Spring/Summer 2022
UPDATE
A REOPENING GUIDE FOR ASU FACULTY, STAFF, STUDENTS AND VISITORS
A WORKING DOCUMENT
Updated December 2021

ALABAMA STATE UNIVERSITY
Stay Aware. Stay Safe. Stay #HornetStrong.

www.alasu.edu/ASUreopening
Greetings Hornet Nation!

As we enter the new year, we are excited about all of the wonderful opportunities that lie ahead of this great University. We want to keep in mind our commitment to making the health and safety of the campus community a top priority. This updated edition of the ASU Reopening Guide offers a detailed roadmap of safety protocols that have helped to mitigate the spread of COVID-19 on our campus.

Due to the prevalence of the Omicron variant, we have instituted a few additional protocols that are outlined in this document, particularly in the sections on pages 8-17 and the athletics safety information on page 30.

One important protocol relates to campus reentry: **ALL ASU employees and students must now present a negative test result before returning to campus.** Employees and students should check their ASU email accounts for specific details related to testing and submission of results.

I also want to emphasize that Alabama State University remains a **Mask Mandatory** campus. We will also continue to adhere to CDC guidelines related to social distancing, hand washing, avoiding large gatherings and tempering our personal behavior whether on or off campus. We cannot afford to relax our guard at any point during this pandemic. We must remain vigilant in our efforts to maintain a safe campus for all who live, learn and work at Alabama State University.

Please be reminded that this Reopening Guide may be updated as needed throughout the Spring and Summer semesters. ASU students, faculty and staff should look for direct communications as updates occur and make a habit of visiting the ASU website for the latest information about academics and safety protocols. The Reopening Guide will continue to be pinned to the top of the homepage at [www.alasu.edu](http://www.alasu.edu).

This is a perfect opportunity for all of us to “SwarmAs1” in our stand for operating as a safe and productive campus community.

As always, I admonish you all to **STAY AWARE, STAY SAFE AND STAY HORNET STRONG!**

With Hornet Pride,

President Quinton T. Ross, Jr.
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.
KEEP IT UP HORNETS!

The correct way to wear a mask!

Because of our safety measures and YOUR cooperation, we've been able to keep our campus safe. So, thumbs up, Hornets! Keep up the good work and show your Bama State pride!

Reminder to stay safe and MASK UP. All ASU students, employees and visitors are STILL REQUIRED TO WEAR MASKS OR FACE COVERINGS WHILE ON CAMPUS.

WEAR YOUR MASK ON CAMPUS, INCLUDING:

- WALKING ACROSS CAMPUS
- HALLWAYS
- ELEVATORS
- STAIRWELLS
- BATHROOMS
- OPEN WORK AREAS
- CLASSROOMS
- CLOSELY CONFINED WORK SPACES
- STUDY AREAS
- AND FOR FACE-TO-FACE MEETINGS.
Guiding Principles for Spring/Summer 2022 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/summer 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/Summer 2022 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/summer.
- 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

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.
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).

 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 24-29 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 22-23 for details.
- Instructions will be provided for students enrolled in face-to-face courses. See page 27 for details.
- See page 28 for details on food services and dining instructions.

 Employees >>>

- All telework/staggered schedules will be suspended as of August 9, 2021.
- 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.

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.

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.
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.
- 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.

<table>
<thead>
<tr>
<th>Curfew Violation</th>
<th>Hosted or Attending Non-University Sanctioned Events On or Off Campus</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>1ST INCIDENT</strong></td>
<td><strong>2ND INCIDENT</strong></td>
</tr>
<tr>
<td><strong>Formal conduct action:</strong></td>
<td><strong>Formal conduct action:</strong></td>
</tr>
<tr>
<td>Student sent notice of charge(s)</td>
<td>Student sent notice of charge(s)</td>
</tr>
<tr>
<td><strong>Sanction:</strong></td>
<td><strong>Sanction:</strong></td>
</tr>
<tr>
<td>$50 fine</td>
<td>Suspension</td>
</tr>
<tr>
<td><strong>Potential Sanctions:</strong></td>
<td><strong>Potential Sanctions:</strong></td>
</tr>
<tr>
<td>• Disciplinary probation</td>
<td>• Suspension</td>
</tr>
<tr>
<td>• Removal from University Housing</td>
<td>• Prohibited from residing in University Housing permanently</td>
</tr>
</tbody>
</table>

