

Georgia Tech Initial Return to Campus Plan

In anticipation of a resumption of in-person instruction in August 2020, the Georgia Institute of Technology will begin to bring faculty and staff in select areas back to campus in the near future. A separate plan will be produced for the planned August 2020 resumption of in-person instruction. As the public health situation in Georgia evolves and additional guidance becomes available, Georgia Tech will remain flexible and will adjust its plans as necessary.

As requested in the April 24 guidance from University System of Georgia (USG), “Faculty and Staff Initial Return to Campus Planning Document,” Georgia Tech has developed a plan for initially returning employees to work.

In response to the specific questions regarding Georgia Tech’s ability to implement the Workplace and Health Safety guidance, we confirm that:

1. Georgia Tech can implement all the Workplace and Health Safety guidance provided in the April 24 document.
2. Georgia Tech has adequate stock or can procure sufficient materials and equipment to implement all the Workplace and Health Safety guidance provided in the April 24 document.

SECTION I – GUIDING PRINCIPLES

Georgia Tech’s initial return-to-campus plan is a phased approach that prioritizes employee health and safety while providing for the delivery of critical services and preparing for the resumption of in-person campus-based instruction in August 2020.

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 that we make and communicate 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

SECTION II – INITIAL RETURN-TO-CAMPUS PLAN

Georgia Tech has identified six categories of campus-based operations and services that will either be continued, enhanced, or resumed prior to the start of in-person instruction in August 2020. The first category outlines ongoing activities related to support for on-campus students that will need to be continued throughout the summer. The second category outlines the broadening of research activities from the current “essential” research to a phased return of all sponsored (essential and nonessential) research activity. The third category includes all the operations and services that will need to be conducted in order to prepare for the start of in-person instruction in August 2020. The final three categories include operations and services that might be resumed during the summer pending additional guidance from the USG, public health authorities, and the National Collegiate Athletic Associate (NCAA): resumption of in-person non-credit classes through Georgia Tech Professional

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Education; resumption of summer camps and other community events; and resumption of student-athlete training and team activities.

1. Support for On-Campus Students

There are currently a limited number of students who have remained on campus during the COVID-19 outbreak and have been utilizing services such as housing, dining, health services, transportation, and the Student Center. Students have been permitted to continue to live in campus housing if they were unable to return home or lacked suitable living arrangements. Dining services has offered remote meal delivery, and health services has offered both in-person appointments and telemedicine. Limited transportation routes, including a circulation route of campus, have been provided. The Student Center remains available; however, it can only be accessed with an active BuzzCard. All Student Center meeting rooms, dining areas, and offices are closed. Over the summer, these services will continue to be provided on the current limited schedule. The Campus Recreation Center, sit-down campus dining, and on-campus retail will remain closed until just prior to the start of the fall semester. (See No. 5 below.) A detailed plan for campus services can be found in [Appendix A](#).

2. Research Resumption

A number of researchers have continued to operate on-site due to the essential nature of their work. This includes researchers from Georgia Tech Research Institute (GTRI) as well as resident instruction (RI). At present, approximately 25% of GTRI personnel and a limited number of RI researchers (<10%) continue to operate on-site for the purpose of conducting critical research functions. GTRI will continue to perform its critical research functions, with a gradual increase in on-campus support personnel throughout the course of the summer. Starting in June, Georgia Tech plans to resume limited nonessential research activity for the purpose of fulfilling research grants and contracts, and to ensure student degree progress. It is estimated that research may ramp up to approximately 75% over the course of the summer, with priority given to researchers who are unable to perform their work in a remote environment. Researchers will continue to be encouraged to perform work remotely to the greatest extent possible. A detailed plan for research resumption can be found in [Appendix B](#).

3. Preparations for Fall 2020

In order to support the small population of students remaining on campus and the ongoing essential research activities, as well as to maintain critical core campus functions such as security and sanitation, the following campus operations have remained in place: campus policing, custodial services, maintenance, and construction. These functions will be enhanced in order to continue support for essential activities, enable campus-based preparations for the planned resumption of in-person instruction during the fall semester, and help facilitate the phased resumption of nonessential sponsored research. (See No. 2.) Employees will continue to be encouraged to perform their work remotely to the greatest extent possible. Detailed plans for each area can be found within their associated appendix: Campus Auxiliaries ([Appendix C](#)), Campus Operations ([Appendix D](#)), Student Life ([Appendix E](#)), and Academic Services ([Appendix F](#)).

4. Potential Resumption of In-Person Non-Credit Classes

Georgia Tech Professional Education has continued to offer online instruction and has canceled all in-person programs through June 2020. In-person classes after June are still scheduled and may be held if classes are deemed financially feasible and classroom space is available that permits full compliance

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with all social distancing guidelines in place at that time. Additional detail on plans for a possible resumption of in-person non-credit classes can be found in [Appendix G](#).

5. Potential Resumption of Summer Camps and Community Outreach Programs

Georgia Tech sponsored or hosted summer camps and community events have been canceled, postponed, or moved to an online format.

The Enterprise Innovation Institute (EI2) will resume client visits prior to the start of the fall semester, provided clients are following workplace and health safety guidelines that are consistent with the guidance in this document. EI2 staff will review a checklist prior to client visits assessing client workplace and health safety measures and identify any additional measures required by clients. Such visits will involve a limited number of EI2 staff and will be conducted in compliance with existing Georgia Tech travel restrictions.

Given recent guidance from the governor's office on summer camps, Georgia Tech may host summer sports camps pending additional guidance from the NCAA. No other in-person camps or events are being considered prior to the beginning of the fall semester. Additional details on summer sports camps can be found in [Appendix H](#).

6. Potential Resumption of Student-Athlete Training and Team Activities

The NCAA has announced that it has allowed student-athletes to resume training in accordance with local public health guidance. The current ban on team-based training and competition is set to expire May 31. If post-May 31 NCAA guidance and USG guidance were to allow, Georgia Tech Athletics would begin allowing student-athletes on campus for training and team activities. A detailed plan for the resumption of athlete training and team activities can be found in [Appendix I](#).

7. All Other Administrative Units and Academic Departments

For all administrative units and academic departments not explicitly covered in the attached plans, the following guidelines shall apply:

1. Telework is encouraged for those positions able to perform job functions remotely.
2. Unless explicitly covered in the attached plans, administrative units and academic departments that perform customer services or other functions that require on-campus preparations (reconfiguring space, adding signage, practicing new service protocols, etc.) prior to the start of the fall semester are asked to submit a specific summer return-to-work plan that is compliant with all existing workplace health and safety guidance.
3. In their return-to-work plans, units and departments should:
 - a. Clearly specify employees who are required to work in-person in order to complete the necessary fall preparations.
 - b. Include appropriate measures for social distancing that may involve staggered shifts and other scheduling adjustments.

