

TALLA *DEGA*
COLLEGE

SAFE START

PLANNING FOR THE FALL SEMESTER



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PRESIDENT'S LETTER

July 7, 2020

Dear Talladega College Family,

In this season like no other season, the coronavirus pandemic has disrupted almost every aspect of our daily lives. However, I am pleased to announce that Talladega College has successfully implemented extensive protocols to mitigate risks associated with COVID-19 when classes resume in August.

We have developed a comprehensive re-entry plan that prioritizes the health and safety of students, faculty, staff and visitors while also enabling us to maintain the high standard of academic excellence that is the hallmark of the Talladega College experience.

The guidelines and procedures detailed in this document include stringent precautionary measures. There will be significant changes in the manner in which we interact with one another on campus. Mandatory masks, social distancing, frequent hand washing, temperature checks, virus testing, extensive daily sanitization of facilities, and other safety measures will help us to protect ourselves and each other during this challenging pandemic.

Our plan is based upon the most up-to-date Centers for Disease Control and Food and Drug Administration information from public health authorities and other experts. Prior to and after reopening campus, we will continue to maintain contact with local, regional and national health officials; monitor the situation daily; and make adjustments as needed.

I am confident that, with flexibility, caution and diligence, we will maintain a dynamic and intellectually robust community that continues to thrive despite the unprecedented challenges confronting us.

Sincerely,



Billy C. Hawkins, Ph.D.
President



MOVING FORWARD SAFELY

Talladega College has modified its normal organizational operations to protect the health and well-being of our campus community. We are continuing to monitor the situation and will operate in accordance with guidelines set by federal, state and local officials and follow the advice of experts to limit and mitigate the spread of COVID-19.

As Talladega College methodically reopens, we are relying on each community member to exercise good judgement and to comply with guidance contained in these policies and procedures. These guidelines will be updated as appropriate. Community members should continue to coordinate with the appropriate department and/or supervisor and monitor the campus website for the most current information. Talladega College is committed to the safety and welfare of all campus partners as we return. We are entering a new phase in the history of our college and we will be stronger if we all work together and follow best practices that protect the health of our entire community.

A complete reopening will coincide with the start of fall semester. Based upon what we learned from the return of employees this summer, it is prudent that we continue to mitigate the population density on campus.

The Talladega College COVID-19 Task Force, consisting of cross-functional areas, is responsible for acquiring assistance from additional staff personnel in their respective areas as needed. Each building on campus will have Building Captains (Primary and Secondary). They will be responsible for monitoring the health and safety of campus community members who reside or work in their building. In the case of COVID-19, Building Captains are to take temperatures and assess all COVID-19 activities in conjunction with Facilities Management on a daily basis.



