2 business days. Overall testing capacity will be subject to final regulatory approvals. Georgia Tech will ensure an efficient and safe interface between the testing facility and the campus community. In addition, collection sites will be deployed around campus in order to facilitate maximum usage and accessibility of this voluntary testing option.

Testing allows tracking of incidence rates among the asymptomatic population and can better focus containment and de-densification strategies to areas with higher incidence rates.

Sanitation & Cleaning
Georgia Tech will enhance cleaning and sanitation on campus by retraining staff, adopting new cleaning methods, and redirecting select staff.

Baseline Cleaning
Current Georgia Tech Facilities staff will continue to clean buildings on campus but will make the following changes to enhance cleaning:

- Expanding current disinfecting fogging operations to ensure regular scheduled treatments in common building areas.
- A team created from several campus departments will ensure we have enough staff cross-trained on the process in order to respond to peaks in demand and unexpected absences.
- Increasing the inventory of EPA-approved disinfecting solutions to ensure availability to custodial staff in the event of supply chain delays.
- Redirecting staff from trash collection within private office spaces to allow custodial staff more time to focus on cleaning and disinfecting tasks.
• Retraining of staff on disinfection processes using best practices, including those as presented by the Georgia National Guard.

Contract Sanitizing Services
Georgia Tech will augment the current cleaning staff with contract staff to focus on sanitizing touch points in the most heavily occupied and used buildings on campus.

• Contract sanitizing staff will wear clearly identifiable uniforms (hats, shirts, or masks) that indicate their role of constant sanitizing of high-use areas.
• Contract sanitizing staff will focus on touch points like door handles, railings, elevator buttons, countertops, etc.
• Contract sanitizing staff will clean and disinfect classrooms twice per day in most cases. Some exceptions may be made dependent upon classroom usage and time available.

Infrastructure & Campus Environment

Signage
• Ensure signage is deployed throughout campus including all entrances to buildings, restrooms, and meeting rooms.
• Signage will be developed within the Institute Communications campaign to ensure consistent branding and messaging throughout campus.
• Signage should be deployed on digital message boards within facilities.
• Signage should be deployed in the exterior spaces of campus — especially high-traffic areas — to encourage social distancing, hygiene, self-screening, testing, and use of face coverings.

Facilities Infrastructure
Facilities will make upgrades to the building infrastructure to support mitigation efforts, including:
• Replacing UV bulbs in all HVAC systems that are either bad or near the end-of-life stage.
• Installing Merv-13 filters as an upgrade to existing filters.
• Increasing the fresh air intake and exchange rate in buildings.
• Installing plexiglass screens at point-of-sale locations, reception desks, and other places where persons would regularly be in close contact.
• Installing additional hand-sanitizing stations in all buildings, especially in high-use buildings.

Directional Signage & People Flow
Especially in high-traffic areas and high-use buildings, Facilities, Capital Planning and Space Management (CPSM), and building managers will work with Institute Communications to develop signage and other means to encourage efficient flow of persons (one-way lanes, queueing hash marks, etc.). Refer to the Communications section of this plan for more information.

Workspace Modifications & Scheduling
• It is expected that employees will return to campus by the start of the fall semester to conduct their work.
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Employees can expect social distancing to be practiced. We are working diligently to create an environment where social distancing can be relied upon as the best tool in reducing the spread of the coronavirus.

In the limited cases where social distancing cannot be practiced, supervisors will determine how employees continue to utilize teleworking, split shifts, staggered shifts, and other measures that promote distancing. Any alternate work arrangements should not interfere with our ability to serve students.

All teleworking and other measures should follow Georgia Tech’s existing policies.

The Institute will provide appropriate personal protective equipment (PPE) for employees who must return to campus and who are unable to practice social distancing.

When possible, all units should make use of virtual meetings to promote social distancing. This would include staff meetings, one-on-one meetings, and other gatherings that can be conducted virtually.

Vulnerable Populations

Staff & Faculty

Alternate Work Arrangements for Employees who are at Higher Risk for Severe Illness

Individuals who fall into one of the GDPH and CDC categories for higher risk for severe illness with Covid-19 may request alternate work arrangements via Georgia Tech Human Resources. Employees who care for or live with individuals at higher risk for severe illness with Covid-19 should plan to return to campus as scheduled and work with their direct supervisors to ensure that their work environment allows for social distancing and the ability to practice the behaviors known to reduce the spread of the Covid-19. Employees may utilize appropriate leave options as necessary. Employees should contact the Human Resources office to identify appropriate leave options.

Based on what we know now, those at high-risk for severe illness from Covid-19 are:

- People 65 years and older
- People of any age with the following underlying medical conditions may request alternate work arrangements:
  - Chronic kidney disease
  - COPD (chronic obstructive pulmonary disease)
  - Immunocompromised state from solid organ transplant
  - Obesity (body mass index [BMI] of 30 or higher)
  - Serious heart conditions
  - Sickle cell disease
  - Type 2 diabetes mellitus
  - Asthma (moderate-to-severe)
  - Cerebrovascular disease
  - Cystic fibrosis
  - Hypertension or high blood pressure
  - Immunocompromised state from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
Higher risk employees who are unable to return to campus due to Covid-19 and wish to request an alternate work arrangement must complete a request form and provide medical documentation detailing their needs and requested support.

Such requests should be submitted to GTHR for review. Upon approval, GTHR will work with the employee and their immediate supervisor to document and facilitate the alternate work arrangement. Individuals in this group may be eligible to alternate work arrangements due to Covid-19.

If higher risk employees have been advised by a healthcare provider not to work on campus, but their work cannot be done remotely, they must provide medical documentation and may be eligible to take leave under the Families First Coronavirus Response Act (FFCRA).

Students
Students who are at higher risk are advised to contact the Office of Disability Services to obtain appropriate temporary accommodations. Additional guidance for students can be found within the Student Life portion of this plan.

RESPONSE
The following sections detail Georgia Tech’s response to a positive case within the community.

Reporting and Notification
Reporting
- Positive cases will automatically be reported to the Stamps Health Services director if testing has been conducted on campus.
- Students and employees who utilize non-Georgia Tech-sponsored testing will be required to notify Stamps Health Services of the positive result.
- All test results reporting will be conducted in compliance with HIPAA and other privacy regulations.

Notification
When any member of the Georgia Tech community tests positive for, or is diagnosed with, Covid-19, the Institute will follow direction and guidance from the GDPH. Stamps Health Services will initiate the following notifications for follow-up action:

- Notify GDPH and provide GDPH with any available information that could aid in exposure notification and contact tracing in accordance with the GDPH guidance. [See the Contact Tracing section for more information on this process.]
- Notify Human Resources for employees.
Human Resources will ensure that the employee is briefed on their responsibilities regarding isolation.

- Human Resources will ensure that the employee’s department leadership is aware.

- Notify the Dean of Students for students.
  
  - The Dean of Students will ensure that the student is briefed on their responsibilities regarding isolation.
  
  - The Dean of Students will ensure that the student’s instructors make appropriate accommodations.
  
  - For campus residents, the Dean of Students will coordinate with Housing and Residence Life to initiate isolation protocols. [See the Isolation and Quarantine section for more information on this process.]

- Notify the chair of the Georgia Tech Covid-19 Task Force.

Contact Tracing

Coordination with GDPH

For cases in which a member of the Georgia Tech community tests positive for Covid-19, Georgia Tech will support contact tracing efforts led by GDPH per GDPH guidance.

Georgia Tech will be prepared to assist GDPH by collecting initial information from patients including:

- Status as employee, staff, or student.
- Class schedule for students and faculty.
- Work schedule for employees.
- Work locations for employees.
- Housing/residence information.
- Known exposures to confirmed or suspected positive cases of Covid-19.

Georgia Tech will provide this information to GDPH and will be available to engage in further tracing of potential on-campus exposures as directed by GDPH.

Exposure Notification App

Georgia Tech will be leveraging a Covid-19 exposure notification app which can be installed on iOS and Android devices. The app, designed by researchers at Carnegie Mellon, will capture fully anonymous, Bluetooth-based contact information stored only on the user’s phone. GTRI Cybersecurity Lab will be releasing a detailed analysis of the app and its security and privacy components. Georgia Tech community members with a confirmed positive Covid-19 test can anonymously notify recent contacts of potential exposure. The app will provide valuable information and its use is strongly encouraged. Community members with concerns may opt out of utilizing this app.

Isolation and Quarantine

Isolation and Quarantine

- Isolation is used for persons who test positive for or are diagnosed with Covid-19.
- Quarantine is used for asymptomatic persons who may have been exposed to someone with Covid-19 or have recently traveled from an area with an outbreak of Covid-19.
• Based on the availability of rapid testing, quarantining may not be necessary in some cases, as a test may clear someone to return to the population sooner than typical quarantine orders based on CDC guidelines.

Students
Upon notification of a positive case within a residence hall, Housing and Residence Life will implement their isolation/quarantine plan and will notify any roommates or suitemates. Housing and Residence Life will assist in moving the resident(s) to a pre-identified isolation and quarantine area.

Residential students diagnosed with, or exposed to, Covid-19 will discuss isolation/quarantine options with Stamps Health Services. Students will be directed to complete an online survey to indicate whether they will isolate/quarantine on or off campus. Students who choose to isolate/quarantine on campus will be assigned a space in the designated isolation and quarantine area by a housing administrator. The housing administrator will also communicate the process to move limited belongings and to handle other general requirements and procedures while the resident is isolated/quarantined.

Georgia Tech will ensure that students in isolation or quarantine are supported with the following services:

• **Dining Services**: Individually boxed meals will be delivered to their designated isolation/quarantine location.

• **Health Services**: Any health services needed will be provided, either in person or through telemedicine (ideal).

• **Academic Support**: The dean of students will notify the appropriate faculty to make necessary accommodations for the student.

Employees
If an employee needs to isolate or quarantine, they should do so at their primary residence. Isolated and quarantined individuals will follow GDPH guidance upon returning to the campus population.

**Guidance for Discontinuing Home Isolation After Having Been Symptomatic**

*You must remain under home isolation precautions until:*

• You have had no fever for at least 72 hours (that is three full days of no fever without the use of medicine that reduces fevers), AND

• Other symptoms have improved (for example, when your cough or shortness of breath has improved), AND

• At least **10** days have passed since your symptoms first appeared.

**Guidance for Discontinuing Home Isolation in the Case of No Symptoms**

*You must remain under home isolation until:*

• **10** days have passed since the date of your first positive Covid-19 diagnosis, AND

• You have had no subsequent illness.
Additional Guidance for Discontinuing Isolation

- For **three** days following discontinuation of isolation, you should continue to limit contact (stay 6 feet away from others) and limit the potential of dispersal of respiratory secretions by wearing a covering for your nose and mouth whenever you are in settings where others are present.
- In community settings, this covering may be a barrier mask, such as a bandanna, scarf, or cloth mask.
- The covering does not refer to a medical mask or respirator.
- If you develop symptoms, you should follow the “Guidance for Discontinuing Home Isolation After Having Been Symptomatic” above.

Sanitation & Cleaning

The Contact Tracing support team will determine where a person with a positive test result or diagnosis of Covid-19 has spent significant time and provide that information to Georgia Tech Facilities, who will deploy a specially trained team to clean and disinfect those specific areas. They should avoid shuttering entire buildings and instead only close specific spaces just for the period it takes to conduct the disinfecting.

Communications

Institute Communications will develop a cadence for reporting cases within the Georgia Tech community. Care will be taken to protect the privacy of the infected individuals. Additionally, support will be provided to affected departments on internal communications following a specific incident.

Travel

Travel for USG faculty and staff will be guided by the up-to-date travel guidance from the CDC. Institutions will receive updated information as the situation changes. Faculty and staff who are traveling back to their campus from a region that has experienced an increase in Covid-19 cases should follow the appropriate CDC guidelines related to self-quarantine. Additional travel guidance related to study abroad is included in the Academics and Research section below.

Adjustments to Contingency Plan 1 if Social Distancing Is Relaxed

If pandemic conditions improve to allow for an easing of social distancing and other public health guidelines, Georgia Tech will consider easing or canceling strategies.

Even if conditions improve, Georgia Tech will continue sanitizing and cleaning, screening, testing, contact tracing, and isolation/quarantine measures as described in this plan.

Additionally, once the semester has begun under Contingency Plan 1, even if pandemic conditions were to improve, all academics and research plans and student life plans would remain in effect.

Participation limits at campus events and Georgia Tech Professional Education programs would be adjusted in accordance with any adjusted social distancing guidelines.

Athletics plans would be subject to easing if public health conditions were to improve. The three scenarios specified under athletics planning would be used as a guide for relaxing restrictions.
ACADEMICS

Guiding Principles for Academic Affairs

The working group adhered to the following Guiding Principles in planning for the restarting of the academic enterprise on campus, or in a hybrid or solely virtual modality:

1. Follow the guidelines provided by the state and the USG.
2. Deploy on-campus presence in the fall while balancing and managing risk and prioritizing population health.
3. Prioritize instructional quality progression to degree completion and quality of the student educational experience.
4. Provide as much flexibility and as many options as possible to respond to the needs, limitations, and concerns of students and faculty.
5. Build on lessons learned from the remote delivery of spring and summer semesters (efficient remote delivery).
6. When necessary, prioritize student groups based on the benefit of their presence on campus.
7. Align plans with established governance procedures.
8. Encourage each member of the Georgia Tech community to demonstrate personal responsibility to keep themselves and others safe.

The following addresses various academic-related matters aimed at: providing students, staff, and faculty support services; permitting instructional delivery under social distancing guidelines and in consideration of other necessary adjustments for the safety and well-being of those we serve and work with. Recommended mitigations are intended to be as concrete as possible despite numerous uncertainties. At the same time, adaptability is essential; therefore, some operational details are not explicitly dictated so that different units have the latitude to employ recommendations as guidelines.

In order to restore on-campus instruction while following social distancing guidelines, instructional space limitations have emerged as a great challenge and high priority for consideration. We begin here because classroom availability is the fundamental element to maintaining enrollment levels. If students and instructors must maintain minimum distancing from one another, we cannot simply reopen in the sense of business as usual. To reduce the number of people in any classroom while sustaining the total enrollment in any course, we considered scenarios in which we would segment the student population, alter the fall calendar, extend the length of the class day, utilize facilities not normally used as classrooms, and increase online course offerings. After considerable analysis, we concluded that the majority of fall courses will need to be offered both in person and online.

Academic Instruction

Class Scheduling Principles

To discourage student travel, we will cancel the two-day fall break currently scheduled for October 5-6 and end campus-based instruction by Thanksgiving. To retain the same number of contact days, we will make some adjustments to the end of the semester. In the published calendar, standard instructional days are followed by two “final instructional days” during which students are given final advice concerning their final assessments, with no new material being introduced or assessments scheduled. These two days are followed by a week—and—a half of final assessment days interspersed with two half-
day reading periods. This year, the two final instructional days immediately precede the Thanksgiving break. The adjusted fall calendar will be as follows:

- August 17 – Start of classes
- September 7 – Labor Day holiday
- November 23-24 – Final instructional days
- November 25-29 – Thanksgiving holiday
- November 30 – December 8 – Reading days and final assessments (assessments will be provided in a hybrid format subject to the class delivery mode guidance below)
- December 9-10 or 11-12 — Commencement

Social distancing recommendations mean that classroom capacities are being reduced across campus, which will require that some classes be rescheduled. Class times were announced in February, and students enrolled in them during Phase 1 registration in March. Students are very protective of their schedules, and the phases during which registration occurs can be times of high stress. We are, therefore, striving to avoid any unnecessary disruption to students’ schedules to minimize the risk of attrition. We will accomplish this by considering only the following changes to the scheduling grid:

- In the case of high-density lab courses, studios, and other practicum classes, it will be necessary to reschedule these classes into the evening or even Saturday mornings to reduce the density in the classroom. In these cases, students will be informed of changed times and any newly introduced conflicts.
- Incoming first-year students register for their classes during the summer FASET Orientation sessions. We, therefore, have greater freedom prior to the first FASET session to reschedule first-year classes as necessary. Because our student body does not subdivide into neat academic cohorts, however, where only first-year students take certain courses, such opportunities will be few, but they include two classes with large numbers of small sections: ENGL 1101 and GT 1000.

Class Delivery Modes
Georgia Tech classes will be scheduled in one of five modes listed below.

In all modes, we will require faculty to interact with students according to our standard expectations found in Student-Faculty Expectations (http://www.catalog.gatech.edu/rules/22/). In addition, faculty members should offer robust and flexible office hours, in an appropriate format and mode, to ensure students have access to one-on-one interactions with them.

