



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).
- The return to campus for students and employees will be in a manner that emphasizes caution and safety.
- Our plans will be designed to mitigate the risk of the virus on campus.
- In consultation with the ADH and CDC, a protocol has been implemented for daily self-assessment, monitoring and contact tracing, as well as continuing education for employees.
- 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.

SECTION 2

HEALTH AND SAFETY

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

- **Stay Apart** - Respect physical distancing measures of keeping at least 6 feet of distance from others.
- **Mask Up** - Wear face coverings or masks while on campus in public environments, especially where physical distancing measures are difficult to maintain.
- **Wash Up** - Practice frequent hand-washing hygiene and respiratory etiquette.
- **Stay Home** – If you are sick or have been in close contact with someone who has tested positive for COVID-19.



What Daily Steps Must Each Employee and Student Follow?

All students, staff and visitors to the ASU Mid-South campus are required to complete a Daily Health Screening Questionnaire to assess that they are not exhibiting COVID-19 symptoms or a fever prior to coming to campus. The Daily Health Screening Questionnaire is available on the ASU Mid-South website <https://www.asumidsouth.edu/daily-health-screening-questionnaire/>, on the ASU Mid-South mobile app, and is displayed on signs at all entrances to campus buildings. The signs displaying the Health Screening questions, also provide a QR code to be scanned by all entering campus buildings (see *Using QR Code Readers on Campus* in this section).

Employees, students, visitors, contractors, and vendors must acknowledge that the Daily Health Screening Questionnaire 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. ASU Mid-South may institute additional monitoring or screening measures as required by ADH.

Daily Steps to Follow

1. The Daily Health Screening Questionnaire:

Have you had any of the following NEW symptoms in the last 7 days?

- | | | |
|-------------------|-----------------------|--------------------------|
| • Fever or chills | • Shortness of breath | • Diarrhea |
| • Cough | • Vomiting | • Loss of taste or smell |
| • Sore throat | • Flu-like symptoms | |

OR – In the past 7 days, do you know if you have been in close (less than 6 feet), prolonged contact (more than 15 minutes) with someone with fever or chills, cough, sore throat, shortness of breath, vomiting, diarrhea, loss of taste or smell, any flu-like symptoms, or a diagnosis of COVID-19?

If you answer YES to either of these questions, or if have any symptoms of illness, stay home and do not come to campus. See **Section 5 – Illness and Exposure** to determine the next steps to take in regards to completing the NYIT COVID-19 Reporting Form and who to contact.

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 completely covers your nose and mouth, 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. Abide by the rules for everyone's health. Refusal to abide by these requirements may result in student or personnel disciplinary action.

Who Should NOT come to Campus

- **Anyone exhibiting symptoms of illness** – if you are not feeling well, stay home. **Employees should notify their supervisor and students should notify their instructor.** See **Section 5 – Illness and Exposure** to determine the next steps to take in regards to completing the NYIT COVID-19 Reporting Form and who to contact.
- 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 Campus Guide*.

Using QR Code Readers on Campus

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 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 data would assist ADH in determining 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



Must Completely
Cover Nose and
Mouth

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.

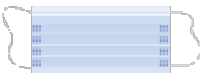
- Those not complying with use of face coverings will be asked to leave and return with a face covering. Individuals may be subject to warnings or other sanctions available in the Employee Handbook or Student Code of Conduct.
- The College expects employees and students to behave responsibly with respect 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.

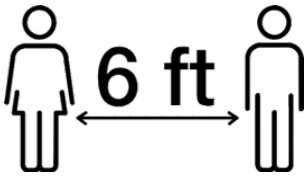


Disposable Masks:

- 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.

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.
- As much as possible, avoid contact with frequently touched surfaces.
- When contact can't be avoided, remember to wash or sanitize your hands after touching frequently touched surfaces.
- Routinely clean and disinfect frequently touched surfaces.

SECTION 3

RETURN TO CAMPUS

Staff Return to Campus

ASU Mid-South employees will return to work under the guidance of the CDC, the Arkansas Governor, and the Arkansas Department of Health. 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.

Student Return to Campus

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

All in-person student services will be obtained by appointment only. Students will not be permitted to enter campus service centers without an appointment and without completing the Daily Health Screening Questionnaire. All visitors to campus are required to wear a face covering.

