Spring 2021 Update
A REOPENING GUIDE FOR ASU FACULTY, STAFF, STUDENTS AND VISITORS
A WORKING DOCUMENT

ALABAMA STATE UNIVERSITY
Stay Aware. Stay Safe. Stay #HornetStrong.
A Message from the President

Greetings Hornet Nation!

This has truly been an unprecedented year, not only for our nation but also particularly for Alabama State University. We have faced some daunting challenges, but with true ‘Bama State Spirit, we have met each ordeal with a sense of purpose and with a focus on maintaining a level of high academic excellence.

In the months since COVID-19 disrupted our normal operations, we have become quite adept at making what we call “The Pivot.” We have had to be innovative in our approach to expanding our online course offerings and in our efforts to ensure the safety of those who live, learn, teach and work on this campus. I am extremely proud of our accomplishments in both areas. It has taken a tremendous amount of coordination and collaboration at every level of University leadership to reach our goals.

As we approach the upcoming Spring Semester, we wanted to put forth the guidelines under which we will operate beginning in January of 2021. We have retained those elements of the Fall guide that will carry forth to the new year; however, you will find that the Spring Reopening Guide also has a number of new elements of which you will all need to be aware. Please take the time to read this Guide carefully so that you are fully prepared to engage with the University.

As with the Fall Reopening Guide, this document 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. We have learned during the fall semester that the success of our Health and Safety Plan is dependent upon the behavior of all of those who are connected to this campus. We must wear our masks, wash our hands frequently and practice social distancing. Of utmost importance, we must also avoid large gatherings and temper our own behavior even when we are away from campus. For those who live on campus, the curfew will continue this spring (see page 5 for details).

This guide will be updated as needed throughout the spring semester. As updates occur, we will continue to communicate those changes to our relevant stakeholders. Please continue to visit the University’s website at www.alasu.edu for the latest information about academics, and health and safety at ASU. The Reopening Guide will be pinned to the top of the homepage.

We remain mission-focused and vision driven as we move ASU 150 years forward. As always, Stay Aware, Stay Safe and Stay Hornet Strong!

With Hornet Pride,

President Quinton T. Ross, Jr.
MASK UP!

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. Protect yourselves and others. Let’s stay safe together.
Guiding Principles for Spring 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 returning to campus in the spring 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 Spring 2021 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 to ensure adherence to institutional policies and external laws and regulations.
- Utilization of continuous intentional and strategic planning with stakeholders to guide the safe opening of campus in the spring.
- Promotion of innovation relating to our “new normal” with a positive impact on teaching and learning, research and service.
- Provision of 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. **Protocols to Ensure Efficiency and Effectiveness of Our Return to Campus**
5. **Communication**
6. **Evaluation**
Access to Alabama State University

The Reopening Guide is subject to change based on information obtained from local and state health agencies, as well as the Centers for Disease Control (CDC).

- ASU is a Mask Mandatory campus which requires wearing masks or face coverings. See page 2.
- Sanitizing stations will be available in central locations throughout the campus.
- Entry into buildings will remain minimal.
- All face-to-face meetings must be held in compliance with social distancing of 6 feet for all participants or virtual meetings must be utilized (Google Meet, Zoom, etc.)
- All public events and gatherings held on campus must have prior approval by the University.

Visitors

- 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.

Students

- Student athletes will return to campus according to the calendar developed by the Division of Intercollegiate Athletics.
- See pages 21-23 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 pages 19-20 for details.
- Instructions will be provided for students enrolled in face-to-face courses. See page 22 for details.
- See page 25 for details on food services and dining instructions.

Employees

- 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.
- ASU will provide all NEW faculty, staff and students with one initial safety pack, free of charge. The pack contains a reusable mask, wipes, hand sanitizer and a thermometer. Safety packs for returning faculty, staff and students are available for purchase in the University Bookstore.
- ASU IDs will be required for all employees.
- The ASU Department of Public Safety will maintain a check point process for entering the campus at the corner of South Jackson Street and North University Drive in front of Councill Hall. See page 7.
- Self-Monitoring of temperature and COVID-19 symptoms will be required of all employees through the Health Check system (see page 10).
Alabama State University will continue to provide a nurturing and safe learning environment for each student. The University has instituted a number of policies and procedures to secure the safety of those who work and learn on campus.

The University has implemented stricter safety measures and protocols to prevent (1) illegal access to the campus and (2) minimize outside visitors.