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Table 1. Timeline of initial return to campus plan

	18-May	25-May	1-Jun	8-Jun	15-Jun	22-Jun	29-Jun	6-Jul	13-Jul	20-Jul	27-Jul	3-Aug	10-Aug
Campus Services					25-30%				50-75%				
Operations & Maintenance	25-30%					50-75%		25-30%				>75%	
RI					25-30%		50-75%				>75%		
GTRI	25-30%				50-75%								
GTPD	50-75%						100%						
Student Life								25-30%					

SECTION III – WORKPLACE AND HEALTH SAFETY

General Guidance

- Georgia Tech’s Initial Return-to-Campus Plan will adhere to current USG workplace and health safety guidance as outlined in the Faculty and Staff Initial Return to Campus Planning Document received on April 24 and all existing executive orders from the governor of Georgia.

Preventative Practices

- Personnel will continue to **follow Georgia Department of Public Health (GDPH) and Centers for Disease Control and Prevention (CDC) basic guidelines** including the following:
 - Wash hands often with soap and water for at least 20 seconds.
 - Use hand sanitizer in the absence of soap and water.
 - Avoid touching eyes, nose, and mouth with unwashed hands.
 - Cover coughs and sneezes with a tissue or inner elbow.
- Employees are expected to **practice social distancing** (6 feet of separation from others) at work:
 - Each workplace should be reviewed and adjusted to maximize social distancing.
 - Meetings should be held virtually whenever possible.
 - Conference room occupancy will be recalculated and displayed at all room entrances.
 - All services should be provided remotely whenever possible.
 - Employees should not use one another’s phone, desk, office, computer, or other equipment. In cases where equipment is shared, it should be disinfected before and after each use.
 - Employees should not gather in groups greater than 10 persons when social distancing (six-foot distance) cannot be maintained.
 - Supervisors should allow employees to take breaks and meals outside, in their office or personal workspace, or in such other areas where proper social distancing is attainable.
 - Person-to-person contact, including handshaking, is prohibited.
- It is strongly encouraged that **cloth face coverings be worn** at all times while on campus.
 - Face coverings are required in all lab spaces.
 - Single-use surgical masks are required in lab spaces where chemical, biological, or radioactive agents are present.
 - Cloth face coverings will be used in lab spaces that do not contain chemical, biological, or radioactive agents as well.
 - In spaces that have a regulatory requirement for a higher level of personal protective equipment (PPE), those requirements will take precedent.
 - Employees who, due to their job function, are unable to consistently maintain 6 feet of separation from other people will be required to wear cloth face coverings while at

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work. (Cloth face coverings will be provided for employees who are required to wear them.)

- HR will compile a list of units or offices where mask-wearing is required due to inability to consistently practice social distancing.
- Employees who are not able to maintain social distance due to the nature of their work will be provided with the appropriate PPE.
- A limited supply of cloth face coverings will be available from Environmental Health and Safety (EHS) for employees who are unable to procure their own mask.
- **Signs will be posted at the entrance to buildings** that no one with a fever or symptoms of COVID-19 is permitted inside the building.
- **Contact-less thermometers** will be supplied to all buildings as they reopen.
- **Employees who are at higher risk** for severe illness with COVID-19 will be given an opportunity to continue to work remotely or will be offered arrangements to ensure they can work with limited face-to-face contact with other individuals. Employees should contact Human Resources for requesting such arrangements.
- Per the CDC, “older adults and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19.” Those underlying medical conditions include:
 - People with chronic lung disease or moderate to severe asthma
 - People who have serious heart conditions
 - People who are immunocompromised
 - Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications
 - People with severe obesity (body mass index [BMI] of 40 or higher)
 - People with diabetes
 - People with chronic kidney disease undergoing dialysis
 - People with liver disease
- Employees who **live with or care for an individual who is considered higher risk** may exercise appropriate leave provisions.
- The following **materials will be purchased and made available** in workspaces to prevent the spread of COVID-19:
 - Tissues and no-touch disposal receptacles.
 - Soap and/or hand sanitizer.
 - Disinfectant wipes.

Mitigation and Monitoring Practices

- In efforts to contribute to the continued mitigation of the spread of COVID-19, Georgia Tech is implementing a **wellness check protocol** designed to help protect the health and safety of our community. This wellness check will include temperature screenings. **All employees should self-administer the COVID-19 Daily Self-Checklist before reporting to campus.** Based on CDC guidance, there are 11 questions employees must consider daily:
COVID-19 Daily Self-Checklist

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1. Do you have a **fever** (temperature over 100.4° F or 38° C) without having taken any fever-reducing medications?
 2. Do you have a **loss of smell or taste**?
 3. Do you have a **cough**?
 4. Do you have **muscle aches**?
 5. Do you have a **sore throat**?
 6. Do you have **shortness of breath**?
 7. Do you have **chills**?
 8. Do you have a new or unusual **headache**?
 9. Do you have any **gastrointestinal symptoms** such as nausea/vomiting, diarrhea, loss of appetite?
 10. 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?
 11. Have you been asked to self-isolate or quarantine by a medical professional or a local public health official?
- Contact-less thermometers will be provided to offices for use by staff members who are unable to screen at home.
 - If you reply YES to any of the questions in the checklist, stay home (with pay) and follow each of the steps below:
 - Call your manager/supervisor.
 - Email the COVID-19 Response Team at covid19travel@health.gatech.edu.
 - Contact your primary care doctor for guidance regarding medical evaluation.
 - If you start feeling sick during your shift, notify your manager immediately and follow the steps above.
 - **Any employee exhibiting symptoms of COVID-19 may not return to the workplace until all three of the following criteria are met:**
 - No fever for at least 72 hours without the use of fever-reducing medicine.
 - Improved symptoms.
 - Away from the office at least 10 days since symptoms first appeared.
- Georgia Tech currently **offers limited testing capacity** and is pursuing options that will expand this capacity for the summer and beyond.
 - Georgia Tech's **Stamps Health Services can provide testing for students** through Quest labs. While the current turnaround time for the test is 5-7 days, it is anticipated that by the end of May the turnaround time will be reduced to 24 hours as Quest begins running the test locally instead of in a centralized lab in Virginia. At present, Stamps Health Services is covering the cost of the test for students so that they have no out-of-pocket cost. Stamps testing is currently being made available to symptomatic students. Daily testing capacity is 10-15 patients at current staff and material resource levels.
 - Currently, **rapid testing is available** to students and faculty/staff through the CVS site on campus. While the duration of the CVS operation is unclear, it is expected to continue through at least a portion of the month of June.
 - Georgia Tech is pursuing Clinical Laboratory Improvement Amendments (CLIA) certification for the Molecular Evolution Core Lab in the Petit Institute for Bioengineering and Bioscience in order to **conduct CDC-approved diagnostic tests** for

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presence of the SARS-Cov-2 virus in students, faculty, and staff. Employees will be given the option of submitting to voluntary testing, and if certification is obtained, results will be reported to the employees who have been tested, in accordance with secure procedures accompanying CLIA certification. Daily testing capacity will be in the range of 190-380 individuals. Summary results will be reported to the campus community and used to inform policy designed to limit the potential for new outbreaks.

