

Southern Adventist University COVID-19 Policies and Procedures



Last updated April 5, 2021

This document will be revised throughout the semester as necessary.

To see the latest updates, visit the [Change Log](#).

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Introduction

The processes and policies in this document enable Southern Adventist University to continue on-campus classes, with the safety procedures and protocols in place for in-person instruction. It is important for our students to be on our campus safely so that they may access the full benefits of our spiritual, academic, and social community.

Fulfilling the plans for the 2020-2021 academic year will require prayer, collaboration, accountability, self-discipline, and creativity. This will also require flexibility and consideration for the perceptions and feelings of others. While no one can predict what will occur in the coming months, we must develop the best possible plans for remaining safe amid whatever arises and form contingencies if circumstances are altered. It is difficult to foresee exactly how all processes and policies will function within the magnitude of a global pandemic. Still, we will remain prayerful, steadfast, and adaptable, while staying focused on our mission and values.

This document will be revised as necessary. For planning information, visit [Planning Structure and Information](#).

Guiding Principles

As Christians, we believe we are to care for others above ourselves. All policies and processes will place the highest priority upon the health and safety of our students, employees, and larger community. These plans and policies have been created following government authority and advice from the Centers for Disease Control and will adjust to comply with local, state, and federal mandates. Policies will also seek to be in compliance with directives from the North American Division of Seventh-day Adventists and our world church.

We are committed to communicating to stakeholders about new policies and changes to existing policies. The rapidly changing nature of a global pandemic makes it a daunting task to provide clear and quick communications; however, it is still our intention to proactively share implementation processes, policy requirements and expectations, and operational changes. This evolving document serves as one communication piece to help alleviate confusion and frustration and therefore support effective operations and student success. (See [Communications](#) section below for more details about official ways Southern communicates.)

Implementing the changes necessary to guard the health and safety of the campus community, while maintaining an effective learning environment and a thriving Southern experience, will require substantial investments of time and resources and deliberate collaboration among all members of the Southern community.

Communications

Southern will use email and the university website to communicate official policy updates and essential information to campus. For this reason, it is important that constituents check their Southern-issued email account regularly and consult southern.edu/coronavirus. If you have questions about this policy, please contact Carolyn Hamilton at chamilton@southern.edu. The following links provide essential information regarding our safety procedures for students and employees.

- southern.edu/coronavirus—The main hub for information regarding Southern’s safety features and policies that also includes a student FAQ and an archive of previous emails to students
- southern.edu/care—Covenant of Care that all employees and students agree to daily
- southern.edu/cases—Number of COVID-19 cases in the campus community since the beginning of Winter 2021 semester
- southern.edu/daily—A direct link to the daily symptom survey for students and employees
- southern.edu/guest—A direct link to a symptom survey for campus visitors
- southern.edu/myaccess—Contains an archive for employees to coronavirus communications sent to employees
- southern.edu/covid19policy—Quick access to this document

Covenant of Care

The health and safety of our campus community continues to be a high priority and is at the center of all COVID-19 response planning. While the university has opened the campus to in-person learning (considering local, state, and federal mandates and the advice of the Centers for Disease Control), it is through personal agreement and mutual accountability to the established safety protocols that members of the Southern community protect each other. Mindful attention to your own actions for the safety of others is one way we can all work together to fulfill the vision of our institution to model the love of Jesus in every interaction.

Southern Adventist University employees and students are expected to:

1. Review the guidance available in the COVID-19 Policy and Procedures document.
2. Monitor their official Southern email accounts for changes to processes and policies as guidelines set forth by government authorities continue to evolve.
3. Model safe behaviors by meeting or exceeding the protective measures communicated through campus personnel, campus email, campus signage, and all policy documents.
4. Hold others in the community personally accountable for following the safety guidance given by the university. This includes addressing those who are not a) wearing a face mask, b) displaying a wristband from the daily health assessment, c) adhering to proper physical distancing, or d) complying with other COVID-19 safety protocols.

5. Treat others on campus with kindness and courtesy at all times.

By being a part of the Southern community, an individual indicates the following:

- I have read the campus COVID-19 guidelines.
- I accept and agree to follow the Covenant of Care.
- I understand that no organization can absolutely eliminate the risks associated with COVID-19 and other infectious diseases. All individuals must take full responsibility for their actions.
- I understand that guidelines may continue to change as the nature of the pandemic and guidance from authorities continues to evolve.
- I agree to report to the University Health Center if I develop symptoms or learn that I have a reason to be quarantined.

Southern Adventist University has written this Covenant of Care with the best interest of our community in mind. As a Christian campus, we are committed to the work of providing a safe, compassionate, and vibrant learning environment. Violation of this Covenant of Care is a serious matter. Every faculty member, every staff member, and every student must take the Covenant of Care seriously. Administration has a high expectation of compliance from each member of our university community.

Accountability and Compliance

It is our desire to provide the safest possible environment for students, employees, and guests. Members of the community are expected to be accountable to each other and to model safe behaviors laid out by the university, including honoring the Southern Adventist University Covenant of Care (included as part of each symptom survey). Adhering to personal safety guidelines shows compassion and selflessness to others.

Employee Compliance

Southern has committed to uphold COVID-19 protection measures to enhance safety, mitigate risk, and model healthy behavior for students, and all employees are expected to comply with the policies and procedures in this document, including but not limited to honestly completing the daily symptom survey and temperature check when arriving on campus, promptly reporting COVID-19 symptoms or positive test results to the University Health Center, transparently working with the university's contact tracers, and remaining in isolation and quarantine for the full duration prescribed by the University Health Center. Failure to comply with any of Southern's COVID-19 policies may be considered a performance issue.

While the COVID-19 policies are in effect, Discipline [Policy 2180](#) in the Employee Handbook will be applied for employees who are operating outside of expectations. In deciding what action

should be imposed for violation of policies, the university will take into consideration all of the circumstances involved, as well as the employee's overall work record. From Policy 2180, examples of conduct relevant to COVID-19 that may result in dismissal are:

- Creating or contributing to unhealthy or unsanitary conditions.
- Creating a hazardous condition for the employee, coworkers, or students.
- Violating safety rules or common safety practices.

If an employee notices that a member of the faculty, staff, or student body is not complying with the required safety measures on campus, he/she is encouraged to speak with the other individual with kindness and courtesy. If it is not possible to speak to the faculty or staff member, the employee's own supervisor should be notified as soon as possible so that a conversation from that supervisor to the corresponding supervisor can take place. This mutual accountability helps each employee do his or her part to keep the campus community safe and healthy during this pandemic.

If an employee speaks with a student or the student has been addressed and is still repeatedly out of compliance, the student should be gently and politely told to report to the Dean of Students, and the employee should notify that office with the name of the student and any relevant details as soon as possible.

Student Compliance

Southern has committed to uphold COVID-19 protection measures to enhance safety and to decrease risk, and all students are expected to comply with the policies and procedures in this document, including but not limited to honestly completing the daily symptom survey and temperature check if on campus, promptly reporting COVID-19 symptoms or a positive test result to the University Health Center, transparently working with the university's contact tracers, and remaining in isolation and quarantine for the full duration prescribed by the University Health Center. Failure to comply with any of Southern's COVID-19 policies may result in student conduct sanctions, which range from a warning to dismissal. In deciding what action should be taken for violation of policies, Student Development will take into consideration all of the circumstances involved.

