



ARKANSAS STATE UNIVERSITY
MID-SOUTH

**Return to
Campus
Guide**

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INTRODUCTION

Dear ASU Mid-South Faculty, Staff and Students:

I look forward to welcoming you back to Arkansas State University Mid-South.

During the past several months, our administration, faculty, and staff have been working on a plan to return to campus to ensure that we continue to meet our mission during this health emergency. Please use this resource guide as an opportunity to learn as much as possible about how ASU Mid-South plans to minimize the risk of contracting COVID-19 for its employees and students. Additionally, it is the responsibility of each of us to demonstrate that ASU Mid-South puts the health and safety of its campus community as the first priority. We will do so through following the protocols as designated by the Arkansas Department of Health and the Centers for Disease Control and Prevention. These protocols include checking your temperature every morning before coming to campus, wearing your mask, observing physical distancing guidelines, washing your hands frequently, and observing proper hygiene. The present and future may seem uncertain at this time, but we believe that the above protocols will help to sustain a safer environment at ASU Mid-South.

A successful return to campus relies on each member of the ASU Mid-South campus community (faculty, staff, students and visitors) exercising common sense and good judgment, as well as practicing the health and safety guidance contained in this document.

While we have tried to be as comprehensive as possible, some questions may not be answered or addressed in this document. Some additional questions about the guidance and frequently asked questions are addressed at the end of this guide. Employees with additional questions should contact their supervisor, or Human Resources. Students with additional questions should contact greyhoundssupport@asumidsouth.edu.

Stay Safe, Well and Greyhound Strong,



Debra West, Ph.D.

Chancellor

Arkansas State University Mid-South

The following sections are designed to provide an overview of the shared expectations, principles, conditions and target timing for returning to campus. This document is not a comprehensive listing of all the activities and plans being deployed across campus. Updates will be made to this guidance, if required, given the fluidity of the situation.

SECTION 1

OVERARCHING PRINCIPLES

This plan assumes that the existence of COVID-19 will persist into the foreseeable future. The trigger timing for removing restrictions or launching events and activities is contingent upon the ongoing assessment of any federal and state guidelines and requirements that may apply. The plan should be received in the spirit of the fluidity that is the current reality and will be updated as new information becomes available. We must continue to expect the unexpected. Our aim is to be no more or less restrictive than the guidance provided by state and federal public health agencies. Our reopening will be phased and guided by these overarching principles:

- ASU Mid-South will continue to follow guidance from the Centers for Disease Control and Prevention (CDC) and the State of Arkansas, including the Arkansas Department of Health (ADH).
- Employees will return to campus on an as-needed basis, as slowly and safely as possible; otherwise, remote operations will continue until otherwise announced, with at least two weeks' advance notice given to employees.
- Students' return to campus for services and classes will be in a manner that emphasizes caution and safety.
- Employees who can work remotely in an effective manner, as determined through their supervisory chain, may be able to continue to do so. Students whose learning can be accomplished online will be encouraged to continue online studies.
- Our plans will be designed to mitigate the risk of the virus on campus.
- In consultation with the ADH and CDC, a protocol will be implemented for Self-Assessment, monitoring and contact tracing, as well as continuing education.
- Our plans will seek to protect all individuals, including those who are at highest risk.
- Our plans will provide for managed cleaning and sanitizing, and procurement.
- All campus divisions will remain prepared to return to a remote environment if conditions change.

Important Dates for Return to Campus

We look forward to bringing you back to campus, and we are excited to have students, faculty, and staff return this August! Currently, we plan on resuming in-person classes for the Fall semester. However, due to the evolving nature of the COVID-19 pandemic, timelines and plans may shift based on the guidance, recommendations, or public health orders we receive. It is our desire that each of you returns to an environment that continues to promote health and safety!

We will make any adjustments to this schedule based on further directives from the Arkansas Governor's Office and the Arkansas Department of Health. Please work cooperatively with us as we phase in our campus operations in a flexible and intentional manner.

If you have any questions or concerns about our return to operations, please work directly with your supervisor and Human Resources. We have prepared a list of Frequently Asked Questions as well for you that might answer your most important questions. If you or someone in your household has a pre-existing or high-risk condition, please discuss it with your supervisory chain or Human Resources.