- When **an employee tests positive for or is diagnosed with COVID-19**, the Institute will follow the direction from the GDPH:
 - Employees will be required to notify Stamps Health Center of the positive result.
 - Stamps Health Center will interview the employee and work with the employee's supervisor to notify any affected offices or units.
 - Stamps Health Center will coordinate any exposure notification and contact tracing in accordance with the Department of Public Health guidance.
 - Areas where an affected employee has been will be closed for 24 hours when possible. If a 24-hour closure is not feasible, the area will remain closed for as long as possible without disrupting campus operations.
 - Custodial services will clean and disinfect all areas used by the COVID-19-positive person.
- All community members will be encouraged to **download a mobile app** developed by Georgia Tech that will provide users with an exposure notification in the event they come into close contact with someone who tested positive for COVID-19.
 - The application is entirely anonymous. All details on privacy mechanisms and the application source code will be made available for review.

Cleaning and Sanitation Practices

As Georgia Tech increases the number of on-site community members, sanitation efforts will increase. Building managers and Facilities Management will adhere to the following measures to limit the spread of COVID-19 and promote a healthy and safe campus:

- Continue following USG guidance provided on March 25, 2020, for custodial operations.
- Buildings and labs to reopen as a result of resumption of services and operations will first undergo proper sanitation protocols.
- Elevators and bathrooms will have signs posted indicating only one person is permitted at a time.
- Bathroom doors will be equipped with occupancy indicators.
- Touch points will be sanitized often.
- Stairwells will utilize one-way traffic flow where possible.
- All campus vehicles operators will disinfect vehicles after use. Disinfecting supplies will be stored in each vehicle.
- Cleaning of labs will be performed regularly by research personnel. They will be provided training on proper cleaning methods prior to resuming lab operations.
- Instructions will be posted for proper hygiene and hand-washing, according to GDPH and CDC guidelines.
- A guidebook with health information and protocols will be available for all faculty, staff, and students.

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A facilities sanitation schedule can be found in [Appendix J](#).

Travel

Per USG guidelines, all nonessential travel has been postponed or canceled for the remainder of the summer semester. Adjustments may be made as additional guidance is received.

Enforcement Practices

Prior to returning to campus, all employees will be required to review and attest to health and safety guidelines and protocols. Additionally, all supervisors and lab managers will receive training on prevention, mitigation, and sanitation protocols. Supervisors and lab managers will be responsible for enforcing protocols and alerting their supervisors, Georgia Tech Human Resources (GTHR), and EHS of any violations.

SECTION IV – COMMUNICATIONS

As the Georgia Tech community prepares for a phased 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.

Additional communication materials can be found in the Communications Addendum Packet (zip file).

The packet includes the following:

1. Campaign Timeline
2. Campaign Visual Identity
3. Campaign Web Page Site Map
4. Campaign GIF
5. Main Return Message
6. Hygiene, PPE, Sanitation Guidelines
7. Message for Managers to Use When Asking Someone to Return to Work
8. Electronic Guidebook

Background and Objectives

In a very short time, higher education has been profoundly affected by the COVID-19 pandemic. On a national scale, prevention (curve-flattening) efforts have been hampered by uncertainty, fear, misinformation, and varied and sometimes conflicting government responses.

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 made.

Target Audiences

- Researchers working on campus or returning to campus.
- Campus operations staff preparing campus for researchers and students.
- Employees who will be returning to prepare for on-campus instruction.
- Students preparing to return in the fall.

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- Graduate students, particularly those who both work and study at Tech.
- Parents and families of new and returning students.
- All faculty, staff, and researchers.

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 CDC, the GPH, and the Governor Kemp’s COVID-19 Task Force, 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 explain the facts and reasoning behind each guideline as it is introduced and implemented, and to help you understand why we’re doing what we’re doing.

Channels

- A website, Recovering from COVID-19, linking to stories highlighting all Tech’s efforts in the COVID-19 battle
- Infographics, signage (including digital signage)
- A guidebook reminding the campus of the current hygiene/safety protocols in place at any given time during this process; audience-specific guidebooks to follow
- Short videos, blogs, and interviews featuring Georgia Tech experts who will explain the science and personalize the message
- Social media
- Leadership cascades
- Town Halls
- Regular emails to campus from President Cabrera and Institute leadership.
- Return to Campus Manager Toolkit – A set of guides and resources, created by GTHR, will be provided to all managers. This toolkit will include new workplace guidelines, best practices, training resources, and performance management recommendations.

A consistent visual identity will provide uniformity across all channels.

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Appendix A: Support for On-Campus Students

Campus Services has offered services on a limited basis to students who remained on campus after the spring 2020 semester transitioned to remote instruction. Given that the summer semester will also be delivered remotely, Campus Services anticipates continuing with the current level of limited services. Service levels and on-site staff are not expected to change until mid-August.

Housing

The remaining residents on campus have been relocated to be the sole occupants of apartments, and have private kitchens, bathrooms, and laundry facilities. Employees do not enter occupied apartments; any necessary work order responses are scheduled with the resident in advance at a time when the resident will not be in the apartment. In the case that two employees must be in close proximity of one another, proper PPE is provided and must be worn. Housing is currently staffed at 20-25% of its normal staffing level.

Dining

Food service, which was being offered at First Place, shifted to North Avenue Dining in early May due to the scheduled steam plan maintenance. Food service will remain in North Avenue for the remainder of the summer. Delivery will still be offered to the Student Center, Woodruff Residence Hall, and the Graduate Learning Center. All payments are now made online to limit person-to-person interaction.

There are no eat-in dining facilities open on campus this summer. Dining is being operated by a minimal number of employees. All employees have appropriate PPE and are following CDC guidelines for food preparation. All meals are prepackaged and delivered for remote pickup, which requires no person-to-person interaction.

Parking and Transportation

Currently, Parking and Transportation Services is offering limited routes, including a circulation route of campus and a shuttle route for residential students. Ridership has been limited, but consistent, during the end of the spring semester. Transportation will continue to operate with limited service through the summer unless demands change.

Student Center

The Student Center remains available for current residential students, faculty, and staff. The doors remain locked 24/7; however, it is accessible with an active BuzzCard. Only the common areas of the Student Center are available. All meeting rooms, dining areas, and offices are closed. The Student Center will continue to operate with these measures in place through the summer.

Post Office

The Post Office is still open and operating with limited staffing. The Student Center will close permanently for renovation in early-June. At that point, Post Office operations will move to the new Exhibition Hall for the duration of the summer and continuing into the fall.

Mail services will continue to be offered during the summer months. Staffing levels have been decreased to 25% to accommodate social distancing. All employees have been provided appropriate PPE and must wear it if they are within 6 feet of another employee or customer. Curbside service is offered at 711 Marietta Street for all faculty and staff departments upon request to minimize person-to-person contact.

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Appendix B: Research

Research at Georgia Tech represents one of the core missions of the Institution. Research programs provide learning experiences for graduate students across six colleges. Many of these programs have been severely impacted by limited operations since much of the graduate research requires specialized equipment or other resources that are unavailable for distance research at home. In addition, the output of our research programs directly impacts society in the form of new discoveries and technologies. Finally, research activities at Georgia Tech have a significant impact on local and regional economies. For all these reasons, it is imperative that we ramp up our research activities in a thoughtful, deliberate, and staged manner.

