ASU REOPENING
MOVING FORWARD

A REOPENING GUIDE FOR ASU FACULTY, STAFF, STUDENTS AND VISITORS
A WORKING DOCUMENT

Stay Aware. Stay Safe. Stay #HornetStrong.
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Stay Aware. Stay Safe. Stay #HornetStrong.
A Message from the President

In March, the COVID-19 crisis disrupted the normal operation of Alabama State University. In the wake of this pandemic, consultation with the Board of Trustees and collaboration between the President’s Administrative Cabinet and a special Task Force, including federal and state health officials, led to the decision to allow students to return home and to close ASU’s campus prior to the end of spring semester. Because of the challenges and uncertainty of COVID-19, this decision was made to preserve the health and safety of our faculty, staff and students.

Our academic leaders worked efficiently to move instruction to online and other alternative delivery platforms for the completion of the spring semester and for the summer session. Our professors and students are to be applauded for adapting to the challenges that were before them. The University’s staff swiftly transitioned to flexible schedules, alternating between teleworking and on-campus work schedules, while continuing to provide services to our students.

As we have arrived at a pivotal point of planning for the fall semester and the reopening of our campus, including the opportunity to welcome our students back to Alabama State University, the health and safety of the faculty, staff and student body continue to be our top priority. With this in mind, we have developed the ASU 2020 Reopening Guide, which is a culmination of weeks of consultation with health officials, participation in national webinars and research of best practices by cabinet members, academic deans, department heads and other relevant areas of the campus. Feedback from University stakeholders was obtained through the ASU COVID-19 survey administered by the Office of Institutional Research and has been utilized to assist in the development of the strategies to maintain a safe campus environment.

Furthermore, the Guide is a phased approach intended to inform the campus community about access to the campus, as well as health and safety priorities. It further articulates the responsibility of each person on campus to help maintain a healthy environment and prevent the spread of COVID-19. It also contains critical information relative to each division’s operations.

While we are excited about returning to campus, the re-entry must be done under the auspices of a new normal; therefore, we are committed to taking extreme measures to ensure that we provide a safe environment for all of our ASU family and the community at large. The contents of this document provide guidelines under which we will operate beginning this fall. Notably, this “new normal” will involve behavioral changes for the campus community, which will be critical to our safe reopening, as well as modifications to student interactions and the student experience. To that end, ASU will
be a Mask Mandatory campus in order to mitigate the spread of COVID-19. Wearing masks (or face coverings) aligns with the recommendations of the Centers for Disease Control and Prevention (CDC) and the Alabama Department of Public Health (ADPH).

Finally, I would like to thank all of those who worked so diligently on the development of this Guide as a working document. As we continue to move forward, the institution will rely on the latest guidance from the CDC, ADPH and health experts to adjust and modify our guided approach. To ensure that you are keeping up with relevant University communications, you are welcome to visit our ASU COVID-19 web page for updates as they become available (https://www.alasu.edu/coronavirus-covid-19-updates). Updates related to the reopening of the campus may be found at www.alasu.edu/asureopening.

I am confident that our continued work will lead us to our goal of keeping our campus community healthy and safe. We will remain focused on moving ASU forward, and we will emerge from this time of crisis as a stronger Hornet Nation.

Stay Aware, Stay Safe and Stay Hornet Strong!

Sincerely,

[Signature]

President Quinton T. Ross, Jr.
All ASU employees, students and visitors are required to wear masks or face coverings while on campus. That includes:

- HALLWAYS
- ELEVATORS
- STAIRWELLS
- BATHROOMS
- OPEN WORK AREAS
- CLOSELY CONFINED WORK SPACES
- CLASSROOMS
- STUDY AREAS
- ANY TIME YOU’RE WALKING ACROSS CAMPUS
- AND FOR FACE-TO-FACE MEETINGS OF ANY KIND... EVEN IN LARGE SPACES.

**KEEP SAFETY IN MIND AT ALL TIMES. THE GOAL IS TO PROTECT YOURSELVES AND OTHERS. LET’S STAY SAFE TOGETHER.**
Guiding Principles for Reopening
Alabama State University

The health and safety of Alabama State University (ASU) students, employees, and the community remain a top priority, as we maneuver through this unprecedented pandemic (COVID-19). ASU’s plans for reopening and returning to campus will be guided by principles that will transform our ability to adopt new expectations around campus and adherence to recommendations from the Centers for Disease Control and Prevention (CDC), Alabama Department of Public Health (ADPH) and local health officials. Our campus reopening guide is driven by the following principles:

- Adherence to public health guidelines to ensure safety and reduce risks by enhancing cleaning efforts, educating stakeholders and encouraging everyone to practice safety measures.
- Commitment to keep ourselves and each other safe.
- Demonstration of our resilience, care and concern for stakeholders; and tracking and monitoring of reopening efforts to determine efficiency and effectiveness.
- Encouragement of personal responsibility in following health and safety measures consistently and frequently among our stakeholders.
- Intricate involvement of the institution’s General Counsel, Health Center and Human Resources divisions in the development of protocols in response to the reopening of ASU and adherence to institutional policies and external laws and regulations.
- Utilization of continuous intentional and strategic planning with stakeholders to guide the safe reopening of campus.
- Promote innovation of our “new normal” with a positive impact on teaching and learning, research and service.
- Provide clear and consistent communication to all stakeholders.