Our current phased approach for returning employees and students is below:

DATE	ACTION
July 6 – August 3	Phased in return for employees (Mon/Wed – Tues/Thurs) Your supervisor should alert you to your schedule on campus, or advise you on working remotely.
Beginning July 6	Student Support Services available by appointment only.
July 16	Summer Semester Ends
July 6 – August 9	Registration
August 3	10 Month Faculty Report to Campus
August 6	New Student Orientation
August 6	Concurrent Student Orientation
August 10	Late Registration begins
August 17	First Day of Fall Semester Classes

SECTION 2

HEALTH AND SAFETY

Behaviors for Mitigating Risk of Transmission of COVID-19

Appropriate means of mitigating the risk of COVID-19 transmission for the campus community require all employees, students and visitors to:

- Respect physical distancing measures of keeping at least 6 feet of distance from others.
- Wear face coverings or masks while on campus in public environments, especially where physical distancing measures are difficult to maintain.
- Practice frequent hand-washing hygiene and respiratory etiquette.



Symptom Monitoring and Self-Assessment for All Employees and Students

On a daily basis, ASU Mid-South employees planning to work on campus are required to complete a certification that they have self-assessed and that they are not exhibiting COVID-19 symptoms or a fever prior to coming to campus. The Self-Assessment certification will be available digitally and by other means as needed. If symptoms exist, employees will be directed not to come to campus and will be provided information for next steps. This will help educate people about symptoms to watch for in addition to creating a self-monitoring culture.

A manual temperature screening will not be a general requirement for employees or students to return to campus since medications, room temperature or walking long distances can lead to inaccurate body temperature reading; however, specific campus locations may institute additional monitoring or screening measures as required by ADH.

The Self-Assessment consists of a 3-question health screening questions, as follows:

1. Have you had any of the following new symptoms in the last seven days: fever or chills, cough (either new, or different than your usual cough), sore throat, shortness of breath, vomiting, diarrhea, loss of taste or smell, or any other flu-like symptoms?
2. In the past week, do you know if you have been in close (fewer than 6 feet), prolonged contact (more than 2-3 minutes) with someone with fever, cough, shortness of breath, vomiting, diarrhea, loss of taste or smell, flu-like symptoms, or a diagnosis of COVID-19?
3. Do you currently have, or within the last 24 hours have you had, a fever?

In addition to the digital availability of the daily screening, the Self-Assessment questions will be posted on signage at each open entrance into campus buildings, and employees and students must acknowledge that the Self-Assessment has been performed, that they are entering a public space and that they are there of their own free will.

These daily checks are essential to maintaining a healthy campus environment.

Who Should NOT come to Campus:

- Anyone exhibiting symptoms of illness – if you are not feeling well, stay home, inform your supervisor, and call your medical provider or the Health Department.
- Anyone recently diagnosed with COVID-19 in the previous 14-days.
- Anyone who has had contact with a person with a confirmed case of COVID-19 and who has not received approval from ADH or a medical provider to return to campus.
- Anyone arriving from an international destination or CDC/ADH-identified hot spot who has not contacted ADH and completed the mandated 14-day self-quarantine.
- Non-essential visitors and guests – only essential, official visitors and guests here for academic or business purposes should be invited on campus. **Your Vice Chancellor or Associate Vice Chancellor must approve any essential visitors to campus.** This does not include deliveries made to the Shipping/Receiving Department or Café Grill. All approved visitors to campus must comply with the *ASU Mid-South Return to Work Guide*.

Contact Tracing

One of many layers in our safety and wellness protection protocols at ASU Mid-South is the ability to provide Contact Tracing Information to the Arkansas Department of Health. Contact tracing is one of those terms associated with the COVID-19 pandemic that has seemingly become a part of our everyday language, but it's a public health strategy that's been used for years to combat communicable diseases.

Contact tracing is the process of finding out who has recently been in close contact with a person infected with the virus that causes COVID-19 and reaching out to those people to let them know they may have been exposed and guide them on what to do next. In some cases, that may include self-isolating to prevent further spread.

At ASU Mid-South, we believe that contact tracing while on our campus helps to inform and protect our campus community against the spread of COVID-19. We are, however, committed to ensuring and protecting your privacy.

How Will Contact Tracing be Implemented?

ASU Mid-South recently launched its mobile application available for iPhone and Android devices. One of the features available within the application is a QR code reader which allows employees and students to gain and record access to service areas on campus such as Greyhound basketball games, the Learning Success Center, Library and Café Grill. Additionally, some faculty might use the QR code reader to record a student's attendance to classes or labs.

The availability of QR unique codes on easily accessed and visible signs around campus will allow employees and students to move about campus easily by simply accessing the reader on the mobile application and scanning

the appropriate QR code. You will see QR codes at the open entrance to each of our buildings and at each open service location such as classrooms, Library, Learning Success Center, and certain high-traffic offices such as the Financial Aid, Admissions and Business Offices.