Resident Instruction

The state of resident instruction (RI) research is at <10% of normal operations, including only those activities deemed critical using guidelines distributed during the research ramp-down in March. The proposed plan involves a staged return to academic campus research operations.

All members of the Georgia Tech community should recognize that our ability to transition from one phase to another depends on both internal and external factors. Internally, we control how we work, how we protect ourselves and our colleagues, and the extent to which we are exposed to the virus based on our personal adoption of the guidelines contained within this document. However, we are also subject to the behavior of the public at large. To this end, our ability to move from phase to phase is not entirely controlled by our own actions. As such, depending on the incidence of infections, there needs to be flexibility in phasing to allow for reversion to previous research phases.

- Phase 1: June 18
 - In this phase, ~25% of researchers and associated staff will be permitted to return to campus, with priority given to those unable to perform essential research remotely. Core facilities will also prepare to reopen for experimentation. Workplace health and safety guidelines will be strictly enforced.
- Phase 2: July 2
 - In this phase, a larger number of researchers and staff (50-75%) will be permitted to return to campus. Campus operations will focus on local management of shift work to ensure campus personnel density levels meet expected targets. Workplace health and safety guidelines will be strictly enforced. Researchers, staff, and faculty who do not need campus access will be asked to continue working from home.
- Phase 3: July 15 (or later)
 - In this phase, all researchers, staff, and faculty who need access to campus to complete their duties can return. Campus operations will still focus on local management of shift work. Density restrictions may be relaxed if the data supports such policy actions. Workplace health and safety guidelines will be strictly enforced. Researchers, staff, and faculty who do not need campus access are asked to continue working from home.
- Additional RI Guidance
 - Each principal investigator (PI) or lab director must submit to their unit head and building manager their proposed list of researchers and staff to return in each phase. Each unit head must approve this list before re-entry is allowed.

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- Building managers of facilities opening for research must provide a plan for managing and cleaning common spaces, and traffic flow within buildings.
- Each PI or unit head should review with students, researchers, and staff the PPE-use requirements specific to the operation of the unit/lab.
- Each PI or unit head should review with students, researchers, and staff the social distancing guidelines for both open and enclosed spaces. In enclosed spaces, personnel density is limited to 1/150 square feet. If there is more demand for lab use than this, the team needs to work in shifts within the targeted research hours.
- Target research hours are from 7 a.m. to 11 p.m., though 24/7 operation may be possible with coordination with building/unit supervisors. For laboratory work, standard safety practices remain in effect, such as use of the buddy system for work outside of regular business hours or when at least one person needs to be within “earshot” to respond to an emergency.
- Each PI or unit head should review with students, researchers, and staff all cleaning and sanitation guidelines.

Georgia Tech Research Institute (GTRI)

Most of the GTRI-sponsored work is part of the essential critical infrastructure as defined by the Department of Homeland Security and Department of Defense and has continued at full capacity throughout the pandemic. To meet sponsor expectations, on-site work has continued during this health emergency with only essential mission-critical personnel reporting to GTRI facilities, while maximizing work-from-home arrangements. Approximately 75% of activity has shifted to remote work and 25% continues to occur in GTRI facilities. The plan below describes a multi-staged phased increase in on-site work presence for GTRI personnel. At the end of each phase, GTRI leadership will evaluate readiness criteria and any new USG/Georgia Tech guidance before moving to the next phase. All workplace health and safety guidance outlined in this document will be strictly enforced.

- Phase 1: June (or later)
 - 25% of GTRI employees will work on-site daily —mostly researchers and staff directly supporting research and facility operations. This group is currently working part-time on-site and part-time from home. Employees who can accomplish their work remotely, as well as those who are at-risk will remain in a work-from-home (WFH) status.
- Phase 2: July (or later)
 - 50% of GTRI employees will work on-site daily, increasing the research and operations presence to better accomplish hands-on research and prototyping activities. Staggered work scheduling and workplace reconfigurations will be implemented to ensure compliance with the workplace and health safety guidance in this document.
- Phase 3: August (or later)
 - 75% or more of GTRI employees will work on-site daily, bringing back the balance of researchers with on-site needs and operations personnel that provide on-site services. Many at-risk employees will continue to remain in WFH status until an ‘all clear’ decision is made regarding COVID-19 conditions.
- Additional GTRI Guidance
 - Laboratory and Operations leaders will identify which employees return on-site by name and phase.

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- Given the variety and uniqueness of many GTRI work environments, all GTRI facilities and work environments including classified closed spaces, project construction spaces, and differing office spaces have been asked to develop specific implementation measures to ensure compliance with the workplace health and safety provisions in this document.
- Travel to support sponsored projects as requested by federal sponsors will be approved on a case-by-case basis to comply with the critical essential infrastructure guidance.
- GTRI has historically hosted sponsor's conferences and workshops. GTRI has cancelled all such events through June and will follow state and CDC guidelines for meetings and conferences in July and thereafter.

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Appendix C: Campus Auxiliaries

Campus Auxiliaries including Housing, Dining, Childcare, and the Campus Recreation Center (CRC) will begin ramp-up activities in the summer to prepare for the campus to open in the fall.

Housing

Facilities/Custodial (staff dedicated to cleaning and maintaining residential areas):

- Housing maintenance and custodial staff are currently operating at 25% capacity onsite.
- Starting on June 8 housing maintenance and custodial staff, except for vulnerable employees, will be operating at 100% capacity onsite. This level of staffing is necessary for preparations to resume in-person instruction for the fall semester.
- Work schedules have been augmented to ensure adherence of social distancing guidelines. Staff now have staggered click-in and break times. Additionally, appropriate PPE has been purchased for maintenance and custodial staff members. Workplace and Health Safety guidelines within this document will be strictly enforced.

Dining

- In early July, Aramark will begin hiring returning and new employees for dining services in the fall. Aramark is following appropriate social distancing guidelines and providing PPE as required.
- Aramark employees will return to campus July 20 to prepare facilities and train employees for the fall semester.
- Aramark is providing cloth face coverings for all its employees as well as hand sanitizer and gloves.

Childcare

- Bright Horizons (a private childcare provider operating on GT campus) plans to reopen one of its childcare centers (R. Kirk Landon Learning Center) on July 1.
- The facility will follow all existing guidelines from the State of Georgia. Specific measures will include, but are not limited to:
 - Only 20 people will be permitted in a classroom
 - A daily temperature and health check will be conducted on arrival for all children, staff, visitors, and service providers.
 - Anyone displaying signs of illness will not be allowed entry.
 - Health notices regarding COVID-19 symptoms will be posted.
 - Nonessential visitors will not be permitted in the center.
 - Meals will be provided in classrooms.
 - Drop-off and pick-up will be restricted to outside the center. Parents will stay in the car during drop-off and pick-up. Staff will meet and escort the children to and from the car and facility. Staff will be in gloves and masks during the transition.
 - Students will be consistently grouped in the same classrooms.
 - Outdoor time will be limited to one group at a time.
 - Enhanced cleaning protocols will be employed.
 - Frequent cleaning and disinfecting of high-touch surfaces, toys, and laundered items will be part of the daily routine.