The University is committed to providing excellence in all areas, as the mission, vision and goals of ASU will remain at the forefront of all decisions. ASU’s guide is categorically organized to provide its stakeholders with plans for the following: (1) accessing the campus, (2) health and safety, (3) campus enhancements, (4) communication, (5) evaluation and (6) protocols to ensure efficiency and effectiveness of our return to campus.
Access to Alabama State University

The institution has established three phases for reopening the campus. The reopening is subject to change based on information obtained from local and state health agencies, as well as the Centers for Disease Control (CDC).

Phase One

- Non-instructional staff will return to campus.
- Division supervisors will provide instructions regarding how staff will return to work and ensure adherence to the ASU Telework Agreement and Guidelines signed by each employee to promote social distancing as prescribed by state and CDC guidelines, until further notice.
- ASU is a Mask Mandatory campus which requires wearing masks or face coverings. (See page 3)
- ASU will provide one initial safety pack for students and employees free of charge. The pack will contain a reusable mask, wipes, hand sanitizer and a thermometer.
- ASU ID will be required for all employees.
- The ASU Department of Public Safety will establish a check point process for entering the campus for all employees at the corner of South Jackson Street and North University Drive (in front of Councill Hall).
- The centralized entry to the campus will include temperature checks by the ASU Health Center and distribution of Self-Monitoring Logs, until further notice.
- Employees in the Office of Facilities Management and Operations will check in at the Physical Plant.
- Self-Monitoring of temperature and COVID-19 symptoms will be required of all employees.
- Sanitizing stations will be available in central locations throughout the campus.
- Student athletes will return in waves to campus according to the calendar developed by the Division of Intercollegiate Athletics.
- Entry into buildings will remain minimal with signs designating points of entry and exit.
- All face-to-face meetings must be held in compliance with social distancing of 6 feet for all participants or utilize virtual meetings (Google Meet, Zoom, etc.)
- Visitor access to the campus will be limited and prior approval for entry will be required. All visitors are required to check in at the ASU Department of Public Safety located at 1452 Carter Hill Road to be issued a visitor’s pass. Temperature checks may be required.
- No public events will be held on campus during this phase of reopening.

Stay Aware. Stay Safe. Stay #HornetStrong.

This guide will be updated as we monitor data and information related to the COVID-19 pandemic. We will continue to keep the campus family and ASU stakeholders informed as developments occur.
Phase Two

- All employees will return to campus at the direction of their supervisors, ensuring adherence to the ASU Telework Agreement and Guidelines signed by each employee and as prescribed by state and CDC guidelines.

- The ASU Department of Public Safety will continue the check point process for entering the campus for all employees at the corner of South Jackson Street and North University Drive (in front of Councill Hall).

- The centralized entry to the campus will include temperature checks by the ASU Health Center and distribution of Self-Monitoring Logs, until further notice.

- Employees in the Office of Facilities Management and Operations will continue to check in at the Physical Plant.

- ASU ID will be required for all employees.

- ASU is a Mask Mandatory campus which requires wearing masks or face coverings. (See page 3)

- ASU will provide one initial safety pack for students and employees free of charge. The pack will contain a reusable mask, wipes, hand sanitizer and a thermometer.

- Self-Monitoring of temperature and COVID-19 symptoms will be required of all employees, until further notice.

- Sanitizing stations will be available in central locations throughout the campus.

- See page 12-13 for details on academic and student support services.

- Students will return to residence halls as organized by the Office of Housing and Residence Life. See page 14 for details.

- Instructions will be provided for students enrolled in face-to-face courses. See page 16-18 for details.

- See page 20 for details on food services and dining instructions.

- Visitor access to the campus will be limited and prior approval for entry will be required. All visitors are required to check in at the ASU Department of Public Safety located at 1452 Carter Hill Road to be issued a visitor’s pass. Temperature checks may be required.

- Limited public events and student activities will be held on campus during this phase of reopening.
Phase Three

- The ASU Department of Public Safety will continue the check point process for entering the campus for all employees at the corner of South Jackson Street and North University Drive (in front of Councill Hall).

- The centralized entry to the campus will include temperature checks by the ASU Health Center and distribution of Self-Monitoring Logs, until further notice.

- ASU is a Mask Mandatory campus which requires wearing masks or face coverings. (See page 3)

- Sanitizing stations will continue to be available in central locations throughout the campus.

- Classrooms and common spaces will undergo continued configuration to promote social distancing.

- Creative scheduling will be implemented to reduce large gatherings.