When scanned, the QR reader records the date and time of your access to an area. Should a COVID-19 diagnosis be made within our campus community, if requested, the ADH would have the ability to determine those with whom the diagnosed person likely came in direct contact, and the ADH would notify those who were at risk to exposure.

Additional Preparations to Promote Wellness on the Campus

- Physical distancing protocols and procedures for classrooms, labs, offices, library, large group indoor and outdoor events, all based on state guidance
- Increased communication on potential changes to established plans or procedures
- Frequent and aggressive cleaning and disinfecting of facilities and surfaces
- Limited provision of masks, hand sanitizer stations and other personal protective equipment and supplies

What Daily Steps Must Each Employee and Student Follow?

All employees and students are expected to complete a daily checklist before returning to campus:

1. Self-evaluate. Do you have any symptoms of illness?

- Fever
- Chills
- Diarrhea
- Cough
- Muscle aches
- Loss of smell or taste
- Difficulty breathing
- Sore throat

2. Wear a face covering.

- All students, faculty, and staff are required to wear a face covering in public spaces. [Exceptions may be made for those who have a disability documented through the Office of Disability Services (students) or Human Resources (faculty/staff)].
- Ensure the face covering covers your nose, mouth and chin and is worn at all times when around other people.

3. Honor physical distancing.

- Work and study at least 6 feet away from others.
- Do not gather in groups.

4. Wash your hands.

- Often, and for at least 20 seconds.

5. Practice cough/sneeze etiquette.

- Use a disposable tissue or cough into your sleeve.

6. Stay home if you have any symptoms of illness. Report to your medical provider, and to your supervisory chain or Human Resources. Follow instructions of your medical provider.

7. Abide by the rules for everyone's health. Refusal to abide by these requirements may result in student or personnel disciplinary action.



Face Coverings

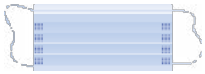
- Face coverings are required for all students, employees and visitors while on campus in public settings and where physical distancing measures are difficult to maintain.
- Appropriate use of face coverings that mask both the mouth and nose is critical in minimizing risk to others near you, as well as ensuring an adequate supply of medical grade masks for health care workers, first responders and those needing more effective respirators.
- ASU Mid-South expects members of the campus community to provide their own personal face coverings, except for instances where required by the nature of the course or job duty. The campus will make every attempt to provide masks for those employees and students unable to secure their own.
- Those not complying with use of face coverings will be asked to leave and return with a face covering. Individuals may be subject to warnings or other sanctions available in the Employee Handbook or Student Code of Conduct.
- The College expects employees and students to behave responsibly with respect for the health and safety of others.

Types of Face Coverings



Cloth Face Covering:

- Homemade or commercially manufactured face coverings that are washable will help reduce the spread of respiratory droplets when talking, coughing or sneezing.
- These coverings may not be effective at preventing infection for the person wearing, but they do help stop the spread to others. Since people who are infected may not show symptoms, widespread use of coverings of any kind can help slow down the spread.
- Cloth face coverings are recommended for use by non-health care workers for areas where 6 feet of physical distancing cannot be consistently maintained and required in designated areas.
- They must be washed or replaced daily.
- Cloth face coverings are NOT the same as the medical face masks, surgical masks, or respirators (such as N95 respirators) worn by health care personnel, first responders and required workers.



Disposable Masks:

- Commercially manufactured face mask that helps reduce the spread of respiratory droplets when talking, coughing or sneezing.
- Recommended for use in areas where 6 feet of distancing cannot be consistently maintained and required in designated areas. Not required when alone in an enclosed space.
- Must be thrown away and replaced daily.
- Disposable face masks are NOT the same as the medical face masks, surgical masks, or respirators (such as N95 respirators) worn by health care personnel, first responders and workers in other industries.



Medical & Surgical Masks:

- Also referred to as Medical Personal Protection Equipment (PPE), these masks should be used by only health care personnel and first responders for their protection.
- Health care personnel and first responders should not wear cloth face coverings instead of respirators or face masks when medical personal protection equipment is indicated.



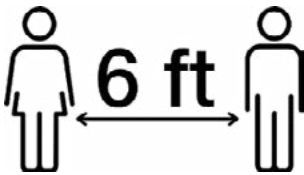
N95 Respirators

- Provide effective respiratory protection from airborne particles and aerosols.
- Fit tightly around your face and filter out 95% or more of the smallest particles in the air, but only if they are fitted correctly.
- Recommended for use by health care personnel, first responders and workers in other industries.