In all delivery modes, faculty will accept papers, projects, tests, homework, and other assignments only in electronic form unless the assignment is a physical artifact. This is beneficial for the following reasons:

- It lowers the possibility of virus transmission.
- It reduces paper and printing expenses.
- It relieves the Library’s public services staff from having to assist students with the printing process, which would involve unnecessary physical contact.
- It promotes sustainable practices.
- It relieves students from unnecessary travel to faculty offices or other drop-off points outside of class hours.
• It facilitates the transition to remote learning, if necessary, at any point during the semester.

The modes are as follows:

**Residential-Spread**
Courses/Sections that are residential, with social distancing. This is the traditional format that we are treating as the desired option. Because of the limited supply of rooms with adequate capacity to accommodate social distancing, we will prioritize certain categories of class for in-person delivery: (a) lab classes, group project classes, senior design classes, and other classes that require interaction with physical projects and equipment in most or all class sessions; (b) small discussion classes. *This mode of instruction will only be feasible for the entire semester in Contingency Plan 1. Courses using this mode will be designed with the contingency to move to remote delivery, if necessary, according to the guidance of the USG and public health leaders.*

**Hybrid (Remote with limited in-person)**
1. **Hybrid hands-on:** Courses/Sections that offer lectures via remote delivery and bring students to campus for hands-on/studios/lab activities with social distancing.
2. **Hybrid touch points:** Courses/Sections that offer lectures in a remote/online format and bring students to the classroom several times during the semester (not necessarily every day or every week) for meaningful in-person experiences.
3. **Hybrid split:** Courses/Sections that teach lectures both in class and through broadcast recordings using classroom technology but also bring smaller groups of students to the classroom on a predetermined basis to promote social distancing.

**Remote**
Courses/Sections that offer all course instruction and activities in a remote format.

**Classroom Expectation and Utilization**
Georgia Tech is establishing a protocol for scheduling courses in available classrooms. We are also identifying non-academic spaces and other internal spaces that are likely to be underutilized for their intended purpose in the fall to be temporarily reclassified as classrooms. Finally, we are gathering information on the purchase or lease of temporary spaces (trailers, tents, etc.), if necessary, to provide adequate classroom space.

• We are developing estimates of classroom needs based on 6 feet or 36 square feet per person of social distancing. Currently, no assumptions are being made about the effect of room size and ventilation on the desired level of spacing, though we will continue revisiting needs as guidance evolves.

• Small classrooms used for discussion classes and seminars around a table will probably be unsuitable for teaching and will be repurposed as testing rooms to augment the Testing Center in Georgia Tech Disability Services.

• The hybrid and online formats for teaching require that most or all classrooms (including temporarily classified classrooms) be equipped with technology for reliably recording and streaming content and discussions.
The Instructional Space Planning Committee is engaged and working with CPSM and the Office of the Registrar to provide operational guidance for necessary rescheduling and/or relocation of classes.

The Office of the Registrar is working with Enterprise Information Systems in OIT to formulate a technique for altering the fall calendar with minimal scheduling disruptions.

Non-Classroom Academic Spaces

- CPSM is creating an inventory of spaces that could be temporarily reclassified as classrooms for the fall semester. These include auditoriums, banquet halls, large conference rooms, sports and recreation facilities, etc. These spaces will not be available for instruction at all times during the week and will have blocks placed on their scheduling for classes so that they can be used for their intended purpose. We will also need to understand the extent to which these additional spaces would need to be equipped with A/V and internet connectivity compatible with streaming.
- We are investigating the acquisition of well-ventilated temporary structures that could serve as classrooms, including trailers, tents, or repurposed containers. This will mostly benefit small classes, especially in the case of rigid-sided spaces. Positioning on parking lots will conflict with a potentially greater need for on-campus parking. These spaces will present additional challenges with A/V and internet connectivity. In the case of tents, safety policies require ongoing approval by the fire marshal because of weather hazards.

Academic Services

It is in the nature of academic services that they straddle functional areas. The most common and significant academic services are described below.

Academic Advising and Coaching

Traditionally, academic advising at Tech is conducted in person. Major-specific advisors in colleges and schools provide the bulk of advising services, in coordination with Academic Advising and Transition, the unit responsible for exploratory advising. Both current advising practices and enhancements planned in conjunction with Momentum Year have been adjusted to allow for remote delivery of advising services.

Academic advising shifted quickly to remote delivery in Spring 2020. Advisors are meeting with students using conferencing software. Advising sessions for new Summer and Fall 2020 students will be conducted in a similar fashion, and advisors are creating online resources for students and posting the resources into Canvas, Tech’s learning management system. Developing and refining materials and methodologies for remote delivery of services throughout spring and summer will allow Advising to operate effectively at a distance for Fall 2020, providing support to new and continuing students.

In addition to conferencing software and the learning management system, the overall flow of advising-related information between advisors in Colleges and Schools, Undergraduate Advising and Transition, the Registrar’s Office, Tutoring and Academic Support programs, and students will be improved with successful implementation of a new advising platform, Salesforce Advisor Link, which had been procured prior to the Covid-19 crisis for a Fall 2020 release. Implementation of the platform remains a high priority for the Institute and is on schedule for a live release in August. Educational development for advisors related to the new system will present a greater challenge due to social distancing guidelines.
and the temporary suspension of meetings organized by the Georgia Tech Academic Advisors Network, where professional development of advisors often takes place.

Academic Coaching has successfully moved to remote delivery using video conferencing software. Academic Coaches have created and continue to create online resources and handouts to help students adapt to online learning. These include resources on the topics of time management, self-regulation, self-advocacy, and proactive use of resources. We are creating new on-demand workshops and Canvas modules that academic advisors and others can assign or make available to students.

Finally, in the Spring and Summer semesters, Georgia Tech regularly ran reports on student interaction on Canvas to proactively identify any students who may have challenges accessing their class content online. This practice will continue in the fall. Academic advisors will work with those students having challenges and may refer them to a variety of campus resources, including Academic Coaching, as needed.

Career and Professional Development

The Center for Career Discovery and Development (C2D2) will have a mix of in-person and virtual operations. Career advising, which involves interactions between Tech employees and students, will be done virtually one-on-one, or in group sessions, and on a limited basis in person, following social distancing requirements. The existing online career and well-being resources and tools have been deployed and will continue to be enhanced for remote use. This strategy will reduce the demand for in-person consultations.

We are highly successful at bringing students and potential employers together, and this must continue, both to further students’ post-graduation employment opportunities and their ability to secure internship and co-op opportunities on a temporary basis. We are, therefore, planning to allow visitors to conduct interviews but are developing a protocol to govern the check-in process, cleaning of rooms prior to and between interviews, and spacing requirements for waiting areas. We will reduce the number of employers that can be accommodated on a daily basis and the number of interview rooms available for reservations. We will implement modifications to the spaces where career advising and interviews are conducted and where waiting takes place. These modifications will include protective screens at reception desks; gloves, hand sanitizer, and masks for all staff; clear signage to promote social distancing; and self-check technology.

Our annual Fall All-Majors Career Fair (which usually attracts over 8,000 student visits during its two days), smaller information sessions, and many individual and small-group, on-campus interviews will be held virtually. Spring and Summer 2020 graduates will be invited to participate in the Fall 2020 virtual career fair.

STEM Tutoring & Academic Support

Tutoring and Supplemental Instruction (PLUS) services have been successfully moved to remote delivery using video conferencing software. Over the summer, we have discontinued some drop-in tutoring programs and replaced others with expanded teaching assistant office hours. We have developed new strategies to offer virtual peer learning opportunities in the period before final exams, and after feedback from students, we have bought tablets and styluses to enhance virtual tutoring and PLUS sessions. Due to the collaborative (“share the marker”) nature of peer learning, tutoring and PLUS will
be difficult to offer under conditions requiring social distancing and will, therefore, continue to be
offered via virtual options until it is safe for students to physically work closely together in small groups.

We offer a course to prepare new Peer Learning Leaders, and this is being updated to incorporate
guidance on flipped teaching approaches. There are two aspects of the course: content-based training,
which can be presented in a self-paced online format; and meetings with peer mentors, which are
necessarily synchronous. For continuing leaders, we are adding an updated “Facilitating Peer Learning
Online” training course.

Academic Enrichment/Co-Curricular Programs
The programming available through Living Learning Communities (LLC) will be heavily dependent on
social distancing guidelines. Hygiene and health guidelines for housing and common spaces will follow
those for residence halls in general. Guidelines for LLC classrooms will follow those for classrooms at
large.

An essential characteristic of the LLC experience is the mixture of residential student living and common
academic experiences. Course delivery for LLC-specific courses will, therefore, have to be modified for
either virtual or small group, in-person delivery (or hybrid) modes that preserve the quality of faculty-
student interactions that the LLC experience promotes. The iGniTe Summer First-Year program is being
offered remotely this summer and will offer virtual social and academic events for incoming students.

For students participating in undergraduate research, social distancing and health safety guidelines will
have to be examined for labs. Setting up a work schedule to manage when and how many individuals
would be working at any given time is recommended. If working directly in the labs is not possible, we
will endorse and advocate for faculty to offer undergraduate students remote work for research credit
or pay. This could include literature reviews, data analysis, coding, writing reports, ideation sessions, or
other remote work that is available. Students should also be able to participate in lab meetings
remotely.

To keep students engaged in our innovation and entrepreneurship opportunities, events, workshops,
and mentorship and coaching sessions are being offered remotely through available Georgia Tech video
conferencing platforms on the subjects of prototyping and customer discovery.

Graduate Student (and Postdoc) Programming
The Center for Teaching and Learning (CTL) provides services for graduate teaching assistants (TA),
faculty, and postdocs in teacher training and in support of instruction. The TA services include
orientation, language proficiency screening and language training, academic courses on pedagogy and
course design, academic career advising, consultations, and teaching workshops. Plans are being
developed to transition the orientation sessions to a combination of synchronous remote or small-group
sessions and asynchronous remote delivery using modules already prepared on policies and procedures.

The language proficiency screening is already conducted online via BlueJeans. The rest of the training
programs, workshops, and academic courses will be implemented in a hybrid manner using a
combination of remote delivery when appropriate and smaller gatherings with social distancing for TA
Orientation. The workshops for faculty and postdocs will similarly be done using a combination of
delivery modes. Individual consultations will be done online. The technology needed to implement the
changes will be BlueJeans or some other synchronous web conference platform, some additional recording technology (e.g., microphones, headsets), and one new laptop to use for language screening and for creating videos for asynchronous delivery of the programs.

Graduate Student Services
These services include planned programs and one-on-one advising. Grad Groups, the first-year experience course for graduate students that helps them adjust to Georgia Tech and learn skills to be successful, is continuing for Fall 2020 and is currently structured with a high degree of flexibility. The course has been previously taught with a blended (50% remotely, 50% in person) learning model. The sections are small (16 students or fewer), so the in-person meetings are still feasible with social distancing guidelines. The course can be adjusted if necessary and delivered completely remotely, with BlueJeans meetings replacing in-person meetings. No other modifications to the program would be necessary. To accommodate walk-in advising, the office will set up an appointment system to manage the flow of visitors. Options for electronic document submission are being explored as well to reduce visitors to the office. Some activities, such as the “Three Minute Thesis” competition and the President’s Fellowship programs, will be delayed until Spring 2021, depending on the current public health guidance.

Library
The Library is essential for the continuity of curriculum delivery and research. Whenever the campus is open, the Library will support the academic and research mission of the Institute following all state and USG guidelines for disinfecting materials, sanitizing spaces, and social distancing.

See https://www.library.gatech.edu/covid-19-library-response for more information about how the Library can support teaching, learning, and research.

Momentum Year & Momentum Approach/Student Success
Georgia Tech’s Momentum Year plan focuses on making a purposeful choice in the context of academic advising. The detailed plans for academic advising and coaching are described in the above Academic Services section.

It should be noted that established Momentum Year/Approach goals, which include educational development for advisors, implementation of a new technology platform for advising, the design of a mission, goals and student learning outcomes for academic advising across the Institute, and communication of Momentum Year activities, will continue to require remote collaboration and creative execution strategies throughout 2020-21.

Many existing services can continue via remote delivery. The timeline for new activities associated with Momentum Year/Approach has been delayed, however, due to the lack of bandwidth from advisors as they plan for and provide student services at a distance, adjust to the learning curve in switching from in-person to online methodologies, and assess the impact of budget cuts on both hiring personnel and purchasing technology.

Tech undergraduates choose their majors before arriving on campus, and many decide to explore other majors on arrival. We have expanded our centralized exploratory advising services as part of the Momentum Approach. As with academic advising provided by degree-awarding units, our centralized
exploratory advising services provide remote services using video conferencing software. We will continue to do this when students return to campus. New resources for incoming students and academic advisors related to exploratory advising are being developed and offered as part of the online advising and orientation materials and modules.

Our first-year and transfer seminars, GT 1000 and GT 2000, are part of the Momentum Approach insofar as they help students develop agency and select their educational pathways. Student engagement is, therefore, vital, and we teach these courses in many small sections with assistance from peer student volunteers (“team leaders” or TLs). Instructor training and TL training for GT 1000/2000 fall delivery will be offered online over the summer and in August. All GT 1000 sections for the summer first-year students (who participate in the iGniTe LLC and form a tight-knit cohort) are being offered online utilizing Canvas. Georgia Tech Professional Education, the Center for Teaching and Learning, the Office of Information Technology, Center for 21st Century Universities, the Library, and Summer Sessions Initiatives have put together a Remote Teaching Academy to assist GT 1000 instructors in teaching GT 1000 remotely during the summer and to prepare for hybrid delivery of GT 1000 and GT 2000 in the fall. The courses now consist of self-paced and synchronous activities. Technology to support remote instruction has been purchased to meet instructors’ needs, and additional technology may be required to support remote and hybrid instruction in the fall.

Academic Personnel
In keeping with the goals for Contingency Plan 1, we aim to keep as much of a face-to-face experience intact while ensuring social distancing. Faculty who are scheduled to teach face-to-face or hybrid courses in Fall 2020 will not move their courses to fully remote, unless instructed to do so due to changes in USG and public health guidance.

Faculty members who fall in higher risk groups, as defined by the Georgia Department of Public Health, may request an accommodation through the Georgia Tech Human Resources process, and should actively discuss their need for alternate work arrangements with their supervisor. Requests will be reviewed as received by GTHR-Employee Relations to determine eligibility for an accommodation. The faculty member and the faculty member’s supervisor will be advised of approved eligibility for accommodations through the Office of the Provost. The Academic Restart Planning group will support the School Chair to arrange a reasonable accommodation.

Defining Academic Personnel
The guidelines outlined apply to the following academic personnel, who include, but are not limited to the following:

- Academic faculty including tenure-track and non-tenure track faculty, which includes professorial ranks, professors of the practice, lecturers, academic professionals, librarians, archivists, teaching postdocs, instructional associates, and visiting faculty.
- Research faculty who are assigned to teaching for-credit courses or advise students.
- Academic leadership and administrators, including the president, vice presidents, people with provost, dean, or chair in their title, and directors of academic units.
- Student employees who are engaged with and/or support the academic enterprise, which includes undergraduate and graduate teaching assistants, graduate research assistants, and graduate assistants.
o See the Research Task Force recommendations for guidance regarding graduate research assistants (GRA); however, there may be guidance here that also applies to GRAs.

o Undergraduate and graduate student assistants are engaged in the academic enterprise in a variety of roles critical to the success of our students and faculty. These roles include tutoring; grading; providing hands-on IT support to students, faculty, staff, and events; resetting classrooms and assisting with other facility-related tasks; supporting and delivering tours, programming, and recruitment activities; and other key duties.

• For the purpose of this plan, the following individuals are also considered academic personnel:
  o Staff employees who directly support students, faculty, academic programs, and instruction, which may include academic advisors, faculty support coordinators, IT support professionals, instructional lab support staff, academic program coordinators/managers, administrative staff, and library public services associates.
  o Employees in the following academic support units: Undergraduate Education, Graduate Education and Faculty Development, Enrollment Management, and International Initiatives.
  o Affiliates engaged with instruction, advising, counseling, coaching, student support, research, and/or collaboration.

In the following sections, we address guidelines specific to workplace and health safety for academic personnel.

Workspaces and Equipment
The Institute will provide appropriate equipment to allow for both on-campus and remote teaching, advising, student support, and/or spaces in which these can happen safely.