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

Financial Aid – Email finaid@asumidsouth.edu or call (870) 733-6729

Advising – Email myadvisor@asumidsouth.edu or call (870) 733-6766

Account balances – Email stubill@asumidsouth.edu or call (870) 733-6714

Testing – Email testing@asumidsouth.edu or call (870) 733-6766 | asumidsouth.edu/testing-sign-up/

Registering for Class – Email admissions@asumidsouth.edu or call (870) 733-6728

Setting up a Payment Plan – Email stubill@asumidsouth.edu or call (870) 733-6750

Disability Services – Email accessibility@asumidsouth.edu or call (870) 733-6790

Tutoring – Email askatutor@asumidsouth.edu or call (870) 733-6766

Writing Help – Email writingtutor@asumidsouth.edu

IT help – www.asumidsouth.edu/greyhound-help-desk/

Computer Lab Access – Call (870) 733-6766

Concurrent Student Questions/Help – Email careercoach@asumidsouth.edu

Laptop & Calculator Check-out – Call (870) 733-6766

Student Support Services (SSS) – Email lwilson@asumidsouth.edu or call (870) 733-6073

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.

SECTION 4

WHAT TO EXPECT WHEN YOU RETURN

What to Expect When You Return

- **Complete the Daily Health Screening Questionnaire** prior to entering any campus buildings.
- **Scan the QR code on posted signs** from the ASU Mid-South mobile application to enter each building, service area (Library, Café Grill, Learning Success Center), classroom, and certain high-traffic office suites. **ONLY SCAN WHEN YOU ARE ENTERING AN AREA.**
- **Wear a face covering or mask.**
- **Maintain physical distance.** Do not gather in groups.
- **Practice good hygiene.** Wash or sanitize your hands often.
- **Employees are urged to confine building access** to the building where their office is located unless absolutely necessary. (example: Faculty to their classrooms, required meetings, security and IT support)
- **No food or drink in classrooms or student service areas such as the Library and the Learning Success Center.**
- If you are on campus and start experiencing any symptoms, **please notify your supervisor or instructor** and leave immediately. **VERY IMPORTANT:** Once you are safely isolated, **please follow the next steps** found in **Section 5 – Illness and Exposure.**

Download the App: During this period, we will be implementing our mobile app and the QR reader for employees and students to scan upon entering their office building and in some cases, their office suite or other location. We ask that all employees and students 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.

Café Grill: The Café Grill will be open with limited hours and menu. Hours are Monday – Friday from 8:00 a.m. – 2:00 p.m. The menu will be a grab and go concept and items will be prepared and packaged for pick-up. There will be no seating available inside the Café Grill, and no refills on soft drinks or ice, including no ice provided for personal cups. No food or drink is allowed in classrooms or student service areas such as the Library or Learning Success Center.

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, 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.

SECTION 5

ILLNESS AND EXPOSURE

According to the **Arkansas Department of Health (ADH)** and **Centers for Disease Control (CDC)**, institutions of higher education, such as ASU Mid-South, should notify health officials and close contacts of faculty, staff, and students of any case of COVID-19 while maintaining appropriate confidentiality for individuals. In addition, ASU Mid-South is advised to exclude from campus those diagnosed or testing positive for COVID-19, close contacts of positive individuals, and those experiencing symptoms of COVID-19, and to provide preliminary recommendations for a period of quarantine.

Contact Tracing and Case Management

The **New York Institute of Technology College of Osteopathic Medicine (NYIT)** on the ASU-Jonesboro campus has been authorized by the Arkansas Department of Health to conduct COVID-19 contact tracing for the Arkansas State University System.

Contact tracing is how public health officials track the spread of an infectious disease. If a person is confirmed to have COVID-19, contact tracers reach out to these people to help them recall who they have been around/near while they are infectious. Those people then are contacted and asked to quarantine themselves to stop further spread.

When a person is confirmed positive, has close contact with someone who is positive, or develops symptoms of COVID-19, NYIT contact tracers and case managers will work with individuals who are employed by or who attend a college or university. The colleges and universities are required to assist by providing information contact tracers may need to reach close contacts. They may also engage in preliminary information gathering to ensure potentially positive or exposed individuals do not come to campus.

Official decisions regarding quarantine, isolation, testing, and return-to-campus will be made by the NYIT contact tracers and case managers. Students and employees must provide all the information they can honestly and to the best of their ability when contacted by a NYIT contact tracer.

Because of this guidance, ASU MID-SOUTH requires that students, faculty, and staff follow established reporting procedures if they are diagnosed with, or test positive for, COVID-19; if they are a close contact of someone that is positive for COVID-19; or if they develop symptoms of COVID-19.

What to Do if You Become Ill or Are Exposed to the Virus

If you have or think you might have COVID-19, or if you have been exposed (in close contact*) to someone who is positive for the virus, **it is important to stay home and away from other people.** Staying away from others helps stop the spread of COVID-19.