General Considerations

- When using a face covering, make sure:
 - The mouth and nose are fully covered.
 - The covering fits snugly against the sides of the face so there are no gaps.
 - You do not have any difficulty breathing while wearing the face covering.
 - The face covering can be tied or otherwise secured to prevent slipping.
- As much as possible, avoid touching your face.
- Keep the covering clean.
- Wash hands with soap and water or alcohol-based hand sanitizer immediately before putting on, after touching or adjusting, and after removing the face covering.

- Don't share your face covering with anyone else unless it has been washed and dried first.
- You should be the only person handling your face covering.
- Laundry instructions will depend on the cloth used to make the face covering. In general, cloth face coverings should be washed regularly (e.g., daily and whenever soiled) using water and a mild detergent, dried completely in a hot dryer, and stored in a clean container or bag.
- Face coverings are not a substitute for physical distancing and should be used in addition to physical distancing.



Physical Distancing

In addition to Self-Assessments and monitoring, ASU Mid-South will adhere to CDC and ADH guidelines and recommendations regarding physical distancing – minimum of 6 feet between individuals whenever possible. **Physical distancing must be practiced even when face coverings are also being used**



Hand Hygiene and Respiratory Etiquette

- Wash hands frequently with soap and water; avoid cross contamination – hand sanitizing stations will be made available in all campus buildings.
- Avoid close contact with others.
- Wear face coverings whenever it is not possible to maintain 6 feet of separation.
- Cover coughs and sneezes with a tissue or elbow, and dispose of the tissue properly in a trash container.
- Avoid contact with frequently touched surfaces.
- Routinely clean and disinfect frequently touched surfaces.

SECTION 3

RETURN TO CAMPUS – EMPLOYEES

Staff Return to Campus

ASU Mid-South continues to plan the return of employees to the College's locations under the guidance of the CDC, the Arkansas Governor, and the Arkansas Department of Health. For the continued health and safety of our College community, employees will be returning to campus in phases. Please remember that this is a very fluid situation that can change at a moment's notice. If you have any questions or concerns, feel free to reach out to your supervisory chain.

Acute Respiratory Illness Pandemics: Prevention & Response Training

All employees of ASU Mid-South will be required to take the Acute Respiratory Illness Pandemics: Prevention and Response training program provided by the Human Resources Department. The main purpose of this training is to reinforce the above behaviors, check knowledge and understanding of those behaviors, and address questions regarding safe operations during a global pandemic.

This training program must be completed prior to or on the day of your return to work. You will receive an email from Human Resources with instructions on accessing the training program.

Staggered Schedules beginning July 6 through August 3

Staggered work schedules (Mon/Wed, Tue/Thurs) have been developed in order to reduce the total number of people on campus and adhere to physical distancing requirements. Each supervisor and department has developed a process to implement a staggered schedule while maintaining support for those on campus.

We understand there are key activities to prepare for the Fall semester, and for IT support and facilities maintenance to prepare classrooms and offices. On-site work schedules for employees coming to campus should be staggered as necessary to adhere to physical distancing requirements and should be planned with other College divisions in mind.

All employees are expected return to campus by August 3, other than employees with documented permission to work remotely or be absent. Supervisors have been provided with guidance on the various forms of permissions and leave.

Whether on campus or working remotely, staff are expected to work a normal business day based on the specific needs of the department or division. If you have specific questions about this process, please work directly with your supervisory chain. The intent of this staggered schedule is to ensure we can meet the varying needs of our students while maintaining lower levels of staffing and minimizing face-to-face interaction where possible. ASU Mid-South cares about each person on campus and, working together, we will sustain a positive, supporting, and healthy environment for everyone!

From July 6 through August 3, students not enrolled in the Summer semester, may begin to come to campus by appointment only for assistance from student support services. Students will not be permitted to enter campus without an appointment and without completing the Self-Assessment.

Employees should read the next section in order to understand and assist students in following established protocols.

SECTION 4

RETURN TO CAMPUS – STUDENTS

ASU Mid-South is dedicated to each student's success and, as such, we are especially excited to welcome students back to campus, not only for in-person classes beginning with the Fall semester, but also for the personal assistance students may need with financial aid, enrollment and registering for classes, tutoring, advising, testing or other support services.

As we work to re-open the campus and maintain a safe environment for our faculty, staff and students, we continue to encourage students to obtain the above services remotely. We continue to encourage the use of email and telephone to contact support staff. However, we understand that some activities require an in-person visit.

From July 6 through August 3, students not enrolled in in-person classes for the Summer semester may begin to come to campus **by appointment only** for assistance from student support services. Students will not be permitted to enter campus buildings without an appointment and without completing the Self-Assessment.