MANDATORY TESTING



MASKS



**THERMAL CAMERAS AT
DOORWAY ENTRANCE**



SOCIAL DISTANCING



**DAILY TEMPERATURE
CHECKS**

SAFE START

HEALTH AND SAFETY MEASURES



GLOVES



DEFOGGING/OFFICE SANITIZATION



**SAFETY
SHIELDS AND
ROOM DIVIDERS**



**FREQUENT HAND
WASHING**



**HW&B AloeGienic HAND
SANITIZER GEL AND PUMP STATIONS
THROUGHOUT CAMPUS**



HEALTH AND SAFETY OVERVIEW

- A.** Mandatory free testing provided by the State of Alabama, in partnership with University of Alabama-Birmingham (UAB) [Stay Safe Together Healthcheck](#), will be available for all students, faculty, and staff prior to reentry to the Campus.
- B.** All students, faculty, and staff will be provided a wellness package upon arrival to campus to include gloves, hand sanitizer, masks, disinfecting wipes and safety information.
- C.** Prior to the campus reopening, [Purteq](#) will provide a thorough sanitizing of campus facilities, including classrooms and common/public spaces with scheduled routine maintenance throughout the semester. In addition, [HW&B AloeGienic](#) hand sanitizer stations and disinfectant wipe stations will be placed throughout campus. All offices will be equipped with sanitation materials (rubber gloves, cleaning supplies etc.)
- D.** Social distancing and personal hygiene are important safeguards. All community members are to:
- Maintain a distance of 6ft.
 - Wear face coverings, which are mandatory on campus
 - Avoid close contact with others
 - Wash hands frequently
 - Cover coughs and sneezes with a tissue or elbow
 - Avoid contact with frequently touched surfaces
 - Routinely clean personal workspace
 - Respect the personal space of others
- E.** All students, faculty and staff will have their temperature checked daily. In addition, [ClearScan](#) technology will be utilized throughout the campus to provide continuous body temperature checks.
- F.** All students, faculty, staff and visitors/vendors must wear a mask on campus. However, we will provide FDA/CDC approved masks during move-in and each residence hall and office will have extra as needed. Appropriate use of face masks or coverings is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not have symptoms.
- G.** Campus classrooms and dining facilities, as well as specified entrances/exits, will be modified to support appropriate physical distancing. [Clear social distancing single panel room dividers](#) will be placed in classrooms, which will be pre-arranged for social distancing. Plexiglass barriers will also be installed in some high-traffic service areas.



QUARANTINE PROCEDURE

TC students placed in isolation or quarantine are required to notify Health Services at 256-761-6208. Employees who require self-isolation and miss work must notify their supervisor and Human Resources of their absence at 256-761-6204. All students, faculty, and staff will be tested prior to re-entry.

PRECAUTIONS FOR HIGH RISK INDIVIDUALS

Please note that Talladega College is sensitive to those who may be classified as high risk for severe illness. If you demonstrate any symptoms or signs, please make the office of Human Resources aware of any pre-existing condition(s) so we can best assist you. For students, please provide necessary immunization records to Health Services so we best assist you.

According to the CDC, individuals with certain conditions might be at a higher risk for severe illness from COVID-19. These conditions may include:

- Older adults (age 65 years and older)
- Moderate to severe asthma
- Diabetes
- Serious heart conditions
- Severe obesity

For additional information, visit:

<https://www.cdc.gov/coronavirus/2019-ncov/need-extra-precautions/groups-at-higher-risk.html>

DEPARTMENTAL PROCEDURES

All departments will post workplace posters available through the Centers for Disease Control and Prevention (CDC) and Alabama Department of Public Health (ADPH) to ensure that employees know the signs and symptoms of COVID-19 and what they can do to prevent its spread.

Maintain cleanliness of shared spaces and common surfaces such as:

- Light switches
- Faucets
- Cabinet doors, drawers, and countertops
- Copiers
- Phones
- Computers, laptops and ipads
- Employees should always wear a mask/face covering

TEMPERATURE READINGS

- Residence Life staff will assist with temperature readings in each residence hall on a daily basis by 10 a.m.
- Students taking evening courses will have their temperature checked by the professor before entering the classroom.
- All off-campus students should report to the Student Center Health Clinic.
- Building Captains will assist with temperature readings for their respective building.

ACADEMIC LIFE

Educational offerings will include face-to-face, online and blended options. These course offerings are currently being developed in ways that will meet student learning outcomes and maintain the health and safety of our students, faculty and staff. The following steps have been taken to provide a positive learning environment for students:

- A.** Fall classes will begin on Wednesday, August 19th. The last day of the fall semester is Wednesday, Nov. 18th. The college will observe Labor Day (September 7th) and Veteran's Day (November 11th), and no face-to-face classes will be held on either holiday. Modifications to the academic calendar prioritize consideration of the health and safety of students, faculty, and staff. The academic calendar is subject to change depending on recommended COVID-19 guidelines. Note: Should additional challenges arise due to the uncertainty of the coronavirus pandemic during the Fall 2020 semester, all courses will continue through an online format. If you have questions related to academic offerings, please contact the Office of Academic Affairs at 256-761-6216.