### Campus Curfew

ASU has invoked a mandatory curfew for residential students to curtail the possibilities of criminal activity, non-sanctioned gatherings and violations of the University’s COVID-19 protocols. Students must adhere to the following:

- **Students who reside on campus must be in their assigned residence halls from 9 p.m. each evening until 6 a.m. the next day.**
- In the event of extenuating circumstances, students must alert their residence hall director or Resident Assistants (RA) if there is a need to leave for an emergency during curfew hours. Students who have jobs requiring them to work during curfew hours must notify their RAs and the Department of Public Safety.
- **All commuter students are to be off campus by 8:30 p.m.** If commuter students need to remain on campus or return to campus, they must be cleared by the ASU Department of Public Safety (1452 Carter Hill Road) before accessing the campus.
- Failure to adhere to the University’s conduct enforcement procedures will subject offenders to sanctions from the Division of Student Affairs and Enrollment Management to include suspension or expulsion from the University.

### Campus Closed to Visitors 9 p.m. - 6 a.m.

The campus will be closed to all visitors between the hours of 9 p.m. to 6 a.m. (If there is an emergency situation requiring visitor access to campus, the visitor must be cleared by the Department of Public Safety, located at 1452 Carter Hill Road, and escorted to campus by an ASU uniformed officer). This includes students who reside off campus.

### Enforcement

The Alabama State University Department of Public Safety and the Office of Student Affairs will enforce the campus safety protocols.

- All unauthorized persons found in violation of the curfew could be subject to arrest and charged with Criminal Trespass (Code of Alabama 13A-7-4).
- Any property found in relation to the offense will be impounded (I.E., vehicles towed at the owner’s expense).

*Please know that these new protocols will be strictly enforced as we work to protect our campus.*
Alabama State University is committed to maintaining the integrity of a safe and healthy learning environment for each student. As outlined in our Student Code of Conduct, students cannot engage in behavior that endangers the ASU community’s welfare. Escalated sanctions will be applied for violating restrictions for on and off-campus gatherings. These sanctions are in accordance with current Judicial Protocol as detailed in the Student Handbook.

1ST INCIDENT

**Curfew Violation**

See details on page 5

**Hosting or Attending Non-University Sanctioned Events On or Off Campus**

- **Facial Coverings Violation**
  - Including refusal to wear or remove while in areas where required and/or wearing coverings inappropriately (not covering mouth and nose)
  - **Sanction:** 10 hours of Volunteer Service at ASUPD

**Physical/Social Distancing Violation**

- Including repeated or intentional failure to follow signage or decals demarcating distancing
  - **Sanction:** 10 hours of Volunteer Service at ASUPD

2ND INCIDENT

- **Formal conduct action:** Student sent notice of charge(s)
- **Sanction:** Suspension

- **Potential Sanctions:**
  - Disciplinary probation
  - Removal from University Housing

- **Informal conduct action:** Official letter notifying behavior violates standards and outlines expectations
- **Sanction:** 10 hours of Volunteer Service at ASUPD

3RD INCIDENT

- **Formal conduct action:** Student sent notice of charge(s)
- **Sanction:** Expulsion

- **Potential Sanctions:**
  - Suspension
  - Prohibited from residing in University Housing permanently

- **Informal conduct action:** Official letter notifying behavior violates standards and outlines expectations
- **Sanction:** 10 hours of Volunteer Service at ASUPD

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.
NO PARKING AT ANY TIME IN THE FOLLOWING AREAS:

- West University Drive across from Cynthia Alexander Apartments
- West Tullibody Drive On the left side in front of Abercrombie, Simpson and Bibb Graves Residence Halls
- John G. Hardy Student Center South University Drive Entrance In front of the Student Center, including under the canopy, left and right sides
- Robert C. Hatch Drive Robert C. Hatch Drive runs from the 4-way stop sign in front of Shuttlesworth Dining Hall, past Card Hall to the stop sign behind the LWLC Library

For more information, call the ASU Police Department at 334-229-4400 or 334-229-4717, or call Maxine Oliver, Parking Enforcement Coordinator, at 334-229-4660.
ASU REOPENING
MOVING FORWARD

STAY AWARE
TRAINING AND COMMUNICATIONS
Students and employees are required to complete the ASU Healthy Hornet Training and assessments.
Please complete all of the following steps. It should take less than 45 minutes. The first training is the longest, with the other trainings being very short.
1. Login to Blackboard [https://asuonline.alasu.edu/](https://asuonline.alasu.edu/)
2. Complete the ASU COVID-19 Health & Safety Training and training assessment.
4. Click the link to complete your initial Healthcheck. Remember, the Healthcheck must be completed daily.
5. Complete the Event Passport Training.