If a student notices that a member of the faculty, staff, or student body is not complying with the required safety measures on campus, he/she is encouraged to speak with the other individual with kindness and courtesy. If it is not possible to speak to the faculty, staff, or student, then the student should speak with the Dean of Students about the issue. This mutual accountability helps each student do his or her part to keep the campus community safe and healthy during this pandemic.

Graduate students are also expected to comply with the policies and procedures in this document, and non-compliance may impact the student's enrollment. If a graduate student notices that a member of the faculty, staff, or student body is not complying with the required

safety measures on campus, he/she is encouraged to speak with the other individual with kindness and courtesy. If that is not possible, then the student should speak with the Dean of Graduate Studies about the issue. This mutual accountability helps each student do his or her part to keep the campus community safe and healthy during this pandemic.

Quick Summary of Safety Procedures

- Physical distancing of at least 6 feet must be maintained when possible across campus (see [Physical Distancing](#)).
- Face masks are required in campus spaces, both indoors and outdoors when around others (see [Face Masks](#)).
- A daily symptom survey and temperature check are required for anyone entering a campus building or participating in university activities (see [Daily Health Assessments](#)).
- Testing and contact tracing will be used to help identify and stop the spread of COVID-19.
- Quarantine and isolation practices will be applied for those who have been exposed, show symptoms, or test positive for COVID-19 (see [Quarantine, Isolation, and Contact Tracing](#)).
- Cleaning and sanitization will be heightened across campus.

Physical Distancing

- At least 6 feet of physical distance should be maintained between individuals on campus, both inside and outside of buildings, even when wearing a mask.
- When exercising, distance should be increased to at least 10 feet due to the increase of both exhalation and inhalation.
- There should be no congregational/audience singing at events or programs. If a special music number is performed, it would require that each singer wears a mask and remains at least 10 feet from those around them. Anyone singing from the front without a mask would need to be distanced from other singers and the audience at a minimum of 15 feet.
- Any event or meeting must incorporate and enforce these physical distancing protocols. If an event is held in a classroom space, participants must not sit closer than the seating plan for classes.
- Elevators are limited to no more than two individuals at one time.
- Employees should observe the following additional guidelines:
 - Meet virtually with other employees rather than in person, even when all members of the group are on campus.
 - If the rare event that an in-person meeting cannot be avoided, gather in a space that will allow for members to maintain a distance of 6 feet, and each person must wear a mask. Any meeting larger than three people is strongly discouraged.
 - Avoid gathering in hallways, lobbies, and break rooms.

- Avoid bringing non-essential visitors to the workplace.

Face Masks

- Students, employees, and visitors to campus must wear a mask in all public spaces, classrooms, and rooms where multiple people work and wherever in-person interactions occur, including when less than 6 feet from others outdoors. Wearing a face mask helps stop the spread of this virus and helps the university remain operational.
 - Employees with private offices may take off their masks when alone in their offices; however, the door should be closed if the person inside is not wearing a mask. The employee must put on a mask before they interact with anyone.
 - Employees working in open areas, such as cubicles, must wear a mask at all times.
- Employees and students are encouraged to obtain multiple cloth masks to make daily washing easier.
- Any student or employee who believes they require medical accommodation regarding the mask policy should contact Disability Services (for students) or Human Resources (for employees) and should not come to campus without wearing a mask. For the safety of others, there will be no accommodations that excludes a person from wearing a face mask on campus.
- If an individual has tested positive for COVID-19 and has been medically cleared or tested positive for the COVID-19 antibodies, he or she is still required to wear a face mask.
- If university administration approves an exception for singing, masks are required in addition to maintaining at least 10 feet physical distance from others. Those singing without a mask need to be distanced from each other and the audience at a minimum of 15 feet.
- If exercising, masks are required when not able to maintain at least 10 feet physical distance from others.
- Members of the Southern community who are outdoors and have removed their masks because they are more than 6 feet from others must still carry a mask with them at all times in case they encounter a situation in which they cannot physically distance.
- Appropriate face masks should:
 - be fabric (washed daily) or a surgical mask (use a new, unaltered mask daily) or a ClearMask™ (use a new, unaltered mask daily and only use in the classroom).
 - fit comfortably tight on your face
 - cover both your nose and mouth
 - not have an exhalation valve or vent
 - be in good taste and should not contradict the university's values



ClearMask™

- be clean and presentable
- not be shared from one individual to another
- The use of gaiters/buffs in lieu of a standard mask is discouraged.
- Individuals are encouraged to avoid touching face masks while wearing them to minimize the risk of contamination.
- Face masks should be worn even if standing in front of or behind a Plexiglas barrier. This is to help minimize risks associated with variables having to do with particle travel and movement by either party outside of that barrier.
- This policy applies to anyone on campus ages 10 and up.

Daily Health Assessments

All students and employees will be required to participate in [daily temperature checks](#) and [symptom surveys](#) before or upon entering a campus building or participating in a campus event. Everyone who is cleared to be on campus will receive a colored wristband that helps quickly identify individuals who have permission to be inside Southern's buildings and participate in campus activities. Visitors will also participate in this assessment, filling out the symptom survey at southern.edu/guest no more than 12 hours prior to arriving at a campus temperature check station.

Students living on campus can complete the daily assessment in the evening at their respective residence hall assessment station. Temperature check station schedules and locations are found at southern.edu/coronavirus.

If an individual does not pass the daily health assessment, he or she will be referred to the University Health Center for further evaluation. If deemed necessary by the medical personnel, the individual will be tested for COVID-19 and immediately moved to quarantine to await results. However, if the evaluation does not reveal cause to be tested, the University Health Center personnel will either clear the individual to receive a wristband for the day or, if other illness or health concern is suspected, the individual may be treated or sent back to their residence to recuperate.

The altering of wristbands or wearing of multiple wristbands is prohibited; wristbands must be worn on the wrist unless Human Resources deems it a work-safety issue.

Quarantine, Isolation, and Contact Tracing

The University Health Center (423.236.2713) is responsible for administering Southern's quarantine and isolation plan, with guidance from the Center for Disease Control and Prevention (CDC), Hamilton County Health Department, and Tennessee Department of Health. This policy applies to all Southern students and employees and is subject to change as necessary to comply with updates to CDC and health department recommendations and to fit the fluid situation.

Any student or employee experiencing potential cold, flu, or COVID-19 symptoms: DO NOT GO TO CLASS OR WORK and instead call the University Health Center (423.236.2713) for further assessment and instruction. COVID-19 testing at the University Health Center is free for all students and employees who show symptoms or have been exposed. Students who miss class because of health reasons will not be penalized for their absence.

Quarantine is the process of separating people who have been exposed to COVID-19 or have symptoms and are waiting on test results. Quarantine helps to prevent the spread of disease that can occur before people know they are sick.

Isolation is the process of separating people who are known to be infected with the virus (both with and without symptoms) from people who are not infected.

Potential [COVID-19 Symptoms](#):

- Fever, chills
- Headache
- Shortness of breath or difficulty breathing
- Muscle or body aches
- New onset cough
- Congestion, runny nose
- Nausea, vomiting, diarrhea
- Sore throat
- Loss of sense of taste or smell

What is considered “Close Contact” or “Exposure”?