- Self-Monitoring of temperature and COVID-19 symptoms will continue in this phase, until further notice.

- Entry into buildings will remain minimal with signs designating points of entry and exit.

- All face-to-face meetings should be held in compliance with social distancing guidelines (i.e. 6-feet distancing when possible, masks worn at all times) for all employees and students or the use of virtual meetings is required (Google Meet, Zoom, etc).

- Visitor access to the campus will be limited and prior approval for entry will be required. All visitors will be required to check in at the ASU Department of Public Safety located at 1452 Carter Hill Road to be issued a visitor’s pass.

- Public events and student activities on campus will be approved on a case-by-case basis.
ASU Health and Safety Strategies

The health and safety of Alabama State University employees, students and visitors are paramount. Our Health Center is using numerous strategies to strengthen protocols to prevent the spread of COVID-19 at the institution. All employees, students and visitors should adhere to protocols to ensure their own safety, as well as the safety of others.

**STAY AWARE**

**TRAINING AND COMMUNICATIONS**

Students and employees are required to complete the ASU Healthy Hornet Training and short assessment. Employees and students will be provided additional safety videos and resources.

Circumstances related to the coronavirus pandemic continue to change; therefore, ASU will regularly communicate health and safety information and updates to students and employees through their ASU email, official ASU social media channels and on the ASU website. The larger community and general public will receive information through press releases, official ASU social media channels and the ASU reopening website (under development).

**STAY SAFE**

**DAILY CHECK INS**

As part of our efforts to protect against potential COVID-19 cases on campus, all employees will be required to drive through the health checkpoint before entering any campus buildings each day to have their temperature checked (until further notice). The checkpoint will be located at the corner of South Jackson Street and North University Drive (in front of Councill Hall). The only exception will be Physical Plant employees who will be tested daily at their facility.

Student health check-ins are being established.

**STAY HORNET STRONG**

**FOLLOW SAFETY PROTOCOLS**

ASU has adopted several protocols to ensure the health and safety of its students, employees and visitors. ASU is a mask mandatory campus. To “stay safe together,” all ASU employees, students and visitors will be required to follow additional protocols, such as social distancing, following campus/building directional instructions, washing hands, cleaning items used, etc.

All students will be required to complete the COVID-19 questionnaire prior to returning to campus. An employee and student self-check tool is being developed. COVID-19 testing protocols are being established for the campus community. It is also important for us all to stay mentally strong during these challenging times. ASU will continue to provide counseling for all employees and students, as needed. Please reach out to the Counseling Center for assistance at 334-229-4894.
Employees Take Action

Employees who exhibit COVID-19 symptoms and/or are too sick to work remotely or in person should follow the established Telework Staggered Work Schedule Memorandum of Agreement and Telework Guidelines including:

- They should notify their supervisor according to the ASU Human Resources Policies and Procedures.
- Employees who are tested for COVID-19 are required to alert the Human Resources Department (not your supervisor or colleague). They should email the following to dcarr@alasu.edu (Name, Position, School/Department, Date of and Place where the test was conducted, Results (if have), and Contact phone number).
- Employees exposed to individuals with COVID-19 are expected to quarantine for 14 days.

Students Take Action

- Students who exhibit COVID-19 symptoms or have been tested for COVID-19 are required to contact the ASU Health Center 334-229-4436.
- For students living in residence halls who test positive, ASU has protocols in place to quarantine and fully support students, separate from the campus population, should the need arise.
- Students who reside off campus and exhibit COVID-19 symptoms should self quarantine as prescribed under the guidance of ASU’s Health Center staff who will follow protocols established by the CDC and ADPH.
- Students exposed to individuals with COVID-19 will be required to quarantine for 14 days.

Travel

The University will not authorize international travel for faculty, staff or students. Domestic travel on behalf of the University will be limited and reviewed on a case-by-case basis. If you do not receive a fully approved travel authorization, do not book hotels, registrations or flights. Employees or students who travel internationally for personal reasons should notify their supervisors or the Health Center and self-quarantine for 14 days upon their return.

Get Help

- Employees who are experiencing anxiety and stress because of COVID-19 should contact the Employee Assistance Program (EAP) at 1-800-386-7055 or www.ibhworklife.com.
- Students who desire counseling services relative to COVID-19 should contact the ASU Counseling Center at 334-229-4894.
Campus Health and Safety Enhancements

The Facilities Management and Operations Division is responsible for facilitating daily cleaning of all administrative, academic and residence halls. The division will continue with the cleaning enhancement plan that began in March of 2020. This plan includes using CDC-approved disinfectants, enhanced campus cleaning and increased daily wipe downs of high touch point areas in buildings, including but not limited to, door knobs, light switches, hand rails and faucet handles.