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.

STAY SAFE
DAILY CHECK INS
All ASU students and employees will complete ENTRY TESTING before the spring semester begins. Students will be allowed to move into the residence halls only if they have a negative COVID-19 test result.
Regular testing is critical for identifying trends, curbing potential outbreaks and monitoring cases on campus.

All employees and students should check their temperatures daily. If your temperature is above 99.6 and/or if you have COVID-19 symptoms, employees should contact their supervisors and students should contact the ASU Health Department for further instructions. Physical Plant employees will continue to have their temperatures checked daily at their facility.

The health and safety of Alabama State University employees, students and visitors are of paramount importance. 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 these protocols to ensure their own safety, as well as the safety of others.
All ASU students and employees are required to complete the Healthcheck each day. The Healthcheck will ask questions to determine if you have potential COVID-19 symptoms or exposure. The ASU Health Center will follow-up with you based on your Healthcheck information, as needed.

Required Sentinel (random) testing of all employees and students will continue throughout the semester.

The GuideSafe App uses bluetooth technology, without collecting any personal or location information, to determine if you have been in contact with someone who has tested positive for COVID-19. To find out more information about the app, please visit https://www.guidesafe.org/exposure-notification-app/

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.

It is also important for all of us 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.
TEST BEFORE YOU RETURN

The University realizes that testing is key to mitigating the spread of COVID-19 on our campus. Because we want to start the spring semester with a “clean slate,” ALL STUDENTS are required to submit COVID-19 negative results prior to their return to campus:

- Negative results must be submitted within a 14 day time frame prior to return.
- Results should be sent to the following link: https://forms.gle/7ckoqZZdVkJM8L68
- Students will receive a confirmation once their results have been reviewed and cleared by the ASU Health Department.
- Once you are cleared, your name will be submitted to Housing so that you are allowed to move into a residence hall.
- If you are not moving back on campus, once you are cleared, your name will be placed on the general student clearance list for campus.

Please remember that even if you test negative for COVID-19 and are allowed to live on campus, it is your responsibility to follow ASU and CDC guidelines to remain safe and healthy during this pandemic. Masks and social distancing are required. You are encouraged to wash your hands, avoid large gatherings on and off campus, and adhere to all other safety guidelines as detailed in this document.
The Alabama State University Health Center offers services to ensure your safety and well-being while on campus. We are working diligently during this pandemic to mitigate the spread of COVID-19.

All ASU STUDENTS AND EMPLOYEES WILL COMPLETE ENTRY TESTING before the spring semester begins. Students will be allowed to move into the residence halls **ONLY** if they have a NEGATIVE COVID-19 TEST result.

We must all **work together** to stop the spread of this very contagious virus. Wearing a facial covering, social distancing and frequent handwashing/using hand sanitizers are important steps our ASU family must take to prevent the spread of COVID-19.

**For Students: If you test positive for COVID-19, you MUST isolate for 10 days.**

The most common symptoms of COVID-19 include fever, cough, headaches, fatigue, muscle or body aches, loss of taste/smell, sore throat, nausea and diarrhea.

If someone has trouble breathing, chest pains or difficulty staying awake, seek medical care immediately. **Campus Police: 334-229-4400**

If your test is performed on campus, instructions will be given to you. If you test off campus, you MUST immediately contact COVID Support at 334-604-9206 and send your results to covidsupport@alasu.edu.

If you reside on campus, you must contact Residential Life BEFORE entering into any residence hall. Failure to do so may result in disciplinary consequences.

**In accordance with recommended guidelines, tests are reported only to the Alabama Department of Public Health.**
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 off campus 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 available), and 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 at **covidsupport@alasu.edu** or **334-229-9206** to share the results of the test.
- For Students: If you test positive for COVID-19, you **MUST isolate for 10 days**.
- If you reside on campus, you must contact Residential Life BEFORE entering into any residence hall. Failure to do so may result in disciplinary consequences.
- If your test is performed on campus, instructions will be given to you. If you test off campus, **you MUST immediately contact COVID Support at 334-604-9206** and send your results to **covidsupport@alasu.edu**.
- Students who test positive and are living in residence halls will isolate in place should the need arise. Students who test positive for COVID-19 and have a permanent residence within a reasonable distance of ASU, may isolate away from campus. Accommodations for online/alternative instruction will be provided. Students who do not have a permanent residence within a reasonable distance of ASU may isolate until they can make arrangements to return home.
- Students who reside off campus and test positive for COVID-19 or exhibit COVID-19 symptoms should isolate or quarantine as prescribed under the guidance of the University’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.