Infection is generally spread through close contact with a sick person. Close contact (also called exposure) is defined as 15 minutes or more within a 6-foot radius during a 24-hour period, with or without masks. This includes such contacts as:

- Living in the same household (roommate/housemate/spouse/child/parent) as a person with COVID-19.
- Caring for a person with COVID-19 (not including health care workers who are wearing appropriate PPE).
- Being in direct contact with secretions from a person with COVID-19 (for example, being coughed on, kissing, sharing utensils, etc.).
- Working in small groups or as lab partners with an infected individual.
- Riding in a vehicle with someone who has COVID-19.

Protocol for Resolved Cases

Any individual who has recovered from a confirmed case of COVID-19 and has received medical clearance to resume normal activity will still be required to follow the COVID-19 policies

that the university has mandated, such as physical distancing, wearing a face mask, and completing the daily health assessment. Individuals who have tested positive for the coronavirus antibody must also comply with the same policies.

Protocols for Those Who Have Been Vaccinated

At this time, any individual who has received a COVID-19 vaccine will still be required to follow the COVID-19 policies that the university has mandated, such as physical distancing, wearing a face mask, and completing the daily health assessment. However, vaccinated persons with an exposure to someone with suspected or confirmed COVID-19 are not required to quarantine if they meet all of the following criteria:

- Are fully vaccinated (i.e. more than two weeks following receipt of the second dose in a two-dose series or more than two weeks following receipt of one dose of a single-dose vaccine)
- Are within three months following receipt of the last dose in the series
- Have remained asymptomatic since the current COVID-19 exposure

Residential Students

- **On-Campus Quarantine:** For students who live on campus, a section of each residence hall has been set aside for quarantine.
 - Students who have potential COVID-19 symptoms will be tested and moved into the designated quarantine area to await test results.
 - If negative, University Health Center medical providers will re-evaluate. If symptoms have resolved, the student will return to his or her normal room. If symptoms continue, the student will remain in quarantine and medical providers may consider re-testing in 48 hours.
 - If positive, the student will be transferred to isolation (see below).
 - Students who have been identified as a close contact of a known positive will be moved into the designated quarantine area.
 - The default quarantine period is 14 days from the time of exposure. However, COVID-19 exposures who continue to show no symptoms will be given the option to test seven to nine days from when they were exposed and if negative, shorten their quarantine period to 10 days. Anyone who refuses a COVID-19 test will need to quarantine for the full 14 days.
 - Classroom Exposure: While close contact working in small groups or as lab partners would require quarantine, all low-risk classroom exposures will be allowed to enter surveillance rather than quarantine. Surveillance requires the individual to test seven to nine days from when they were exposed and to monitor his or her symptoms daily. IF the individual develops symptoms, he or she is moved to quarantine immediately. Those who refuse testing will be asked to quarantine for the full 14 days.

- **On-Campus Isolation:** On-campus students who test positive for COVID-19 will be transferred to isolation in the Upper Stateside apartments.
 - Their time in isolation will be:
 - 10 days after testing, if asymptomatic, OR
 - 10 days after onset of symptoms AND 24 hours fever free (without fever-reducing medication) and improvement in symptoms.
 - No testing will be required to leave isolation, but the University Health Center must give clearance.
- **On-Campus Quarantine and Isolation Protocols:**
 - Upon notification of quarantine/isolation, students will be given a health kit, a list of what to bring with them, and instructions as to what will be expected of them while in these areas.
 - Students may have the option to quarantine/isolate at home off campus if this can be done safely.
 - Students must remain in the designated area during the full length of the quarantine/isolation.
 - Visitation privileges will be limited to medical personnel and Tennessee Department of Health personnel.
 - Students in quarantine may not physically interact with each other.
 - Those in isolation may visit with other isolated students, provided they abide by university rules for visitors of the opposite gender.
 - Those in isolation will receive a daily visit from University Health Center medical staff; if deemed medically appropriate, University Health Center staff will assist the student with obtaining hospital evaluation.
 - The Chaplain's Office, Counseling Services, Student Support, and Residence Life will keep in regular contact with students in quarantine/isolation through Zoom and other virtual platforms.
 - Students will have the option of ordering meals each evening, which will then be delivered to them the next day. Regular Dining Hall prices apply.

Community Students

- **Community Quarantine:** When quarantine is necessary for students who live off campus, they should remain in their own residences for the duration.
 - Students who have potential COVID-19 symptoms should contact the University Health Center to be tested for COVID-19 and will be required to quarantine while awaiting test results.
 - If negative, University Health Center medical providers will re-evaluate. If symptoms have resolved, the student may return to normal activity, including being on campus. If symptoms continue, the student will remain in quarantine and medical providers may consider re-testing in 48 hours.
 - If positive, the student will need to continue isolating at home (see below).

- Students who have been identified as a close contact of a known positive will be required to quarantine.
 - The default quarantine period is 14 days from the time of exposure. However, COVID-19 exposures who continue to show no symptoms will be given the option to test seven to nine days from when they were exposed and if negative, shorten their quarantine period to 10 days. Anyone who refuses a COVID-19 test will need to quarantine for the full 14 days.
 - Classroom Exposure: While close contact working in small groups or as lab partners would require quarantine, all low-risk classroom exposures will be allowed to enter surveillance rather than quarantine. Surveillance requires the individual to test seven to nine days from when they were exposed and to monitor his or her symptoms daily. IF the individual develops symptoms, he or she is moved to quarantine immediately. Those who refuse testing will be asked to quarantine for the full 14 days.
 - Household Exposure: If the close contact who tested positive lives in the same household and is unable to effectively isolate, the student may need to quarantine for up to 24 days, starting from when the close contact's symptoms began or—if asymptomatic—from when the test was administered. The exact duration of quarantine can be determined by speaking with the University Health Center.
- **Community Isolation:** Community students who test positive for COVID-19 will be required to isolate at their homes.
 - Their time in isolation will be:
 - 10 days after testing, if asymptomatic, OR
 - 10 days after onset of symptoms AND 24 hours fever free (without fever reducing medication) and improvement in symptoms.
 - No testing will be required to leave isolation, but the University Health Center must give clearance.
- **Community Protocols for Quarantine and Isolation:**
 - Students must remain at home and off campus, avoiding contact with others as much as possible, during the full length of the quarantine/isolation and will need clearance from the University Health Center to return.
 - University Health Center medical personnel are available to offer guidance, further medical evaluation, or assistance obtaining hospital evaluation if deemed medically appropriate.
 - The Chaplain's Office, Student Support, and Counseling Services are available to offer support through Zoom and other virtual platforms.