Academic personnel will need clear guidance on what is required and what is recommended in terms of the following:

• Personal protective equipment (PPE) (masks, gloves, wipes, etc.).
• Course delivery technology.
• Course-taking technology.
• Space requirements for safe and effective social distancing in classrooms, labs, studios, study spaces, collaboration rooms, and offices.

Based on instructional method, teaching faculty will be provided access to the necessary equipment and software for delivering high-quality and effective instruction in the safest manner possible. These items may include the following: laptop, camera, microphone, keyboard, mouse, smart/white board, access to Canvas and recording software, etc.

All academic personnel should expect that their work environments are conducive to safe and effective execution of their duties. Offices, classrooms, labs, makerspaces, etc. should be set up to enable social distancing, easy disinfecting, and be monitored regularly for maintenance of preventative and sanitizing protocols. All student employees will be provided with the necessary equipment and space to safely do their jobs.
Return to Campus Considerations

- Faculty and staff who are in a high-risk category should follow the guidance provided within the Health and Safety section of this document. Upon approval from Human Resources, department leadership will work with the employee to ensure class delivery and instruction is maintained.
- Student employees, who are essential to the academic enterprise, and who must come to campus to do their work should be given the necessary guidance, PPE, and supervision to function safely and effectively.
- Academic personnel in all categories should be prepared and equipped with the proper materials to transition back to a remote working situation with little or no notice.
- With the current situation, childcare and other family-care options may be limited. Employees and their supervisor should have regular conversations about expectations. Student employees, staff, and faculty have, and may continue to have, extra caretaking and homeschooling obligations.

Contingency Planning for Academic Personnel

It is imperative for unit heads to have continuity of operations plans in case of illness of their academic personnel who teach, advise, and/or provide academic support. The plans should include, but not be limited to, the following:

- Backup personnel should have the appropriate training and access to systems so that critical operations can continue. These systems include but are not limited to CANVAS, BANNER, GradesFirst (SalesForce Advisor Link), GT-Tracs, Careers, OneUSG Connect, WorkDay, GradWorks, ADMIT, and Slate, in order to back up instructors of record, create schedules, advise, and conduct necessary approvals.
- In small units, the department head will need to work with other units, their colleges, or others to identify faculty backups to ensure that academic and research operations can continue.
- The unit head must also work with their supervisor to identify the appropriate person to make decisions, conduct approvals, and sign documents on their behalf. This delegated individual or individuals will need to have the appropriate training, access, and high-level knowledge to keep the unit operating in case of an emergency.
- For each course, the unit head should make sure there is a qualified backup faculty member for each course that their unit offers (unless there is a co-instructor of record). At a minimum, the backup should have the syllabus and have had at least one conversation with the primary instructor to plan for unforeseen circumstances. See Academic Instruction for more details.

Supervisor Expectations

- Supervisors and/or department heads should work with their academic personnel to ensure there are contingency plans in place to cover instruction and instructional support should a faculty or staff member be unable to work. (See section on academic personnel contingency planning.)

Academic Activities and Program Delivery

Activities related to the academic enterprise, including orientations, recruitment of students and faculty, symposia, lectures, and conferences should be planned and executed to allow for social distancing,
minimization of large groups, and safety. Contingency plans should be made for transitioning to remote implementation in all cases.

We are recommending that the fall activities focused on faculty be delivered in a remote fashion where feasible, including but not limited to New Faculty Orientation, faculty meetings, curriculum and planning meetings, and other faculty-centric activities. Units should consider whether their orientations can be delivered face-to-face safely or if hybrid or all-remote is a better option. Guidance from the state and USG about how many people can congregate should be followed at all times.

Transitioning programming such as speakers, symposia, meetings, and conferences to a virtual format is recommended and may be required if state guidance is restrictive.

To facilitate faculty recruitment, all academic units are encouraged to develop a remote interview process for all candidates utilizing teleconferencing options.

**Off-Campus Programs (International/Domestic)**

All study abroad programs for Fall 2020 with a start date prior to August 1 are canceled. If USG and CDC guidance allow study abroad programs for Fall 2020, Georgia Tech programs will be evaluated on a case-by-case basis. In the event of a program cancellation or modification, accommodations for students who are unable to complete their study abroad/study away programs will be made in order to mitigate impact on student progression.

For any Fall 2020 study abroad program or instruction at our campuses of Georgia Tech-Lorraine, France, and Georgia Tech-Shenzhen, China, plans are in place to support the safety of our students, minimize health risks, and ensure academic continuity should the program be disrupted during the semester.

All incoming student from exchanges with foreign universities for Fall 2020 have been canceled to give classroom priority to Georgia Tech degree-seeking students. New J-1 exchange visitors who had already received their DS-2019 for the J-1 visa had their start dates postponed until September 21.

**Georgia Tech-Lorraine (GTL) - Metz, France**

**Academic**

The summer program has been canceled.

If it is safe to do so, based on guidance from Georgia Tech, the USG, and the French authorities, the Georgia Tech-Lorraine fall semester will start on August 31 with face-to-face classroom instruction beginning on September 1 and will end on November 24 (just before Thanksgiving). The semester will keep the full requirement for contact hours per credit hour. Fall break will be shortened to accommodate this compressed schedule. Final examinations will be completed remotely after the Thanksgiving holiday. With this compressed schedule for in-person instruction in France, students will not be required to obtain a visa to study at Georgia Tech-Lorraine.

**Personnel**

GTL personnel (faculty, staff, and doctoral students) have been working remotely. Effective May 11, access to the building has been granted to personnel, gradually, based on needs. A teleworking planning
log is distributed weekly, with priority given to essential staff and researchers. There are no undergraduate or master’s students during the summer at GTL. We are planning for a return to quasi-normal operations (with health and safety precautions) at the beginning of the fall semester. We are planning for contingencies in case of campus closure, if required by Georgia Tech, the USG, or French authorities.

GTL management will name two Covid-19 delegates, one for Research and one for Faculty/Staff, whose roles are: (1) to monitor weekly that GTL building modifications and processes identified to ensure health and safety are properly in place and being followed by all personnel; (2) to remind people of best practices; and (3) to manage the storage and distribution of masks, disinfecting gels, and other PPE.

Facilities

GTL does not own or operate the dorms used by our students. All dorm rooms are single occupancy except for married students. We will be in conversation with dorm managers over the summer to prepare for the fall semester and verify best practices to minimize health risks.

Entrances: Installation of a temperature check and distribution of masks and hand-sanitizing stations. Back entrances are reserved for GTL staff, faculty, and Institute Lafayette personnel, as well as preregistered visitors. Front entrances will be used by all others. Floor markings will indicate required paths to follow and minimize proximity of people.

Classrooms: Full cleaning was performed April 5 and classrooms will remain locked until fall semester. The protocol for access and cleaning classrooms will be put in place over the summer.

Meeting/conference rooms: The maximum capacity is six, to provide for social distancing. Health and safety protocols are in place.

On each floor, next to the lavatories, a Covid-19 station will be installed for hydro-alcohol solution, for wipes, and for disinfectant spray to clean surfaces. There will be a limit of one person per lavatory (and use of a green/red light to indicate availability).

Offices: It is required to leave the door open to avoid unnecessary touching of door handles. The Ph.D. room has sufficient square footage to allow for proper social distancing.

Laboratory safety will follow guidelines provided by CNRS (French National Centre for Scientific Research). Educational labs with multiple students per bench: Each student will wear full face protection.

Lunchroom: Two groups (1 p.m. and 2 p.m.) to allow for proper social distancing. Kitchen: only one person at a time. Machines (Xerox, Coffee, Sodas, Vending) will accommodate one person at a time. Floor markings will indicate access and departure paths, to minimize proximity of individuals.

Health and Safety

Training of the third-party company (Evergreen) in charge of cleaning the building. (e.g., no cleaning of keyboards and mouse as this must be done by the individual user).

Cloth face masks will be distributed to all. They are not required in individual offices. Until further notice, they are strongly recommended in hallways, and required during meetings per local guidance.
Social distancing criteria for classrooms to be defined this summer following French authorities’ guidelines as well as Tech and USG guidelines. If necessary, classroom space can be rented nearby.

Floor signage throughout the building to maximize safety and proper distancing.

Signage and TV monitors throughout the building to remind of health and safety best practices.

For visitors, mail, and delivery, proper protocols will be in put into place.

GT-Shenzhen Institute (GTSI) - Shenzhen, China

Academic

GTSI plans to offer in-person instruction during the Fall 2020 semester starting on August 17. In the event of campus closure dictated by Chinese authorities, we plan to facilitate continuity of the academic program through online instruction. We are also working on plans to have a fall cohort of first-year students (from China, Macau, Hong Kong, and Taiwan) who have been admitted to Georgia Tech but cannot get to Atlanta because of difficulties obtaining a visa. Giving them the option of starting Georgia Tech on the Shenzhen campus would be beneficial in retaining these students.

Personnel, Facilities, and Safety

GTSI staff members have been working in the office since April 7, after teleworking for two months. In early May, GTSI required all staff members who regularly interact with students to be tested for Covid-19, with GTSI paying the testing fees. All have tested negative for Covid-19. All students wishing to return to campus must submit an application form to GTSI. They must also present a Green (all clear) health QR code issued by the Shenzhen government. GTSI will send chartered minibuses to Shenzhen Airport and Shenzhen North Railway station to shuttle students to the campus according to their pre-declared flight and train arrival schedules. The minibuses will be thoroughly disinfected by GTSI custodial staff in addition to a cleaning performed by the transportation company. Students are asked to minimize the use of public transportation en route to campus and to refrain from venturing off campus unnecessarily once they have arrived.

GTSI has made sure that there are adequate amounts of disinfecting supplies, masks, gloves, and thermometers. Each student returning to campus will receive a complimentary Covid-19 care kit, which includes: four KN95 masks, 20 disposable face masks, one thermometer, one bottle of hand sanitizer, one bottle of skin disinfection spray, one bottle of liquid soap, five pairs of disposable gloves, and one Covid-19 prevention booklet. In the past couple of weeks, GTSI staff members have twice conducted campus reopening drills to practice guiding students through the arrival check-in, temperature check, luggage disinfection process, and social distancing in the cafeteria and study areas. Students have been informed of the process by video and PowerPoint. After the students are back on campus, a drill will be conducted, with all students present, on Covid-19 prevention measures and what to do in case a student has an abnormal temperature or exhibits Covid-19-like symptoms.

Faculty Development and Training

All academic personnel should receive the necessary professional development to safely and effectively do their job both on campus and remotely.
The Georgia Tech Remote Teaching Academy launched on April 27, 2020, and has synchronous, asynchronous, and one-on-one options. See the following:

- Remote Teaching Academy: http://www.canvas.gatech.edu/blog/training/summer-2020-gt-remote-teaching-academy/
- Center for Teaching and Learning: https://www.ctl.gatech.edu/keep-teaching
- Library: https://libguides.gatech.edu/faculty
- The University System of Georgia: https://www.usg.edu/facultydevelopment/
- Other online trainings can be found at:
  - Georgia Tech HR Trainings: https://training.hr.gatech.edu/d2l/home
  - National Council on Faculty Diversity and Development (NCFDD): https://www.facultydiversity.org/
  - LinkedIn Learning: https://linkedinlearning.gatech.edu

Academic personnel should recognize that planning for an entire semester and academic year is different than emergency continuity response. We are reminding instructional faculty of the following policies and laws as they plan their remote teaching, learning, advising, and student support. While the Institute currently requires training on some of these topics, we recognize that additional training may be valuable.

- Data information security
- Cybersecurity
- FERPA
- HIPAA
- EUGDPR
RESEARCH

In the Initial Return-to-Campus Plan, Resident Instruction (RI) outlined a timeline for the summer, which increases on-site researchers from 10% to roughly 75%, with priority given to researchers unable to perform their work remotely. 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. All researchers will be advised to continue completing duties off-site that do not require campus access.

Field Research

Research at field sites will be allowed to resume depending on several factors including travel restrictions, stay-at-home directives, and density and social distancing requirements. There are many types of field research conducted at Tech, ranging from single PI projects focused in the Atlanta metropolitan area to multi-institution projects operating at remote field sites. Due to the diversity of field programs and research methods employed, we will set up both general guidelines as well as specific guidelines for the resumption of different types of activities.

- Priority to restart field research will be given to groups that have grants and contracts ending soon with inflexible end dates, and students near completion of a degree. In addition, groups that face losing important data such as continuous time series or the opportunity to record unique events will be given priority to restart in the summer.
- In contrast, field deployments that can be delayed with minimal impacts will not resume until the fall. Most field activities will fall into this category as most sponsors are delaying or minimizing participation in field programs.
- Currently, nonessential travel restrictions limit some field research activities. As these restrictions are reduced, field work can resume.

Guidelines

- At a minimum, Georgia Tech guidelines for social distancing, personnel density, disinfection, and the use of PPE must be followed during all field deployments. In particular, social distancing should be maintained during transport to and from field sites as well as at lodging venues when overnight travel is necessary. For example, rental cars and hotel rooms should not be shared by co-workers whenever possible. In addition, the size of field teams should be minimized to what is necessary to carry out essential research tasks in a safe manner. Testing for field teams, before and after deployment, will be encouraged whenever possible.
- A large portion of the field research at the Institute is carried out within the state of Georgia by small research teams, usually with little social interaction. Quite often, this work involves sample collection or instrument maintenance. This type of work will be allowed to resume if the minimum standards for field deployments can be met.
- A significant amount of field research is associated with U.S. stations, aircraft, and ocean-going vessels operated and funded by federal agencies such as the National Science Foundation (e.g. McMurdo Station in Antarctica). These types of programs are planning for limited field seasons and are developing stringent requirements to minimize risks of disease transmission to isolated communities. These requirements, which exceed workplace and health safety guidance
set by the Institute, include quarantine and testing. Research groups involved with these programs are permitted to return to campus to prepare as needed to meet logistics deadlines set by the sponsors. In some cases, participation at some U.S. research stations will require international travel. Any travel that occurs will follow Georgia Tech, USG, and government guidelines, including seeking departmental approval and assessing the health risks associated with traveling to the requested location.

- A significant amount of field research involves collecting data from human subjects following protocols approved by the Institutional Review Board (IRB). The most common types of this research are focus groups and product testing. A large portion of these activities have continued in the wake of Covid-19 by moving to online data gathering and shipping products directly to individuals to test. Some of this research may need to maintain in-person contact with human subjects. To resume this type of research, an amended protocol must be approved by the IRB. The amended protocol will describe how the risk of disease transmission will be minimized in accordance with Institute guidelines. Disinfection procedures for products used by multiple subjects will be described when appropriate.

- Field research is also carried out at stations run by other U.S. universities and institutes. Examples of these are the University of Michigan Biological Station and Harvard Forest. To deploy to one of these sites, the local government and station guidelines must be observed, and stay-at-home directives must not be violated.

- Field research is also carried out at remote locations within the U.S. with little or no local oversight. In these cases, the research sponsor expects Institute safety protocols to be followed. To deploy for this type of mission, the explicit approval of the research sponsor will be obtained. In addition, all state and local ordinances will be observed.

- Some international field work is carried out by groups at Georgia Tech. Deployment will only be allowed after the lifting of federal travel restrictions, export review by Institute Legal, and explicit approval from the funding agency.

**Undergraduate Research Principles:**

- Undergraduate research is a core component of our educational and research missions at the Institute. Therefore, we have developed guidelines for safely conducting undergraduate research in the academic year 2020-21.

- Undergraduate research activities, like research conducted by faculty, research staff, and graduate students, must be consistent with safe operations, including all campus guidelines regarding use of PPE, social distancing, testing, and contact tracing.