Facts

**Q: What does "isolation" mean?**
**A:** When persons test positive for COVID-19, they must remain apart from others for at least 10 days.

**Q: What does "quarantine" mean?**
**A:** When persons exhibit symptoms or have been exposed to someone with COVID-19, they must quarantine for 14 days.

**Q: Whom should I contact if I have COVID-19 symptoms?**
**A:** **STUDENTS** who exhibit COVID-19 symptoms are required to contact the ASU Health Center at **covidsupport@alasu.edu** or **334-604-9206**. **EMPLOYEES** are required to alert the Human Resources Department at **dcarr@alasu.edu** as well as their supervisor.

**Q: When should students submit their negative test results prior to returning to campus for Spring 2021?**
**A:** Negative results must be submitted within a 14 day time frame prior to return.
Contact tracing is conducted on close contacts identified by positive cases. Those close contacts are defined as any individual within 6 feet of an infected person for a total of 15 minutes or more. The University is only performing tests on individuals presenting with symptoms, those notified for sentinel testing and those identified through contact tracing.

In accordance with recommended guidelines, tests are reported only to the Alabama Department of Public Health.

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.
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. The Division’s new protocols are designed to reduce employee, staff and student exposure by inhibiting the growth of bactericidal and virucidal to include COVID-19.

**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 levels 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 with a CDC-approved antimicrobial quaternary disinfectant
- 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**
  - Making campus water fountains inoperable to limit the spread of bacteria and viruses
  - Installing “DineSafe” plexiglass on dining tables for added protection while dining in the Dining Hall
  - Providing masks, disinfectant (with 30 second kill time), gloves and towels for periodic wipe downs of office spaces
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.
- Plexiglass barriers (sneeze guards) will be added to service desks, help counters or other areas of high walk-up traffic to ensure employee protection.
- 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 office equipment and furniture
- 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 Student Resources and 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](http://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:

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.

THE OFFICE OF 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.

Making an appointment is as easy as 1-2-3.

1. DOWNLOAD the QLess App from the App Store
2. TEXT "ASU Financial Aid" to 334-581-9907
3. VISIT alasu.edu/HornetQ
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 opened 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 addresses, ASU ID cards, etc. 
[alabamastateuniversity.freshservice.com/support/home](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 ID Card can now be selected by the students/employees by following the instructions at this link: [tinyurl.com/ALASUID](tinyurl.com/ALASUID).

ID-Station Operation

>> Faculty & Staff
- All faculty and staff members will have the option of uploading their IDs or coming into the office to have an ID processed.

>> New Students
- New students will be instructed to upload their pictures for processing.
- OTS will package the new student ID cards by the residential facility.
- The disbursement of the new student IDs will be done in the residence halls as part of students’ check-in and key pickup process upon their arrival.
- If new students arrive on campus without previously uploading their pictures, they will be instructed how to do so and an OTS team member will deliver the ID to the residential facility for disbursement.

>> Returning Students and Commuter Students
- Students will be instructed to upload their pictures for processing.
- Replacement card fees will be applied to all lost cards before they can be processed. (If applicable)
- Students must present their receipts to the ID station before cards can be re-issued.
- Social distancing guidelines will be followed when serving students in this area. Only 2-3 students will be allowed in the ID station at one time.

Direct any questions to the Office of Technology Services at 334-229-4560.
On-Campus Housing

Move-in
Students will be able to move into the residence halls **January 13-18** with staggered move-in times. This will allow the students to check in and go through the move-in process without a large number of people on campus.

- All students must be tested for COVID-19 PRIOR TO checking into the residence halls and should send their results to [https://forms.gle/xPrCeF5CYKWh2iA7](https://forms.gle/xPrCeF5CYKWh2iA7). Students who have not been tested will not have access to check in to the residence hall (see page 10 for more information about testing requirements).

Move-Out
All students will vacate the residence halls no later than **Thursday, May 6, 2021**.