To make an appointment for student support services, please contact the following departments/services:

Financial Aid – Email finaid@asumidsouth.edu

Advising – Email myadvisor@asumidsouth.edu

Account balances – Email stubill@asumidsouth.edu

Testing – Visit <https://www.asumidsouth.edu/testing-sign-up/> and complete the form

Registering for Class – Email admissions@asumidsouth.edu

Setting up a Payment Plan – Email stubill@asumidsouth.edu

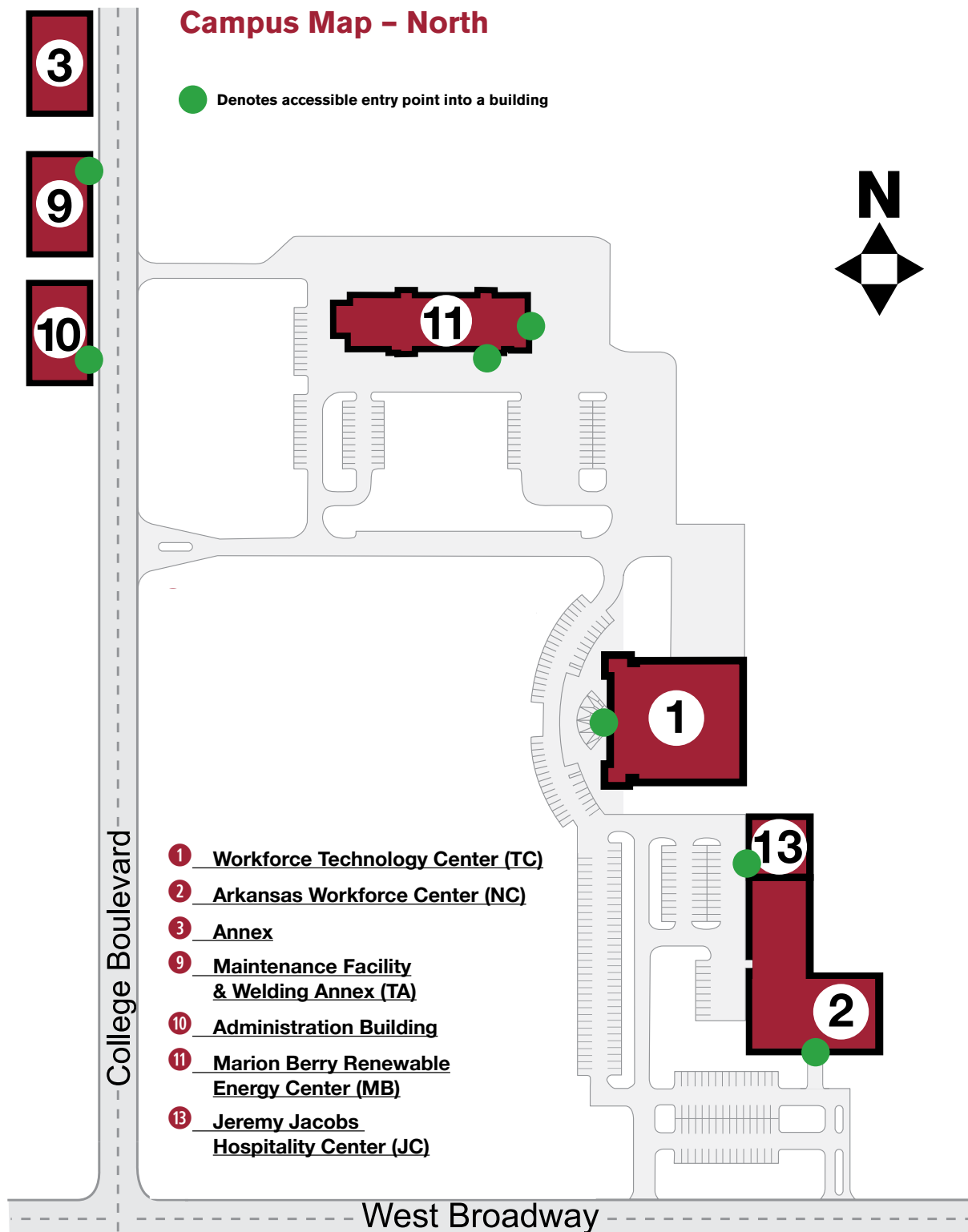
Other services such as submitting enrollment documents – Email admissions@asumidsouth.edu

If you do not have access to email, you may call 870-733-6722 and ask to be transferred to the appropriate office to make an appointment.