| **Facial Coverings Violation** | Including refusal to wear or remove while in areas where required and/or wearing coverings inappropriately (not covering mouth and nose) |
| **1ST INCIDENT** | **2ND INCIDENT** |
| **Informal conduct action:** | **Informal conduct action:** |
| Official letter notifying behavior violates standards and outlines expectations | Official letter notifying behavior violates standards and outlines expectations |
| **Sanction:** | **Sanction:** |
| 10 hours of Volunteer Service at ASUPD | 10 hours of Volunteer Service at ASUPD |

| **Physical/Social Distancing Violation** | Including repeated or intentional failure to follow signage or decals demarcating distancing |
| **1ST INCIDENT** | **2ND INCIDENT** |
| **Informal conduct action:** | **Informal conduct action:** |
| Official letter notifying behavior violates standards and outlines expectations | Official letter notifying behavior violates standards and outlines expectations |
| **Sanction:** | **Sanction:** |
| 10 hours of Volunteer Service at ASUPD | Disciplinary probation |

| **3RD INCIDENT** | **Formal conduct action:** | **Formal conduct action:** |
| Student sent notice of charge(s) | Student sent notice of charge(s) |
| **Sanction:** | **Sanction:** |
| Suspension | Expulsion |
| **Potential Sanctions:** | **Potential Sanctions:** |
| • Disciplinary probation | • Suspension |
| • Removal from University Housing permanently | • Prohibited from residing in University Housing permanently |

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.
STAY AWARE
COMMUNICATIONS

The University has adopted many of the CDC recommendations and things are constantly changing during this pandemic. Our Health Team reviews updates and provides the University with the best guidance for our campus. Please stay aware by visiting the CDC website, as well as, looking for updates to our guidebook. As we progress through the pandemic, we will provide any necessary information and protocol updates.

STAY SAFE

Due to the prevalence of the Omicron variance and a rise in COVID-19 cases, ALL ASU employees and students MUST present a negative test result before returning to campus. This negative test result must be within 14 days of your return to campus. No exceptions will be made to this requirement. Once you complete this requirement and submit verification to the ASU Office of Health Services (at https://forms.gle/1fmYt4jMQctGMcup8), you will receive an email indicating you are cleared to return to campus. Students and employees should check their ASU email for additional information about reentry testing requirements.

Regular testing is critical for identifying trends, curbing potential outbreaks and monitoring cases on campus.

All employees and students should be aware of COVID symptoms and check temperature if symptoms appear. 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.

ASU Health and Safety Strategies

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.
Required Sentinel (random) testing of all employees and students will continue throughout the semester. We will continue to offer vaccinations onsite to the student, staff and faculty population.

**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/summer semesters 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 14 days prior to return.**
- **Results should be sent to the following link:** [https://forms.gle/7ckoqZZdVkJM68](https://forms.gle/7ckoqZZdVkJM68)
- **Students will receive a confirmation once their documents have been reviewed and cleared by the ASU Health Department.**

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. 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 reside on campus and test positive for COVID-19, you will need to return home, at your expense, for the 5 days recommended by the CDC. Students who test positive for COVID-19 (whether residing on or off campus) will not be allowed to return to campus until the 5-day period has elapsed, and they are able to produce a valid negative test result.

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 you receive a positive result from an on-campus test, instructions will be given to you. If you receive a positive result from an off-campus test, you MUST stay home and 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 WILL result in disciplinary action up to removal from campus.

In accordance with recommended guidelines, tests are reported only to the Alabama Department of Public Health.
ASU REOPENING MOVING FORWARD
COVID TESTING AND VACCINATION
DUNN-OLIVER ACADOME

Dunn-Oliver Acadome
Monday and Wednesday
9 a.m. - 1 p.m.

To request an appointment, email
covidsupport@alasu.edu

Dunn-Oliver Acadome
1595 Robert C Hatch Drive, Montgomery, AL 36101
South Parking Lot
2nd Floor // Rooms E-221/E-222
Employees Take Action

Employees who exhibit COVID-19 symptoms should stay home, contact their physician and take sick leave. Employees who test positive for COVID-19 must stay home for 5 days of isolation on sick leave and present a negative test result before returning to work.

- 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 requiring any time off for a quarantine or isolation period must use sick leave.
- Employees exposed on campus to individuals with COVID-19 will be notified through contact tracing and are expected to follow the guidelines based on vaccination status as advised by health services.