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.

ONLY TWO parents/guardians/guests may assist with move-in. (Strictly adhered to)

Students and two guests will be screened at designated entrance checkpoints and will receive a clearance slip to move into the residence hall.

Students and guests must wear masks at all times.

- All students must be tested for COVID-19 PRIOR TO checking into the residence halls
- Send results to [https://forms.gle/xPrCeF5CYKWh2iA7](https://forms.gle/xPrCeF5CYKWh2iA7)
Students will sign up online at www.alasu.edu/housing for one of the daily time slots available for moving in and will follow the entrance instructions for their assigned Residence Hall outlined below.

**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 spring 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 SPRING 2021

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 SPRING 2021

ASU has developed a modified schedule for Spring 2021 to ensure that the proper protocols are taken to ensure the safety of all faculty, staff and students. These changes to the academic calendar will minimize the potential spread of COVID-19 and will result in the following:

- The Spring 2021 semester will begin on **January 19, 2021**.
- There will be **NO SPRING BREAK** due to the delayed start of the Spring 2021 semester and in the best interest of all faculty, staff and students.
- Classes are scheduled to end on **April 30, 2021**.
- All finals for **graduating seniors** will occur **April 15-16, 2021**.
- All finals for **continuing students** (non-candidates for graduation) will be taken during the week of **May 3-5, 2021**.
- ASU Spring 2021 Commencement Exercises are **tentatively** scheduled for **May 7**, but this date is under review.

**Important Note:** Should there be challenges due to the uncertainty of the coronavirus pandemic, all courses will continue through an online delivery format based on the contingency plan developed by each faculty member and approved by the departments. This will ensure that all students enrolled 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 (F2F) Courses to Promote Social Distancing

### CHOOSE TERM 1 + TERM 2 OPTIONS, OR...

<table>
<thead>
<tr>
<th>Term 1</th>
<th>Term 2</th>
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<tr>
<td><strong>Hornet F2F Term 1</strong></td>
<td><strong>Hornet F2F Term 2</strong></td>
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<td><strong>8 Weeks</strong></td>
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<td><strong>JANUARY 19-MARCH 12</strong></td>
<td><strong>MARCH 15-MAY 7</strong></td>
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<td><strong>FACE TO FACE</strong></td>
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<td><strong>Hornet eLearning Term 1</strong></td>
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<td><strong>8 Weeks</strong></td>
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<td><strong>JANUARY 19-MARCH 12</strong></td>
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<td><strong>ONLINE (ASYNCHRONOUS)</strong></td>
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<td><strong>Hornet Hybrid Term 1</strong></td>
<td><strong>Hornet Hybrid Term 2</strong></td>
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<td><strong>8 Weeks</strong></td>
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<tr>
<td><strong>JANUARY 19-MARCH 12</strong></td>
<td><strong>MARCH 15-MAY 7</strong></td>
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<td><strong>HYBRID</strong></td>
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### GO THE TRADITIONAL ROUTE

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<tr>
<th>Term 1</th>
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<tbody>
<tr>
<td><strong>Hornet Traditional Semester</strong></td>
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<tr>
<td><strong>16 Weeks</strong></td>
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<td><strong>JANUARY 19-MAY 7</strong></td>
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<tr>
<td><strong>F2F, ELEARNING AND HYBRID</strong></td>
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<tr>
<td>Select Courses, Clinical Rotations,</td>
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<tr>
<td>Internships, Practicums and Labs</td>
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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.
  
  [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.
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](http://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](mailto:campuscampus@alasu.edu).

**Food Service Operations**
Residential dining has implemented 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/alabamastatestore/home](http://www.bkstr.com/alabamastatestore/home).
Department of Public Safety
The Department of Public Safety continues to ensure the safety and security of the campus community, 24 hours 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.com** 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 off campus 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 location where the test was conducted; Results (if available); 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.
Athletics

ASU Athletics aims to transform positively 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 and well being of student-athletes, coaches and staff is a top priority for ASU Athletics as planning occurs for return to play. As leadership prepares for the spring semester, a plan specific to Athletics has been developed that aligns with University efforts.