Employees

- Employees experiencing a fever or other symptoms of possible COVID-19 should contact the University Health Center or their primary care provider to be tested and remain isolated off campus while awaiting the results.
 - If negative, the employee should follow the medical provider's recommendations, including the potential for re-testing if symptoms continue. The employee must remain off campus until given clearance by the medical provider.
 - If positive, the employee must continue to isolate off campus for the following time periods:
 - 10 days after testing, if asymptomatic, OR
 - 10 days after onset of symptoms AND 24 hours fever free (without fever reducing medication) and improvement in symptoms
 - No testing will be required to leave isolation, but the employee's primary care provider or the Hamilton County Health Department should provide written clearance to return to campus.
- Employees who have been identified as a close contact of a known positive will be required to quarantine at home.
 - The default quarantine period is 14 days from the time of exposure. However, COVID-19 exposures who continue to show no symptoms will be given the option to test seven to nine days from when they were exposed and if negative, shorten their quarantine period to 10 days. Anyone who refuses a COVID-19 test will need to quarantine for the full 14 days.
 - If the close contact who tested positive lives in the same household and is unable to effectively isolate, the employee may need to quarantine for up to 24 days, starting from when the close contact's symptoms began or—if asymptomatic—from when the test was administered. The exact duration of quarantine can be determined by speaking with the University Health Center.
- When entering quarantine or isolation, an employee should contact his or her work supervisor and Human Resources. He or she should also contact the University Health Center and assist with contact tracing.
- Contact Human Resources for the latest information on pay during quarantine and isolation.

Release of Information

- At time of COVID-19 testing, each student or employee will be asked to sign a release allowing pertinent on-campus departments to be notified of this event.
 - When a student enters quarantine or isolation, the Dean of Students will be notified.
 - The student will be responsible for notifying his or her professors for accommodations. If a student is too ill to do so, the Dean of Students will contact the instructors at the student's request.

- Parents will not automatically be notified by the university; it is up to the student to contact them.
- An employee who enters quarantine or isolation will be responsible for notifying his or her work supervisor and Human Resources.
- Employees or students who are tested for COVID-19 off campus should contact the University Health Center for instructions on how to proceed.
- The Hamilton County Health Department and the Tennessee Department of Health will be notified of all positive cases in accordance with state law.

Contact Tracing

For those students and employees who test positive for COVID-19, the University Health Center staff will work alongside the Hamilton County Health Department to conduct contact tracing within the Southern community.

This process involves interviewing the infected individual to establish with whom in the Southern community they have been in close contact. Then, Southern's contact tracing team will notify individual students and employees who may have been exposed and instruct them to quarantine. Due to confidentiality, Southern will not release the name of the person who tested positive. Southern will not contact possible exposures outside of the Southern campus community.

Workplace and Health Safety

Employee On-Campus Work Expectations

Southern is committed to the health, safety, and wellbeing of each student, employee, visitor, and community member. As a result, Southern is implementing many risk-reducing measures across campus; however, these risk reduction measures do not guarantee the elimination of the coronavirus altogether.

If an employee is not comfortable returning to work on campus, he or she must speak with a supervisor and Human Resources so that, together, the university can respond to concerns, requests for accommodations, etc. Below are the considerations for employees who believe they are not able to return to work during the pandemic. There may be case-by-case considerations outside of those mentioned below.

If the reason for not returning to work is NOT related to a specific medical condition, there may not be a work-from-home accommodation available at this time. Vacation time may be used, if approved by the employee's supervisor. Up to four weeks of additional unpaid time off may be requested, but is not always guaranteed possible and must be approved by the President's Cabinet. If an employee has used all available time off, the employee would be expected to decide whether to return to work on campus or to resign from his or her position.

The university values all employees and is working diligently to balance providing a safe campus while cultivating the in-person relationships that fulfill our mission, vision, and values.

If the reason for not returning to work IS related to a specific medical condition, the employee should submit a written statement to his or her supervisor and vice president indicating the nature of his or her concerns. Also, the employee should provide that written statement to Human Resources as well as a signed physician's statement that explains his or her at-risk status, and, if applicable, lists any accommodations that would allow for a return to work during the pandemic. The physician should provide the statement with an understanding of the following risk-reduction measures being applied on campus:

- Installation of enhanced air purification systems in all buildings
- Reduction of number of students in classrooms by approximately 50%
- Installation of Plexiglas barriers in many lobbies and classrooms
- Daily health assessment for all students, employees, and visitors
- Required face masks for students, employees, and visitors
- Some accommodations for faculty to do advising and office hours remotely
- Other case-by-case accommodations where feasible, such as acquiring specific protective equipment that may reduce risks associated with the medical condition

Once this paperwork is submitted, one of the following responses will be made:

- The request is granted. Work may be done at home due to medical necessity as long as the employee does so without interruption to service or reduction in quality to the school/department's programming or function.
- The request is not granted, but accommodations due to medical necessity are made for work on campus based on the physician's recommendations and the ability of the university to implement the measures within reasonable time frame, cost, and operational parameters. One accommodation may be the supervisor and Human Resources working to temporarily re-assign the employee in an area where an employee is needed and the work is aligned with the physician's recommendation.
- The request is not granted and accommodations cannot be made. The employee must decide whether to continue as an employee of the university or resign from his or her position.

Cleaning and Sanitation Practices

- Increased Cleaning
 - The Service Department and individual departments will coordinate to clean high-touch areas more often. Employees are encouraged to clean their workspaces frequently as well.
 - Departments that need cleaning supplies should coordinate with the Service Department by calling 423.236.2717 or emailing servicedept@southern.edu.

- In addition to increased cleaning frequency, the Service Department will utilize electrostatic spraying machines to disperse disinfectant cleaning agents throughout interior spaces whenever possible.
- Air Purification and Circulation
 - Southern has taken the special precaution of installing high-tech purification systems in all buildings on campus. These needlepoint bipolar ionization systems provide hospital-level air purification in all classrooms, offices, meeting areas, and residence hall rooms.
- Water Fountains
 - Hand sanitizer stations will be placed next to every fountain on campus.
 - Signs will be posted encouraging individuals to follow safety guidelines.

Travel

- University-sponsored Travel
 - All university-sponsored domestic and international travel is restricted until further notice.
 - Faculty may direct exceptions to this university policy by contacting a dean or department chair, and staff may direct exceptions to a vice president. Granting of exceptions to the travel restrictions requires a reasoned consideration of all factors, including the safety of the employee.
 - University-sponsored travel includes any travel covered by or reimbursable from university funds or grant funds. This includes travel by faculty, staff, or students.
 - Admissions and Advancement may receive special exceptions regarding essential university travel.
 - See [Field Trips](#) and [Spiritual Life](#) for their respective travel policies.
- Personal Travel
 - Everyone at Southern is encouraged to take safety precautions seriously and limit personal travel for the time being, but it is understood that this is a personal decision.
- Transportation Services
 - Events that require travel should be avoided if possible. If travel is essential, planners of the event should arrange university transportation so that students wear masks and are more distanced. Riding in private cars is not recommended.
 - Individuals renting or riding in a vehicle from Transportation Services will be required to complete the symptom survey and temperature check before entering the vehicle.
 - Drivers and passengers are required to wear masks.
 - Vehicles are wiped down and sanitized after each use.
 - Maximum capacity is adjusted to ensure physical distancing. See [rental rates](#) for details. Passengers and drivers must maintain the prescribed distance at all times.
 - Hand sanitizer is provided in every vehicle.

Student Employees

Student supervisors should check for wristbands when a student employee first reports to work each day to ensure students have taken the daily health assessment. Students without a wristband should be sent directly to a temperature check station.

Expectations of employees in the workplace related to COVID-19 apply to student employees as well. Supervisors should communicate expectations to students upon hiring and regularly within the workplace.