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- Any cots or sleeping mats provided to children will be labeled for each child and stored individually in labeled bins, cubbies, or bags. Cots and mats will be cleaned weekly or before use by another child.
- Social distancing will be practiced as much as possible.
- Bright Horizons staff will wear face covering/coverings and gloves, according to public health guidelines.
- An enhanced COVID-19 exclusion policy restricting center access in the event of suspected or known exposure will be introduced.

Campus Day Camp for Children of Georgia Tech Employees

Staff plan to return June 15 to prepare and train for camp opening on July 6. The first week of training will be provided remotely via online instruction. During the second week of camp, staff will be brought back to campus to focus on the new protocols to ensure the health and safety of the staff and campers.

These steps include:

- Adhering strictly to the 33 points of guidance issued in the governor's executive order.
- Camp size will be limited to 40 individuals, with no group holding more than 9 campers and 3 workers.
- Pick-up and drop-off will be done outside the CRC, with staff picking up or bringing campers to the car.
- Camp space in the CRC will be partitioned off to ensure camp groups do not merge.
- Camps will adhere to social distancing standards and will be provided with appropriate PPE including masks, hand sanitizer, and gloves.
- Campsite and equipment will be disinfected daily.

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Appendix D: Campus Operations

Operations & Maintenance

Operations & Maintenance (O&M, staff dedicated to academic and administrative facilities) teams will follow the ramp-up stages below, to begin 2 weeks prior to additional campus community member ramp-up.

Operations & Maintenance will schedule staff to a 50% level for Custodial and Building Maintenance departments no less than two weeks before the research ramp-up. This staffing level will enable us to practice appropriate social distancing while learning and honing the application of new procedures to support vital campus operations. This 50% staffing rate will also support expected increased service calls, unknown needs, and enhanced touchpoint cleaning. We will monitor the operational support needs on a case-by-case basis and adjust staffing levels as necessary.

Specific Staffing Steps:

- The Utilities Maintenance team is essential and has continued to work at a 100% level throughout the COVID-19 response. This will not change.
- With Area Maintenance teams, once we increase beyond 10 people reporting to work per shop, we will begin scheduling staggered start times and staggered lunch breaks to enable appropriate social distancing.
- Increase the number of custodial staff members reporting during day shift (first shift) instead of second shift. This will ensure on-hand support to provide enhanced touchpoint cleaning.
- Other O&M department staff such as Staging, Recycling, Fleet Services and Landscape Services will ramp up in two phases: Full Research Support (expected by late June) and Fall Semester Preparation (expected by late July).
- Administrative O&M staff will continue to use teleworking as an option to reduce the number of staff members on campus wherever possible.
- We will utilize virtual staff meetings for any meeting with more than 10 attendees or where social distancing may be difficult.
- Other O&M teams will follow an aggressive ramp-up schedule throughout the summer to be prepared to provide full support to campus in the fall.
- For all other Facilities teams (D&C/Administration/EHS), the following will apply:
 - In the O'Keefe Building and the EHS Building, both of which are heavily administrative, a schedule stipulating that staff alternate between teleworking and in-person work will be followed. The in-person work would be based on the number we can allow while still maintaining proper social distancing practices in cubicle areas; this will likely equate to around 40-50% in person on a given day.
 - All administrative staff will continue to follow social distancing guidelines whenever possible.

Staffing Ramp-Up Strategy

The following staffing levels are being targeted for Facilities Management: O&M, during different phases of necessary campus support.

- Research up to 50%
 - 50% Building Maintenance teams.
 - 50% Custodial teams.
- Research above 50%
 - 100% Building Maintenance teams.

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- 75% Custodial teams.
- Research at 100%
 - 75%-85% Custodial teams.
- Classes in Session (Fall)
 - 100% O&M staff on campus.
 - Administrative support staff alternate between 50% telework, 50% on campus.

Facilities Preparations for Fall Semester

In addition to supporting the planned research ramp-up, beginning in mid-June, O&M will commence with reconfiguring all campus buildings to comply with the fall workplace health and safety requirements to be specified in the forthcoming Fall 2020 plan. This will include reconfiguring interior classroom office space to ensure appropriate social distancing, preparing alternative classroom locations, installing plexiglass shields, deploying sanitation stations, posting signage, etc.

Training and Specialized Equipment for Sanitation and Disinfection:

A training video explaining enhanced touchpoint cleaning will be provided to all custodial staff. We will require mandatory viewing of the video before workers go into the field during the initial return-to-campus phase.

The following additional training information will be provided via easy-to-interpret communications such as posters and infographics:

- Proper use of cloth face coverings.
- Enhanced hygiene practices.
- Specialized PPE for unique job duties.
- Wellness check protocol (Institute to provide).

Specialized Equipment and Hygiene Support: We have distributed to each O&M shop 5-gallon receptacles of alcohol sanitizer and spray bottles. Spray bottles are to be distributed to individual workers for disinfecting hands, as an alternative to hand-washing when in the field and unable to hand-wash with soap and water.

Additional Precautionary Protocols:

- We are installing plexiglass partitions in areas where customers and colleagues may need to line up for service. The first priority area is the Facilities Lockshop. Other locations are being considered, such as the Fleet Services and Materials Management Warehouse.
- We are installing “Please Stand Here” and “Please Keep Your Distance” floor decals at each of the 21 Kaba time clocks to remind staff members to maintain appropriate social distancing in Facilities support areas expected to experience higher concentrations of people.
- Each Facilities breakroom will have social distancing reminders, to be provided by Institute Communications.
- Area Maintenance teams, to the greatest extent possible, will also install plexiglass shields for departments where specific needs are identified during ramp-up.

Contractor Guidance

The following guidance is provided to all contractors working at Georgia Tech:

- Contractors working at Georgia Tech are required to follow all rules on the campus, including specific rules for mitigating the spread of COVID-19. These include:

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- Daily self-screening for symptoms of COVID-19
- Wearing a face covering in situations where maintaining social distancing is not possible.
- Washing hands frequently.
- If a member of their team displays any signs of illness, send them home and take necessary precautions to clean/prepare the site to minimize exposure to other employees and our students and staff if working in an occupied area.
- Report any positive cases involving team members that have worked at Georgia Tech in the past 14 days to your Georgia Tech Project Manager immediately.

The Georgia Tech Police Department

Police officers, public safety officers, and communications officers of the Georgia Tech Police Department (GTPD) will transition back to normal operations and 8-hour shifts on May 31, at which point GTPD will be at 100% staffing. Administrative staff will continue their teleworking schedules through June. In July, we will slowly transition administrative staff back, using a staggered approach, to prepare for faculty, staff, and students returning to campus in August. GTPD will assist other Georgia Tech departments as they return to campus.