Several elements of the ASU Athletics’ return-to-play plans are identical to University plans, including 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, physical distancing when face-to-face interactions do occur, face coverings required in Athletics buildings and enhanced cleaning protocols focused on frequent touchpoints, restrooms and common areas. In addition, ASU Athletics will adhere to the recommendations outlined by the NCAA Resocialization of Collegiate Sport Manual, the Southwestern Athletic Conference COVID-19 guidelines, and will continue to implement the following protocols listed below:

- 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 smaller 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/outdoor training sessions when physical distancing cannot be maintained.
- Increased mental health services will be available to student-athlete population

Identical to the fall semester, student-athletes will return in waves for spring 2021. Each student-athlete will be tested for COVID-19 prior to engaging in on-campus 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 in safely and efficiently and to participate in athletic activity in the spring.

The ASU Athletics Return to Play Committee has developed a subcommittee that will work through gameday operations and fan experience for all athletic contests, particularly in regards to basketball and football. Information on gameday operations will be forthcoming.

ASU Athletics, in conjunction with the University, will continue to develop contingency strategies for the winter/spring and beyond in relation to the state’s phase system and how that affects operations, as well as any changes to the intended in-person instruction model for the spring semester.

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

- Read all email notifications and reminders sent by the President or his designee.
- Visit the ASU website to stay abreast of any changes that may impact students, faculty, staff and visitors to maintain compliance with guidelines and protocols.
- Participate in surveys to gather feedback on our progress with reopening the campus during the Spring 2021 term.
- Report health concerns to appropriate ASU offices.
  Students who exhibit COVID-19 symptoms are required to contact the ASU Health Center at covidsupport@alasu.edu or 334-604-9206.
  Employees are required to alert the Human Resources Department at dcarr@alasu.edu as well as their supervisor.
- 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 from 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
### IMPORTANT CAMPUS NUMBERS FOR FACULTY, STAFF, STUDENTS AND VISITORS

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Academic Advisement</td>
<td>334-229-8394</td>
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<tr>
<td>Academic Affairs</td>
<td>334-229-4231</td>
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<tr>
<td>Academic Labs/FYE and SYE</td>
<td>334-229-8420</td>
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<tr>
<td>ACES</td>
<td>334-229-5304</td>
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<tr>
<td>Admissions</td>
<td>334-229-4291</td>
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<td>Athletics</td>
<td>334-229-4507</td>
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<td>Career Services</td>
<td>334-229-4156</td>
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<td>Cashier Office</td>
<td>334-229-4198</td>
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<td>Counseling Center</td>
<td>334-229-4894</td>
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<td>Disability Services</td>
<td>334-229-5127</td>
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<td>Diversity and International Affairs</td>
<td>334-229-4713</td>
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<td>Financial Aid</td>
<td>334-229-4862</td>
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<td>Greek Life</td>
<td>334-229-4888</td>
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<td>Health Center</td>
<td>334-229-4436</td>
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<td>Housing &amp; Residence Life</td>
<td>334-229-4357</td>
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<td>ID Station</td>
<td>334-229-4751</td>
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<td>Judicial Affairs</td>
<td>334-229-4834</td>
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<td>New Student Orientation</td>
<td>334-229-4233</td>
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<td>Office of Technology Services</td>
<td>334-229-4560</td>
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<td>Student Affairs</td>
<td>334-229-4241</td>
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<td>Student Government Association</td>
<td>334-229-4020</td>
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<td>Parking</td>
<td>334-229-4660</td>
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<td>Public Safety</td>
<td>334-229-4717</td>
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<td>Student Accounts</td>
<td>334-229-4258</td>
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<td>Student Life</td>
<td>334-229-4151</td>
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<td>Student Media</td>
<td>334-229-4419</td>
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<tr>
<td>Records and Registration</td>
<td>334-229-4243</td>
</tr>
<tr>
<td>Veterans Affairs</td>
<td>334-229-4991</td>
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FOR YOUR SAFETY AND THE SAFETY OF OTHERS...

STINGER SAYS

Have your temperature checked at one of the Dragonfly stations located in buildings across campus.

Cover your sneeze (or cough) with a sleeve.

Wash your hands thoroughly and frequently or use hand sanitizer.

Wear a mask...
- In all common areas, 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.

Disinfect your work areas and equipment frequently. Do not use coworkers’ phones, desks, computers or other equipment (when possible).

Avoid personal contact such as handshakes and friendly hugs.

If you have covid-19 related symptoms...

Students are required to contact the ASU Health Center at covidsupport@alasu.edu or 334-604-9206.

Employees are required to alert the Human Resources Department at dcarr@alasu.edu as well as their supervisor.