**Close Contact: The generalized definition of being in close contact of a person diagnosed with or testing positive for COVID-19 is contact for more than fifteen minutes within less than 6 feet.*

ASU Mid-South follows the CDC and ADH recommendations for Isolation and Quarantine with regard to any employee or student returning to campus.

Who to Contact if You Become Ill or Are Exposed to the Virus

If a student, employee, visitor, contractor, or vendor tests or is diagnosed positive for COVID-19; is exposed through close contact; or is experiencing symptoms of COVID-19, the following reporting procedures are **REQUIRED**:

1. **Complete the COVID-19 Reporting Form** at <https://redcap.link/asumidsouthcovid>. A link to the form is also available on the Coronavirus page of the ASU Mid-South website.
2. **Employees should notify their supervisor. Students should notify their instructor.**

If you are on campus and start experiencing any symptoms, **please notify your supervisor or instructor** and leave immediately. **VERY IMPORTANT:** Once you are safely isolated, complete the **NYIT COVID-19 Reporting Form** at <https://redcap.link/asumidsouthcovid>. A link to the form is also available on the Coronavirus page of the ASU Mid-South website.

ASU Mid-South has established measures to protect the confidentiality of the individual as much as possible, while also protecting the health of the campus community. In fulfilling its obligations, ASU Mid-South is not providing medical advice or conducting official contact tracing.

Guidance for Employees

Employees are **required** to report testing or being diagnosed positive for COVID-19; being exposed through close contact; or experiencing symptoms of COVID-19 to their supervisor or the **Director of Human Resources**.

Employees may *choose* to share this information with others, but are not required to share with anyone other than their supervisor or the **Director of Human Resources**. The supervisor or **Director of Human Resources** may collect preliminary information regarding **possible close contacts (PCC)**, and may assist the employee in determining work options. The supervisor should immediately notify the **Director of Human Resources** and should not disclose any information to anyone else and should not attempt to notify any close contacts.

For **employees**, the **Director of Human Resources** must receive **return-to-work** documentation from local health authorities, and/or a letter of release from quarantine or isolation. The documentation process is initiated with the completion of the NYIT COVID-19 Reporting Form as part of their contact tracing and case management services.

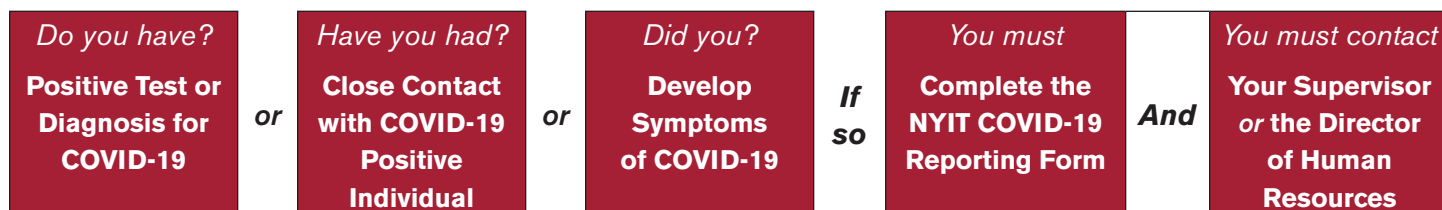
Guidance for Students

Students are required to report testing or being diagnosed positive for COVID-19; being exposed through close contact; or experiencing symptoms of COVID-19 to their instructor or the **Office of Student Affairs**.

Students may *choose* to share this information with others, but are not required to share with anyone other than their instructor or the **Office of Student Affairs**. The instructor or Office of Student Affairs may collect preliminary information regarding **possible close contacts (PCC)**, and may assist the student in determining options for classwork. The instructor should immediately notify the **Office of Student Affairs** and should not disclose any information to anyone else and should not attempt to notify any close contacts.

For **students**, the **Office of Student Affairs** must receive **return-to-campus** documentation from local health authorities, and/or a letter of release from quarantine or isolation. The documentation process is initiated with the completion of the NYIT COVID-19 Reporting Form as part of their contact tracing and case management services.

Employee Reporting Requirements:



Student Reporting Requirements:



Documentation for Return to Campus

To mitigate risk to fellow students and employees, individuals returning to campus after testing positive for COVID-19 must first provide written authorization of their release by the Arkansas Department of Health or other state public health authority. This documentation is initiated upon completion of the NYIT COVID-19 Reporting Form as part of their contact tracing and case management services. Student documentation should be submitted to the Office of Student Affairs. Employee documentation should be submitted to the Office of Human Resources. **No individual should return to class or to work until they have received written clearance to do so from one of those two offices.**

Travel Restrictions

Employees and students should minimize non-essential travel during a public health emergency. COVID-19 cases and deaths have been reported in all 50 states, and the situation is constantly changing. Because travel increases your chances of getting infected and spreading COVID-19, staying home is the best way to protect yourself and others from getting sick.