Maintain Excellent Service Standards:

Positive and proactive service along with fast, clear, and thorough communications remain priorities at Southern. While the implementation of COVID-19 responses is necessary and will continue to be a priority, employees should not ease up on also providing the best experience possible for those we serve (including one another). Please be sure to keep our [Five Service Standards](#) in mind with each interaction. May this be a time of increased patience, support, teamwork, respect, initiative, and service.

Academics

Academic Planning

- Academic Calendar
 - The Winter 2021 academic calendar has been adjusted to help the semester proceed as safely in-person as possible. Classes will begin on Tuesday, January 19, and midterm break will be March 18-19.

REVISED WINTER 2021 CALENDAR

Jan 17	Enrollment Activities for New Students, 11 a.m. to 2 p.m. at Wright Hall
Jan 18	Martin Luther King, Jr. Day
Jan 19	Classes Begin
Jan 26	Last day to make a change for 100% refund
Jan 27	Fee for Class Change and "W" Show on Transcript
Feb 2	Last Day to Add A Class/Census Date
Mar 18-19	Midterm Break
Mar 22	Mid-term Grades due 12 p.m.
Apr 1	Last Day to Drop with a "W" on transcript
Apr 5	Southern Scholar Pre-Registration
Apr 5	Registration Opens for S21S1, S21S2
Apr 6-7	Senior Pre-Registration >93 hours
Apr 8-9	Junior Pre-Registration >54 hours
Apr 12-13	Sophomores Pre-Registration >23 hours
Apr 12	May Senior Deadline for Correspondence/Incomplete/Home Study/Graduate Deadline for Correspondence/Incomplete/Home Study
Apr 12	Last day to order regalia
Apr 14-15	Freshmen Pre-Registration <24 hours
Apr 19	F21 Registration Open for New/Transfer
May 3-6	Semester Exams
May 9	Commencement/Semester Ends
May 11	Winter Semester Grades Due by 5 p.m.
May 10-Aug 19	Summer Sessions 2021

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- Classroom Configuration and Procedures
 - Face masks are required in classrooms at all times.
 - At the beginning of each class, faculty should ask students to show their wrist bands. If a student does not have one, they should visit the closest Office Manager for the daily health assessment.
 - To allow for safer in-person instruction, classroom capacity has been decreased, putting more space between students while still benefiting from face-to-face interaction. The seating arrangement should not be moved or altered during the semester; each room should be in its initial configuration at the end of each class period.

- During instruction, teaching professors should stay behind the red line marked on the floor except when transient movement about the classroom is necessary to facilitate good pedagogy. In many cases, a black line on the floor demonstrates a 6-foot physical distancing between professors and students.
- Large green dots on fixed-seating chairs will indicate where students should sit.
- Students and faculty are not permitted to eat while in classes that are in session. However, they may bring water or a drink to stay hydrated, lowering their mask quickly to take a drink but immediately replacing it over their nose and mouth. Leisurely sipping a drink is not allowed.
- Attendance should be taken in each class to help with contact tracing.
- Class attendance is expected. However, students in [quarantine and isolation](#) are excused from in-person attendance. They should communicate with their professors before any absence or within 24 hours from missed class meetings. Those who have potential COVID-19 symptoms should contact the University Health Center for instruction on how to proceed.
- Students who miss required class, clinicals, or lab periods for illness or COVID-19 quarantine or isolation will be provided accommodations that may include:
 - synchronous live streaming
 - asynchronous viewing of recordings
 - other methods as deemed appropriate.
- Classroom seating will be assigned the first week of class and must be maintained throughout the semester to assist with contact tracing.
- If a student misses two consecutive class periods, the faculty member should contact Student Development for follow up.
- Faculty Office Hours
 - Faculty should continue to maintain office hours for student advisement and consultation related to classes. In-person meetings should follow distancing and mask requirements. When a student isn't comfortable meeting in person, faculty should make every effort to provide alternate means of consultation.
 - Faculty and other employees are encouraged to meet (such as departmental faculty meetings) by video conferencing.
- Field Trips
 - All university-sponsored domestic and international travel is restricted until further notice.
 - Faculty may direct requests for exceptions to this university policy to their dean or department chair. Granting of exceptions to the travel restrictions requires a reasoned consideration of all factors, including the safety of the students and employees.
 - See also [Transportation Services](#).

Christian Service and Academic Practical Learning Opportunities

While fulfilling practicums, clinicals, internships, service learning, or other academic work-study requirements, students must abide by university [mask](#) and [distancing](#) protocols as well as the protocols of the partnering organization. If policies of the university and partnering organizations are in conflict, students should check with their academic adviser for guidance.

Special Academic Precautions

These are general guidelines for these academic areas. Some types of unique learning experiences may require specific safety precautions in addition to those laid out below. Check with the appropriate dean and chair of the respective academic area if you have questions.

- **Laboratory Settings**
 - Assign consistent lab partners rather than rotating students.
 - Sanitize any lab equipment, computers, and table surfaces after each use.
 - Use only every other workstation when possible to allow students more physical distancing.
 - Use assigned seating and/or lab stations.
 - Use video skill checks to reduce contact hours in labs when possible.
 - Emphasize hand washing before, during, and after lab activities.
 - When possible, alternate lab options will be provided for students who miss sessions due to quarantine or isolation.
- **Music Lessons and Ensembles**
 - Those in vocal lessons or choirs must maintain at least 10 feet of physical distance from others while singing. Vocalists must wear a mask if singing within 15 feet of others; they may sing without a mask if more than 15 feet from others.
 - Music rehearsals should be held outside whenever possible.
 - Conductors and performers in instrumental ensembles will wear masks before and after rehearsals and performances and whenever possible during performances, given the playing demands of their instruments.
 - A 6-foot distancing for musicians will be enforced, with additional distancing from trombone musicians. Brass players will empty their instruments' water keys onto disposable absorbent pads. Percussionists will play with hands gloved as much as possible.
 - Students will follow faculty-provided protocols to diminish dispersal of aerosol droplets for wind instrument musicians.
 - All musicians and vocalists will sanitize music stands before use.
 - Any indoor rehearsals should last for no more than 30 minutes followed by clearing the room for 30 minutes for air exchange to take place.

- One-way traffic will be enforced through the instrument locker room. Students will quickly remove their instruments and take them in their cases to their seats, rather than assembling them in the locker area.
- Gym-Masters
 - Practice is closed to the public and open gym will not be held.
 - Team is limited to 35 members and will work in smaller pods.
 - Coaches will wear face masks unless deemed a hazard during spotting. Athletes should wear masks when not practicing and at all times it is deemed safe by the coach to do so.
 - There will be no performances or off-campus travel until further notice.
 - No outside shoes will be allowed on gym floors.
 - If there is one case of COVID-19 on the team, the entire team will go into quarantine for 14 days.

Student Life

Activities

- Student Organizations
 - To mitigate the risks surrounding COVID-19, student organizations should work with their sponsors to think critically and creatively on how to accomplish goals while implementing established policies and prioritizing health and safety for all.
 - Consider canceling non-essential events held in indoor spaces or employ technology to operate virtually where possible.
 - For in-person meetings, attendance must be taken and members must adhere to [face mask](#) and [physical distancing](#) guidelines.
 - No food can be served at events or meetings at this time (see [Internal Meetings and Events](#) for limited exceptions and guidelines).
 - Protocols listed under [Hosting Campus Events](#) must be followed.
 - Student organizations that do not or are unable to abide by these protocols may risk having their organizational funding withheld.
- Student Association Events and Meetings
 - Student Association Senate meetings should be held via video conference.
 - Student Association parties will be organized to follow university safety guidelines, including not serving food at events.

