



ATLANTA TECHNICAL COLLEGE

# RETURN TO CAMPUS PLAN

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

1

2

3

4

UPDATED JUNE 29, 2020

# RETURN TO CAMPUS PLAN

## Objectives

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

## Values-driven Guiding Principles

- **Integrity:** Fully adhere to Federal, State and County guidance
- **Collaboration:** Institution and department plans and timelines must be flexible
- **Responsiveness:** Transitions between steps must be coordinated and will be dependent upon access to protective supplies and materials
- **Leadership:** Clear communication to students, faculty, staff and community is essential

## PHASED REOPENING STEPS Employees and Students



### CURRENT

**Step 1:** Essential personnel exception allowances-most will be related to workforce training and labs.



### NO EARLIER THAN July 13, 2020

**Step 2:** Begin transitioning remote workforce back to campus based on function as determined and scheduled by Senior Leadership Team.



### NO EARLIER THAN July 27, 2020

**Step 3:** Introduction of students to campus based on function.



### NO EARLIER THAN August 10, 2020

**Step 4:** Reintroduction of remaining campus activities.

## EMPLOYEE PHASED APPROACH

Employees performing essential framework related activities are working on campus; all other employees will continue working remotely.

Additional employees will return to campus as departmental plans are approved by Senior Leadership team (SLT) so that they may prepare for opening the campus to students.

Remote work may occur as part of each department's plan to meet the College's needs and comply with County and State guidelines.

Standard employee operations have resumed. Vulnerable employees continue to work with their direct supervisors and Human Resources to request accommodations.

## STUDENT PHASED APPROACH

Only those students taking essential workforce training are allowed on campus.

Only those students taking essential workforce training are allowed on campus.

Students begin returning to campus (i.e., students requiring face-to-face support are allowed back on campus by appointment) while minimizing walk-in traffic.

Students are welcomed back in a reduced capacity in adherence with County and State guidelines.

**Duration of steps:** Proceeding to the next step will depend on meeting the applicable gating criteria, as defined above, including the impacts on the spread of the virus, impacts on vulnerable populations, and hospital capacities. Specifically, these must occur before proceeding to the next step:

- 1) Downward trajectory of documented cases within a 14-day period OR
- 2) Downward trajectory of positive tests as a percent of total tests within a 14-day period (flat or increasing volume of tests)

\*NOTE: Given what we currently know about the virus, we will begin monitoring the impacts of rollback in each phase after 14 days.

**For more information,** please email [campussecurity@atlantatech.edu](mailto:campussecurity@atlantatech.edu).

Visit <https://atlantatech.edu/about-atc/covid-19-resources> for COVID-19 specific information.

# PERSONAL PROTECTIVE EQUIPMENT REQUIREMENTS

## RETURN TO CAMPUS PLAN



### CURRENT

**Step 1:** Essential Function exception allowances - most will be related to workforce training and labs.

College efforts to centrally source and distribute in a prioritized manner:

- Disposable face coverings
- Hand sanitizer
- Plexiglass or equivalent protective shields
- Cleaning supplies
- Sanitizer stands for entry points
- Signage



### NO EARLIER THAN July 13, 2020

**Step 2:** Begin transitioning remote workforce back to campus based on function as determined and scheduled by Senior Leadership Team.

- Personal Protective Equipment (PPE) will continue to be distributed by Campus Leadership.
- Plexiglass or equivalent protective shields will be installed in conjunction with department plans.
- Cleaning supplies will be distributed in a prioritized manner.
- Sanitizer stands will be placed at designated entry points.
- Signage will be installed in conjunction with department plans.



### NO EARLIER THAN August 10, 2020

**Step 3:** Introduction of students not included in exceptions to campus based on function.

- Personal Protective Equipment (PPE) will be distributed to all Divisions.
- Plexiglass or equivalent protective shields will be installed where required.
- Cleaning supplies will continue to be distributed in a prioritized manner.
- Sanitizer stands will be monitored for effectiveness and refilled.
- Signage will be monitored for effectiveness.