What to Expect When You Return

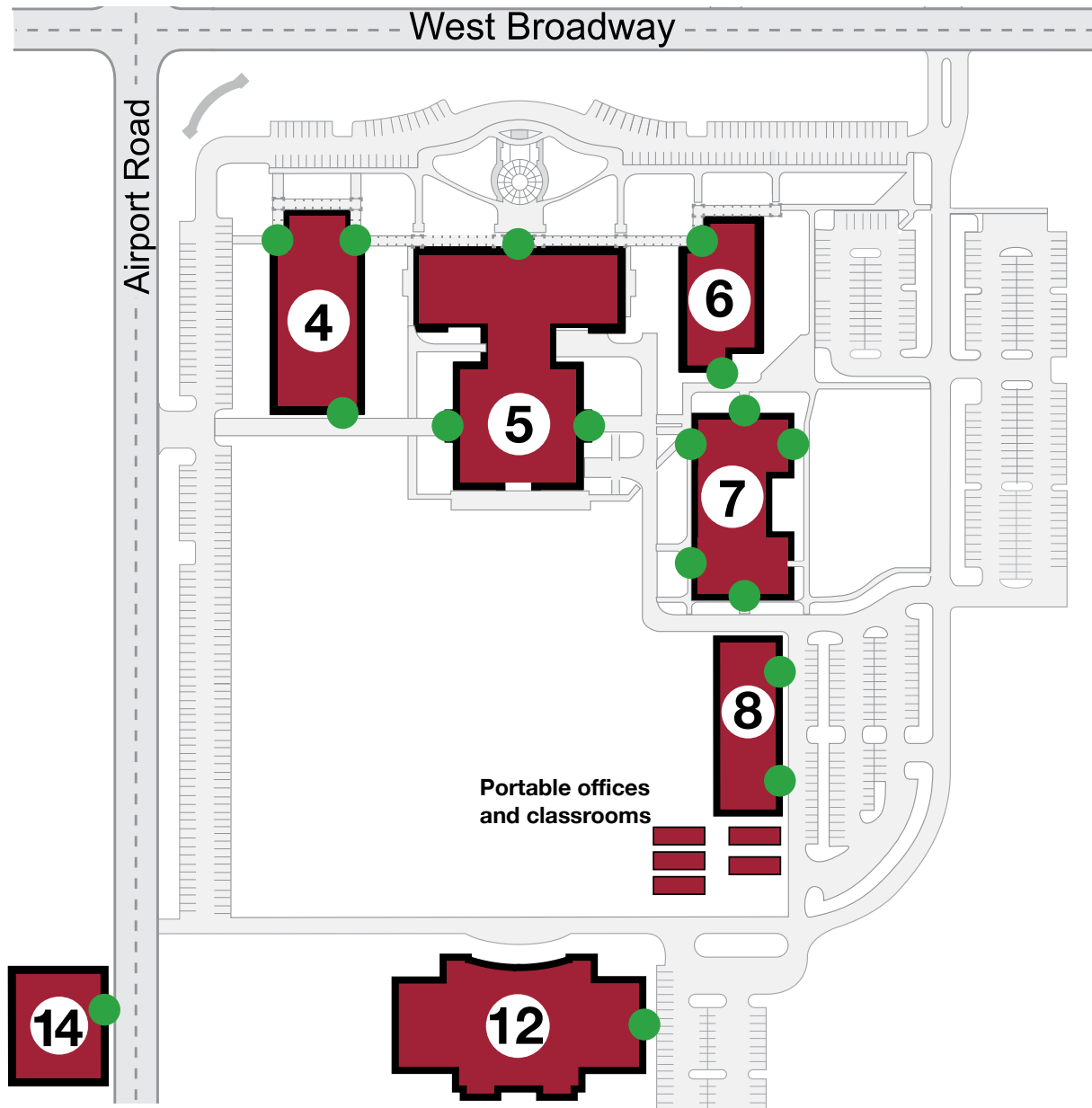
Complete the **Self-Assessment** screening prior to any visit to campus.








Limited Entry/Exit: To help us maintain our safety protocols, we will provide limited entry/exit points at each campus building location where multiple entry/exit points exist. All employees must enter and exit through the following entry points, designated by the green dots on the following campus map:



Campus Map – South

 Denotes accessible entry point into a building



- | | |
|--|--|
|  <u>University Center (UC)</u> |  <u>Allied Health Center (AH)</u> |
|  <u>Donald W. Reynolds Center (RC)</u> |  <u>Glen F. Fenter Athletic Complex (WC)</u> |
|  <u>Magruder Hall (MH)</u> |  <u>FedEx Aviation Technology Center (FX)</u> |
|  <u>Southland Greyhound Science Center (SG)</u> | |

Employees are urged to restrict building access to the building where their office is located unless absolutely necessary. (ex: Faculty to their classrooms, required meetings, security and IT support)

Download the App: During this period, we will be implementing our mobile app and the QR reader for employees to scan upon entering their office building and in some cases, their office suite or other location. We ask that all employees download the ASU Mid-South mobile app (available in the App store for iPhone and Android) and begin using the QR scan when entering your building and office suite so that we may begin contact tracing records for the ADH. If you do not have a smart phone or device, please discuss other options with your supervisor.