Enhancement of Custodial Services

Division employees have made the following additions to their normal cleaning efforts due to the COVID-19 Pandemic:
- Increased custodial support
- Off-hours deep cleaning
- Documented monthly training covering standard practices as well as emerging trends
- Use of enhanced level of disinfectants
- Spot checking heavily used restrooms and cleaning with a CDC-approved disinfectant
- Misting and fogging classroom spaces, weight rooms and other appropriate high-use areas
- Installing and maintaining hand-sanitizer dispensers in public spaces
- Disinfecting door knobs, hand rails and other common area touch points throughout the day
- Following CDC guidelines for cleaning non-health facilities in response to the identification of a COVID-19 symptomatic individual
- Campus water fountains will be inoperable to limit the spread of bacteria and viruses

Social Distancing Campus Enhancements

- Floor signage will be placed in all buildings directing traffic flow. We ask that you please stay on the right side when passing others.
- Floor decals will be placed where needed to identify social distancing of 6 feet.
- Signs will be posted indicating the number of individuals that can safely social distance in each classroom or lab, and other common spaces.
- Markings will be placed in each room identifying the location of each desk or chair to social distance properly.
- Plexi-glass barriers (sneeze guards) will be added to service desks, help counters or other areas of high walk-up traffic to ensure employee protection.
- Specific doors for entry and exits will be identified for each building.
Employees, students and visitors are asked to self-regulate the number of people in an elevator to allow for social distancing (no more than two is recommended).

Where possible, Facilities Management and Operations will restrict the direction of travel on stairways which will be consistent with entry and exit protocols.

Employees and Student Cleanliness Responsibilities
Employees and students are responsible for sanitizing their work, study and living areas in between custodial cleanings. Employees and students should disinfect all shared items before and after use. Examples include, but are not limited to the following commonly shared items:

- Printers, copiers, plotters, etc.
- Personal mobile devices, tablets, laptops, keyboards and computer mouse, and paper cutters
- Any other tools, machines, materials and resources that are shared

Users of common areas such as supply and copy rooms, kitchenettes or breakrooms, study areas and labs share a responsibility to disinfect and sanitize high-touch surfaces in between the formal cleanings completed by Custodial Services. High-touch surfaces to be disinfected and sanitized include:

- Front desks, counters, service windows, pens and pencils set out for shared use
- Conference room mouse and keyboards, chair armrests, table surfaces and other shared supplies
- Kitchenette sinks, soap and paper towel dispensers, refrigerator handles
- Door handles, light switches, handrails, push plates, drawer and cabinet handles

For more information regarding safety measures provided by the Office of Facilities Management and Operations, visit their website: alasu.edu/faculty-staff/physical-plant
Accessing ASU Student Resources & Services

At ASU, we understand that a critical part of college life occurs outside of the classroom, and we want to protect the health and safety of students, faculty and staff during these interactions as well. Students visit many offices on a daily basis to participate in activities and receive services. The following protocols will be in place for offices such as Financial Aid, Student Accounts, Registrar’s Office, Admissions, Academic Labs, Academic Advising, ACES, Career Services, Diversity and International Affairs, etc.

Whenever possible, meetings between students and staff and meetings among staff members should occur virtually.

- Please contact the offices by phone or email and schedule a virtual meeting. A list of office phone numbers is located on page 22.
- ASU offices are working to transition from paper to digital forms and processes that can be completed virtually.

If a virtual meeting is not possible, ASU faculty, staff and students must follow the institutional protocols:

- Make an appointment to meet with someone in person to minimize the number of people waiting in line.
- For the following offices, appointments should be made using the Hornet Q app (www.alasu.edu/cost-aid/hornetq): Financial Aid, Student Accounts and Records and Registration.
- Students served through ACES or the Advisement Center must make an advising appointment by using the Navigate Appointment link found in their ASU emails sent from their assigned advisor.

Please note the following office specific information:

FINANCIAL AID

- Information sessions will be held virtually including Entrance Counseling Groups, Master Promissory Note Sessions, Parent Information Sessions about PLUS loans, and Meet & Greet with Financial Aid Counselors, etc.
- In-person meetings are by appointment only using the Hornet Q app.

DIVERSITY AND INTERNATIONAL AFFAIRS

- Schedule an appointment with Diversity and International Affairs by scanning or clicking this QR Code:
ADMISSIONS AND RECRUITMENT
- Campus Tours will continue virtually until further notice. Schedule an appointment by contacting the Office of Admissions and Recruitment at 334-604-5267.
- Recruitment events will occur virtually until further notice. In the event of in-person recruitment efforts, health and safety protocols must be followed.
- ASU will continue to accept applications for admission through its website: tinyurl.com/ALASUAPP

ACADEMIC LABS
- Students may make appointments for virtual academic support by calling 334-229-8420.
- In-person academic support will be provided by maintaining appropriate social distancing guidelines.

COUNSELING CENTER
- Students who desire counseling services relative to COVID-19 should contact the ASU Counseling Center at 334-229-4894.