Before a PI or lab director agrees to host an undergraduate researcher, the following questions will be addressed:

1. Will the student’s research require resources that are only available on campus (e.g., a laboratory, instrumentation, non-electronic database, etc.)?
   a. If NO, the student’s research will be conducted off campus, using only an internet connection to access Tech resources. Additionally, there will be no significant concerns about hosting that research in the fall.
b. If YES, additional considerations must be made, as noted below. PI’s should follow the steps below before hosting undergraduate research requiring access to campus resources in Fall 2020:
   i. Assess the experience level of the researcher.
      1. If the researcher is a returning researcher who already has experience in laboratory safety in that specific laboratory, they may be a good candidate for research activities in Fall 2020.
      2. If the researcher is a returning researcher who already has experience in laboratory safety in another laboratory, the PI should assess if they will likely quickly adapt to the new laboratory’s procedures based on their prior experience.
      3. If the researcher has no prior laboratory research experience, they may not be a strong candidate to begin undergraduate research in the fall. If a PI chooses to host such a researcher, extra vigilance focused on the key points of safety, training, and mentoring are required.
   ii. Develop a detailed plan for the fall semester. This includes the following components:
      1. Consider whether the planned research can be conducted safely when considering Georgia Tech implementation of shift work and anticipated low researcher density in campus laboratories.
         a. All undergraduate researchers must have in-person oversight and mentoring when working in a laboratory. Ideally, this training and oversight should consistently come from a small number of mentors.
         b. All undergraduate researchers must undergo Covid-19-specific safety and hygiene training prior to beginning laboratory work.
         c. All undergraduate researchers must conform to Tech guidelines regarding use of PPE, social distancing, testing, and contact tracing.
      2. All undergraduate projects that require on-campus resources should have a contingency plan for circumstances where campus may close to research operations. Each undergraduate researcher should have productive learning activities that they can complete in such circumstances.
   iii. Communicate to the undergraduate researcher the above plan and guidelines, and ensure they know how the research experience could unfold during the semester.

Following the above guidelines and actions, undergraduate research can be conducted in Fall 2020.

**Makerspaces**

Many makerspaces exist on campus, and each serves a slightly different segment of the Tech community. Existing makerspaces are shown in the table below.
<table>
<thead>
<tr>
<th>Name</th>
<th>Building</th>
<th>School of Responsibility</th>
<th>Supervisor</th>
<th>Shop Manager</th>
<th>Faculty Advisor or Responsible Party</th>
</tr>
</thead>
<tbody>
<tr>
<td>BME Design Shop</td>
<td>U.A. Whitaker Biomedical Engineering</td>
<td>Coulter Department of Biomedical Engineering</td>
<td>Student-Run</td>
<td>Martin Jacobson</td>
<td>Martin Jacobson</td>
</tr>
<tr>
<td>Aero Maker Space</td>
<td>Paul Weber Space Science and Technology</td>
<td>Guggenheim School of Aerospace Engineering</td>
<td>Student-Run</td>
<td>Claudio Di Leo</td>
<td>Claudio Di Leo</td>
</tr>
<tr>
<td>Montgomery Knight Machine Shop</td>
<td>Montgomery Knight</td>
<td>Guggenheim School of Aerospace Engineering</td>
<td>Full Time Staff - Scott Mosley</td>
<td>Scott Mosley</td>
<td>Mitchell Walker</td>
</tr>
<tr>
<td>CoD Wood Shop</td>
<td>College of Architecture East</td>
<td>College of Design</td>
<td>Full Time Staff – Tripp Edwards</td>
<td>Tripp Edwards</td>
<td>Michelle Rinehart</td>
</tr>
<tr>
<td>Structural Research Lab</td>
<td>Structural Engineering and Materials Research Lab</td>
<td>School of Civil and Environmental Engineering</td>
<td>Full Time Staff – Jeremy Mitchell</td>
<td>Jeremy Mitchell</td>
<td>Lauren Stewart</td>
</tr>
<tr>
<td>Invention Studio</td>
<td>Manufacturing Related Disciplines Complex (MRDC)</td>
<td>Woodruff School of Mechanical Engineering</td>
<td>Student-Run</td>
<td>Amit Jairwala</td>
<td>Amit Jairwala</td>
</tr>
<tr>
<td>Student Competition Center</td>
<td>575 14th Street NW, Atlanta, GA 30318</td>
<td>Woodruff School of Mechanical Engineering</td>
<td>Student-Run</td>
<td>Jason Barnes</td>
<td>Kenneth Cunefare</td>
</tr>
<tr>
<td>GCU Prototyping Lab</td>
<td>Technology Square Research Building</td>
<td>GVU Center</td>
<td>Student-Run</td>
<td>Tim Trent</td>
<td>Keith Edwards</td>
</tr>
<tr>
<td>Advanced Manufacturing Pilot Facility (AMPF)</td>
<td>575 14th Street NW, Atlanta GA 30318</td>
<td>Manufacturing Institute</td>
<td>Full Time Staff – Will Smith</td>
<td>Facilities Manager Will Smith</td>
<td>COO Rick Cowan</td>
</tr>
</tbody>
</table>
• Makerspaces have multiple functions on campus, including academic, student services, and research. Throughout the summer, these spaces will only be utilized for research activity, where the protocols described here will be implemented. In the fall, the makerspaces will begin accommodating undergraduate students working on design and class projects according to the fall academic instruction plan.

• In addition to following staffing, social distancing, and cleaning protocols, it is expected that each makerspace will develop additional protocols in consultation with the student governing board and faculty representatives, including space-specific recurring messaging on hygiene, handwashing, and occupancy load protocols and practices.

• Staffing:
  o Many makerspaces are staffed and operated by students, undergraduate or graduate, some paid and some volunteer. As such, one must distinguish between “user,” “permanent staff,” “student staff,” and “volunteer staff” to differentiate between the roles of students that can be staff and/or users.
  o In summer, a permanent staff member will be assigned for each space for safe operation. Also, a backup staff member will be assigned for each space to oversee the operation in case the assigned person cannot be on campus.
  o Self-generated student projects will not be accommodated in summer but may begin in fall with makerspace staff approval.
  o For summer, training of new people will be minimized or avoided, and makerspace staffing will focus on those who have already been trained.
  o For those spaces where users are checked in through an entry point, high-traffic protocols will be set up for the person at the entry point, including provision of a kiosk/barrier and/or face shields.

• Social Distancing:
  o Managers will seek to use virtual queuing and online scheduling when possible using the campus SUMS software.
Queues will be avoided by assigning staff to handle projects that require certain high-volume devices, such as waterjets or CNC's.

For situations where queuing cannot be avoided, waiting areas will be designated to avoid users clustering around machines.

Waiting areas and equipment will be marked to indicate social distancing requirements.

**Cleaning and sterilization protocols:**

- Makerspace manager(s) will oversee lab and hand tool cleaning, ensuring that sanitizing processes are in place, that cleaning is done after every tool use, and that all common areas are cleaned.
- Space managers will develop a cleaning checklist process between users, as well as a regular deeper cleaning.
- Cleaning and reuse of PPE will be done in a manner consistent with Institute guidelines.

### Office Space for Researchers & Staff

The return of undergraduate students to campus will increase the density of people on campus, and preclude the planned temporary summer use of conference rooms and other common spaces as offices for researchers and staff whose assigned offices are too dense to meet Institute social distancing guidelines. In the limited cases where social distancing cannot be practiced, supervisors will determine how employees continue to utilize teleworking, split shifts, staggered shifts, and other measures that promote distancing. Any alternate work arrangements should not interfere with our ability to serve students. All teleworking and other measures should follow Georgia Tech’s existing policies. The Institute will provide appropriate personal protective equipment (PPE) for employees who must return to campus.

### Georgia Tech Research Institute (GTRI)

Similar to Resident Instruction, GTRI has 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.

GTRI established the employee on-site vs. work-from-home (WFH) ratio that will be maintained through the academic year. This ratio was developed from the results of a structured, multipart laboratory and operations manager’s survey in May 2020. Maintaining an on-site presence is contingent upon satisfying safety precautions including maintaining social distancing, employee completion of the daily self-checklist, distribution of cloth face coverings, and providing cleaning and disinfectant supplies. These precautions, paired with revised GTRI standard operating procedures, reflect GTRI’s commitment to maintaining a safe work environment. GTRI will defer to overall USG, state, and federal guidance as the organization looks to host in-person conferences.

During Spring and Summer 2020, student employees transitioned to WFH. In anticipation of Contingency Plan 1, the population of undergraduate and graduate student employees on-site will increase. Students will be expected to complete the same safety precautions utilized by other GTRI employees.

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, 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 our phased ramp-up to safely protect those who must remain on-site.
PUBLIC SERVICE, OUTREACH, & CONTINUING EDUCATION

Broadly, this section provides direction in two categories:

1. On-campus events, activities, and outreach that bring visitors to Georgia Tech.
2. Georgia Tech staff traveling off campus for events, activities, and outreach.

While this is a broad and diverse group of units that sponsor and engage in such activities, this plan provides overarching guidance to both categories. This is intentional to ensure guidance is provided to staff managing events, activities, or outreach that is not specifically mentioned with this guidance.

On-Campus Events, Activities, & Outreach

Campus event spaces will operate with reduced occupancy and social distancing practices. All campus visitors and attendees at campus events will be expected to follow Georgia Tech health and safety guidelines. Event attendance will be limited to comply with social distancing guidelines, and all event sponsors will be required to produce health and safety plans as part of the event approval process.

Notification & Coordination

- To plan and conduct safe and effective on-campus events and outreach-related events, units will coordinate with:
  - Institute Communications Special Events Team.
  - Office of Emergency Management.
  - Stamps Health Services.
  - Facilities Management.
  - Campus Services.

- Units routinely will utilize Covid-19 checklists to ensure alignment with USG, GDPH, and the governor’s office guidance and directives.

- The Institute Communications Special Events team will receive notification of campus face-to-face events with appropriate supporting documentation.

- Units will regularly consult and communicate with external partners, vendors, and contractors to ensure that compliance expectations are understood and realized.

- Staff development will be conducted to support compliance, enforcement, and event safety.

Event Assessment

- Units will assess each venue for new capacities, given Georgia Tech’s social distancing requirements. The social distancing capacities will inform business models and fiscal plans. In the case of off-campus venues, which may have their own social distancing and other requirements, the more rigorous requirements will be upheld.

- For events and sponsored programs, units will make concerted efforts to abide by existing contracts and will work with Georgia Tech and/or USG legal counsel to ensure that future contracts allow for flexibility during Covid-19.

- Upon receipt of guidance for tracking and reporting fiscal impacts from the USG Office of Strategy and Fiscal Affairs, units will conduct an analysis of the fiscal impact of Covid-19 precautions on their unit.
This will include revenue loss as well as costs associated with the purchase of PPE, screening equipment, cleaning materials, additional staff time, and other items necessary to maintain a safe environment.

**Attendee Requirements & Safety**

- Units will employ staff development strategies to train employees and volunteers to implement Covid-19 regulations and practices for all activities.
- Registration will be required for campus events to support communication and contact tracing.
- Whenever possible, PPE will be provided to participants.
- Visitors will be responsible for following all campus requirements outlined within the Workplace and Health Safety section of this plan, including requirements for face masks, screening, and social distancing.
- Units will create health screening protocols for each event that are feasible, cost-effective, and aligned with the USG, GDPH, and governor’s Covid-19 task force guidance and directives.

**Communications**

- Units, in conjunction with Institute Communications, will implement robust communication strategies to convey expectations and communicate operational changes.
- Each unit will develop a set of published expectations for participants and vendors attending Georgia Tech events (on or off campus) that reflect Georgia Tech requirements for PPE, social distancing, food service, symptom screening, and other health considerations. These should be easily accessible via website, direct mailings, and posted signs at the venue.
- Each unit will develop a communications plan to ensure that up-to-date information is clear, concise, and easily accessible to key audiences. An example is provided here:

<table>
<thead>
<tr>
<th>Content Topic</th>
<th>First Lego League State Championship</th>
</tr>
</thead>
<tbody>
<tr>
<td>Audience</td>
<td>K-12 student teams, coaches, and parents</td>
</tr>
<tr>
<td>Timeline</td>
<td>One month prior to competition at time of advancement to state</td>
</tr>
<tr>
<td>Content Owner</td>
<td>Center for Education Integrating Science, Mathematics and Computing (CEISMC), Georgia First Lego League (FLL)</td>
</tr>
<tr>
<td>Critical Points</td>
<td>PPE requirements</td>
</tr>
<tr>
<td></td>
<td>Social distancing expectations and symptom screening processes</td>
</tr>
<tr>
<td></td>
<td>Handwashing and equipment cleaning protocols</td>
</tr>
<tr>
<td></td>
<td>Check-in time and location</td>
</tr>
<tr>
<td>Method of Communication</td>
<td>Primary and secondary email</td>
</tr>
<tr>
<td></td>
<td>Team registration materials</td>
</tr>
<tr>
<td></td>
<td>CEISMC and FLL websites</td>
</tr>
<tr>
<td></td>
<td>CEISMC and FLL social media posts</td>
</tr>
</tbody>
</table>
Off-Campus Events, Activities, & Outreach

For all off-campus events, staff should follow the above guidance for on-campus events plus the following guidance. Off-campus activities and outreach that do not involve large groups should only follow the guidance below.

- Staff will complete a site assessment that evaluates the off-campus location for:
  - Additional protective measures required at the location.
  - Adoption of health and safety measures at the site.
- Departments will develop an approval process utilizing this site assessment.
- Georgia Tech employees conducting business off campus should carry and be prepared to use the necessary PPE, cleaning, and safety equipment that aligns with Georgia Tech guidance.
- When local sites have higher standards for PPE (e.g., N95 masks), Georgia Tech will provide employees with this equipment.

Additional Considerations by Primary Activity Categories

- Training and Professional Development Events (On-Campus):
  - At present, many of our K-12 and corporate clients are limiting travel and cutting budgets, so many fall training and development events have been canceled, postponed, or moved online.
  - For those being conducted in face-to-face or blended formats, units will use checklists, aligned with the USG, GDPH, and governor’s Covid-19 task force guidance and directives, to ensure compliance and a safe environment.
  - Registration may be required to aid in contact tracing.
  - PPE, social distancing, and other Covid-19 requirements will be added to codes of conduct for the events to aid in participant compliance and enforcement.
  - PPE and other materials will be provided on-site, with costs included in the registration fees. Staff development on cleaning, compliance, and enforcement will be conducted.
- Large Conferences (On-Campus):
  - Given travel restrictions, the uncertainty of on-campus operations for fall, and the advance planning and procurement needed for large conferences, it is highly unlikely that an on-campus event of this kind will be considered.
  - Virtual conferences are possible with adequate advance notice and staff development.
- Consultations/Visits to Client Sites (Off-Campus):
  - These external activities should be considered Georgia Tech essential travel.
  - A consultation checklist, aligned with the USG, GDPH, and governor’s Covid-19 task force guidance, will be used to plan the visit, including discussions with the local host regarding required PPE.
Georgia Tech employees conducting business off campus will be provided with a kit containing the necessary PPE, cleaning, and safety equipment that aligns with Georgia Tech guidance.

When local sites have higher standards for PPE (e.g., N95 masks), Georgia Tech will provide employees with this equipment.

**Campus Tours (On-Campus):**
- Video tours of campus have been developed for a variety of purposes.
- These should be made available to units and used whenever possible to reduce the number of visitors to campus.
- Tours will be conducted in groups small enough to maintain social distancing throughout the tour.
- When campus tours resume, tour guides will be provided with the necessary PPE.
- Amplification equipment may be made available to aid communication with masks.
- Cleaning procedures for shared microphones, when used, will be followed.
- Because visitors may have traveled long distances and arrive at campus without PPE, tour kits will be available for distribution.
- Visitors will be asked to register and provide contact information for contact tracing.

**Camps and Youth Programs:**
- All Georgia Tech camps and youth programs operating in Fall 2020 will complete a checklist to document adherence to the 32 requirements in the governor’s directives (March 11, 2020) and subsequent CDC guidance.
- Appropriate staff development will be conducted to ensure that staff are prepared to maintain a healthy camp environment and enforce social distancing and PPE requirements.
- IRB, codes of conduct, and parent permissions will be revised (with assistance from Georgia Tech Legal) to incorporate Covid-19-related information.
- Communication strategies with parents and families will be strengthened to support notification of requirements and any changes in operation.
- PPE will be provided to participants.

**Public Events/Competitions (On-Campus):**
- Whenever possible, public events and competitions held face-to-face (at on- or off-campus locations) will require advance registration and/or ticketing to assist with communication and contact tracing.
- Decisions will be made on an event-by-event basis regarding distribution of PPE.
- Robust communication mechanisms will be developed to inform patrons of what to expect and to support notification of changes in operation.
- Attempts will be made to host such events outdoors, if possible.

This includes a broad group of units with varying missions, client sectors, and activities, which must be considered in the Fall Return-to-Campus Planning. Each entity will have their own comprehensive plan that addresses the unique aspects of their programs and ensures adherence to USG, GDPH, and governor’s Covid-19 task force guidance and directives, as well as to additional safety measures that may be necessary to ensure that their clients’ and employees’ health is maintained. *Note: These individual plans will be maintained by the units and made available to Georgia Tech leadership.*
Many Georgia Tech units conduct activities of these kinds, including the following examples.