If you are thinking about traveling away from your local community, ask:

- **Is COVID-19 spreading where you're going?**
You can get infected while traveling.
- **Is COVID-19 spreading in your community?**
Even if you don't have symptoms, you can spread COVID-19 to others while traveling.
- **Will you or those you are traveling with be within 6 feet of others during or after your trip?**
Being within 6 feet of others increases your chances of getting infected and infecting others.

- **Are you or those you are traveling with more likely to get very ill from COVID-19?**
Individuals who have an increased risk of severe illness from COVID-19 should limit their travel.
- **Do you live with someone who is more likely to get very ill from COVID-19?**
If you get infected while traveling you can spread COVID-19 to loved ones when you return, even if you don't have symptoms.
- **Does the state or local government where you live or at your destination require you to stay home for 14 days after traveling?**
Some state and local governments may require people who have recently traveled to stay home for 14 days.
- **If you get sick with COVID-19, will you have to miss work or school?**
People with COVID-19 disease need to stay home until they are no longer considered infectious.

Do not travel if you are sick, or if you have been around someone with COVID-19 in the past 14 days. Do not travel with someone who is sick.

Before you travel, you should always refer to the most current travel advisories, which can be found from the following sources:

CDC – <https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-in-the-us.html>

ADH – <https://www.healthy.arkansas.gov/programs-services/topics/covid-19-guidance-for-travelers>

SECTION 6

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. 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.

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

The Café Grill is open with limited hours and menu. Hours are Monday – Friday 8:00 a.m. – 2:00 p.m. The menu is a grab and go menu, and there is no seating available in the Café Grill. You must adhere to the physical distancing guidelines and those state requirements applying to restaurants in Arkansas. Hand sanitizers will be available in food service areas.

Vending machines in the Café Grill and in all campus buildings are operable. Water fountains in all campus buildings are disabled. No food or beverage is allowed in classrooms, or in student service areas.

6. 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.

7. Should I wear a mask all the time?

Face coverings should be worn any time that you are around others, including classrooms, hallways, common areas and restrooms. If you are alone in an office or enclosed cubicle, you may remove your mask. Use your judgment and common sense: if you expect to interact with others, wear a mask.

8. 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.*

9. 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.

10. 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.

11. What does Isolation mean?

Isolation is used to separate people infected with SARS-CoV-2, the virus that causes COVID-19, from people who are not infected.

People who are in isolation should stay home until it's safe for them to be around others. In the home, anyone sick or infected should separate themselves from others by staying in a specific "sick room" or area and using a separate bathroom (if available).

Who Should Isolate:

- People who have COVID-19
- People who have symptoms of COVID-19 and are able to recover at home
- People who have no symptoms (are asymptomatic) but have tested positive for infection with SARS-CoV-2

What Steps Should I Take to Isolate:

- Stay home except to get medical care.
- Monitor your symptoms. If you have an emergency warning sign (including trouble breathing), seek emergency medical care immediately.
- Stay in a separate room from other household members, if possible.
- Use a separate bathroom, if possible.
- Avoid contact with other members of the household and pets.
- Don't share personal household items, like cups, towels, and utensils.
- Wear a mask when around other people, if possible.

12. What is the difference between Isolation and Quarantine?

Quarantine is used to keep someone who might have been exposed to COVID-19 away from others. Quarantine helps prevent spread of disease that can occur before a person knows they are sick or if they are infected with the virus without feeling symptoms. People in quarantine should stay home, separate themselves from others, monitor their health, and follow directions from their medical provider, state or local health department.

Who Should Quarantine:

- Anyone who has been in close contact with someone who has COVID-19. This includes people who previously had COVID-19 and people who have taken a serologic (antibody) test and have antibodies to the virus.
- What counts as close contact? You were within 6 feet of someone who has COVID-19 for at least 15 minutes.

- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (touched, hugged, or kissed them).
- You shared eating or drinking utensils.
- They sneezed, coughed, or somehow got respiratory droplets on you.