Intramurals (Outdoor and Indoor)

- Intramurals will be scheduled to allow 30 minutes between games to clean and disinfect equipment.
- Spectators will be permitted at outdoor games but must maintain physical distancing and wear a face mask at all times.

- Indoor intramurals will be limited to a total of 50 individuals in the P.E. Center at any given time, including players, support staff, and spectators.
- Players should arrive at the field or gym no more than 10 minutes early.
- Unnecessary physical contact, such as high fives, handshakes, fist bumps, and hugs, will be discouraged. Alternative means of showing sportsmanship will be encouraged.
- Further guidance on specific intramural activities will be provided as necessary.

Food Services

Always committed to exceptional food safety, Food Services personnel have additionally restructured food delivery methods to minimize wait times and provide more grab-and-go options.

- Food Services employees will wear gloves in accordance with Hamilton County's health regulations and are encouraged to wash their hands at least every 30 minutes. To prevent contamination, Food Services employees are exempt from wearing the health assessment wristbands on their wrists while preparing food but will display it in an alternate manner.
- Frequently touched surfaces will be cleaned after every meal period and more often during peak service based on their frequency of contact.
- Floor markings will be placed at registers and at entrances to encourage physical distancing.
- Masks should be worn in all food venues and should only be removed while eating at a table. They should not be placed on the table.
- Seating configurations should not be moved or altered.

Dining Hall

- Everyone must show their wristband before entering.
- Self-service buffets will require gloves to be worn. Each individual will wear this hand protection when touching serving utensils and will refrain from touching anything in the serving area with an ungloved hand. Grab-and-go options are also available.
- Condiment pumps will be replaced with packets.
- Reusable silverware will not be used.
- Seating will be reduced in the Dining Hall. Individuals are encouraged to eat outdoors when possible and remain physically distanced.
- Plexiglas barriers will separate seating at tables.

Presidential Banquet Room

- Events will not be allowed in the Presidential Banquet Room and adjacent meeting rooms until further notice. Event coordinators are encouraged to postpone events or employ technology to operate events virtually.

KR's Place

- Tables and chairs will be reduced.
- KR's will have a one-way flow of traffic to facilitate distancing. The outdoor pavilion will be converted into a grab-and-go area that will allow students to get food without entering the building.

Kayak

- Tables will be removed to reduce risk of transmission.
- Floor markings will be placed at the registers and at entrances to assist with physical distancing.

Village Market Deli

- Self-service salad and soup buffets are suspended.

Residence Life

Intensive Cleaning

- Needlepoint bipolar ionization air purification units have been installed in each residence hall room and in common areas. This not only helps in the fight against the coronavirus but also reduces allergens, mold, and unpleasant odors. For more details about this technology, you can read [this news story](#).
- The common areas of the residence halls are thoroughly cleaned twice a day and disinfected with electrostatic sprayers multiple times per day.
- High-touch surfaces are disinfected with an EPA-approved disinfectant multiple times per day.
- Community bathrooms are cleaned twice a day, with high-touch areas being disinfected multiple times a day.
- Cleaning staff wear personal protective equipment during the cleaning process and handling of trash.
- To help reduce potential transmission of the coronavirus, we encourage all residents to be diligent in keeping their rooms clean.

Restricted Access to Residence Halls

- Outside guests, excluding parents, are not allowed to come inside the residence hall.
- Residents of Talge Hall, Thatcher Hall, Thatcher South, and Southern Village are allowed inside each other's buildings.
- Students must enter and exit through the residence hall front doors, swiping in with their ID cards.
- Residents must limit the number of people in their rooms at any given time; there may be up to one more person than the number of beds (for example, if a room has two beds,

there may be up to three people in the room at a time, including the residents of the room).

- If there is anyone other than roommates present, everyone in the room must wear masks.

Common Areas in the Residence Halls

- The number of students in the main lobbies is limited.
- Masks are required in common areas; while students are in their own rooms, it is optional.
- In order to maintain physical distancing, seating in the chapels is marked to indicate where people can sit.
- The exercise rooms in each residence hall are rearranged to allow for 10 feet of distance between fitness equipment options. The number of students allowed to work out at one time is reduced and equipment is disinfected after each use. Masks are required when lifting weights. During cardiovascular exercise, masks are required when students are within 10 feet of anyone else.

Curfews and Overnight Leaves

Curfews remain unchanged. Likewise, overnight leaves follow the same policies as in previous years.

Transportation

Residence halls are no longer providing transportation. Instead, students should plan ahead and contact Southern's Transportation Department at transportation@southern.edu to get a ride from the airport, bus station, or the shuttle.

Southern Village

- Southern Village residents must limit the number of people in their apartment at any given time; there may be no more than six people, including the residents of the apartment.
- The only "guests" allowed in the apartment are current residence hall and Southern Village students. No off-campus visitors are allowed.
- If there is anyone in an apartment besides housemates, everyone must wear masks.
- Residents cannot have any overnight guests.
- Quarantined Southern Village residents will have to move into the quarantine wing of the residence halls. Isolated Southern Village residents will have to move into the designated Upper Stateside Apartments.

Enrichment Credits

Southern encourages student participation in spiritual, cultural, and educational programming outside the classroom to ensure a well-rounded experience. The university's Spiritual

and Cultural Enrichment Program fills these needs through a credit system for undergraduate students. Due to COVID-19, these adjustments have been put in place:

- The number of Enrichment Credits required has been reduced ([click here](#) for more details).
- In-person attendance will not be necessary to meet the enrichment credit requirements. Credit will be given for online participation in qualifying events, such as vespers and Critical Conversations.
- No “Cultural Credits” will be required.

Student Success Center

- Counseling
 - Students can schedule either virtual or in-person sessions with counselors upon request. In-person sessions will follow physical distancing and mask protocols. Spaces will be sanitized after each session.
- Testing
 - Special test check-in protocols have been put in place to protect office workers and students taking tests.
 - During group testing sessions, distance between students will follow physical distancing and mask protocols.
 - Stations are sanitized when a test is completed.
- Career Counseling
 - Students can schedule either virtual or in-person sessions with counselors. In-person sessions will follow physical distancing and mask protocols. Spaces will be sanitized after each session.
- Student Support Team
 - Students can schedule either virtual or in-person sessions with student support managers. In-person sessions will follow physical distancing and mask protocols. Spaces will be sanitized after each session.