<table>
<thead>
<tr>
<th>Unit</th>
<th>Employees</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEISMC</td>
<td>• 67 full-time faculty and staff.</td>
</tr>
<tr>
<td></td>
<td>• 150 part-time and seasonal staff.</td>
</tr>
<tr>
<td></td>
<td>• 350 student workers and volunteers.</td>
</tr>
<tr>
<td>Enterprise Innovation Institute (Ei²)</td>
<td>• 120 full-time extension faculty.</td>
</tr>
<tr>
<td></td>
<td>• 31 full-time staff.</td>
</tr>
<tr>
<td></td>
<td>• 38 students.</td>
</tr>
<tr>
<td>GTPE</td>
<td>• +/- 200 full-time faculty and staff.</td>
</tr>
<tr>
<td></td>
<td>• +/- 50 student workers.</td>
</tr>
<tr>
<td>Georgia Tech Alumni Association</td>
<td>• 50 full-time staff.</td>
</tr>
<tr>
<td>Institute Relations</td>
<td>• 14 full-time staff (1 in Washington, D.C.).</td>
</tr>
<tr>
<td>Ferst Center/Georgia Tech Arts</td>
<td>• 16 full-time staff.</td>
</tr>
<tr>
<td>Undergraduate Admission</td>
<td>• 29 full-time staff.</td>
</tr>
<tr>
<td></td>
<td>• 20 student workers.</td>
</tr>
<tr>
<td>Conference Services</td>
<td>• 6 full-time staff.</td>
</tr>
<tr>
<td></td>
<td>• 10 student workers during academic year.</td>
</tr>
<tr>
<td></td>
<td>• 25-30 student workers in summer.</td>
</tr>
<tr>
<td>Campus Recreation Center (CRC)</td>
<td>• 22 full-time professional staff.</td>
</tr>
<tr>
<td></td>
<td>• 300+ student employees.</td>
</tr>
<tr>
<td></td>
<td>• 350+ volunteers.</td>
</tr>
<tr>
<td>Academy of Medicine</td>
<td>• 5 full-time staff.</td>
</tr>
<tr>
<td></td>
<td>• 5 student workers.</td>
</tr>
<tr>
<td>Student Center</td>
<td>• 60 full-time staff.</td>
</tr>
<tr>
<td></td>
<td>• 110 student workers.</td>
</tr>
<tr>
<td>Office of Development</td>
<td>• 100 full-time staff.</td>
</tr>
<tr>
<td>GTRI STEM</td>
<td>• 6 staff members (3 full-time).</td>
</tr>
<tr>
<td></td>
<td>• 40-50 GTRI researchers in summer.</td>
</tr>
<tr>
<td>Office of Graduate Studies</td>
<td>• 3 work in an event/student outreach capacity.</td>
</tr>
</tbody>
</table>
Examples of groups of external clients/stakeholders, with annual numbers, that are served by Georgia Tech campus units include:

- K-12 Students: **CEISMC** – 60,000+; **GTRI STEM** – 10,000
- K-12 Teachers: **CEISMC** – 2500+; **GTRI STEM** – 60
- Georgia School Districts: **CEISMC** – 85
- Technology Startup Companies: **EI²** – 800 companies
- Entrepreneurs: **EI²** – 3000+
- Industry/Manufacturers: **EI²** – 1000 manufacturers; 2000+ companies; **Development** – 300 companies; **CEISMC** – 15
- Georgia Tech Faculty: **EI²** – 100; **CRC** – 1700; **CEISMC** – 350
- Georgia Communities: **EI²** – 10 communities
- Adult Learners: **GTPE** – 15,000+ (including Language Institute – 1,100; Prof Master’s – 1000; Online Master’s 12,000+); **EI²** – 8,000+/- attendees
- Conference Attendees: 6,000 – 8,000 guests (summer projections)
- Campus Visitors: **Student Center** – 17,000
- Georgia Tech Alumni: **GTAA** – 170,000; **CRC** – 450;
- Georgia Tech Students: **CRC** – 22,000; **CEISMC** – 300
- Prospective Students, including parents and counselors: **Undergrad Admission** – 40,000+; **Grad Studies** – 300
- Community/Business/Social/Athletic Groups: **All Units** – 100,000+
- The Public: **Ferst** – 55,000 attendees across all groups

**Georgia Tech Professional Education (GTPE)**

Georgia Tech Professional Education (GTPE) expects that in-person classes may be held if the courses are deemed financially feasible (based on current course registrations) and classroom space is available that permits full compliance with all social distancing guidelines in place at that time.

**Class and Event Format & Schedule**

- Many of the routine courses in the fall are expected to be offered virtually to allow for social distancing in our buildings, and because it is expected that many corporations will be limiting travel through the calendar year.
- There will be some face-to-face courses and events that GTPE expects to offer, including but not limited to:
  - Professional Education courses.
  - English as a Second Language (ESL) instruction.
  - Corporate events.
  - Professional Master’s hybrid onsite events and graduation ceremonies.
- Currently, 78 summer and 154 fall face-to-face Professional Education short courses or events are scheduled.
- No later than 2 weeks prior to the scheduled start of the class, GTPE will evaluate the financial feasibility of the classes.
• In cases where existing social distancing requirements would preclude an in-person class size that ensured financial viability, classes will be canceled, postponed, or shifted to an online format.

GTPE Summer/Fall Courses and Events:

<table>
<thead>
<tr>
<th>Location</th>
<th>July</th>
<th>August</th>
<th>September</th>
<th>October</th>
<th>November</th>
<th>December</th>
<th>Location Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>SAV Campus</td>
<td>8</td>
<td>15</td>
<td>11</td>
<td>10</td>
<td>8</td>
<td>2</td>
<td>54</td>
</tr>
<tr>
<td>ATL Campus or GTRI GA</td>
<td>14</td>
<td>40</td>
<td>37</td>
<td>60</td>
<td>23</td>
<td>27</td>
<td>201</td>
</tr>
<tr>
<td>Off-site or GTRI out-of-state</td>
<td>11</td>
<td>9</td>
<td>11</td>
<td>2</td>
<td>2</td>
<td>2</td>
<td>37</td>
</tr>
<tr>
<td>Monthly Total</td>
<td>27</td>
<td>51</td>
<td>47</td>
<td>56</td>
<td>27</td>
<td>24</td>
<td>232</td>
</tr>
</tbody>
</table>

In-Person Instruction

• For all classes held in person, GTPE will follow the social distancing, sanitation, and other guidance outlined in the Workplace and Health Safety section of this plan and will fully comply with existing executive orders and any other forthcoming guidance from USG.
• In addition to equipping public workspaces with plexiglass shields, floor markings to designate 6-foot distancing, directional arrows for flow of traffic where appropriate, and other similar measures, a process for taking temperatures of people entering the buildings may be established, as the corporate clients could expect this practice.
• There will be modified catering and break offerings for events to meet current guidelines.
• Instructors and students will be required to follow face covering guidelines.
• If space changes are needed for social distancing, secure classes may require additional approval by Georgia Tech Research Security in order to ensure that the new space meets Department of Defense requirements.
STUDENT LIFE

Housing & Residence Life

To promote social distancing, all triple and quadruple rooms will be eliminated for Fall 2020. In traditional residence halls and suites, there will be no more than two students per room. A no-guest policy will be enacted, which prevents anyone from visiting housing facilities they do not live in. Even understanding that it will be impossible to eliminate risk in a residential environment, significant emphasis will be placed on promoting personal responsibility and recommended health practices, including wearing appropriate PPE, frequent handwashing, limiting close exposure to others, and maintaining health awareness. All resident assistants (RA’s) and other housing staff members will receive additional training on social distancing, PPE, and other safety requirements to ensure they are well informed and can reinforce recommended health practices.

All residential students will receive a kit upon move-in, including a thermometer, a cloth mask, health information and proper PPE usage guidelines, hand sanitizer, disinfectant wipes, and tips for how residents can best access other campus services. Though students are not required to use all items provided in their move-in kit, it is strongly recommended they utilize them to maintain campus health and safety. Periodic disinfectant fogging will be made available to students upon request.

Throughout the residential spaces, there are multiple common areas (kitchens, laundry, lounges, study rooms, activity spaces, and gyms) in addition to reservable meeting spaces. All meeting spaces will be offline for the first eight weeks of the semester as Resident Life teams will meet virtually, and student groups will be encouraged to do the same. Other common spaces that are more essential will have scheduled closings throughout the day, to give the housekeeping team time to clean and disinfect the spaces more often. The housekeeping team will utilize the CDC’s cleaning protocols to reduce the risk of exposure. Occupancy of all spaces will be limited to adhere to social distancing practices. Barriers will be installed in bathrooms between sinks to accommodate occupancy needs. Residence Hall water fountains are being changed over to hydration stations.

Rooms are being held offline for potential quarantine/isolation areas. Additionally, we are working with Student Disability Services to develop a new protocol for students who are higher risk. Based on USG guidance, students who are considered at higher risk for severe illness as defined by the GDPH should carefully consider whether moving into a residence hall is the appropriate option. Housing and Residence Life, Dining, and Student Health Services have collaborated on a triage plan to assist, should the need to isolate residential students arise.

If a resident were to test positive, the housing staff will enact the cleaning and disinfectant protocol. The resident will be placed into quarantine/isolation provided by Georgia Tech. Their roommate will also be notified, tested, and placed into quarantine/isolation. GDPH will be notified so that further contact tracing can be conducted.

All housing events will have an online component. A reservation system will be deployed to limit in-person attendance and promote social distancing. All reception and customer service areas will have plexiglass barriers installed.
Communication
In collaboration with Institute Communications, Housing and Residence Life is planning a comprehensive communications strategy that focuses on health awareness; practicing social distancing; proactive engagement in self-care, health maintenance, and health monitoring; and refraining from activities that may jeopardize good health. This campaign will include robust signage, distribution of health kits, information about engaging services on campus, and videos reminding students to follow CDC guidelines.

Move-In
Move-in will be spread out over several days to limit the risk of crowding in halls and elevators. Before move-in, students will sign an acknowledgment of responsibility for health awareness and community accountability.

All programs and events will respect social distancing guidelines. A reservation system will be deployed for event attendance to promote social distancing. Touchless temperature checks may be performed at entry, and an acknowledgment of health awareness, absence of symptoms, and adherence to social distancing standards may be required during the reservation process.

Move-Out
At move-out, students will be able to sign up for a two-hour window for checkout, with only two people allowed to assist. Those appointments are distributed to minimize, as much as possible, the number of people moving through each residential building at any point in time. Checkout windows will limit the number of residents who can be in a building at any given time. Extensive signage encouraging social distancing will be placed in the halls and at checkout locations.

Once the checkout is complete, the student’s access to their residence hall will be revoked.

Childcare
Bright Horizons (a private childcare provider operating on the Georgia Tech campus) has reopened one of its childcare centers (R. Kirk Landon Learning Center). The facility will follow all existing guidelines from the state of Georgia.

Dining
Plans for a fall in-person opening include eliminating all salad bars, buffets, and soup stations, and providing grab-and-go options at all dining halls. Food will be prepackaged in single-serving containers. The dining hall staff will serve all food that is not prepackaged. Standalone market stands, food carts, and food trucks will be increased to encourage social distancing. All staff will wear appropriate PPE for food service and cleanliness, as outlined by CDC guidelines.

Georgia Tech’s contracted food service provider, Aramark, has been in regular coordination and planning with Campus Services. Aramark is providing additional health and safety training and guidelines to their employees. Any Aramark employee who tests positive will adhere to the agreed guidelines established by Aramark and Georgia Tech.

Communications priorities include promoting increased awareness of health precautions, social distancing, and frequent disinfection of all premises and personnel. Additional focus will include mobile
food ordering and meal pick-up and delivery. Signage to include the necessary adjusted traffic flow and promote social distancing will be in place. Seating will be reduced in all facilities to promote social distancing. (See Table 1 below for details.)

MRD5s and NFC-enabled credit card terminals will be installed at all point-of-sale locations. Card readers will be disinfected more frequently. Plexiglass shields will be placed at all point-of-sale locations to promote social distancing.

All dining operations will temporarily shut down after meal shifts for more thorough cleaning, and each facility will be disinfected overnight.

Table 1. Seating capacity will be adjusted as follows:

<table>
<thead>
<tr>
<th>Facility</th>
<th>Square Feet</th>
<th>Current Capacity</th>
<th>Adjusted Fall Capacity</th>
</tr>
</thead>
<tbody>
<tr>
<td>North Avenue Dining Hall</td>
<td>8,694</td>
<td>186</td>
<td>174</td>
</tr>
<tr>
<td>Brittian Dining Hall</td>
<td>6,945</td>
<td>283</td>
<td>139</td>
</tr>
<tr>
<td>West Village Food Court</td>
<td>4,863</td>
<td>126</td>
<td>97</td>
</tr>
<tr>
<td>Exhibition Hall Food Court</td>
<td>4,323</td>
<td>n/a</td>
<td>86</td>
</tr>
</tbody>
</table>

Counseling Services & Well-Being

Counseling Center

The Counseling Center is staffed by 22 full-time counselors and one part-time counselor. Seventeen of those counselors can continue serving students in their physical space. The remaining five staff offices are too small to maintain social distancing. Those staff members will be scheduled, on a rotational basis, to serve clients in the larger available meeting rooms within the center. All staff will wear face coverings, and offices that are large enough to allow for social distancing will be rearranged to optimally fulfill social distancing requirements.

All appointments will be scheduled by email or over the phone. Nineteen of our staff have received training and are certified to deliver telecounseling. Clients will be offered the option of face-to-face counseling appointments that promote social distancing, or they will be offered the option of engaging in a telehealth appointment. Those who choose a face-to-face appointment will be required to wear face coverings and asked to maintain a 6-foot distance from others. We will also manage the number of students who can be present in the waiting room at one time to promote social distancing. Arrows will be placed throughout the center to direct the flow of traffic, and counselors will greet and guide clients through the office while maintaining a 6-foot distance. Clients will be asked to enter through the front door of the center and will be taken to the back door to exit. All in-person appointments will be staggered to reduce the number of students present in the center at one time, and plexiglass will be installed around the reception desk.

Counseling Center workshops and outreach presentations will be hosted in person, in sufficiently large spaces, or virtually, depending on the specific needs of the requesting campus partner.
Center for Assessment, Referral, & Education (CARE)
The Center for Assessment, Referral, and Education (CARE) is staffed by five full-time counselors. CARE is an assessment department, and traditional staff-to-student ratios do not apply as they do for traditional counseling centers. All staff will continue to serve students in their current physical space, both in person and virtually, and the staff will rotate use of the large consolation room throughout the day to limit close interaction with clients. All staff will wear face coverings, and offices that are large enough to allow for social distancing will be rearranged to optimally fulfill social distancing requirements.

CARE serves students on a walk-in basis but allows appointments to be scheduled when requested. Clients will call the office to schedule an appointment and will complete paperwork online. Depending on their concern and circumstance they may receive an in-person appointment (crisis, no access to telehealth) or a telehealth appointment. All in-person appointments will be staggered to reduce the number of students present in the center at one time, and plexiglass will be installed around the reception desk.

All staff members have received training and are certified to deliver telecounseling. Clients will be offered the option for face-to-face consultation appointments that promote social distancing, or they will be offered the option of engaging in a telehealth appointment. Those who choose a face-to-face appointment will always be required to wear a mask and asked to maintain a 6-foot distance from others. We will also manage how many students can be present in the waiting room at one time, to allow for social distancing.

Health Initiatives
Health Initiatives will provide our services both virtually and in-person to accommodate students’ needs and ensure that health and safety measures are followed.

All services and programs include a virtual option. If students choose in-person interaction, they will be asked to wear face coverings at all times and maintain social distancing. All staff will wear face coverings, and front desk staff will guide students through the office while maintaining the recommended 6-foot distance. Plexiglass will be installed around the reception desk.

Health Center
Plans for fall include providing a separate treatment and waiting space for patients experiencing symptoms associated with Covid-19 and using telemedicine whenever advisable and appropriate. Adjustments to appointment schedules are being considered to limit the number of people in waiting areas.

All patients and staff will wear appropriate PPE while inside the facility. A minimum of 6,500 gowns and face masks are needed for the fall semester. Temperature checks will be mandatory for patients, faculty, and staff to enter the facility. We will first need to address any data or privacy issues and then we will determine next steps. We are looking at a freestanding telemograph unit.