What Steps Should I Take to Quarantine:

- Stay home and monitor your health.
- Watch for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19
- If possible, stay away others, especially people who are at higher risk for getting very sick from COVID-19

SECTION 7

STUDENT SERVICE AREAS

Sandra Goldsby Library – Open by Appointment Only

1. A **mask is required** at all times.
2. Your **student ID** is required to use library services.
 - a. **How to make an appointment?** The library can be contacted at our email, library@asumidsouth.edu, or our phone number, 870-733-6768. Include what you need and what times you are on campus. Please contact us at least an hour in advance.
 - b. **Can I stop by without an appointment?** While it is possible that you may be able to come into the library whenever you are on campus, we might also have to turn you away if the max capacity has been reached. Due to COVID-19, there are also restrictions as to what the library offers (see below). An appointment makes it easier for us to give you the best service we can and make sure the library is available and safe for everyone.
 - c. **How long can I stay in the library?** Appointments are made by the hour, but you may be able to stay longer. You can stay as needed as long as another appointment is not waiting. Besides bathroom breaks, if you leave and come back, a new appointment may need to be made. We reserve the right to ask you to leave at any time.
 - d. **Can I just come for the food pantry?** We appreciate an appointment for this too, but it is not necessary. Call when you are at the library and we will let one person in the food pantry at a time.

3. Library Procedures

- a. Patrons are not allowed to browse the shelves. If you need to check out a book, please include what you are looking for when you make your appointment so that we can have books pulled for you in advance.
- b. Study groups are not allowed in the library. Study rooms are limited to one person each and seating in the library is arranged for optimal separation. Appointments are for one person only, not groups.
- c. Max capacity should not be exceeded at any point. This is so we can disinfect after every use and ensure the library is a safe space. 8 people on computers at a time, staggered seating, disinfected after every use. 5 people at library tables at a time, staggered seating, disinfected after every use. 1 person in each study room at a time, disinfected after every use.
- d. Receiving computer help. If you need help on the computer, we can offer limited help. While we are not able to sit down with you, we will do our best to communicate using appropriate social distancing.
- e. Printing is available in the library. We ask that you please limit your trips to the copier. All pages can be picked up at once at the end of your session using SecurePrint. One person is allowed at the copier at a time. Please wait at the computer until it is free.

Dr. Barbara C. Baxter Learning Success Center – Open by Appointment Only

1. A **mask is required** at all times.
2. Your **student ID** is required to use LSC services.
3. **The LSC is open by appointment only.** You will need to make an appointment to use the computers, for tutoring, to meet with an Academic Coach in Student Support Services, or to discuss accommodations with Disability Services. Please also call ahead if you would like to check out a laptop or a calculator.

a. How do I make an appointment?

- Tutoring – email askatutor@asumidsouth.edu or call 870-733-6766
- Writing help – email writingtutor@asumidsouth.edu
- IT Help – go to our website: www.asumidsouth.edu/greyhound-help-desk
- Computer Lab Use – call 870-733-6766
- Laptop & Calculator Checkout – call 870-733-6766
- Disability Services – email accessibility@asumidsouth.edu or call 870-733-6790
- Student Support Services – email lwilson@asumidsouth.edu or call 870-733-6073

b. Can I stop by without an appointment? Due to COVID-19, there are restrictions as to how many people can be in the space and we want to make sure we are ready to help you! An appointment makes it easier for us to give you the best service we can and make sure the LSC safe for everyone. We may be able to welcome you right away, but please call before coming.

c. How long can I stay in the LSC? As long as no one is waiting for a service, we will not limit the time in the LSC. If we have a waiting list or if someone has scheduled an appointment for a specific time, we may need to ask the people to leave to make space. We will begin with people who have been in the LSC the longest.

d. Can I just come to check out a laptop or a calculator? We appreciate call ahead for this too, but it is not necessary. If you call ahead, we can check our inventory so that you know if we have a laptop or calculator available. Call when you are at the LSC and we will let one person in at a time to check out the requested device.

4. LSC Policies

- a. Tutors can work with students one-on-one by sitting across from the each other at a round table with a plexiglass shield between the people. Masks must be worn at all times. Study groups are not allowed in the LSC.

- b. Max capacity should not be exceeded at any point. This is so we can disinfect after every use and ensure the LSC is a safe space and maintain physical distancing requirements. The LSC can hold 11 people on computers at a time, staggered seating, disinfected after every use. The testing center can hold 5 people at a time, staggered seating, disinfected after every use. Tutoring can have 3 people at a time, disinfected after every use.
- c. Receiving computer help. If you need help on the computer, we can offer limited help. While we are not able to sit down with you, we will do our best to communicate using appropriate social distancing.
- d. Printing is available in the LSC. One person is allowed at the copier at a time. Please wait at the computer until it is free.