Spiritual Life

- Vespers
 - Vespers will be held in a large event tent between Hulsey Wellness Center and the Village Market. Additionally, the service will be streamed live online. Masks will be required and seating will be physically distanced.
 - When inclement weather makes meeting at the tent unfeasible, vespers will not be held in person but will be available to watch online.
 - Unfortunately, we cannot allow community guests to attend vespers at this time.
 - The [singing policy](#) will be followed.
- LifeGroups
 - LifeGroups will continue to be held with the following modifications:

- In-person meetings will be limited to one hour per week and attendance will still be taken.
- No more than 10 members are allowed per LifeGroup.
- Members should meet outdoors when possible and use free video chat services when meeting outdoors is not possible.
- Face masks and physical distancing are required for in-person meetings.
- LifeGroup leaders should provide access to hand sanitizer.
- No food will be served during LifeGroup meetings.
- See [Events and Facilities](#) for additional details.
- Outreach Opportunities
 - Due to the COVID-19 pandemic, community needs have only intensified, thus outreach ministries will cautiously move forward by partnering with community organizations that will provide a safe environment for students and community members in need.
 - Outreach will continue with these modifications:
 - Attendance will be taken at each outreach initiative and no more than 10 people will participate per event.
 - Face masks and physical distancing are required for all in-person outreach events.
 - Each volunteer will need to use official university transportation and abide by the [Transportation Service guidelines](#).
- Short-Term and Long-Term Mission Trips
 - Short-term Trips
 - The short term Humanitarian Engagement (formerly uQuest) and Evangelistic Resource Center 2021 mission trips will continue to recruit, vet, and prepare students to serve, but administration will re-evaluate the safety and feasibility at least two weeks before each trip.
 - Tax-deductible donations toward mission trips are non-refundable; however, in the event that a trip is canceled or a student is unable to participate, any solicited funds may be used for future mission experiences.
 - Participants may be asked to quarantine upon arrival at a service location.
 - Long-term Trips
 - Recognizing the additional risks that the global pandemic imposes on international travel and living abroad, the Student Missions program will offer a reduced number of service opportunities for the time being.
 - Organizations partnering with Student Missions during this time will sign agreements recognizing the mutual responsibility to care for our student missionaries.
 - International locations must be reviewed and approved by a specially appointed university task force consisting of medical and travel professionals. Locations that are approved will be monitored throughout

the school year. This task force will make any decisions regarding whether or not a student should be advised to return home before his or her scheduled completion date.

- Student missionaries to international destinations will be required to complete additional documentation before departure.
- Extra precautions for international travel will be in place, including potential quarantine upon arrival.
- Travel insurance remains in place.
- Students interested in serving can visit the [student missions website](#) for more details.

Events and Facilities

Hosting Campus Events

Campus event organizers are strongly urged to cancel non-essential events held in indoor spaces or to employ technology to operate virtually where possible to help avoid the spread of the coronavirus. Event organizers will be expected to follow the university's safety protocols. If an event is held in a classroom space, participants must not sit closer than the seating plan for classes. Classroom desks and seats cannot be reconfigured for any reason.

No food or snacks can be served at events or meetings at this time (see [Internal Meetings and Events](#) for limited exceptions and guidelines). Eating food requires the removal of masks, which presents a greater risk of infection, especially in a group setting. If a lengthy event needs to break for a meal, food should be prepackaged or attendees should go through a Food Service venue. A 6-foot distance must be maintained while eating. Eating in a classroom set-up would not be appropriate. Only water bottles may be offered during an event.

Priorities for Use of University Meeting and Event Spaces

For reservation purposes, the following uses will be given priority for available event and meeting spaces:

- Classroom use, including those spaces not traditionally used as classrooms
- Other academic uses
- University administrative and operational uses, excluding routine meetings
- Student support uses

Internal Meetings and Events

- An internal event is one organized and conducted by a current Southern student, faculty member, staff member, department, division, or student organization.
- Event organizers must adhere to safety protocols for all attendees.

- Follow predetermined seating arrangements in rooms to ensure proper physical distancing, including all official seating restrictions in auditoriums, chapels, and other large meeting venues. Do not move or alter seating.
- Attendance should be taken at any in-person gathering or event for potential contact tracing.
- Visitors and community members may not be invited to any Southern event at this time (event speakers are an exception).
- **Interactive Gatherings/Events:** “Interactive” indicates that a gathering or event involves attendees mingling together (a 6-foot distance must be maintained) and communicating back and forth with others.
 - The preference is to avoid in-person interactive gatherings or events. If an in-person gathering is necessary, outdoors is better than indoors but is not a guarantee that the virus would not be transmitted from one person to another. Employee-to-employee meetings should still be virtual, not in person.
 - Outdoor interactive gatherings or events require that participants be spaced at least 6 feet apart (10 feet if exercise is involved), with all participants wearing appropriate face masks. Outdoor groups should not be larger than 50, including sponsors. There must be at least one sponsor present for every 15 students.
 - Indoor interactive gatherings or events are not within policy, but if there is a compelling reason to reconsider, contact your dean or vice president to discuss. Academic events in a classroom format are not considered interactive.
 - No food may be eaten at interactive gatherings or events.
- A non-interactive, set-seating event does not have the same size limits as outdoor interactive events. However, maintaining 6 feet between seats is essential to protect the health of attendees and to minimize the need for quarantining participants if an attendee should test positive.
- Food at events is still discouraged. However, there may be an exception for food at non-interactive, outdoor gatherings of 50 or less. If food is served, the event must follow these guidelines:
 - Food and drink must be prepackaged.
 - Remove masks only while eating and drinking, maintaining a 6-foot distance from others. As soon as the meal time is finished, masks must be put back in place.
 - Participants should put their own trash in the receptacles.
 - In following the classroom policy, participants may have a drink with them, but the mask may be removed only momentarily to drink and then replaced immediately.
 - There should be hand-sanitizer available before and after the meal.
- Items such as baked goods may be sold at events as long as they meet these criteria:
 - Must be prepackaged.
 - Should have been prepared with food-grade gloves while wearing a mask.
 - No hot food.
 - No drinks with straws.

- Until further notice, Southern will not reimburse for off-campus events or meetings at restaurants. Any other off-campus event should be discussed with a dean, chair, or vice president and should receive approval before scheduling.
- Events that require travel should be avoided if possible. If travel is essential, planners of the event should arrange university transportation so that students wear masks and are more distanced. Riding in private cars is not recommended.
- All requests to reserve meeting or event spaces must be made using the contacts referred to in the Campus Directory. Requests for meeting or event spaces should be made several days in advance.
- A Southern employee/sponsor must be present during student-led events that utilize university meeting or event spaces. Requests for meeting or event spaces should be made several days in advance to receive approval from Student Development.
- For events outside of normal business hours, please contact Irene Royo at iroyo@southern.edu to make health assessment arrangements.

Third-Party Events

- A third-party event is one organized and/or sponsored by a) any organization other than the university or b) any individual who is not a current Southern student, faculty, or staff member.
- At this time, Southern's facilities are not available for most third-party events. See [Facility Rentals](#) for details.

Off-Campus Guidelines

We ask our employees and students to make good choices and encourage behavior that helps prevent community spread of COVID-19. Students and employees are encouraged to limit travel off-campus.

Students and employees are encouraged to refrain from organizing, hosting, or attending events, parties, or other social gatherings off-campus that may cause safety risks to the Southern community and others in the local community.

Current state and local guidelines should be followed at all times while off campus.

Student Hospitality Initiatives

We have always appreciated faculty and staff hosting students in their homes. However, until further notice, we have suspended our usual hospitality reimbursement. Employees should not host students in their homes at this time.

Hulsey Wellness Center

At this time, the Hulsey Wellness Center is open **only** for employees, employee families, and students.