BOOKSTORE
- The ASU bookstore encourages all students to order textbooks through our online store. Please place your order via the online bookstore at this link: https://www.bkstr.com/alabamastatestore. Your books will be shipped directly to you. Note that the online bookstore can be used for both digital and hard copy textbooks. The bookstore will be open in the fall with modified operating procedures; however, we ask that students try to order their books online to help follow health and safety guidelines.

OFFICE OF TECHNOLOGY SERVICES (OTS)
- Use the OTS ticket system to submit any requests for support with ASU computers, internet, Blackboard, email address, ASU I.D. card, etc.
  alabamastateuniversity.freshservice.com/support/home
- In-person meetings will be by appointment only.

ASU Identification Card All students and employees will need to have an ASU Identification Card. The photo used in the I.D. Card can now be selected by the students/employees by following the instructions at this link: tinyurl.com/ALASUID. Direct any questions to the Office of Technology Services at 334-229-4560.
On-Campus Housing

Move-in
Move-in will start on August 8 and will continue through August 19 for all students residing in on-campus housing with staggered move-in times. This will allow students to check in and go through the move-in process without a large number of people on campus.
- Two parents/guardians/guests may assist with move-in.
- Students will sign up online at www.alasu.edu/housing for one of the daily time slots available for moving in.
- Students and two guests will be screened at designated entrance checkpoints (including temperature checks) and will receive an information packet.
- Students and guests must wear masks at all times while on the ASU campus.

Move-Out
All students will vacate the residence halls no later than Saturday, November 28, 2020.

Resident Assistants (RA) Training
Resident Assistants shall participate in extensive training focusing on safety within the residence halls relative to COVID-19, programming and professional development.

Resident Assistants Should
- Ensure that hand sanitizer dispensers are filled in the Residence Halls.
- Ensure that signage is posted regarding the new normal related to COVID-19.
- Clean and sanitize office space.

Students Should
- Ensure that rooms are cleaned and sanitized weekly.
- Wear masks (or face coverings).
- Wash their hands.

Students Will
- Clean moving carts in between each use.

Cleaning Staff Will
- Enhance sanitizing of common areas daily.
Staggered Move-in Plan
August 8 - August 19

A  KING HALL + BESSIE BENSON HALL
Enter at the Tullibody Street gate from Carter Hill Road and follow the red flags!

B  BESSIE ESTELLE HALL + PEYTON FINLEY APTS.
Enter at the West University Drive gate from Carter Hill Road and follow the orange flags!

C  CARD HALL, FACILITY II AND MCGINTY APTS.
Enter at either of the Harris Way gates and follow the blue flags!

D  C.J. DUNN TOWER + FACILITY I
Enter at the Harris Way gate from Carter Hill Road and follow the green flags!

E  BIBB GRAVES HALL, SIMPSON HALL + ABERCROMBIE HALL
Enter at the South Jackson Street gate from Carter Hill Road and follow the gold flags!
Alabama State University and the Office of Academic Affairs are preparing for a Fall semester that provides a positive learning environment, while protecting the health and safety of our students, faculty and staff. We are committed to providing students with high quality instruction using multiple modes of delivery, when possible. The Office of Academic Affairs has collaborated with other divisions across the campus to adapt to a “mixed methods” instructional model that maximizes social distancing. Modifications to the academic calendar prioritize consideration of the health and safety of students, faculty and staff.

GOALS OF FALL 2020
ACADEMIC PROGRAM DELIVERY

- Provide instruction while minimizing the risk or the spread of COVID-19
- Deliver flexible instruction through face-to-face, hybrid and online methods
- Ensure that ASU students have the appropriate academic progress towards graduation
- Ensure enhanced strategies are in place to support academic and student success
ACADEMIC CALENDAR MODIFICATION FOR 2020

ASU has developed a modified schedule to end in-person instruction by Thanksgiving Break. This change will minimize the potential spread of COVID-19. These changes to the academic calendar will result in the following:

■ All finals for graduating seniors will occur November 18-20, 2020.
■ All finals for continuing students (non-candidates for graduation) will be taken online during the week of November 30 - December 4.
■ ASU Fall 2020 Commencement Exercises are under review.

Important Note: Should there be challenges due to the uncertainty of the coronavirus pandemic during the Fall 2020 semester, all courses will continue through an online delivery format based on the contingency plan developed by each faculty member and approved by the department. This will ensure that all students enrolled in the Fall semester will be afforded the opportunity to continue progress toward degree completion without interruption.