Nonessential services that had been suspended, such as fingerprinting and engraving services for students, will begin to be offered by appointment, following appropriate PPE and hand sanitizer usage.

All the services within GTPD will continue to be available, following social distancing guidelines whenever possible. PPE and sanitization products will continue to be used by all GTPD employees.

GTPD will continue to support the COVID-19 testing site as long as the site is operational.

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Appendix E: Student Life

Division of Student Life staff will continue to work remotely through June. Then, in July, Student Life will slowly transition staff back, using a staggered approach, to prepare for planned face-to-face instruction and students returning to campus in August.

Throughout the summer, individual staff will return to campus in order to prepare and present ongoing virtual programs and events. Examples include FASET Orientation with New Students and Transition Programs where staff welcome new Yellow Jackets and their families through virtual orientation programming.

While staff are working remotely through June, all services within the division will continue to be offered. Student Life will continue to hold mental health services virtually or in larger meeting spaces to accommodate social distancing guidelines. Other services include the Vice President and Dean of Students Office, the Center for Assessment, Referral and Education (CARE), the Counseling Center, Disability Services and all resource centers (LGBTQIA, Women's and Veterans).

In July, Student Life will begin a phased return of employees to no more than 30% of the workforce at a time, staggering every 2-4 weeks. Given the proximity of the workspaces and the eventual need to interact closely with students, Student Life staff and office guests will require masks and gloves. PPE (masks and gloves) will be provided for staff who are unable to provide their own as they return to the office. Enhanced sanitation and cleaning will commence in newly opened buildings, and additional cleaning materials will be available in workspaces as per the guidelines in the Workplace Health and Safety section of this document. In addition, plexiglass will be installed in each common and counter area throughout the building, and all common areas will be assessed for additional health and safety adjustments.

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Appendix F: Academic Services

Academic instruction will be online for the summer. During this time, there will be limited utilization of teaching studios and faculty offices in order to develop high-quality remote teaching. Individuals on campus for this purpose will be expected to follow the Workplace Health and Safety protocols listed in Section III (above). However, even for faculty and staff who conduct or support instruction, we will continue to encourage telework whenever possible and feasible.

All student services will continue to be offered online: advising, class preparation, Office of International Education (OIE), student orientations, participation in FASET, Welcome Week, recruitment, faculty support, administrative support. We will not hold any in-person-hosted information sessions, visit programs, guided tours, or employer sessions during the summer.

All summer study abroad and Georgia Tech-Lorraine summer programs are cancelled. All summer work abroad programs are cancelled, barring the few exceptions granted by the provost.

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Appendix G: Non-Credit Classes

Georgia Tech Professional Education (GTPE) has cancelled classes through the end of June 2020. In-person classes after June are still scheduled and may be held if classes are deemed financially feasible and classroom space is available that permits full compliance with all social distancing guidelines in place at that time.

Class Evaluation

Currently, 19 classes are scheduled in July and 42 are scheduled in August. No later than two weeks prior to the scheduled start of the class, GTPE will evaluate the financial feasibility of the class. 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.

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. Additionally, instructors will be required to utilize cloth masks, and students will be encouraged to do so as well. Secure classes will require additional approval by Georgia Tech Research Security in order to ensure that the space meets Department of Defense requirements.

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Appendix H: Summer Sports Camps

Georgia Tech Athletics Summer Camps

Sport camps within the Georgia Tech Athletic Association (GTAA) are owned and operated by individual sport head coaches. Camps may be held on-campus or off-campus. Currently, camps will not be held in GTAA on-campus facilities prior to the start of the fall semester as recent NCAA Council Coordinating Committee actions preclude in-person contact with prospect-aged recruits, and the primary focus of Georgia Tech Athletics is the safe return of student-athletes to training activities. If and when the NCAA issues guidance that permits in-person contact with prospect-aged recruits, Georgia Tech will reassess the feasibility of holding on-campus sport camps. As owner-operators of their sport camps, head coaches may decide to conduct a sport camp at an off-campus location according to NCAA regulations. Any resumption of camp activity will be done in accordance with the state, USG, and NCAA guidance in place at the time.

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Appendix I: Athlete Training and Team Activities

The health and safety of student-athletes and staff is the primary concern in returning to training activities as allowed. The return to training will follow the guidance from the NCAA, Atlantic Coast Conference, USG, and national/state/local health authorities including the GPH. Mitigation strategies to reduce the risk of contracting or spreading COVID-19 will be utilized. These strategies will include education, personal hygiene practices, screenings, monitoring, sanitation, and social distancing. The Georgia Tech Athletic Association (GTAA) plans for a return to training activities in four phases to ensure a safe transition to training.

- Phase 1 - with strict social distancing and facility protocols (2-week period).
- Phase 2 - with strict social distancing (4-6 week period).
- Phase 3 - with Football, Volleyball, Men's Cross Country, and Women's Cross Country reporting to campus for preseason practice.
- Phase 4 - operations to begin with the start of classes for Fall 2020.

Phase 1

Phase 1 activities (approximately June 1 to June 14) will be regulated by the NCAA, Atlantic Coast Conference (ACC), USG, and Institute leadership. Currently, the NCAA has banned all on-campus training activities until May 31. Guidance for training activities from NCAA beyond May 31 is expected in the next 7-10 days. It is expected the NCAA will lift the ban on training activities and allow each institution to decide when and how on-campus training may resume starting June 1. The NCAA COVID-19 Task Force recommends a phased approach as outlined in their recent document, "Core Principles of Resocialization of Collegiate Sport." Due to the amount of time off from training, a phased approach is required to ensure a safe transition for student-athletes to athletic activity.

Protocols for Student-Athletes:

- 1) All student-athlete activities in Phase 1 will be voluntary and limited to those students who reside in the locale of the Institute. No coaching will occur and no reporting will be communicated to sport coaching staff per NCAA rules. GTAA will not need on-campus housing for Phase 1.
- 2) Student-athletes will be encouraged to follow a 14-day period of self-isolation prior to their return to campus.
- 3) Student-athletes will be required to complete a health questionnaire prior to their return to campus.
- 4) GT Sports Medicine staff will conduct phone interviews with student-athletes prior to their return to campus.
- 5) Continuous education regarding mitigation priorities will be instituted on:
 - a. Screening
 - b. Hygiene and hand sanitizer use
 - c. Social distancing
 - d. Mask/Face coverings
 - e. Assigned training groups
 - f. Designated ingress and egress points
- 6) Prior to engaging in training activities, student-athletes will be required to be approved through a medical screening process by GT Sports Medicine staff.