Students Take Action

On-Campus Students

- On-campus students who exhibit COVID-19 symptoms are required to contact the ASU Health Center at covidsupport@alasu.edu or 334-229-9206.

Off-Campus Students

- Off-campus students who exhibit COVID-19 symptoms should stay home and contact the ASU Health Center at covidsupport@alasu.edu or 334-229-9206.
- Off-campus students who test positive for COVID-19 are required to stay home for the mandatory 5 days and present a valid negative test before being allowed back on campus.

Facts

Q: What does "isolation" mean?
A: When persons test positive for COVID-19, they must remain apart from others for at least 5 days.

Q: What does "quarantine" mean?
A: When persons exhibit symptoms or have been exposed to someone with COVID-19, they must quarantine for 5 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: What does "contact tracing" mean?
A: 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.
Note: Once a student has a positive COVID-19 test result, the next acceptable test cannot be dated prior to 5 days after the initial positive result.

Failure to comply with any of the rules as detailed above for on and off-campus students will result in disciplinary actions up to removal from campus.

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

**Travel**

**International Travel**
The University will not authorize international travel for faculty, staff or students. Employees or students who travel internationally for **personal reasons** should notify their supervisors and the Health Center prior to their departure and self-monitor for any COVID-related symptoms for a period of 14 days upon their return.

**Domestic Travel**
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.
- When traveling, we encourage all faculty, staff and students to follow the Centers for Disease Control and Prevention (CDC) travel guidelines.
- All employees or students who are authorized to travel domestically will be subject to the University’s sentinel testing program upon their return to campus.

**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](http://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. 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 32.
- 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
- Virtual tours will continue; however, on-campus tours will be conducted for groups of 6 or fewer people. Schedule an appointment by contacting the Office of Admissions and Recruitment at www.alasu.edu/admissions/campus-tours.
- In person Recruitment events will be offered on a case-by-case basis. 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.

The Office of Financial Aid schedules in-person meetings by appointment only.

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

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.
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 with modified operating procedures; however, we ask that students try to order their books online to help follow health and safety guidelines.

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.
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]

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.

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
All students must be tested for COVID-19 14 days prior to checking into the residence halls and should send their results to https://forms.gle/xPrCeF5CYKWHt2iA7. 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).

Spring Move-in
Students will be able to move into the residence halls January 6-9, 2022 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. Sign up online at www.alasu.edu/housing for one of the daily time slots available.

Summer Move-in
Students will be able to move into the residence halls May 30, 2022 with staggered move-in times. Sign up online at www.alasu.edu/housing for one of the daily time slots available.

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/xPrCeF5CYKWHt2iA7

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.
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!

*Summer 2022 Students refer to the map on page 7.*
Academic Affairs

Alabama State University and the Office of Academic Affairs are prepared to provide 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.

The University will adhere to the current approved academic calendar, giving priority to the health and safety of students, faculty and staff.

GOALS OF 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

ASU will adhere to the current academic calendar to ensure that the proper protocols are taken to ensure the safety of all faculty, staff and students. The delivery of academic courses will be done in a manner to minimize the potential spread of COVID-19.

ACADEMIC DELIVERY MODEL

- Increased Online Learning Opportunities
- Increased Hybrid/Blended Learning Opportunities
- Increased Eight-week Term Courses in both Online and Hybrid Models

SPRING 2022

<table>
<thead>
<tr>
<th>CHOOSE TERM 1 + TERM 2 OPTIONS, OR...</th>
<th>GO THE TRADITIONAL ROUTE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hornet F2F Term 1 8 Weeks&lt;br&gt; JANUARY 10 - MARCH 4 FACE TO FACE</td>
<td>Hornet F2F Mini Term 2 8 Weeks&lt;br&gt; MARCH 1 - MAY 6 FACE TO FACE</td>
</tr>
<tr>
<td>Hornet eLearning Term 1 8 Weeks&lt;br&gt; JANUARY 10 - MARCH 4 ONLINE (ASYNCHRONOUS)</td>
<td>Hornet eLearning Mini Term 2 8 Weeks&lt;br&gt; MARCH 1 - MAY 6 ONLINE</td>
</tr>
<tr>
<td>Hornet Hybrid Term 1 8 Weeks&lt;br&gt; JANUARY 10 - MARCH 4 HYBRID</td>
<td>Hornet Hybrid Mini Term 2 8 Weeks&lt;br&gt; MARCH 1 - MAY 6 HYBRID</td>
</tr>
<tr>
<td>Hornet Traditional Semester 16 Weeks&lt;br&gt; JANUARY 10 - MAY 6 F2F, ELEARNING AND HYBRID Select Courses, Clinical Rotations, Internships, Practicums and Labs</td>
<td></td>
</tr>
</tbody>
</table>

**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.
### 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 (AReL) 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

▶️ **Camps and Programs**
Special events, camps and programs will continue to be modified with limited access to campus facilities and more emphasis on virtual options. Contact the Office of Events Management at eventsmanagement@alasu.edu for more information about special events. Contact Campus Camps at 334-229-8487 or campuscamps@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, has developed 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.

