

**AUGUSTA**



**TECHNICAL**  
**COLLEGE**

ESTABLISHED 1961

# RETURN TO CAMPUS PLAN

3 PHASES TO IMPLEMENT SAFE MEASURES TO PREVENT THE SPREAD OF COVID-19

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# PHASED REOPENING STEPS

## Employees and Students

# RETURN TO CAMPUS PLAN

### OBJECTIVES

- Protect the health and safety of the campus community.
- Resume on-campus instructional, student support and administrative services.
- Provide appropriate resumption of additional on-campus activities.

### GUIDING PRINCIPLES

- **Integrity:** Fully adhere to Federal, State and County guidance
- **Collaboration:** Institution and department plans and timelines must be flexible.
- **Responsiveness:** Transitions between steps must be coordinated and will be dependent upon access to protective supplies and materials.
- **Leadership:** Clear communication to students, faculty, staff and community is essential.
- **Teamwork:** We are all in this together! If you are running a fever or experiencing symptoms, protect others by staying home and getting the care you need.

07202020



### Current

Begin transitioning employees back to campus based on function as determined by supervisor. Continue limited lab opportunities for students to complete Summer semester instruction. Provide limited services on campus.

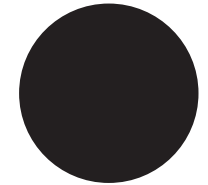
Additional employees will return to campus to provide essential tasks and limited services.



### August 3, 2020

Continue to transition employees back to campus. Continue limited lab opportunities or students to complete Summer semester instruction. Provide additional limited services on campus.

All Employees will return to campus for operating hours and may also be teleworking.



### August 24, 2020

Fall Semester begins with full operation hours on campuses. Campus access will require observance of protective protocols in and out of class, as well as limitations or restrictions for identified areas, services or operations. All students and employees must wear college issued face masks.

Employee work hours will be determined by supervisor. If you have concerns or need guidance, contact HR to discuss your individual circumstances.

### STUDENT PHASED APPROACH

Students begin returning to campus for limited services while minimizing walk-in traffic.

Only students participating in limited lab activities as scheduled and directed by their instructor or college administration are allowed in classroom/lab spaces.

Students begin returning to campus for limited services while minimizing walk-in traffic.

Only students participating in limited lab activities as scheduled and directed by their instructor or college administration are allowed in classroom/lab spaces.

Fall Semester begins – students will be welcomed back to campus for normal operating hours for services and instruction.

Students should be prepared to assist in cleaning personal instructional workspaces and follow other guidelines as directed.

# Work Area Requirements

## RETURN TO CAMPUS PLAN



### Current

Begin transitioning employees back to campus based on function as determined by supervisor. Continue limited lab opportunities for students to complete Summer semester instruction. Provide limited services on campus.

- Face coverings
- Maintain 6 ft distance at all times Do not gather in any areas
- Plexiglass or protective shield in designated areas
- Sanitizer stands at each campus
- Cleaning supplies available
- Hold meetings remotely when possible
- Add appropriate signage on campus for social distancing
- Begin work on campus as scheduled by supervisor
- Telework possible for appropriate roles



### August 3, 2020

Continue to transition employees back to campus. Continue limited lab opportunities for students to complete Summer semester instruction. Provide additional limited services on campus.

- Face coverings
- Maintain 6 ft distance at all times Do not gather in any areas
- Plexiglass or protective shield in designated areas
- Sanitizer stands at each campus
- Signage with guidance for social distancing
- Cleaning supplies available
- Hold meetings virtually when possible
- Work on campus as scheduled by supervisor
- Telework possible for appropriate roles



### August 24, 2020

Fall Semester begins with full operation hours on campuses. Campus access will require observance of protective protocols in and out of class, as well as limitations or restrictions for identified areas, services or operations.

- Face coverings
- Maintain 6 ft distance at all times Do not gather in any areas
- Plexiglass or protective shield in designated areas
- Sanitizer stands at each campus
- Signage with guidance for social distancing
- Cleaning supplies available
- In-person meeting can resume in select areas; most meetings should be conducted virtually
- Work on campus as scheduled by supervisor
- Telework possible for appropriate roles

# Instructional Area Requirements

## RETURN TO CAMPUS PLAN

07202020



### Current

Begin transitioning employees back to campus based on function as determined by supervisor. Continue limited lab opportunities for students to complete Summer semester instruction. Provide limited services on campus.

- Face coverings
- Hand sanitizer in every lab
- Cleaning supplies available
- Additional Personal Protective Equipment where needed for limited lab areas
- Plexiglass or protective shield in designated areas
- Sanitizer stands at each campus
- Signage with guidance for social distancing



### August 3, 2020

Continue to transition employees back to campus. Continue limited lab opportunities for students to complete Summer semester instruction. Provide additional limited services on campus.

- Face coverings
- Hand sanitizer in every lab
- Cleaning supplies available
- Additional Personal Protective Equipment where needed for limited lab areas
- Plexiglass or protective shield in designated areas
- Sanitizer stands at each campus
- Signage with guidance for social distancing



### August 24, 2020

Fall Semester begins with full operation hours on campuses. Campus access will require observance of protective protocols in and out of class, as well as limitations or restrictions for identified areas, services or operations.

- Fall Semester classes begin with online, hybrid, and face to face courses
- Instructors and students will clean workspaces after use
- Classrooms and labs will be disinfected based on utilization patterns
- Face coverings
- Hand sanitizer in every lab
- Cleaning supplies available
- Additional Personal Protective Equipment where needed for lab areas
- Plexiglass or protective shield in designated areas
- Sanitizer stands at each campus
- Signage with guidance for social distancing

# Operating Schedule and Campus Hours

## RETURN TO CAMPUS PLAN



### Current

Begin transitioning employees back to campus based on function as determined by supervisor. Continue limited lab opportunities for students to complete Summer semester instruction. Provide limited services on campus.

#### Support Services Available Monday – Thursday

- Admissions
- Financial Aid
- Advisement
- Bookstore
- Student Accounts
- Limited lab instruction conducted as needed



### August 3, 2020

Continue to transition employees back to campus. Continue limited lab opportunities for students to complete Summer semester instruction. Provide additional limited services on campus.

#### Support Services Available Monday – Thursday

8 a.m. – 5 p.m.  
 Walk-in and virtual appointments.  
**Friday** 8 a.m. - 5 p.m.  
 Virtual appointments only

- Admissions
- Financial Aid
- Advisement
- Bookstore
- Student Accounts
- Limited lab instruction conducted as needed



### August 24, 2020

Fall Semester begins with full operation hours on campuses. Campus access will require observance of protective protocols in and out of class, as well as limitations or restrictions for identified areas, services or operations.

#### Support Services Available Monday – Thursday

8 a.m. – 6 p.m.  
**Friday** 8 a.m. - 5 p.m.  
 Virtual appointments only

- Success Center and Library (check web site for hours)
- Admissions
- Financial Aid
- Advisement
- Bookstore (Friday 8 a.m. - 5 p.m.)
- Student Accounts

#### Fall Semester Classes Monday-Thursday

8 a.m.-10:50 p.m.  
**Friday** (select programs only)  
 8 a.m. - 12 noon