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- 7) GT Sports Medicine staff will conduct daily temperature checks on student-athletes prior to allowing weight room usage.
- 8) Isolation/Quarantine for student-athletes who exhibit symptoms during Phase 1 will occur at the student's local residence, with medical support from GT Sports Medicine, which will include referral for COVID-19 testing.
- 9) Contact tracing for any student-athlete who tests positive for COVID-19 will be referred to the GDPH and Stamps Student Health Center, with support and assistance from GT Sports Medicine to ensure a rapid response.
- 10) Activities will be limited to strength training only.
- 11) Sports Medicine Staff will be on-site for each strength and conditioning session.
- 12) Strength coaches will be on-site for safety purposes.
- 13) Strict capacity limits per facility will be enforced:
 - a. Wardlaw Weight Room - 2 coaches and 10 student-athletes
 - b. Zelnak Weight Room - 2 coaches and 4 student-athletes
 - c. Russ Chandler Weight Room – 1 coach and 6 student-athletes
- 14) Student-athletes and staff will be required to wear face coverings (supplied by GTAA)
- 15) where social distancing cannot be maintained. Hand sanitizing stations will be available at each workout station.
- 16) All equipment must be cleaned after each individual use.
- 17) Locker rooms or common spaces (e.g., team lounges) will not be available for use. Student-athletes must come dressed for workouts and shower at their local residence.

Protocols for Staff:

- 1) All employees must self-monitor prior to reporting to work. A daily questionnaire will be provided.
- 2) Staff will be required to self-perform a temperature check upon arrival at work.
- 3) If above 100.4, staff must leave the premises, report their condition to their supervisor, and contact their primary care provider.
- 4) Staff will be required to wear face coverings (supplied by GTAA) in all spaces where social distancing cannot be maintained.
- 5) Staff must adhere to strict social distancing where it is physically possible.
- 6) Staff will sanitize office spaces and high-use surfaces at the end of each day, in addition to daily cleaning by ASI.
- 7) At-risk and vulnerable employees will work remotely as required by the current shelter-in-place order, which is scheduled to expire June 12, except for those performing essential functions. GTAA will take appropriate steps to ensure 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 ensure social distancing.
- 9) GTAA has an adequate PPE supply for Sports Medicine staff for Phase 1.
- 10) No visitors will be allowed in training areas.

Phase 2

Phase 2 activities (approximately June 15 to July 20) will be regulated by the NCAA, ACC, USG, and Institute leadership. Currently, the NCAA has banned all on-campus training activities until May 31. Guidance for training activities from NCAA beyond May 31 is expected in the next 7-10 days. It is expected the NCAA will lift the ban on training activities and allow each institution to decide when and

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how on-campus training may resume starting June 1. Phase 2 would allow all training facilities to reopen with strict social distancing enforced and facility capacity limitations.

However, one important caveat for Phase 2 is NCAA Summer Activities legislation. In the sports of Football, Men's Basketball, and Women's Basketball, the NCAA rules allow an institution to provide scholarships for student-athletes to reside in the locale of the institution either on-campus or off-campus, take courses, and require training activities for up to eight weeks. If allowable, pending guidance from NCAA, USG, and Institute Leadership, the Athletic Association would consider bringing those three sports back to campus during Phase 2 to train according to NCAA summer activities rules. Special consideration would be given to the sport of Football to return to campus as soon as logistically possible if confirmation is issued to begin the season on schedule on September 3, 2020. It would take a minimum of 2 weeks' lead time for the return of Football student-athletes to campus for summer access training. On-campus housing would be needed for approximately 60 Football student-athletes to allow for summer activities. GTAA has the ability to offer dining services within its own internal operations. Also, this group of students could serve as a cohort to assist with campus planning or research efforts for the return of all students to campus for fall 2020.

Protocols for Student-Athletes:

- 1) Football, Men's Basketball, Women's Basketball could potentially begin summer access activities.
- 2) All other student-athlete activities in Phase 2 will be voluntary. No coaching will occur, and no reporting will be communicated to sport coaching staff per NCAA rules.
- 3) Student-athletes will be encouraged to follow a 14-day period of self-isolation prior to their return to campus.
- 4) Student-athletes will be required to complete a health questionnaire prior to their return to campus.
- 5) GT Sports Medicine staff will conduct phone interviews with student-athletes prior to their return to campus.
- 6) Continuous education regarding mitigation priorities will be instituted on:
 - a. Screening
 - b. Hygiene and hand sanitizer use
 - c. Social distancing
 - d. Mask/Face coverings
 - e. Assigned training groups
 - f. Designated ingress and egress points
- 7) Prior to engaging in training activities, student-athletes will be required to be approved through a medical screening process by GT Sports Medicine staff.
- 8) GT Sports Medicine staff will conduct daily temperature checks on student-athletes prior to facility usage.
- 9) Isolation/Quarantine for student-athletes who exhibit symptoms during Phase 2 will occur at the student's local residence, with medical support from GT 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 Student Health Center with support and assistance from GT Sports Medicine to ensure a rapid response.
- 11) Activities will be allowed in all GTAA training facilities.
- 12) Sports Medicine staff will be on-site for each strength and conditioning session.

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- 13) Strict capacity limits per facility will be enforced:
 - a. Wardlaw Weight Room - 2 strength coaches* and 10 student-athletes
 - b. Zelnak Weight Room - 2 strength coaches* and 4 student-athletes
 - c. Russ Chandler Weight Room – 1 strength coach* and 6 student-athletes
 - d. Brock Weight Equipment - 1 strength coach* and 6 student-athletes
 - e. Grant Field - 2 strength coaches* and 10 student-athletes
 - f. Rose Bowl Field - 2 strength coaches* and 10 student-athletes
 - g. Brock Indoor Center - 2 strength coaches* and 10 student-athletes
 - h. McCamish Court – 2 coaches* and 4 student-athletes
 - i. Zelnak Court - 2 coaches* and 4 student-athletes
 - j. Freshmen Gym - 2 coaches* and 4 student-athletes
 - k. Russ Chandler Field - 9 student-athletes
 - l. Russ Chandler Batting Cages – 2 student-athletes per cage
 - m. Russ Chandler Bullpen - 2 student-athletes per bullpen
 - n. Mewborn Field - 9 student-athletes
 - o. Mewborn Batting Cages - 2 student-athletes per cage
 - p. Mewborn Bullpen - 2 student-athletes per bullpen
 - q. Byers Indoor Courts - 1 coach* and 2 student-athletes per court
 - r. Byers Outdoor Courts - 1 Coach* and 2 Student-Athletes per court
 - s. Griffin Track - 2 Coaches* and 10 Student-Athletes
 - t. Noonan Golf Facilities - 1 Coach* and 6 Student-Athletes
 - u. O’Keefe Court - 4 Student-Athletes
 - v. McAuley Aquatic Center – Per CRC protocols.

**Coaches attendance for summer training activities must follow applicable NCAA rules.*
- 14) Student-Athletes and Staff will be required to wear face coverings where social distancing cannot be maintained. (Supplied by GTAA)
- 15) Hand sanitizing stations at each workout stations and facility
- 16) All weight equipment cleaned after each individual use.
- 17) All sport specific equipment (balls, blocking/shield pads, etc.) to cleaned after each workout session.
- 18) Locker Rooms will be available for limited usage. Common spaces (i.e. team lounges) will not be available for use.