University Center Lounge and ASU Mid-South Fitness Center Closed: Until further notice, these areas are closed for public use.

Reduced Capacity: To ensure proper physical distancing, class sizes will be limited and access to open spaces will be strictly controlled. No close congregating in shared spaces, such as bathrooms, hallways, or parking lots, will be allowed.

Physical Distancing Measures: Respect physical distancing for your own safety and the safety of others. Strive to maintain at least 6 feet between you and others whenever possible, including in restrooms. Classroom seating and equipment have been rearranged and class enrollments reduced so that individuals can adhere as closely as possible to CDC-recommended physical distancing standards (6 ft or more). Equipment and furniture should stay in its designated area.

Plan Your Visit: Come prepared with appropriate PPE. Employees, students and visitors are expected to bring and wear their own face covering at all times. Exceptions may be made for those who have a disability documented through the Office of Disability Services (students) or Human Resources (faculty/staff).

Campus Events and Meetings (Internal and External): All campus events and meetings must be held in accordance with all ASU System and ADH guidance for gatherings, potential physical distancing, capacities, and use of face coverings.

- Events are permitted on a case-by-case basis with approval by the requesting organization supervisor/advisor, or a department's Vice Chancellor or Associate Vice Chancellor, and in some cases, the Chancellor.
- Large gatherings are discouraged (and may not be allowed) at least through the end of the Fall semester.
- Online and virtual events are encouraged. Virtual or telephone gatherings are strongly encouraged.

Travel Restrictions: Employees and students should minimize non-essential travel. Please be aware that if you are planning to travel to or through any of the current CDC or ADH-designated "hot spots" (or if the area you travel to or through is added to the current list), you will be required to complete a 14-day quarantine upon your return.

For employees - In the event we have returned to normal operations, employees in quarantine will be required to work from home. Those unable to perform their job duties from home will be required to utilize accrued sick or annual leave for those 14 days.

The State of Arkansas lists the following locations as current hotspots requiring quarantine upon return: New York, New Jersey, Connecticut, New Orleans, and International Locations

SECTION 5

FREQUENTLY ASKED QUESTIONS

1. What is COVID-19?

Coronavirus disease 2019 (COVID-19) is a respiratory illness caused by a virus called SARS-CoV-2. Symptoms often include a fever, cough or shortness of breath. The virus is thought to spread mainly from person to person:

- Between people who are in close contact with one another (within about 6 feet).
- Through respiratory droplets produced when an infected person coughs, sneezes, or talks.

Recent studies show that the virus can be spread by people before they develop symptoms or who never develop symptoms. It may be possible that individuals can get COVID-19 by touching a surface or object that has the virus on it and then touching their own mouth, nose, or possibly their eyes. However, this is not thought to be the main way the virus spreads. Although the virus can survive for a short period on some surfaces, it is unlikely to be spread from products or packaging. Older adults and people of any age who have serious underlying medical conditions may be at higher risk for more serious complications from COVID-19.

2. What if someone presents symptoms?

If someone around you appears to have symptoms, please understand that there are a variety of reasons that someone may be coughing or sneezing. Many people may have allergies or other causes for what may appear to be symptoms. If you are uncomfortable around someone who may be displaying symptoms, please work with your supervisor on potential alternatives to maintain your own health and wellness.

3. What is contact tracing?

Contact tracing is the process of working with individuals who have tested positive for COVID-19 to ensure that they have the right information and that people with whom they have been in contact with are notified that they may need to quarantine themselves.

4. Should I be tested for COVID-19?

Currently the Centers for Disease Control and Prevention says that not everyone needs to be tested for COVID-19. However, if you are having symptoms, we highly recommend that you engage with your healthcare provider to determine if a COVID-19 test is needed. You can also visit the Arkansas Department of Health website at <https://www.healthy.arkansas.gov/> for the latest local information on testing.