Medicat (the software used to manage client medical records) has a mobile self-check-in app, and we are actively working to test and implement this feature. All front-facing service areas will have plexiglass installed to promote social distancing. Facilities will be disinfected nightly.
Student Organizations

Student organizations will be asked to follow current social distancing guidelines provided by Georgia Tech, USG, and state and federal authorities. Staff supporting student organizations will offer student appointments, staff meetings, one-on-one meetings, and student trainings in a hybrid model (online and in person) depending on the needs of the student and/or staff. In addition to following social distancing guidelines, common space access will be limited, and PPE will be made available to all staff.

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 adjusted or virtual options. A decision map is being developed for student organizations to provide a clear understanding of how to approach events. The decision map will be edited as guidelines provided by Georgia Tech, USG, and state and federal authorities evolve.

Student organizations will be encouraged to preemptively move events, activities, and meetings online whenever possible. If events, activities, and meetings cannot readily be moved online, student leaders will be encouraged to use strict social distancing guidelines to revise the event plan, postpone, or cancel. All meeting rooms in the Student Center will have disinfectant available for students to use before and after every meeting.

Tentative Center for Student Engagement Fall Event Plans

Based on social distancing recommendations, this list provides a possible approach, as of May 2020, to fall events. These will occur either in person — with social distancing and safety guidelines applied — or virtually.

- Week of Welcome
  - First Friday (adapted online)
  - Playfair (canceled)
  - First-Year Student Organizations Fair (adapted online)
  - Civic Engagement Programming (adapted or canceled)
- Trip to Center for Civil and Human Rights (adapted or canceled)
- Into the Streets Day of Service (adapted with social distancing, modified to online/virtual experience, or canceled)
- Engagement Week
  - Fall Student Organization Fairs (online)
  - T-Night (adapted with social distancing at Bobby Dodd Stadium or postponed until Spring 2021)
- President Summit (online)
- Alternative Service Break Trips
  - Fall – adapt to local, shorter projects accounting for social distancing and limited travel or cancel
  - Winter – adapt to local, shorter projects accounting for social distancing and limited travel or cancel
- MOVE Service Committee Programming (monthly, direct service) – adapted to online or virtual service experience, shift focus to service education, or cancel
• Jumpstart – pending service site recommendations (adapted to virtual or socially distanced volunteer experiences with Jumpstart, or canceled and recruit in spring semester)

Student Handbook
The student handbook will be updated to include the latest CDC and public health recommendations on gathering and social distancing.

Bands and Choral Groups
Rehearsals and Practices
Georgia Tech will hold indoor rehearsals for small groups only, such as Jazz and Rock, where appropriate social distancing is possible. Larger groups will need to meet in outdoor spaces to allow for social distancing. As additional information is released regarding droplet dispersal in performing arts settings, additional precautions or suspension of activities may occur.

Performances
To deter fan gatherings, the pep and marching bands will only perform on gamedays in the stadium and not before games. Within stadiums, the bands will either be spaced out between members or reduced in size to promote social distancing. As additional information is released regarding droplet dispersal in performing arts settings, additional precautions or suspension of activities may occur.

Campus Recreation
Increased mindfulness of social distancing and the importance of PPE and sanitation are at the forefront of all planning for Fall 2020. Within the Campus Recreation Center (CRC), every other piece of fitness equipment will be closed off, distributed to other facilities on campus, or moved into storage to create space. Gym wipes will be available at all active equipment for patrons to wipe equipment after they are finished. Additionally, lobby furniture will be removed to discourage gathering. Hours of operation will be reduced to three timeframes a day. Between each timeframe, the CRC will temporarily close for cleaning. Nightly disinfection will also be performed. Increased signage and ground markers for spacing and line management will promote social distancing. Plexiglass will be installed at all front-facing service areas and all points of sale will use contactless/tap technology. Temperature checks will be required to enter the facility, and anyone with a temperature of 100.4º F or above will not be granted access.

The CRC will limit the number of patrons permitted in designated areas. Group workouts and team sporting activities will be restricted. Heavy locker room usage will also be discouraged, with signage indicating that locker rooms should only be used as bathroom facilities. Water fountains will be converted to hands-free bottle fillers or will be marked out of service. The CRC reservation system will be utilized to help control demand and minimize gathering outside the facility.

Prior to the pandemic, CRC members and Georgia Tech departments were able to purchase guest passes for nonmembers. Starting in the fall, guest passes will no longer be available and a no-guest policy will be implemented to minimize the risk of exposure. Additionally, new memberships, tours, and visitor privileges will be restricted.

All CRC planned events will have an online component. Large events (RecFest, Halloween Holla 5K) will be offered if guidelines can be followed safely and effectively. A reservation system will be deployed for
event attendance to promote social distancing. Touchless temperature checks will be performed at entry, and an acknowledgment of health awareness, absence of symptoms, and adherence to social distancing standards must be made during the reservation process.

All CRC staff will wear appropriate PPE and eliminate interactions that do not adhere to social distancing practices. All one-on-ones and staff meetings will be conducted virtually. Programming and floor meetings will adhere to social distancing practices and offer an online alternative. Additional steps that will be taken include: cross-training staff to work as extra fitness floor attendants to monitor patrons and help with cleaning efforts, implementing intermittent cleaning throughout the day with two-hour closures, increasing signage to encourage patrons to disinfect equipment with gym wipes before and after each use, and providing hand sanitizer throughout the facility.

Co-Curricular Requirements

Leadership Education and Development (LEAD)
Staff will gradually return to office (no more than 30% at a time), staggering every two to four weeks, starting in July, with full staff in the office two weeks prior to the start of the fall semester. As LEAD staff transition back to campus, we will develop a flexible work schedule, including days staff will work remotely versus on campus. Workplace and health safety guidelines will be posted throughout the office, and PPE materials will be readily available to promote the health and safety of our staff, students, partners, and guests.

For all LEAD co-curricular programs (One-on-One Leadership Coaching, Teams for Tech, and the Grand Challenges Living Learning Community), all events over 20 participants will be held virtually to limit in-person contact. When in-person meetings or events are held, social distancing rules will be followed, including the use of personal protective equipment.

If food is served during an in-person event, prepackaged food will be served.

Student Unions and Other Community-Gathering Locations

Arts
The Ferst Center for the Arts will reopen for campus and rental events with a reduced capacity to account for social distancing. The auditorium will be reduced to ~120-seat capacity, and the lobby to ~30 individuals (or current GDPH/CDC guidelines). Since the Ferst Center is considered a concert venue we will adhere to any state regulations for the reopening and management of concert venues.

We have a series of professional artist programs planned for the fall. Some of these will be virtual, while others will be in person if possible. We are developing a robust set of guidelines that align with previously established health and safety measures to ensure all aspects of the Ferst Center can operate safely. The timeline for all events will be extended to allow for proper planning and education of rental clients, and to ensure the event is managed to maintain social distancing and the safety of our patrons. Between events, strict cleaning protocols will also be followed.

Backstage, we will impose restrictions on the number of individuals allowed to be present at one time. All hospitality and catering will be via boxed meals, and the Clearcom Headset system will be the preferred communication system before, during, and after events. We will avoid using lavalier
microphones, and load-in and load-out times will be extended to avoid stagehands coming within 6 feet of each other. Dressing rooms will be limited to one person, and the green room will be limited to two people at a time.

For the front of house, we will remove chairs and tables to eliminate opportunities for gathering. Entry and exit to the auditorium will be timed to minimize crowding at doors and will be done through a single doorway to avoid cross-traffic. Signage will be placed throughout the building, and outside, to provide additional guidance to guests. The number of staff in Front of House and Operations who work events will increase, to allow for greater monitoring of social distancing and building safety.

Digital ticketing will be used for all events to allow more effective communication with audiences before and, if necessary, after the event. This will also prevent any physical contact between ticketholders and ushers/box office staff. For both budgetary and safety reasons, we will eliminate the TicketBuzz ticket consignment program.

An addendum to rental contracts will be developed to ensure all clients are aware of these new policies, and to impose the ability to stop any event not adhering to these guidelines.

**Student Resource Centers**

One-on-one student appointments will be held in conference rooms due to the limited space within staff offices. In addition, students, campus colleagues, and guests can request virtual meetings if they are uncomfortable meeting in person.

All the inclusion centers have in-person welcome events for their specific populations. Programs like Women Community Circles, Chats and Dialogues, student organization meetings, and committee meetings can be held in person if social distancing and sanitation guidelines are adhered to. Large-scale events, like the Veterans Day Luncheon, will be reduced, eliminated, or offered virtually. In addition, if food is made available, prepackaged meals and/or snacks may be provided to ensure health and safety guidelines are followed.

Trainings and workshops will be offered to a limited number of participants in a space where safe social distance can be maintained. If this cannot be accomplished, trainings and workshops will be offered virtually.

If events cannot meet guidelines, students will be instructed to revise, postpone, or cancel events.

**Student Centers**

A limited number of patrons will be permitted in designated areas. To promote social distancing, every other piece of furniture will be blocked off, distributed to other appropriate facilities on campus, or moved into storage locations to create space. Increased signage and ground markers for spacing and line management will be used to promote social distancing. Plexiglass will be installed at all front-facing service areas. All points of sale will be contactless/tap technology. Facilities will be disinfected overnight.

Staff will be cross-trained as extra attendants to monitor patrons and help with cleaning efforts. We will also implement intermittent cleaning throughout the day, between meetings, and after events. We will
increase signage to encourage patrons to clean before/after use and provide hand sanitizer throughout the facility. All staff will wear appropriate PPE and maintain social distancing while in the facility.

All events will have an online component. A reservation system will be deployed for event attendance to promote social distancing. Touchless temperature checks will be performed at entry and an acknowledgment of health awareness, absence of symptoms, and adherence to social distancing standards must be made during the reservation process.

All Student Center spaces available for events will follow the workplace and health safety guidelines outlined in this document. Revised capacities for the event spaces have been developed for all spaces in the Student Center portfolio. There is a table for each room that will list the normal capacity pre-Covid-19 for each setup and how the capacity changes in the rooms if spaced out 6 or 12 feet. The creation of these layouts was guided by the CDC event recommendations and Georgia guidelines. The team used social tables, an online tool to diagram event spaces, which allows the user to use correct square footage and furniture size for accurate layouts. The capacities include ample space for AV setups and for a presenter or speaker up front.

Academic Buildings as Community-Gathering Locations

Georgia Tech has several academic buildings with spaces designated for our community to gather. These include but are not limited to Clough Undergraduate Learning Commons, Crosland Tower, Price Gilbert Memorial Library, and the atriums of West Architecture, Klaus Computing, IBB, and Scheller College. During the summer semester, building managers and occupants will be preparing for fall semester. This may include removing furniture; installing sanitation stations; and adding signage regarding traffic flow, capacity recommendations, sanitation, hygiene, or other public awareness information.

During the fall semester, these buildings will be open to the Georgia Tech community following state and USG guidelines. Public areas, study spaces, reading rooms, collaboration and rehearsal rooms, recording studios, and group-study spaces will be reviewed on an individual basis to determine capacity and whether social distancing can be achieved. Some small rooms or spaces may be limited to individual study.
ENROLLMENT MANAGEMENT

Our decision about class delivery could influence student enrollment decisions for both new and continuing students. Unless the pandemic forces Georgia Tech to change our start or end date, it is recommended that we minimize further disruptions and upheavals. We believe student enrollment and degree progression are best supported by minimizing imposed changes to their schedules.

The decision for continuing students to enroll or newly admitted students to matriculate in the fall will depend on a number of factors: the course offerings and availability of open seats, course delivery methods, availability of campus activities and opportunities, housing options, financial considerations, career plans that are conditioned on a graduation date, and the ability of international students to obtain student visas.

The main academic strategies for addressing some of these factors include prioritizing course offerings needed by graduating students, phasing in campus activities as soon as feasible, expanding the delivery options and course schedules to compensate for reduced class sizes due to social distancing, expanding the pool of students, and allowing for flexibility in campus options. We have communicated our current status with respect to Covid-19 and our fall academic plans to all admitted graduate students in an effort to reduce their uncertainty about matriculating. While admission deferrals do not maintain enrollment in the fall, they may help to maintain enrollment in the spring for students who wish to accept our offer of admission but cannot start in the fall. This idea includes creating an innovative GAP semester.

Managing Yield

There is a downward pressure on enrollment due to external factors, so increasing the pool of students helps to mitigate smaller yields on enrollments. We intend to accommodate more transient students, who might choose to stay in Atlanta rather than return to their present institutions. Graduate programs, which typically have far more qualified students applying than there are available positions, are on rolling admissions processes that often extend into the summer. We admitted more students due to the expectation of a lower yield, extended some admissions deadlines to accommodate students’ sudden change in career plans because of uncertainty in the job market, and increased marketing of our graduate programs to our top undergraduates.

For those we have only recently recruited, we need to decide how accommodating we wish to be in terms of deferrals. At this point, Undergraduate Admission has largely maintained existing policy and practice with regard to deferring admission. Downstream implications for enrollment must be considered if we liberally grant deferrals. Also, existing deferral policy will need to be changed.

Financial Implications

Financial considerations affect where a student lives and their ability to continue in their programs. Students who may find it more affordable to live at home would benefit from attending courses online. The ability to receive additional financial assistance, both at the undergraduate and graduate levels, through the CARES Act and the Emergency Funds will help many students. Graduate students who are funded as GRAs or GTAs are at risk of being unable to continue in their degree programs if state funds for instruction are decreased or if sponsored funds from either federal or private organizations decrease in level.
International Students
A positive outcome of having online options is that it will help our international students who cannot travel to Atlanta stay enrolled with Georgia Tech. In addition, other students who may be considering not re-enrolling in the fall due to safety or financial concerns, might find the online alternative desirable. Despite our best plans and efforts, some students may still decide not to enroll.

At the graduate level, newly admitted international students who cannot obtain visas are offered a number of options. Students may defer their admission up to one year; this is an existing practice. Thirteen of our master’s programs offer online or distance learning options, so students who are admitted to the Atlanta campus in these fields are offered the option of starting their program of study in the online program and then transferring to the Atlanta campus for a future semester. The third option for some students is to start their programs at one of our international campuses. Specifically, students in the field of electrical and computer engineering who are Chinese or can obtain a Chinese visa can start their program at the Georgia Tech-Shenzhen campus, and students in the fields of ECE, mechanical engineering, aerospace engineering, and computer science who are French or can obtain a French visa can start their programs at the Georgia Tech-Lorraine campus.

We are tracking the number of confirmed new students (those who have paid a deposit) on a weekly basis, and we are comparing these numbers with the same time last year. While our current numbers of confirmed students are comparable to those last year, we will continue to track on a weekly basis in case students change their plans or cannot obtain visas.

Recruitment Activities
In terms of recruitment activities that would normally occur in the fall, many of the techniques and resources we have launched prior to or during the stay-in-place order can and will be sustained into the fall.

- Our interest in recruiting more under-resourced students led us to create online information sessions and virtual tours, and we intend to sustain these going forward, barring a precipitous loss of staff and/or related resources.
- Undergraduate recruitment usually also includes college fairs and high school visits; however, since large college fairs have never generated much enrollment, and we must now consider related exposure concerns, Undergraduate Admission will curtail the majority of such activity. There will be virtual exceptions such as the Peach State Tour, which is already being morphed into an online experience, and we will continue to work with Georgia State University and the University of Georgia to take our recruitment effort to students throughout Georgia.
- Many high schools are already advising us that our recruiters will not be permitted on their campuses until safety concerns subside. Where possible, we will instead focus more resources on digital recruitment materials and marketing campaigns.

Similarly, at the graduate level, we usually participate in recruiting fairs, and we host visiting cohorts of students from some targeted university programs. In all cases, we will place more emphasis on virtual visits and information sessions and will begin phasing in the cohort visits as the conditions for on-campus activities improve.
Admissions Processes
Work associated with processing applications can largely be conducted virtually. We can continue to employ practices already in use but prefer to have some Admission staff on campus as much as possible. To control for distancing, we will stagger work schedules and potentially sustain some teleworking.

Admission requirements such as standardized testing requirements need to be addressed as soon as possible because recruitment for Summer and Fall 2021 will begin very soon. For undergrads, a proposal has been submitted to USG to mitigate the requirement of a test score even though ACT and College Board suspended testing at a critical time. Language proficiency assessment alternatives have been approved, and graduate students will be able to utilize the Language Institute.

We will be tracking applications compared to last year to see if trends develop.