Protocols for Staff:

- 1) Self-monitor prior to reporting to work. Daily questionnaire to be provided.
- 2) Staff will be required to self-perform a temperature check upon arrival to work.
- 3) If above 100.4 staff will depart premises, report condition to supervisor, and contact primary care provider.
- 4) Staff required to wear face covering in all spaces where social distancing cannot be maintained. (Supplied by GTAA)
- 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 personal safety while at the workplace; and vulnerable employees should report to their supervisor if they are uncomfortable or anxious about working conditions.
- 8) Workspace and common areas, including meeting spaces will be adjusted/limited to maintain social distancing.

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- 9) PPE's for Sports Medicine Staff. GTAA has an adequate supply of PPE's for Phase Two.
- 10) No outside visitors allowed in training areas.

Phase 3

Phase 3 activities (approximately from July 20 to the start of fall 2020; activities include Football, Volleyball, and Cross Country) will be regulated by the NCAA, ACC, USG, and Institute leadership, as well as guidance from the GDPH. Current Planning for Phase 3 operations makes the following assumptions:

- 1) The NCAA and ACC have confirmed fall sports will follow normal fall competition schedules.
- 2) USG has confirmed in-person instruction (with potential modifications) will occur for fall 2020.
- 3) GDPH, USG, and Institute Leadership have approved the assembly of groups of up to 175-200 individuals as required for football practice which would include physical contact between student-athletes.

All NCAA institutions are awaiting guidance from the NCAA Division I Council Coordination Committee for amended regulations for preseason practice activities. Current State of Georgia Executive Order No. 04.23.20.02 would prevent certain aspects of beginning preseason practice activities including team meetings of up to 150 student-athletes, coaches, and staff; and physical contact between student-athletes. Student-Athletes and GTAA Staff would not be able to maintain social distancing during football and volleyball practice activities.

Phase 3 will run from July 20 until the start of classes for fall 2020. During Phase 3 activities for sports other than Football and Volleyball will continue to occur under the Phase Two protocols, unless guidance from CDC, GDPH, and other public health authorities allows for an easing of social distancing.

In Phase 3, Volleyball and Football student-athletes will need to return to campus to begin NCAA approved training activities to prepare for competition to begin in September 2020. For the health and well-being of student-athletes and minimum of 7 weeks is required to acclimatize and train for the rigors of Power 5 NCAA competition. Both sports would need to report back to campus around July 20, 2020. Men's Cross Country and Women's Cross Country would return to campus around August 11, 2020. On-campus housing for approximately 80 students would be needed for preseason practice. Meal services for preseason practices would be provided in the Champions Edge Dining Hall in the GTAA Edge-Rice building.

Protocols for Student-Athletes Returning for Preseason Practice:

- 1) Football and Volleyball will begin mandatory preseason practice activities.
- 2) Student-athletes will be encouraged to follow a 14-day period of self-isolation prior to their return to campus.
- 3) Student-athletes will be required to complete health questionnaire prior to return.
- 4) GT Sports Medicine Staff will conduct phone interviews prior to return to campus.
- 5) Continuous education regarding mitigation priorities:
 - a. Screening
 - b. Hygiene and Hand Sanitizer Use
 - c. Social Distancing
 - d. Mask/Face Coverings
 - e. Assigned training groups
 - f. Designated ingress and egress points

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- 6) Pre-participation physical exams for new-student-athletes (include cardiac testing with echocardiogram/EKG, laboratory testing with sickle cell trait test).
- 7) Returning physical exams for returning student-athletes.
- 8) COVID-19 testing and COVID-19 anti-body testing for all student-athletes returning for preseason practice, student-workers, and staff (remain flexible as recommendations/testing types/procedures may change).
- 9) Daily temperature checks by GT Sports Medicine Staff for student-athletes prior to practice activities.
- 10) Isolation/Quarantine for student-athletes who exhibit symptoms during Phase 3 will occur according to Stamps Student Health Center and Campus Residence Life protocols with medical support from GT Sports Medicine, which will include referral for COVID-19 testing.
- 11) Contact tracing for any student-athlete who test positive for COVID-19 will be referred to the GDPH and Stamps Student Health Center with support and assistance from GT Sports Medicine to ensure rapid response.
- 12) Activities will be allowed in all GTAA training facilities.
- 13) Hand sanitizing stations at each workout stations and facilities
- 14) All weight equipment cleaned after each individual use.
- 15) All sport specific equipment (balls, blocking/shield pads, etc.) to cleaned after each workout session per CDC recommendations.

Protocols for Staff:

- 1) Self-monitor prior to reporting to work. Daily questionnaire to be provided.
- 2) Staff will be required to self-perform a temperature check upon arrival to work.
- 3) If above 100.4 staff will depart premises, report condition to supervisor, and contact primary care provider.
- 4) Staff required to wear face covering in all spaces where social distancing cannot be maintained. (Supplied by GTAA)
- 5) Staff must adhere to strict social distancing wherever possible.
- 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 personal safety while at the workplace; and vulnerable employees should report to their supervisor if they are uncomfortable or anxious about working conditions.
- 8) Workspace and common areas, including meeting spaces will be adjusted/limited to maintain social distancing.
- 9) PPE's for Sports Medicine Staff. GTAA has an adequate supply of PPE's for Phase 3.
- 10) No outside visitors allowed in training areas.

Phase 4

GTAA COVID-19 Recovery Working Groups are actively engaged in planning for Phase 4 when all student-athletes return to fall classes and athletic venues open for home competitions. Planning to include:

- Financial Implications.
- Return of athletes to campus for fall 2020.
- Practice scenarios.
- Competition activities with or without spectators.
- Travel Arrangements.

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Phase 4 activities will largely depend on public health conditions and guidance from the NCAA, ACC, USG, and national/state/local public health authorities. Planning details will be provided in GT's forthcoming fall return plan.

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Appendix J: Facilities Sanitation Schedule

Space	Cleaning Frequency
Building Entrances <ul style="list-style-type: none"> Sanitize door handles, automatic door openers, BuzzCard scanners, and door surfaces. 	4 Times Daily
Building Elevators <ul style="list-style-type: none"> Sanitize inner and outer elevator buttons, elevator lobby doors, and elevator handles. 	4 Times Daily
Offices <ul style="list-style-type: none"> Sanitize door hardware, light switches, and work surfaces including desk, keyboard, mouse, landline phones, and docking station. 	Occupant Responsibility
Conference Rooms <ul style="list-style-type: none"> Sanitize door hardware, light switches, conference room table, touchpads, remote controls, and USB/HDMI cords. 	2 Times Daily
Breakrooms <ul style="list-style-type: none"> Sanitize breakroom surface areas and light switches. 	2 Times Daily
Labs <ul style="list-style-type: none"> RI labs will continue to be cleaned and sanitized by researchers. Cleaning products will be provided and maintained by EHS and Facilities Management. 	Occupant Responsibility
Restrooms <ul style="list-style-type: none"> Sanitize door hardware and restroom surfaces. Replenish toilet paper, paper towels, soap, and hand sanitizer as required. 	4 Times Daily
Stairwells <ul style="list-style-type: none"> Sanitize door hardware and railings. 	2 Times Daily