### TO BE DETERMINED

**Step 4:** Reintroduction of remaining campus activities.

- Personal Protective Equipment (PPE) ordering and distribution evaluated.
- Plexiglass or equivalent protective shields needs will be evaluated.
- Cleaning supplies will continue to be distributed.
- Sanitizer stands will be evaluated for effectiveness and refilled.
- Signage will be evaluated for effectiveness.



# EMPLOYEE/WORK AREA REQUIREMENTS

## RETURN TO CAMPUS PLAN

1

### CURRENT

**Step 1:** Essential Function exception allowances - most will be related to workforce training and labs.

Practice social distancing:

- Meetings are not to exceed posted space requirements.
- Meetings continue remotely when possible.
- Maintain 6 ft distance, do not congregate in any areas. Exceptions: Required classes, meetings, and labs to be held in accordance with College guidelines.
- Plan, place, and refresh signage.
- Draft safety and health reminder language.
- Develop appropriate COVID-19 awareness training.
- Departments plan for shift work, including:
- Staggered start times
- Rotate days.
- Continue to work remotely.
- Introduce ATC's Telework Guidelines and Procedures.

2

### NO EARLIER THAN July 13, 2020

**Step 2:** Begin transitioning remote workforce back to campus based on function as determined and scheduled by Senior Leadership Team.

Practice social distancing:

- Meetings are not to exceed posted space requirements.
- Maintain 6ft distance, do not congregate.
- Meetings continue remotely when possible.
- Install and refresh signage.
- Start all meetings with safety and health reminders.
- Complete appropriate COVID-19 awareness training before returning to campus: Certificate must be submitted to supervisor before engaging with others.
- Begin shift work with staggered start times, rotation of days or continue to work remotely in compliance with ATC's Telework Guidelines and Procedures.

3

### NO EARLIER THAN August 10, 2020

**Step 3:** Introduction of students not included in exceptions to campus based on function.

Practice social distancing:

- Meetings are not to exceed posted space requirements.
- Start all meetings with safety and health reminders.
- Monitor effectiveness of signage.
- Complete appropriate COVID-19 awareness training: Certificate must be submitted to supervisor.
- Shift work with staggered start times or rotation of days or continue to work remotely in compliance with ATC's Telework Guidelines and Procedures.

4

### TO BE DETERMINED

**Step 4:** Reintroduction of remaining campus activities.

Practice social distancing:

- Meetings are not to exceed posted space requirements.
- In-person meetings can continue based on College guidelines.
- Start all meetings with safety and health reminders.
- Refresh signage.
- Complete appropriate COVID-19 awareness training before returning to Campus: Certificate must be submitted to supervisor before engaging with others.
- Shift work and remote work is optional or phased out in compliance with ATC's Telework Guidelines and Procedures.

# STUDENT/INSTRUCTION REQUIREMENTS

## RETURN TO CAMPUS PLAN

1

### CURRENT

**Step 1:** Essential Function exception allowances - most will be related to workforce training and labs.

- Academic and student support services remote access.
- Limited-labs for hands-on training.
- Work from home with College-approved technology and equipment.
- Exception allowances tied to training and certification expectations.
- Courses taught in synchronous and asynchronous manner.
- Draft and approve syllabus language.
- Seating arrangement and attendance monitoring for contact tracing protocol.
- Classroom cleaning by housekeeping, faculty, and staff based on utilization patterns.
- Instructors and students cleaning workspaces after each use.

2

### NO EARLIER THAN July 13, 2020

**Step 2:** Begin transitioning remote workforce back to campus based on function as determined and scheduled by Senior Leadership Team.

- Academic and student support services remote access.
- Limited-labs for hands-on training.
- Instructors teach remotely with College-approved technology and equipment.
- Courses taught in synchronous and asynchronous manner.
- Deliver syllabus insert for deferred courses.
- Seating arrangement and attendance monitoring for contact tracing protocol.
- Classroom cleaning by housekeeping, faculty, and staff based on utilization patterns.
- Instructors/students clean workspaces after use.