▶️ **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.

▶️ **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

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.
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 dccarr@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.
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 and well-being of student-athletes, coaches, and staff is a top priority for ASU Athletics.

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, 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 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.
- 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 student-athlete population.

Identical to the university’s protocol, student-athletes will be required to present a negative COVID test or proof of vaccination before being allowed to move into their on-campus housing. Student-athletes who reside off-campus will be required to submit the same documentation in order to enter campus and athletic facilities. Vaccinated student-athletes will not have to continue surveillance testing, but will be tested if they are identified through contact tracing. Non-vaccinated student athletes will follow the testing guidelines recommended by the NCAA and Southwestern Athletic Conference (SWAC).

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 safely and efficiently and to participate in athletic activities.

The ASU Athletics Return to Play Committee has developed a subcommittee that will work through gameday operations and fan experience for all athletic contests. Information on game day operations will be forthcoming.

ASU Athletics, in conjunction with the University, will continue to develop contingency strategies for the summer, fall and beyond.

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/summer terms.
- 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, staff and students should regularly review announcements from Academic Affairs, Student Affairs, Enrollment Management, Human Resources and the Office of the President.
- 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>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Advisement</td>
<td>334-229-4149</td>
</tr>
<tr>
<td>Academic Affairs</td>
<td>334-229-4231</td>
</tr>
<tr>
<td>Academic Labs/FYE and SYE</td>
<td>334-229-8420</td>
</tr>
<tr>
<td>ACES</td>
<td>334-229-5304</td>
</tr>
<tr>
<td>Admissions</td>
<td>334-229-4291</td>
</tr>
<tr>
<td>Athletics</td>
<td>334-229-4507</td>
</tr>
<tr>
<td>Career Services</td>
<td>334-229-4156</td>
</tr>
<tr>
<td>Cashier Office</td>
<td>334-229-4198</td>
</tr>
<tr>
<td>Counseling Center</td>
<td>334-229-4832</td>
</tr>
<tr>
<td>Disability Services</td>
<td>334-229-5127</td>
</tr>
<tr>
<td>Diversity and International Affairs</td>
<td>334-229-4713</td>
</tr>
<tr>
<td>Financial Aid</td>
<td>334-229-4862</td>
</tr>
<tr>
<td>Greek Life</td>
<td>334-229-4888</td>
</tr>
<tr>
<td>Health Center</td>
<td>334-229-4436</td>
</tr>
<tr>
<td>Housing &amp; Residence Life</td>
<td>334-229-4357</td>
</tr>
<tr>
<td>ID Station</td>
<td>334-229-4751</td>
</tr>
<tr>
<td>Judicial Affairs</td>
<td>334-229-4834</td>
</tr>
<tr>
<td>New Student Orientation</td>
<td>334-229-4233</td>
</tr>
<tr>
<td>Office of Technology Services</td>
<td>334-229-4560</td>
</tr>
<tr>
<td>Student Affairs</td>
<td>334-229-4241</td>
</tr>
<tr>
<td>Student Government Association</td>
<td>334-229-4020</td>
</tr>
<tr>
<td>Parking</td>
<td>334-229-4660</td>
</tr>
<tr>
<td>Public Safety</td>
<td>334-229-4717</td>
</tr>
<tr>
<td>Student Accounts</td>
<td>334-229-4258</td>
</tr>
<tr>
<td>Student Life</td>
<td>334-229-4151</td>
</tr>
<tr>
<td>Student Media</td>
<td>334-229-4419</td>
</tr>
<tr>
<td>Records and Registration</td>
<td>334-229-4243</td>
</tr>
<tr>
<td>Veterans Affairs</td>
<td>334-229-4991</td>
</tr>
</tbody>
</table>
FOR YOUR SAFETY AND THE SAFETY OF OTHERS...

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.
Stay Aware. Stay Safe. Stay #HornetStrong.