5. What is the difference between an antibody test and a COVID-19 test?

Right now, there are two kinds of tests available for COVID-19: viral tests and antibody tests. A viral test checks for a current infection of COVID-19. An antibody test checks for a previous infection. If you think you need a viral test, call your healthcare provider about your symptoms and how you think you may have been exposed to the virus. Your healthcare provider can let you know if they offer viral tests at their office. Your local health department can also provide local information on where testing is available.

If you want an antibody test, call your healthcare provider to see if they offer antibody tests and whether you should get one. You can also visit your local health department's website for local information on antibody testing.

6. What is the best way to maintain distance and safety using public restrooms?

Please use your best judgment when using public restrooms. If there are too many people, please try to use another restroom, if possible. Please be sure to use soap and water to wash your hands for at least 20 seconds each time you enter and leave.

7. What about the Café Grill food service or vending areas?

The Café Grill is not yet open. When it does re-open, tables and chairs will be arranged to maintain physical distancing between parties. Service lines and the flow of customers through the service area will be arranged to ensure physical distancing. Hand sanitizers will be available in food service areas. While in the Café Grill, you must adhere to the physical distancing guidelines and those state requirement applying to restaurants in Arkansas.

Vending machines in the Café Grill and in all campus buildings are currently disabled. Additionally, water fountains in all campus buildings are disabled. You should plan to bring your own drinks and snacks when you are on campus.

8. Can I use the Fitness Center?

Not yet. But, when it does open, attendance will be limited based on available space and ability to physical distance. Hand washing or sanitization will be required upon entry to the facility and will also be available throughout the Fitness Center.

Instructions for proper sanitizing of equipment by patrons will be issued when the facility opens.

9. Should I wear a mask all the time?

Face coverings should be worn any time that you are around others. If you are alone in an office or enclosed cubicle, you can certainly remove your mask. Use your judgment and common sense: if you expect to interact with others in a setting that prevents physical distancing, wear a mask.

10. What do I do if someone near me is not wearing a mask?

There are several responses possible depending upon the scenario. Let's work through a few of them.

- The immediate response should be to try and maintain adequate physical distancing (at least 6 feet apart).
- In a friendly manner, request that they wear a face covering when around other people.
 - *Tell them that we care about you so we are wearing a face covering and that you would sincerely appreciate them wearing one as well.*
- If the individual is an employee of ASU Mid-South:
 - *Recognize that there are some permissible exceptions to wearing face-coverings and that individual may have provided written documentation to Human Resources. Exceptions are private information and do not necessarily need to be shared beyond Human Resources.*

- *If you are concerned that an employee is consistently not wearing a face covering, discuss the situation with your supervisor. This reporting should not be viewed as “tattling” but rather a legitimate concern for the health of all.*
- If the individual is a student, and that student does not want to wear a face covering after being requested, offer a temporary alternative solution to the interaction where distancing can be maintained. Contact your lead faculty, or supervisory chain for appropriate steps.
 - *For instance, offer to address concerns remotely. Offer a computer station where the student can safely interact online.*

11. Will classroom chairs be removed to promote physical distancing?

Classrooms, labs and common areas have been reformatted to take physical distancing requirements into consideration. You may observe chairs in the back of a room or workspaces and chairs marked as not to be used. Please remain compliant with room designs. Adding more chairs or relocating tables may increase the likelihood of infection by decreasing physical distances and is strongly discouraged. In many cases, extra chairs or tables may be in the back of the room but should be considered out of order.

12. I am in a high-risk category. Should I return to work or class?

ASU Mid-South is committed to the health and safety of all employees and students. If you have a pre-existing condition that concerns you, are immune-compromised, or live with individuals in these categories, you should discuss your individual situation with Human Resources if you are an employee. As a reminder, all conversations with Human Resources are confidential. Please arrange a meeting with your supervisor and Human Resources. Students should contact Disability Services. To schedule an appointment with the Disability Services Office, please email accessibility@asumidsouth.edu.

13. What to do if I or someone in my household becomes infected with COVID-19?

If you are experiencing COVID-19 symptoms – fever, chills, cough, shortness of breath, sore throat, loss of smell or taste, etc. – stay home from work and contact your medical provider.

If you are an employee and you or someone in your household is diagnosed with COVID-19, please report this information to Human Resources by email: humanresources@asumidsouth.edu. HR may require you to provide validation (written proof) from the Arkansas Department of Health, and/or from your local physician.

If you are a student and you or someone in your household is diagnosed with COVID-19, you should contact your medical provider and ensure that they will inform the Arkansas Department of Health. The Department of Health will notify the campus.

If you are on campus and start experiencing any symptoms, please notify your supervisory chain or instructor and leave immediately, seeking medical help/advice if needed/required.