COMMENCEMENT

Commencement marks the culmination of years of hard work for our graduates and sacrifice for their families. We are planning to host an in-person commencement ceremony on Sunday, August 16th at 9 a.m. on the Quad. Again, all guests must wear a mask.



ACADEMIC DELIVERY MODEL FOR FALL 2020

Increased Hybrid/Blending Learning Opportunities:

- Decreased Traditional Face-to-Face Courses to Promote Social Distancing
- Delivery of course instruction through CANVAS Learning Management System

Talladega College will optimize class schedules for low density classrooms. Examples include the following:

- Face-to-Face classes held on Tuesday and Thursday will split and allow face-to-face instruction on Tuesday for a designated number (50%) of students and virtual instruction on Thursday. The remainder of the students will attend face-to-face on Thursday and virtual instruction on Tuesday weekly throughout the semester.
- Face-to-Face classes held on Monday, Wednesday and Friday will split the course in three sections with each of the three groups attending either Monday, Wednesday, or Friday as designated and virtual instruction on the other two days of the week throughout the semester.

CLASS START DATE: AUGUST 19, 2020

CLASS END DATE: NOVEMBER 18, 2020

VIRTUAL TRAINING AND DEVELOPMENT

Talladega College is committed to providing students with tools and resources to develop necessary online learning skills to promote learning in a virtual environment. Students will have access to CANVAS and CENGAGE (textbook) Online Learning Modules and technical support to assist with mastering skills for successful navigation of online courses. The Online Faculty Manager, in collaboration with the Information Technology Department, will be accessible daily to provide assistance.

Faculty professional development will be delivered through multiple virtual modes, including videos, learning modules, webinars, and other online resources focused on teaching and research focused on specific technologies.

B. Talladega College Information Technology (IT) staff will continue to service your technology help desk needs during regular operating hours, Monday-Friday 8:00AM-5:00PM. However, if assistance is required during regular operating hours or after close of business, you may also contact BlackBelt Help support by calling 877-379-2490. BlackBelt Help support is available also on weekends and holidays. BlackBelt Help will provide general IT support for the following needs:

- Password reset
- Email
- my.talladega.portal
- Desktop
- Laptop
- Smart Phones and tablets
- Network Connectivity - internet
- Printers and Scanners
- Operating Systems
- Classroom technology

C. Talladega College will ensure that all students have appropriate academic progress toward graduation.

D. Faculty office hours will be held virtually to maximize social distancing. Students are encouraged to contact faculty to schedule appointments as needed.

E. Student Success Center Services (i.e. Tutoring, etc...) Access to services offered through the Student Success Center is now available on our new website at the following link:
<https://talladega.libguides.com/studentsuccesscenter/home>.

The website contains a link for virtual tutoring requests as well as our Virtual Assistance Request form which allows students to make requests regarding Academic, Technology or Mental Wellness concerns. For additional inquiries, please contact the Center at studentsuccess@talladega.edu.



CAMPUS LIFE

We will strive to make your residential experience exciting and enjoyable. To assist in promoting a healthy atmosphere conducive to living and learning, there are policies and procedures that have been established. We expect all of our residents to demonstrate mutual respect for one another and to foster a healthy living environment.

- A.** Safety measures will emphasize social distancing and promote a clean environment.
- B.** New residents move in at different times. Your move in day is predicated on your categorization. Early program participants will be notified by their Organizational Supervisor or Athletic Coach confirming their arrival date. Your move-in time will be based on your last name.
- C.** Residence Life will maintain double occupancy for a majority of our residential facilities.
- D.** Residence Life is working diligently on residential placement for those who have applied. Your housing assignments will be based upon timely receipt of housing applications. No one will be placed without a housing application and paid fees. You can apply for housing at:

1. For Returning Students (Renewal Application):

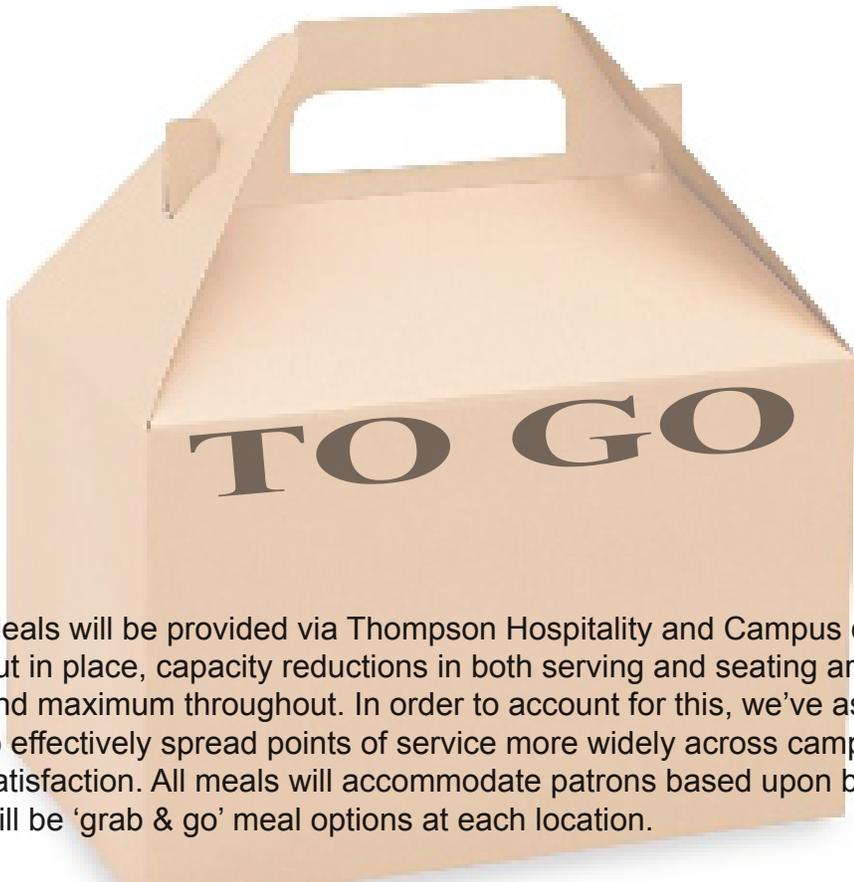
<https://www.cognitofrms.com/TalladegaCollege3/RoomRenewalApplicationFormFall2020Spring2021>

2. For Freshman, Readmits and Transfer Students:

<https://www.cognitofrms.com/TalladegaCollege3/HousingApplicationFall2020Spring20212>

Signage will be located throughout campus facilities and will communicate health and safety protocols. Common areas will remain open where possible to allow for student engagement and community building. In addition, the college will implement and enforce visitation policies consistent with health and safety protocols.

GENERAL DINING AND FOOD SAFETY



Meals will be provided via Thompson Hospitality and Campus dining facilities. As social distancing is put in place, capacity reductions in both serving and seating areas may affect both speed of service and maximum throughput. In order to account for this, we've assembled strategies and creative ways to effectively spread points of service more widely across campus, supporting value and student satisfaction. All meals will accommodate patrons based upon best social distancing practices. There will be 'grab & go' meal options at each location.

A. Continuous Cleaning & Sanitation

Dining personnel continuously cleaning tables, chairs and all high touch surfaces. Freestanding touchless sanitizer stations for guests to use at the entrances and exits.

B. Contact Free Checkout

Plexiglass breath shields at all registers in the dining facilities.

C. Traffic Management

One-way traffic management to help guests navigate dining and seating areas while maintaining social distancing.