Registration
The process for registration is fully online. Requests for permits are currently being handled virtually. Once campus reopens, students may opt to visit the Registrar’s Office. Like many service offices on campus, entry to buildings and rooms will need to be monitored. Akin to retailers’ approach, students may need to line up outside of buildings and far enough apart from one another as social distancing rules dictate. Registration deadlines are currently being adhered to but, if necessary, changes can and will be made.

Orientation
Undergraduate orientation plans will be addressed in the section on Student Life. For graduate student orientation, the following plans are being made:

- Institute-Level Graduate Orientation – we are preparing to deliver online if need be.
- Program-Level Orientation – we are awaiting guidance on this; these sessions could be held online, but we would need to determine alternatives for lab training and TA training that coincides with some program-level orientation sessions.
- Grad Expo – we are looking into online solutions for this now; it seems unlikely that we could have 2,000+ people in Clough for this at once; waiting on updates to determine.
- Grad Convocation – Institute Communications and the President’s Office will make the decision on this event and T-night.
- Grad Group Leader Training for GT6000 – this will be conducted online in July.

Financial Aid/Support for Students With Significant Financial Challenges
The Student Life Emergency Relief Fund has been used to help mitigate, where possible, immediate financial challenges facing our students. The CARES funding is scheduled to be expended/depleted by August and will not be available to help with fall semester enrollment costs. Once existing resources are depleted, the Office of Scholarships and Financial Aid will do its best to assist students in applying for federal and state aid, as well as loans. But if the collective need of our students increases while available funding remains flat — or decreases — then we should anticipate a decrease in either/both the number that will be able to enroll, or the hours attempted.
ATHLETICS

The Georgia Tech Athletic Association (GTAA) has created two working groups to plan for Athletics’ return to competitive operations for Fall 2020. The two working groups are:

1. Working Group for Student-Athlete and Staff Return to Training Activities.

Specific Working Group recommendations will be aligned with guidance from the USG, the governor’s Covid-19 task force, and the GDPH, as well as national and local public health authorities. Further recommendations will be given from the NCAA and Atlantic Coast Conference (ACC). Most of the competition athletic teams require person-to-person interaction that necessarily negates social distancing. Institutions will work with the USG and their institutional affiliate organizations to determine how/if the competition athletic programs will resume in Fall 2020.

Guiding Principles for Student-Athletes Return to Fall 2020

The health and safety of student-athletes and staff is the primary concern in returning to training activities as allowed. The return to campus for Fall 2020 will follow the guidance from the NCAA, ACC, USG, and national, state, and local health authorities including the GDPH. Mitigation strategies to reduce the risk of contracting Covid-19 and spreading the coronavirus will be utilized. These strategies will include education, personal hygiene practices, screenings, testing, monitoring, sanitation, and social distancing. Open dialogue and frequent communication with student-athletes and stakeholders will be critical to the success of GTAA’s plans for the safe return of students to campus for Fall 2020.

Financial Implications

The Georgia Tech Athletic Association has initiated financial modeling to better understand the impact of the Covid-19 environment. Reductions in ticket and annual giving revenue are expected as the Covid-19 situation will affect patrons’ desire to attend large gatherings. Reductions can also be expected as the result of limited venue capacity for spectators due to strict social distancing guidelines — or to no spectators in attendance.

The GTAA is also modeling reductions to FY21 expenses to mitigate the reduction in revenue. Current modeling suggests that even with mitigation strategies, FY21 will result in a financial loss. The following table models the FY21 financial impact with 5 scenarios:

- Scenario #1 assumes near normal operations (best case scenario).
- Scenario #2 assumes football played with strict social distancing and reduced stadium capacity.
- Scenario #3 assumes football played with no spectators.
- Scenario #4 assumes no football games played in FY21.
- Scenario #5 assumes no athletic contests played in FY21.

Initial Return of Athletes to Campus

The GTAA will follow guidance from the NCAA and ACC, as well as the USG and Institute leadership, regarding the initial return of student-athletes to campus. The return of athletes to campus to begin training activities is being governed by NCAA rules, which provide the structure for teams to commence practices for Fall 2020. Football, Volleyball, and Men’s and Women’s Cross Country will return prior to
Fall 2020 classes for preseason practice. The remaining NCAA sports will return to campus when Fall 2020 classes begin on August 18. There will be a gradual increase of GTAA coaches and staff back to campus to support training and practice activities as student-athletes return.

Tentative breakdown of GTAA sports return to activities:

<table>
<thead>
<tr>
<th>Sport</th>
<th>Tentative Date to Begin Practice Activities</th>
<th>Number of Participants</th>
</tr>
</thead>
<tbody>
<tr>
<td>Football</td>
<td>7/20/2020</td>
<td>125</td>
</tr>
<tr>
<td>Volleyball</td>
<td>7/20/2020</td>
<td>18</td>
</tr>
<tr>
<td>Men’s Cross Country</td>
<td>8/11/2020</td>
<td>28</td>
</tr>
<tr>
<td>Women’s Cross Country</td>
<td>8/11/2020</td>
<td>22</td>
</tr>
<tr>
<td>Men’s Golf</td>
<td>8/18/2020</td>
<td>12</td>
</tr>
<tr>
<td>Men’s Swimming and Diving</td>
<td>9/4/2020</td>
<td>30</td>
</tr>
<tr>
<td>Women’s Swimming and Diving</td>
<td>9/4/2020</td>
<td>28</td>
</tr>
<tr>
<td>Men’s Tennis</td>
<td>9/10/2020</td>
<td>11</td>
</tr>
<tr>
<td>Women’s Tennis</td>
<td>9/10/2020</td>
<td>10</td>
</tr>
<tr>
<td>Softball</td>
<td>9/12/2020</td>
<td>25</td>
</tr>
<tr>
<td>Men’s Basketball</td>
<td>9/23/2020</td>
<td>15</td>
</tr>
<tr>
<td>Women’s Basketball</td>
<td>9/23/2020</td>
<td>12</td>
</tr>
<tr>
<td>Baseball</td>
<td>10/1/2020</td>
<td>38</td>
</tr>
<tr>
<td>Men’s Track &amp; Field</td>
<td>10/22/2020</td>
<td>45</td>
</tr>
<tr>
<td>Women’s Track &amp; Field</td>
<td>10/22/2020</td>
<td>45</td>
</tr>
</tbody>
</table>

Health and Safety Protocols for Student-Athlete Return to Practice Activities:

1. Student-athletes will be encouraged to follow a 14-day period of self-isolation prior to their return to campus.
2. Student-athletes will be required to complete a health questionnaire prior to return.
3. Georgia Tech Sports Medicine staff will conduct phone interviews with student-athletes prior to their return to campus.
4. Continuous education regarding mitigation priorities will include:
   a. Screening
   b. Hygiene and hand sanitizer use
   c. Social distancing
   d. Face coverings
   e. Assigned training groups
   f. Designated ingress and egress points
5. Pre-participation physical exams will be conducted on new student-athletes (including cardiac testing with echocardiogram/EKG, laboratory testing with sickle cell trait test).
6. Physical exams will be conducted on returning student-athletes.
7. Covid-19 testing and Covid-19 antibody testing will be available for all student-athletes returning for preseason practice, student-workers, and staff. (This practice will remain flexible as recommendations, testing types, and procedures may change.)
8. Daily temperature checks will be conducted by Georgia Tech Sports Medicine staff on student-athletes prior to practice activities.
9. Isolation/quarantine for student-athletes who exhibit symptoms will occur according to Stamps Health Services and Housing and Residence Life protocols, with medical support from Georgia Tech Sports Medicine, which will include referral for Covid-19 testing.
10. Contact tracing for any student-athlete who tests positive for Covid-19 will be referred to the GDPH and Stamps Health Services, supported by Georgia Tech Sports Medicine to ensure rapid response.
11. Activities will be allowed in all GTAA training facilities.
12. Hand-sanitizing stations will be available at all workout stations and facilities.
13. All weight equipment will be cleaned after each individual use.
14. All sport-specific equipment (balls, blocking/shield pads, etc.) will be cleaned after each workout session, per CDC recommendations.
15. All other team gatherings outside of field or court practice will follow health and safety guidelines including social distancing.

**Health and Safety Protocols for Staff:**
1. Employees must self-monitor prior to reporting to work. A questionnaire is to be provided to assist with daily self-monitoring.
2. Staff will be required to self-perform a temperature check upon arrival at work.
3. If above 100.4°F, staff must leave the premises, report their condition to their supervisor, and contact their primary care provider.
4. Staff members are required to wear face coverings (supplied by GTAA) in all spaces where social distancing may not always be possible.
5. Staff must adhere to strict social distancing.
6. Staff will sanitize office spaces and high-use surfaces at the end of each day, in addition to daily cleaning by ASI.
7. GTAA will take appropriate steps to ensure employees’ personal safety while at the workplace. Vulnerable employees should report to their supervisor if they are uncomfortable or anxious about working conditions.
8. Workspaces will be adjusted to promote social distancing.
9. PPE will be supplied for Sports Medicine staff.
10. No visitors will be allowed in training areas.

**Practice Scenarios**
Practice will vary by sport depending on the degree of person-to-person contact and Covid-19 risks involved.

<table>
<thead>
<tr>
<th>Sport</th>
<th>Person-to-Person Contact/Risk During Practice</th>
</tr>
</thead>
<tbody>
<tr>
<td>Football</td>
<td>High</td>
</tr>
<tr>
<td>Volleyball</td>
<td>High</td>
</tr>
<tr>
<td>Men’s Cross Country</td>
<td>Low</td>
</tr>
<tr>
<td>Women’s Cross Country</td>
<td>Low</td>
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</tbody>
</table>
Georgia Tech Sports Medicine will oversee all workouts and will follow contemporaneous mitigation strategies and best practices from the CDC, GDPH, and the NCAA Covid-19 Task Force. Mitigation strategies are to include:

1. Frequent Covid-19 testing for all student-athletes, student workers, and staff. The testing protocol is to remain flexible as recommendations, testing types, and procedures may change. Currently, GTAA is reviewing several testing options including on-campus testing and third-party testing (Emory, Piedmont, etc.).
2. Daily temperature checks by Georgia Tech Sports Medicine staff for student-athletes prior to practice activities.
3. Isolation/quarantine for student-athletes who exhibit symptoms, occurring according to Stamps Health Services and Housing and Residence Life protocols, with medical support from Georgia Tech Sports Medicine, which will include referral for Covid-19 testing.
4. Contact tracing for any student-athlete who tests positive for Covid-19. These cases will be referred to the GDPH and Stamps Health Services and supported by Georgia Tech Sports Medicine to ensure rapid response.
5. Social distancing by coaches and student-athletes whenever possible during practice activities.
6. Face coverings to be worn in spaces where social distancing may not always be possible.
7. Hand-sanitizing stations at each workout station and facility.
8. Cleaning all weight equipment after each individual use.
9. Cleaning of all sport-specific equipment (balls, blocking/shield pads, any shared equipment, etc.) after each workout session, per CDC recommendations.

### Georgia Tech Sports Medicine

<table>
<thead>
<tr>
<th>Sport</th>
<th>Risk Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Men’s Golf</td>
<td>Low</td>
</tr>
<tr>
<td>Men’s Swimming and Diving</td>
<td>Medium</td>
</tr>
<tr>
<td>Women’s Swimming and Diving</td>
<td>Medium</td>
</tr>
<tr>
<td>Men’s Tennis</td>
<td>Low</td>
</tr>
<tr>
<td>Women’s Tennis</td>
<td>Low</td>
</tr>
<tr>
<td>Softball</td>
<td>Medium</td>
</tr>
<tr>
<td>Men’s Basketball</td>
<td>High</td>
</tr>
<tr>
<td>Women’s Basketball</td>
<td>High</td>
</tr>
<tr>
<td>Baseball</td>
<td>Medium</td>
</tr>
<tr>
<td>Men’s Track and Field</td>
<td>Low</td>
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<tr>
<td>Women’s Track and Field</td>
<td>Low</td>
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</tbody>
</table>

### Competition Activities With or Without Spectators

The GTAA has been actively planning for three scenarios for competitions held at on-campus venues:

**Scenario 1:** Competitions with no spectators.
**Scenario 2:** Competitions with reduced capacity/seating and strict social distancing.
**Scenario 3:** Competition with no capacity limitations.
For Scenario 1: Competitions with no spectators
The GTAA will follow guidance from the CDC, GDPH, and the governor’s Covid-19 task force on decisions regarding large gatherings and event operations. The GTAA is fully prepared to move forward with home competitions with no spectators if state and local health officials recommend that action. Only the teams, required coaching staff, and game officials would be allowed in the playing and locker room areas. Operations would be reduced significantly with no spectators; however, staff would still be required for Game Operations, Video Broadcast Operations, Media Operations, and Security. Mitigation strategies for Scenario 1:

**Game Operations**
- Covid-19 protocol education and training will be provided for gameday staff.
- Staff will be screened upon entry.
- Staff in player-facing areas will be required to wear face coverings.
- All gameday staff will be required to wear face coverings where social distancing is not always possible.
- Third-party vendors must follow GDPH, USG, and GTAA protocols.
- Hand-sanitizing stations will be added to all locker rooms (i.e. home, visiting, officials).
- Lockers will be spaced according to CDC/public health guidelines.
- Locker room access will be restricted to players and team staff only.
- All video/TV broadcasting staff and media must adhere to strict social distancing guidelines, remaining a minimum of 6 feet away from players, coaches, and officials.
- All TV broadcasts will follow ACC Network, ESPN, and affiliate protocols.
- Postgame interviews will be conducted in a controlled environment with social distancing.
- Field access will be limited to players, coaches, sport staff, and officials. Broadcast media will be allowed sideline access but not allowed in player spaces.

For Scenario 2: Competitions with reduced capacity and strict social distancing
The GTAA is investigating several modifications to gameday operations with reduced capacity. A comprehensive communications plan will be implemented to be transparent with fans regarding modified operations and Covid-19 mitigation strategies. The plan will be critical if Georgia Tech athletic venues open during Fall 2020 with a reduced capacity to assist with social distancing.

The GTAA is also planning for a scenario that would allow Georgia Tech students only (i.e., with no other spectators) to attend home competitions if students return to campus for Fall 2020 classes. The rationale for this student-only scenario is that students will already be on campus practicing social distancing as they engage in various activities. The student-only scenario would also mitigate the risk of the spread of Covid-19 from visitors to campus.

In addition to the strategies listed for Scenario 1, potential mitigation strategies for Scenario 2 could include:

**Parking and Tailgating**
- Increasing the number of handwashing and sanitization stations.
- Adding gameday attendants to service units.
• Adding signage with the current CDC recommendations.
• Providing mobile-only parking permits.
• Scanning passes through windshields.
• Mask-wearing by all parking lot attendants and shuttle drivers.
• Wiping down parking shuttles after every use.
• Following CDC guidelines for tailgating policies.
• Eliminating large-scale tailgates.

Stadium Ingress/Ticketing
• Adding a set number of pedestal scanners that allow patrons to scan their own ticket without having to interact with staff.
• Replacing handheld metal detectors with magnetometers, allowing for social distancing.
• Spreading out queuing lines to allow for social distancing while waiting in line. All lines would have markings on the ground designating a 6-foot separation.
• Enforcing a bag-less policy at the entrance to Bobby Dodd Stadium (with the exception of medical bags, a 1-gallon Ziploc bag).
• Opening gates two hours prior to kickoff, instead of 90 minutes.
• Encouraging spectators to wear face coverings in spaces where social distancing is difficult to maintain.
• Reducing seating capacity for all venues to assist with social distancing for spectators (e.g., capacity for Bobby Dodd Stadium could be reduced from 55,000 to 8,300). GTAA has not made a decision regarding temperature screening of spectators, and is awaiting guidance from CDC, GDPH, and the governor’s Covid-19 task force on best practices for large gatherings.

In-Stadium Experience
• Develop a contactless way to distribute giveaway items to the student body.
• In-game recognitions will be moved off the field to a location TBD.
• Limit the number of staff allowed on-field and eliminate fan access to the field.
• Provide Covid-19 protocol education and training for gameday staff.
• Screen staff upon entry.
• Staff in spectator and player-facing areas will be required to wear face coverings.
• Third-party vendors must follow GDPH, USG, and GTAA protocols.
• All elevators will be limited in capacity.
• GTAA will no longer sell single-game stinger seats.
• Hand sanitizer pumps will be added to every restroom and elevator landing.
• Mobile hand sanitizer units will be placed along each concourse.
• Increase the number of restroom attendants for frequent cleaning.
• Doors will be propped open where applicable to eliminate touching of surfaces.
• Add interior and exterior Covid-19 medical response stations for fans needing additional screening or care.
• Have a limited number of single-use masks available for fans at the first-aid stations.
• Staff will all receive Covid-19-specific situational and sensitivity training.
Food, Beverage, and Retail

- Concession stands will be outfitted with plastic shields at all registers.
- Reduce cash transactions for concessions and retail point-of-sale.
- Eliminate condiment stations and provide packets as requested.
- Fans will be allowed to bring in one sealed bottle of water, or two (if under a heat advisory per the National Weather Service), into the stadium.
- Public water distributors will be eliminated, but touchless bottle filler stations will continue to operate.
- Concession vendors will comply with CDC, GDPH, and Georgia Food Safety Division regulations for the safe preparation and distribution of food and beverages.