ACADEMIC DELIVERY MODEL

■ Increased Online Learning Opportunities
■ Increased Hybrid/Blended Learning Opportunities
■ Increased Eight-week Term Courses in both Online and Hybrid Models
■ Decreased Traditional Face-to-Face Courses to Promote Social Distancing

Hornet F2F Term 1
8 WEEKS
AUGUST 17-OCTOBER 9
FACE TO FACE

Hornet e-Learning Term 1
8 WEEKS
AUGUST 17-OCTOBER 9
ONLINE (ASYNCHRONOUS)

Hornet Hybrid Term 1
8 WEEKS
AUGUST 17-OCTOBER 9
HYBRID

Hornet F2F Term 2
8 WEEKS
OCTOBER 12-DECEMBER 4
FACE TO FACE

Hornet e-Learning Term 2
8 WEEKS
OCTOBER 12-DECEMBER 4
ONLINE (ASYNCHRONOUS)

Hornet Hybrid Term 2
8 WEEKS
OCTOBER 12-DECEMBER 4
HYBRID

Hornet Traditional (F2F, e-Learning and Hybrid)
(16-WEEKS)
AUGUST 17-DECEMBER 4
SELECT COURSES, CLINICAL ROTATIONS, INTERNSHIPS, PRACTICUMS AND LABS

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Stay Aware. Stay Safe. Stay #HornetStrong.
This guide will be updated as we monitor data and information related to the COVID-19 pandemic. We will continue to keep the campus family and ASU stakeholders informed as developments occur.
Course Mode Considerations

Alabama State University has conducted a comprehensive analysis of the makeup of its face-to-face, online and hybrid courses across all colleges.

- 8-week courses provide the same course material and course outcomes as 16-week courses.
- 8-week courses are more intensive and require the same amount of work and confer the same amount of credit. Note: This alternative format requires more dedicated focus for a shorter amount of time to achieve the course outcomes.
- Depending on a student’s program of study, we expect that most undergraduate students who would prefer to take most or all of their courses remotely would be able to do so.

Virtual Training and Development

- The Academy of Excellence for Research & eLearning (AEReL) will continue to provide training and any materials to assist faculty with instructional design needs (syllabi, course objectives, rubrics, etc.) when needed.
- Faculty professional development will be delivered through a variety of virtual modes, including videos, online resources focused on online teaching and research, consultations, and webinars focused on specific technologies.
- Faculty, staff and student meetings will be held virtually, whenever possible.

Levi Watkins Learning Center

- The Levi Watkins Learning Center (LWLC) will provide learning opportunities, assistance with research, resources and services to support scholarly communication, learning assistance and training.
- The LWLC will provide Information/Reference/Research Consultation via Live Chat, SMS, Email and telephone to help faculty and students learning and working remotely.
- Library Online Catalog databases are available 24/7 for remote access.
- The National Center for the Study of Civil Rights and African-American Culture will be available to provide learning opportunities supporting research in the areas of cultural heritage, human rights and social justice.

- Website access: [http://www.lib.alasu.edu/](http://www.lib.alasu.edu/)

Online Readiness for Students

Alabama State University is committed to providing students with tools to develop necessary online learning skills to promote learning and achievement in an online environment. This will be accomplished by providing students with access to the ASU Online Readiness Modules to assist with mastering taking an online course.
Athletics

ASU Athletics aims to positively transform the lives of our students academically, athletically and personally through a competitive intercollegiate athletics program that enhances the reputation and visibility of the University by creating champions in sport and most importantly in life.

ASU Athletics represents an integral part of the campus fabric and supports the University in achieving its goals through impactful, holistic exposure. Consistent with the guiding principles established by Alabama State University, the health, safety and well-being of student-athletes, coaches and staff is a top priority for as planning occurs to return to play.

Return to Campus

Student-athletes will return in waves. Each student-athlete will be tested for COVID-19 prior to engaging in on-campus activity and, assuming a negative test result, spend the first few days completing physicals, various screening and educational activities.

At this time, the primary focus for the ASU Athletics Return to Play Committee is to bring student athletes, coaches and staff back to campus this summer safely and efficiently in a gradual progression, working toward in-person instruction in the fall and the playing of fall sports as scheduled.

The ASU Athletics Return to Play Committee has developed a subcommittee that will work through gameday operations and fan experience for football, particularly in regards to the potential for high-volume crowds. The schedule is being developed and more information is forthcoming. It is the intent of the institution to proceed with a fall football schedule.

ASU Athletics will develop contingency strategies for the summer and beyond in relation to the state’s phase system and and its effects on operations, as well as any changes to the intended in-person instruction model for the fall semester.

ASU Athletics Protocols

The ASU Athletics Return to Play protocols include the requirement to stay home if specified symptoms are present, daily wellness self-screenings, pre-return training for coaches, staff and student-athletes, continuation of virtual meetings, social distancing when face-to-face interactions do occur, face coverings required in Athletics buildings, and enhanced cleaning focused on frequent touch points, restrooms and common areas. In addition, ASU Athletics will implement the following protocols:

- All athletic facilities will remain locked, and a single point of entry will be designated to manage building access and administer the on-campus wellness screening process for student-athletes, coaches and staff.
- Student-athletes will be grouped into small cohorts for activities to minimize potential for cross-contamination.
- Workout schedules (including cardio and weightlifting sessions) will be staggered to promote physical distancing.
- Coaches and support staff will wear masks during indoor training sessions when physical distancing cannot be maintained.
- Increased mental health services will be available to the student-athlete populations.