D. Social Distancing Everywhere

Dining personnel will have maps and guidelines to ensure that social distancing practices are being followed both in the back-of-the-house and front-of-the-house. Kitchens, vehicles, serving lines and dining rooms will all be required to adhere to social distancing.

E. Gloves, Masks & Hand Washing

Dining personnel wear a face mask at all times. Gloves are worn at all times when handling food and completing other tasks, and dining personnel must wash their hands and change out gloves every thirty minutes.

F. Safety Messaging

Communication on social distancing, local guidelines, and staggered break times posted throughout the back-of-the-house and at time clocks.

ATHLETICS

Supporters of Talladega Tornado athletic events shall follow the previously listed precautions and requirements. All facilities will have been sanitized and Talladega College will follow all guidelines prescribed by National Association of Intercollegiate Athletics (NAIA) and the Gulf Coast Athletic Conference (GCAC).

MEETINGS AND EVENTS

Convene meetings in ways that allow for social distancing. Continue to use online meeting platforms to allow individuals to connect.

In-person meetings should occur in open areas or rooms with occupancy levels that significantly exceed the number of participants and are not greater than 50 percent of current occupancy limits. Again, masks are to be worn during these interactions.

RESIDENTIAL HOUSING CHECK-IN POLICY

Each student drives in through the appointed location before parking and has their temperatures checked while in the car along with completing a questionnaire provided by the Nurse and/or designated staff.

Upon successful completion of the process, the student will receive a color coded card which allows access to the building for the student's residence.

Students are not allowed into any campus facility without receiving a color coded card designating they have completed the process for reentry. Upon reentry to Talladega College Campus, all students must observe the following guidelines:

- Wash Hands (at least 20 seconds with warm soap and water) frequently.
- Stay a distance of six feet from each other.
- Wear appropriate masks or face covering.
- Practice social distancing and limit face-to-face meetings by utilizing conference calls and virtual meetings.
- Avoid congregating in groups until further notice.

EARLY ARRIVAL — CAN I MOVE IN BEFORE MY SCHEDULED DATE?

Students are not able to move in earlier than their assigned move-in date. If you have a conflict, you are welcome to move in at a later time than your scheduled arrival day.

LATE ARRIVAL — CAN I MOVE IN AFTER MY SCHEDULED DATE?

You are welcome to move in any day after your assigned move-in date. Students who will be moving in after their move-in date should contact the Residence Life Office at 256-761-6337 so their room can be held.

TRANSPORTATION

Transportation will operate to safely transport students, faculty and staff. We will follow the CDC guidelines. Enhanced cleaning procedures have been implemented, with drivers frequently disinfecting high-touch areas when traveling and deeper cleaning performed after hours.

GENERAL INFORMATION

The plans that Talladega College have thoughtfully made may need to change based upon government and health official guidelines, so we ask for your continued patience and flexibility. If future guidelines require a different action, the safety of our students, faculty and staff will be the most important factor in our decisions.

MENTAL HEALTH

Students who may be experiencing distress during this time of uncertainty are encouraged to utilize Counseling Services at 256-761-6246. Staff is on hand to address concerns you may have about your wellness.

Upon arrival for re-entry to campus there will be extra support of mental health providers to assist students with completing surveys about mental health and to be on hand to address anxiety and stress that may arise from transitioning back to campus. Surveys will be given to all students to assess the overall state of students returning to campus having to deal with COVID-19 and subsequent side effects such as magnified mental health issues, isolation, social anxiety, fear, health concerns, financial anxiety and other undetermined concerns. Surveys will be analyzed and used to determine the need for more specific services for students. Counseling services for students will be offered face-to-face and virtually. Virtual services will be urged to follow safety guidelines and maintain health and safety for all. Referrals will be made with outside partners for more extreme cases.

Employees dealing with feelings of isolation, anxiety, or stress are encouraged to use our Employee Assistance Program. Please contact Human Resources for additional information. (<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/managing-stress-anxiety.html>)