3

### NO EARLIER THAN August 10, 2020

**Step 3:** Introduction of students not included in exceptions to campus based on function.

- Student support services continue remotely and transition to on campus by appointment to minimize walk-in traffic.
- Hands-on training and approved courses return to campus.
- Instructors teach remotely with College-approved technology and equipment.
- In addition to exception allowances, hands-on courses unable to move online may return to campus upon SLT and Dean approval and scheduling.
- Instructors are encouraged to broadcast courses in a synchronous and asynchronous manner.
- Deliver syllabus insert for every course.
- Seating arrangement and attendance monitoring for contact tracing protocol.
- Class room cleaning by housekeeping, faculty, and staff based on utilization patterns.
- Instructors/students clean workspaces after use.

4

### TO BE DETERMINED

**Step 4:** Reintroduction of remaining campus activities.

- Student support services continue remotely and on campus.
- Library, resource centers, and labs open with scheduled appointments.
- Hands-on training and approved courses return to campus.
- Instructors teach remotely with College-approved technology and equipment.
- Instructors are encouraged to broadcast courses on campus, online, in synchronous and asynchronous manner.
- Modify syllabus based on College guidelines.
- Seating arrangement and attendance monitoring for contact tracing protocol.
- Class room cleaning by housekeeping, faculty, and staff based on utilization patterns.
- Instructors/students clean workspaces after use.

# FACILITY REQUIREMENTS

## RETURN TO CAMPUS PLAN



### CURRENT

**Step 1:** Essential Function exception allowances - most will be related to workforce training and labs.

The following are not allowed on campus. Planning for their inclusion in next phases is in progress.

- Community events
- Dining
- Childcare

Site assessment in progress:

- Space planning for walkabouts (remove and/or mark chairs. Map out lines and barriers for shared spaces).
- Cleaning schedules based on utilization patterns by housekeeping, faculty, and staff..
- Planning, placement and ordering of signage for social distancing.
- Handwashing in restrooms.
- Room density limits/guidelines.



### NO EARLIER THAN July 13, 2020

**Step 2:** Begin transitioning remote workforce back to campus based on function as determined and scheduled by Senior Leadership Team.

Senior Leadership Return to campus planning continues as College Guidelines develop

July 20 - Campus Leadership  
July 27 - Staff  
August 3 - Faculty

Limited services of the following will be allowed:

- Administrative support services
- Dining
- Instructional labs
- Assessment labs

Site assessment continues:

- Adjustments to space layout in conjunction with department plans.
- Common high-touch equipment cleaned by departments after each use.
- Scheduled cleaning by housekeeping.
- Paper towels only in restrooms.
- Signage for handwashing and social distancing installed (digital signs. floor adhesives. table tents. posters).



### NO EARLIER THAN August 10, 2020

**Step 3:** Introduction of students not included in exceptions to campus based on function.

Students prepare for return to campus as College Guidelines continue to develop:

As the College Guidelines continue to develop, expanded options can continue for:

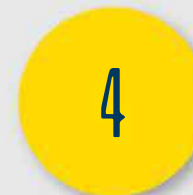
- Dining
- Childcare

Monitor site assessment for effectiveness:

- Adjustments in space layout.
- Outside airflow within buildings.
- Common high-touch equipment cleaning.
- Scheduled cleaning.
- Paper towels only in restrooms.

Monitor signs for effectiveness:

- Handwashing
- Social distancing



### TO BE DETERMINED

**Step 4:** Reintroduction of remaining campus activities.

Community events begin to return to campus under College Guidelines:

As the College Guidelines continue to develop, expanded options can continue for:

- Community Events
- Dining
- Childcare

Evaluate adjustments for:

- Space layout.
- Cleaning of high-touch equipment.
- Paper towels only in restrooms.

Refresh signage for:

- Handwashing
- Social distancing