For more information regarding the Department of Intercollegiate Athletics “Return to Play” plan, please visit bamastatesports.com
Campus Services

>>> Mail Services
Social distancing, strategic queuing and a comprehensive communications plan are being developed to ensure efficient operations. Receiving of mail and packages will continue through safe and proper hygienic practices. Vendors will be required to remain outside the building, wear masks and maintain social distancing.

>>> Copy Center
Pickup and delivery will be managed by adhering to social distancing guidelines. Faculty and staff are encouraged to continue using the request portal

www.alasu.edu/faculty-staff/technology-services/copy-exchange/copy-exchange-request-form

>>> Camps and Programs
Camps and programs are being modified with limited access and virtual options. Contact Campus Camps at (334) 229-8487 or email at campuscampus@alasu.edu.

>>> Food Service Operations
Residential dining will implement new health and safety protocols for all dining establishments, including observing social distancing guidelines, decreasing capacity in locations, re-imaging serving stations, removing self-service items and increasing to-go meal options. Cashiers will count students’ entrances and exits to ensure occupancy levels are not exceeded. ASU’s current food service provider, Aramark, is developing a cashless option to eliminate cash handling. Students, faculty and staff will be encouraged to utilize to-go meal options.

>>> Ticket Operations
While the ticket office continues to maintain business hours, a comprehensive communications plan for ticket operations is being developed to ensure efficient operations. The ticket office will continue to encourage season ticket holders to renew online or over the phone. In addition, renewal-by-appointment options are being developed.

>>> Bookstore
The University’s bookstore will follow COVID-19 procedures that are aligned with the campus reopening guidelines and are applicable to all customers and vendors. Visit the bookstore website for details at www.bkstr.com/alabamastatetstore/home.
Department of Public Safety
The Department of Public Safety continues to ensure the safety and security of the campus community, 24 hours a day, 7 days a week. Students and employees should call Public Safety at 334-229-4400 or 334-229-4717 if they have an emergency or would like a courtesy escort at night from a building, residence hall or car. Students and employees may also contact Public Safety if they would like to speak with the Violence Against Women Program. **Students and employees should ask all visitors to check in at the Public Safety office, located at 1453 Carter Hill Road, prior to entering campus.**

Access to Human Resources Services
Telehealth services are available to ASU employees and their families through Blue Cross Blue Shield (BCBS). Employees should check with their in-network provider to see if they participate in Telehealth. To locate a current listing of in-network providers, login to myBlueCross and visit FindADoctor. Telehealth services:
- Give employees the option to receive care remotely in order to limit their exposure to COVID-19 and other illnesses;
- Serve as an initial screening when one needs testing for COVID-19;
- Provide consultations and visits rendered by in-network providers for low complexity or routine health conditions; and
- Provide ongoing health evaluations and care management based on the in-network provider’s medical judgment.

Employee Assistance Program
ASU’s employee assistance program (EAP) is provided by Integrated Behavioral Health. The EAP assists employees with personal problems and/or work-related problems that may impact their job performance, health, or mental and emotional well-being. EAP provides confidential counseling in a number of areas, including anxiety and depression; divorce and separation; drugs and alcohol; grief and loss; and legal and financial. EAP is available 24 hours a day, 7 days a week. The specific access details are as follows: 1-800-386-7055 or www.ibhworklife.com. To access EAP, contact HR for the username and password.

COVID-19 Results
Employees who are tested for COVID-19, during normal operations and beyond, are required to notify the Human Resources Department. Tested employees are to email the following information to dcarr@alasu.edu: Name; Position; School/Department; Date of and place where the test was conducted; Results (if have); and Contact phone number. Upon receipt, Human Resources will notify the Health Center.

Please note that the ASU Health Center administers testing for COVID-19. For appointments and more information, contact the Health Center at 334-604-8431.
IMPORTANT CAMPUS NUMBERS FOR FACULTY, STAFF, STUDENTS AND VISITORS

- Academic Advisement: 334-229-8394
- Academic Affairs: 334-229-4231
- Academic Labs/FYE and SYE: 334-229-8420
- ACES: 334-229-5304
- Admissions: 334-229-4291
- Athletics: 334-229-4507
- Career Services: 334-229-4156
- Cashier Office: 334-229-4198
- Counseling Center: 334-229-4894
- Disability Services: 334-229-5127
- Diversity and International Affairs: 334-229-4713
- Financial Aid: 334-229-4862
- Greek Life: 334-229-4888
- Health Center: 334-229-4436
- Housing & Residence Life: 334-229-4357
- ID Station: 334-229-4751
- Judicial Affairs: 334-229-4834
- New Student Orientation: 334-229-4233
- Office of Technology Services: 334-229-4560
- Student Affairs: 334-229-4241
- Student Government Association: 334-229-4020
- Parking: 334-229-4660
- Public Safety: 334-229-4717
- Student Accounts: 334-229-4258
- Student Life: 334-229-4151
- Student Media: 334-229-4419
- Records and Registration: 334-229-4243
- Veterans Affairs: 334-229-4991
Communication

ASU is committed to ensuring the health and safety of its stakeholders. To accomplish this goal, new campus behaviors and expectations will be conveyed with transparency and participatory communication during all phases of reopening. We want faculty, staff, students and alumni to stay in-the-know. It is imperative, as well as expected, that all stakeholders employ the following strategies in all phases of reopening the campus.