Premium Seating

- Recommend the club entrance expand the entry doors.
- Fans will have pedestal scanners to scan tickets.
- Line queuing will have social distancing markers and signage.
- Currently, there will not be a food buffet, only prepackaged meals.
- Eliminate drink tickets in club.
- Add sanitization items to each suite and premium area.
- Eliminate suite guest passes.

For Scenario 3: Competition with no capacity limitations

GTAA will resume normal gameday operations with slight modifications. Scenario 3 modifications could include:

- Mobile-only parking permits.
- Parking shuttles wiped down after every use.
- Adding a set number of pedestal scanners that will allow patrons to scan their own ticket without having to interact with staff.
- Magnetometers to replace handheld metal detectors.
- Hand-sanitizer pumps added to every restroom and elevator landing.
- An increase in the number of restroom attendants for frequent cleaning.
- All staff will receive Covid-19-specific situational and sensitivity training.
- Reduction of cash transactions at all concessions and retail points-of-sale.

Travel Arrangements for Teams

The GTAA is currently working on plans to mitigate exposure to Covid-19 during travel for competitions away from campus. Potential mitigation strategies include:

- Following best practices and travel guidelines from the CDC, GDPH, and USG.
- Ensuring the use of team hotels/lodging properties that follow CDC cleaning protocols.
- Scheduling regional competitions as much as possible.
- Utilizing bus transportation for trips of reasonable mileage.
- Utilizing charter flights if financially possible.
- Limiting commercial air transportation.
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- Reducing travel squad numbers for regular season competitions and postseason tournaments.
- Adjusting conference and non-conference schedules.
- Conducting temperature checks and Covid-19 screening for student-athletes and coaches by Georgia Tech Sports Medicine staff prior to any travel and upon return to campus.
COMMUNICATION

Brand Statement
As the Georgia Tech community prepares to phase in a return to in-person teaching, learning, and working, the Institute will provide fact- and science-based guidelines; best practices; and regular, transparent communication to our constituents every step of the way.

Background and Objectives
Georgia Tech, like other colleges and universities, must plan for an eventual return to standard campus operations. In doing so, Tech will adhere to USG policies while also making certain that our students, faculty, staff, parents, and alumni have a clear understanding of the reasoning behind each decision that is made and implemented — and a clear understanding of their role in making it all work. Most people physically returning to campus will likely feel some level of apprehension. This is uncharted territory. Georgia Tech can be trusted to make sound decisions. And clear, empathetic communication will not only inform, but also foster a sense of shared purpose and help allay fears. It must also be flexible and responsive as the situation continues to evolve. All of this will be done under the Tech Moving Forward umbrella of communications to help all our stakeholders receive information through a simple and consistent framework that is clearly identifiable.

Target Audiences

<table>
<thead>
<tr>
<th>Campus Community</th>
<th>Enrollment Audiences</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Campus Leaders</td>
<td>• Prospective First-Year Students, Parents, and Families</td>
</tr>
<tr>
<td>o Governance Groups</td>
<td>• Prospective Transfer Students, Parents, and Families</td>
</tr>
<tr>
<td>• Faculty</td>
<td>• Prospective Graduate and Professional Students</td>
</tr>
<tr>
<td>• Staff (including students)</td>
<td>• High School Counselors</td>
</tr>
<tr>
<td>o Graduate Assistants</td>
<td>• Prospective Faculty</td>
</tr>
<tr>
<td>• Current Students</td>
<td>• Dual-Enrollment Students</td>
</tr>
<tr>
<td>o Undergraduate</td>
<td></td>
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<tr>
<td>o Graduate</td>
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<tr>
<td>o Dual-Enrollment Students</td>
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<td>• Postdoctoral Fellows</td>
<td></td>
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<tr>
<td>• Current Parents and Families</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Wider Georgia Tech Community</th>
<th>External Audiences</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Alumni</td>
<td>• Media</td>
</tr>
<tr>
<td>• Advisory Boards and Committees</td>
<td>• Athletics Audiences</td>
</tr>
<tr>
<td>• Donors and Foundations</td>
<td>o General Athletics Fan Base</td>
</tr>
<tr>
<td>o Corporations</td>
<td>o Corporate Partners</td>
</tr>
<tr>
<td>o Season Ticket Holders, Athletics Donors</td>
<td>o Season Ticket Holders</td>
</tr>
<tr>
<td>• Local Leaders/Government Officials</td>
<td>• Higher Education Community</td>
</tr>
<tr>
<td>o Local Nonprofit Organizations</td>
<td></td>
</tr>
</tbody>
</table>
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Tone
Balanced, informative, warm, compassionate (without sounding saccharine, or otherwise toxically positive), and focused on one goal: safety.

Guiding Principles
- Be transparent.
- Always explain “the why.”
- Communicate consistently and as often as possible.
- Provide mechanisms for two-way communications.

Primary Messages
- Relying on expertise and guidance from the Governor’s Covid-19 Task Force, the GDPH, and the CDC, Georgia Tech is planning a return to regular operations that prioritizes — above all else — the health and safety of students, faculty, and staff.
- In order to succeed, we must work together as a community with a singular, shared purpose. We have an obligation to ourselves and to each other to follow the recommended guidelines. We are in this together.
- As a leading STEM university, Georgia Tech is committed to improving the human condition. You can rely on our experts to help you understand why we’re doing what we’re doing and understand the facts and reasoning behind each guideline as it is introduced and implemented.

Channels
Continue Tech Moving Forward Campaign:
- A consistent visual identity across the campaign.
- Website, Responding to Covid-19, linking to Helping Stories
- Infographics
- Signage (including digital signage), especially in high-traffic areas and high-use buildings; Facilities, Capital Planning and Space Management (CPSM), and building managers will work with Institute Communications to develop signage and other means to encourage efficient flow of persons, (one-way lanes, queueing hash marks, etc.)
- Web-based campus guidelines reminding the campus of the current hygiene and safety protocols in place at any given time during this process.
- Short videos, blogs, and interviews featuring Georgia Tech experts who will explain the science and personalize the message.
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- Social media.
- Leadership cascades.
- Regular emails to campus from President Cabrera and Institute leadership.
- Town Halls
  - Students
  - Parents
  - Staff
  - Faculty
  - Researchers
- Audience-specific e-newsletters (faculty, research, parents)
- Toolkits
  - Students
    - Housing residents
    - Off-campus clubs and residences
  - Staff and Managers
  - Faculty
  - Researchers

Fall Timeline & Content Plan

<table>
<thead>
<tr>
<th>Content Topic</th>
<th>Audience</th>
<th>Timeline</th>
<th>Content Owner</th>
<th>Critical Points</th>
<th>Method of Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>Workplace and Health Safety/</td>
<td>Campus Community</td>
<td>Ongoing (see detailed</td>
<td>Administration and Finance</td>
<td>Relying on expertise and guidance from the Governor’s Covid-19 Task Force, the GDPH, and the CDC, Georgia Tech is planning a return to regular operations that prioritizes — above all else — the health and safety of students, faculty, and staff.</td>
<td>Email updates</td>
</tr>
<tr>
<td>Campus Operations</td>
<td></td>
<td>campaign timeline)</td>
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<td>Campus guidelines</td>
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<td>Webpage</td>
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<td>Leadership cascades</td>
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<td>Signage (physical and</td>
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<td>digital)</td>
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<td>Video messages</td>
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<td>Town halls</td>
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</tbody>
</table>

In order to succeed, we must work together as a community with a singular, shared purpose. We have...
<table>
<thead>
<tr>
<th>Instruction</th>
<th>Campus Community</th>
<th>Enrollment Audiences</th>
<th>Academics/Provost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Begin as early as decisions are made (June)</td>
<td>Relying on expertise and guidance from the Governor’s Covid-19 Task Force, the GDPH, and the CDC, Georgia Tech is planning a return to regular operations that prioritizes — above all else — the health and safety of students, faculty, and staff.</td>
<td>We support student academic progression and quality of instruction.</td>
<td>Email Faculty newsletters Webpage Student groups Campus guidelines Social media Signage Video messages Town halls</td>
</tr>
</tbody>
</table>

We are committed to healthy and vibrant learning environments that support holistic learning and personal growth.
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<table>
<thead>
<tr>
<th>Research</th>
<th>Campus Community</th>
<th>Wider Tech Community</th>
<th>External Audiences</th>
<th>Beginning in May; ongoing</th>
<th>Research team/EVPR</th>
<th>Relying on expertise and guidance from the Governor’s Covid-19 Task Force, the GDPH, and the CDC, Georgia Tech is planning a return to regular operations that prioritizes — above all else — the health and safety of students, faculty, and staff. Reactivate our research enterprise, especially sponsored research that is self-funding and contributes to supporting our infrastructure and reputation. Embrace our power as agents of change for the public good and concentrate our research and learning efforts on identifying and solving the most critical and complex problems of our time, locally and globally.</th>
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<tbody>
<tr>
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<td></td>
<td>Email Faculty newsletters Webpage Campus guidelines Graduate students Signage Video messages Town halls News media Social media</td>
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</table>
## Georgia Tech Fall 2020 Return to Campus Plan

*Last Edited: 7/6/20*

<table>
<thead>
<tr>
<th>Public Service and Outreach</th>
<th>Campus Community</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>Wider Tech Community</td>
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<td></td>
<td>External Audiences</td>
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<tr>
<td></td>
<td>Event Attendees</td>
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<td></td>
<td>Broad Group of Units with Varying Missions (client sectors identified by Public Outreach Working Group)</td>
</tr>
<tr>
<td>Begin upon approval of plan</td>
<td>Public Outreach Working Group (led by Karen Fite and Lizzanne DeStefano)</td>
</tr>
</tbody>
</table>

Embrace our power as agents of change for the public good and concentrate our research and learning efforts on identifying and solving the most critical and complex problems of our time, locally and globally.

Champion our leadership position as an engine of innovation and entrepreneurship, and collaborate with other public and private actors to create economic opportunity and position Atlanta and Georgia as examples of inclusive innovation.

Relevant messaging from each unit’s comprehensive plan

Additional safety measures for external events

<table>
<thead>
<tr>
<th>Email updates</th>
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<tbody>
<tr>
<td>Campus guidelines</td>
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<tr>
<td>Webpage</td>
</tr>
<tr>
<td>Leadership cascades</td>
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<tr>
<td>Signage (physical and digital)</td>
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<tr>
<td>Student Life</td>
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<tr>
<td>Enrollment Management</td>
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<td>Athletics</td>
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<tr>
<td>Fiscal Impact</td>
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</table>
innovation and entrepreneurship, and collaborate with other public and private actors to create economic opportunity and position Atlanta and Georgia as examples of inclusive innovation.

As we continue to experience challenging times, Covid-19 has had a significant impact on the state’s economy. We are working with the USG and state budget office to make strategic choices in the best interest of serving students.

As part of the Tech Moving Forward campaign, we’ve built a framework of consistent emails, virtual town halls, and video message communications timed every three to four weeks throughout summer and early fall. It is a draft based on topics that we believe will have the most interest. As we have more visibility to relevant subject matter, we will add messages and continue to build plans for October through the close of the fall semester.
<table>
<thead>
<tr>
<th>Date</th>
<th>Topics</th>
<th>Medium</th>
<th>Leadership Participants</th>
<th>Primary Audience</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week of May 18</td>
<td>Avoiding the COVID Blues/Staying Inclusive as We Work Remotely</td>
<td>Virtual Town Hall (VTH) - A&amp;F</td>
<td>A&amp;F, Counseling, IDEI</td>
<td>A&amp;F Staff</td>
</tr>
<tr>
<td></td>
<td>Ramp-Up Message</td>
<td>Email</td>
<td>Covid-19 Response Task Force</td>
<td>All Staff and Faculty</td>
</tr>
<tr>
<td></td>
<td>Tech Moving Forward: Research</td>
<td>VTH</td>
<td>Abdallah, Jones</td>
<td>Faculty</td>
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<tr>
<td>Week of May 25</td>
<td>Tech Moving Forward Weekly</td>
<td>Email</td>
<td>Covid-19 Response Task Force</td>
<td>All Staff and Faculty</td>
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<td></td>
<td>Returning to Campus (Phase I Recovery)</td>
<td>Video</td>
<td>Cabrera, Fox, Abdallah, Bras</td>
<td>All</td>
</tr>
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<td>Protecting Yourself When Returning to Campus</td>
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# Georgia Tech Fall 2020 Return to Campus Plan

_Last Edited: 7/6/20_

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<thead>
<tr>
<th>June 9-10</th>
<th>BOR meeting?</th>
<th>Budget Outlook</th>
<th>VTH</th>
<th>Cabrera, Fox</th>
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<tr>
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<td>Focus on State Legislature; Update on Budget</td>
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<td>Tech Moving Forward: Housing and Dining</td>
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<td>Classes start Aug. 17</td>
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FISCAL IMPACT

Planning Assumptions

- State revenues assume a 14% decline (all scenarios).
- Current projections show that enrollment will continue to be strong in Fall 2020; therefore, the high tuition estimate below uses the pre-Covid-19 revenue estimate. The low tuition estimate is equal to the amended fiscal 2020 budget.
- Indirect Cost Recoveries assumes pre-Covid-19 projections, while the low projection assumes a 5% reduction.
- Sponsored – RI Extramural revenue assumes pre-Covid-19 projections.
- A portion of residential students will self-select to take advantage of remote offerings instead of being in person; therefore, we project a 10% reduction in some fee revenues. This is demonstrated by the reduction in Housing, Other Auxiliaries, Athletics, and Student Activity Fees. There will be no change to the Institute Support fees since the Technology and Special Institutional fees are charged to all students.
- Housing revenue is adjusted for one dorm held open for future quarantine needs and double/triple beds going offline. Other Auxiliary revenue includes the impact to Dining.

<table>
<thead>
<tr>
<th>REVENUE - Scenario 1</th>
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<td>FY20 Amended</td>
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<td>State Revenue</td>
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<td>Institute Student Fee</td>
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<td>Indirect Cost Recoveries - RI</td>
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<td>Sponsored – RI Extramural</td>
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<td>Housing</td>
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<td>Other Auxiliary</td>
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<td>Athletic Fee</td>
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<td>Student Activity Fee</td>
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<td>Total Revenue</td>
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Expense Projections

Each scenario brings similar challenges to the expense side. To protect the health of our students, faculty, and staff, investments will need to be made beginning in June, and the campus will need to be prepared for in-person instruction at some point in the fall. The same infrastructure adjustments and operating expenses will be incurred.

Additional expenses include:

- Purchase of sufficient PPE for faculty, staff, and students including 6.8 million gloves, 188,000 surgical masks, and 28,000 cloth masks for research. We have already ordered more than 106,000 face coverings and will continue to order more as needed.
- Marketing materials promoting safe practices and policies such as educational signage, window clings, videos, and other awareness items.
- Facilities costs for outfitting spaces with 1,400 plexiglass and other barriers, rearranging existing infrastructure configurations, increasing cleaning protocols, and conducting more regular deep and touch-point cleaning.
Housing and Dining will incur increased costs through serving fewer people at a given time to promote social distancing, and staffing one housing unit with health professionals to serve students needing to be quarantined.

Additional costs associated with administering contact tracing and tracking, including the creation and maintenance of an online app.

The table below demonstrates the anticipated expenditures for FY2021:

<table>
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<th>Unit/Function</th>
<th>FY2021 Expense</th>
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<td>Campus Services</td>
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<tr>
<td>Support to DPH Contact Tracing</td>
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<tr>
<td>Environmental Health (includes research)</td>
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<td>Facilities</td>
<td>7,606,000</td>
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<tr>
<td>Housing - Health Professional</td>
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<tr>
<td>Marketing/Communications</td>
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<tr>
<td><strong>Total</strong></td>
<td><strong>$13,952,600</strong></td>
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