- Read all email notifications and reminders sent by the President or his designee.
- Visit the reopening of ASU website to stay abreast of any changes that may impact students, faculty, staff and visitors to maintain compliance with guidelines and protocols.
- Visit the Frequently Asked Questions (FAQs) webpage that will be available to provide clarity and required expectations in the reopening of campus.
- Participate in surveys to provide your feedback on our progress in reopening the campus.
- Report health concerns to appropriate ASU offices.
- Faculty and students should regularly review announcements from Academic Affairs, Student Affairs and Enrollment Management.
- Official communication about Covid-19 and other University business will be sent to ASU email addresses. Students and employees should ensure they can access and regularly check their ASU email accounts. Contact OTS with any email access issues: 334-229-4560.
- Parents and family members of ASU students are encouraged to join the ASU Parent and Family Experience Portal to receive news about ASU. Please go to this website to join: https://alasu.campusesp.com/users/sign_in

Evaluation

Assessment and evaluation efforts are ongoing to promote continuous improvement for the reopening of ASU. The following mechanisms will be utilized for data collection, analysis and utilization of results.

- Tracking and monitoring
- Survey of effectiveness and satisfaction
- Counts of services and reports of concerns
- Gathering of qualitative feedback from all stakeholders
HORNETS, REMEMBER TO WASH YOUR HANDS!

SING THE ASU FIGHT SONG TO HELP YOU WASH FOR AT LEAST TWENTY SECONDS!

1. Alabama! Alabama!
2. Hail, hail, hail, hail
3. College so dear
4. Alabama, Alabama!
5. ‘tis for you we’ll cheer
6. All hail the men
7. Who fight on the field
8. All hail your glory
9. That can’t be repealed;
10. So hail, hail, hail Alabama!
11. Hail, hail, hail!
12. Go Hornets!
FOR YOUR SAFETY AND THE SAFETY OF OTHERS...

Have your temperature checked and recorded at the central check-in station before entering your building. South Jackson in front of Councill Hall

Cover your sneeze (or cough) with a sleeve

Wash your hands thoroughly and frequently or use hand sanitizer

Disinfect your work areas and equipment frequently

Do not use coworkers' phones, desks, computers or other equipment (when possible)

IT’S THE HORNET WAY!

Wear a mask...

- In all common areas, including hallways, elevators, stairwells, bathrooms, open work areas and closely confined work spaces such as open cubicles
- For any face-to-face encounters (including meetings in large spaces)
- When walking across campus

Avoid personal contact such as handshakes and friendly hugs

Practice social distancing at all times

If you have COVID-19 related symptoms...

Employees should stay at home and students should contact the Health Center FOR YOUR SAFETY AND THE SAFETY OF OTHERS...

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Stay Aware. Stay Safe. Stay #HornetStrong.

This guide will be updated as we monitor data and information related to the COVID-19 pandemic. We will continue to keep the campus family and ASU stakeholders informed as developments occur.
STOP THE SPREAD OF GERMS AT ASU

REMEMBER TO WEAR A MASK

COVER YOUR MOUTH AND NOSE WHEN YOU SNEEZE OR COUGH. Cough or sneeze into a tissue and then throw it away; use your arm or sleeve to cover if you do not have a tissue.

CLEAN YOUR HANDS OFTEN.
Wash your hands with soap and water, vigorously rubbing together back and front for 20 seconds. Or use alcohol-based hand sanitizers, rubbing hands until they are dry.

CLEAN SHARED SURFACES AND EQUIPMENT OFTEN. Use disinfectants to clean commonly touched items such as doorknobs, faucet handles, copy machines, coffee pot handles, desktops, handrails, microwave buttons, keyboards and elevator buttons. Germs travel fast with multiple hands touching shared surfaces.

AVOID TOUCHING YOUR EYES, NOSE OR MOUTH. Germs need an entry point, and the average adult touches his or her face every three or four minutes. Keep hand sanitizer at your desk to use after meetings or before grabbing one of those doughnuts from the breakroom.

STAY HOME IF YOU HAVE COVID-19 RELATED SYMPTOMS AND CHECK WITH A HEALTH CARE PROVIDER WHEN NEEDED. If you are symptomatic, stay home, get plenty of rest and check with a health care provider as needed. For a list of COVID-19 symptoms, visit the CDC website.
Stay Aware. Stay Safe. Stay #HornetStrong.