Facility

- Masks are required when in the building. See [Fitness Floor](#) below for exceptions.
- Every other piece of equipment is roped off to allow for physical distancing. Machines will be placed 10 feet apart or blocked off to accommodate 10-foot spacing.
- Only the water-bottle-filling feature is turned on at drinking fountains.
- Frequently touched surfaces will be sanitized every two hours. Shared objects (mats, jump ropes, balancers, etc.) will be sanitized after each use.
- No childcare is available until further notice.
- No massage therapy will be offered at this time.

Fitness Floor

- Patrons should enter the fitness floor at the upper entrance at top of stairs and exit at the lower entrance near the aerobics room.
- Patrons should follow the directional arrows on the fitness floor.
- When performing cardiovascular exercise, masks are required when not able to remain 10 feet apart from other patrons.
- Masks are required at the free weights station.
- Patrons are asked to consider limiting workout length to no more than 45 minutes.
- Patrons are asked to wipe down fitness floor equipment before and after use with disinfecting wipes.
- Employees will clean fitness equipment at least every 2 hours.

Swimming Pools

- Pools are limited to 30% capacity
 - Coolidge Pool—25 swimmers
 - Hulsey Pool—15 swimmers
- Patrons should enter the pool through the entrance door and leave through the exit door.
- Patrons should maintain 6 feet of physical distance from others both in the water and on the deck.
- Patrons should bring their own towel, chair, pool items, and/or toys. Do not share personal items.
- Employees will sanitize pool equipment (kickboards, pool noodles, aerobic equipment, life jackets) after each use.

Tennis Courts

- Personal equipment, including racquets and water bottles, should be cleaned and wiped down before entering the courts.
- New balls and grips should be used, if possible. Gloves are encouraged.
- Players should arrive on time for matches.
- During play and breaks, maintain 6 feet of physical distance between players. Consider not playing doubles to avoid contact with players.
- Players should consider using four or six balls during play:
 - Open two cans of tennis balls that do not share the same number on the ball.
 - Take one set of numbered balls, and have your playing partner take a set of balls from the other can.
 - Proceed with play, making sure to pick up your set of numbered balls only. Should a ball with the other number wind up on your side of the court, do not touch the ball with your hands. Use your racquet head or feet to advance the ball to the other side of the court.
 - If a ball from another court comes to you, send it back with a kick or with your racquet.
- Avoid touching your face after handling a ball, racquet, or other equipment. Wash your hands promptly if you have touched your eyes, nose, or mouth.
- Avoid sharing personal items, including equipment, food, drinks, or towels.
- Stay on your side of the court. Avoid changing ends of the court.
- Do not use the locker room or changing area.
- Leave the facility immediately after playing. No congregating.

Lynn H. Wood Archaeological Museum

The museum is available by appointment only.

- A maximum of 10 visitors will be allowed in the museum at one time and must practice physical distancing. Signs will be placed throughout the museum and on the floors to indicate proper physical distances.
- Visitors must complete the daily health assessment and must not enter the building without wearing a mask.
- Visitors are encouraged not to touch anything in the museum, including cases, glass, etc. No interactive displays will be present.
- Surveys will be conducted using digital QR codes.
- Groups from other organizations are not allowed at this time.
- Visitors will only be allowed in the museum during times when students are not in the building in large numbers.

McKee Library

Library Materials and Resources

- McKee Library is temporarily operating with a closed-stacks policy, but the online catalog provides virtual browsable stacks. Librarians and student workers will pull requested books and media items for patrons in order to ensure physical distancing guidelines and will limit the number of people in the library at any given time.
- Returned books and other materials will be quarantined in an isolated area for four days before being re-shelved. Librarians will suggest alternatives to quarantined materials.
- Print reserves are not available. Librarians will work with professors to find electronic resources as alternatives.
- Periodicals are available upon request.
- Physical models are not available.
- Someone who needs access to a library resource who is not a part of the Southern community can do so by making an appointment.

Library Services

- All instruction sessions are being done via Zoom. These sessions are recorded and shared with the corresponding professor for uploading to e-Class.
- Research coaching appointments are primarily handled virtually. In-person appointments will meet in a large room where physical distancing guidelines will be followed and masks will be worn.
- Tutoring Center and Writing Center appointments will be conducted virtually or in person upon request.

Library Facilities

- Study tables currently have a limit of two people per table.
- Study rooms have a limit of two people per room with a half-hour lag between study room reservations to ensure thorough disinfection of rooms. The Southern Scholars room is not available.
- Casual seating areas are limited. Some chairs have been temporarily removed to encourage proper distancing.
- Study carrels are limited to every other carrel. Patrons are responsible for wiping down these areas before use with library-provided sanitizing wipes.
- Computer stations have limited availability. Keyboard protectors are being used. Patrons are responsible for wiping down these areas before use with library-provided sanitizing wipes.

Library Equipment

- Copiers are sanitized regularly. Patrons are responsible for wiping down the copier touch-pad before each use.

- Library-owned laptops and other equipment are sanitized upon return.

Teaching Materials Center

- Up to four visitors may use the Teaching Materials Center during [operating hours](#). Groups larger than four should [email](#) to schedule an appointment.
- Books and other materials are sanitized between usage.

Village Market

All Village Market customers must wear a mask over their nose and mouth to enter the store. Customers are not required to have their temperature checked at this time. Visit southern.edu/vm for more information. See [Village Market Deli](#) for more information.

Campus Visitors and Vendors

Visitors and vendors must follow Southern's safety protocols, even during a short visit, to help protect the health of all individuals. Visitors are encouraged not to come to campus unless necessary. Safety precautions for visitors and the campus includes the following:

- Complete a symptom survey and participate in a temperature check before entering any campus building or participating in any campus activity. The symptom survey to be filled out is found at southern.edu/guest or can be completed, along with the temperature check, at an assessment station on campus. If cleared for the day, visitors will receive a colored wristband that must be worn at all times while on campus.
- Visit southern.edu/coronavirus for the latest temperature check station locations and times.
- Maintain physical distancing and wear face masks in campus buildings or when outdoor physical distancing is not possible. The [mask policy](#) applies to individuals ages 10 and up.
- Those in [high-risk categories](#) are encouraged not to visit campus at this time unless absolutely necessary.
- No one should come to campus if they are exhibiting any [COVID-19 symptoms](#) or do not feel well.
- Groups of visitors are generally prohibited from coming to campus unless specifically invited. No groups of more than 10 will be granted permission to be inside campus buildings at this time.
- On-duty first responders are not required to complete the daily health assessment and should not be stopped from entering campus buildings without a wristband.

Campus Tours and Prospective Students

See [Enrollment](#).

Facility Rentals

Activities that are not part of a Southern program may not be held in any indoor or outdoor spaces at this time. This includes school activities. There may be an exception for those who share facilities with Southern and are in such close proximity as to be a part of our campus. However, the latter organizations must obtain approval before booking any space.

Guest Lodging

Guest lodging has apartments on campus available for rent with contactless check-in. Renters are not required to have their temperatures checked unless entering other buildings on campus or participating in any university events or activities. For more information, visit southern.edu/guestlodging.

Other Areas Frequented by Visitors

See [Hulsey Wellness Center](#), [Village Market](#), [Lynn H. Wood Archaeological Museum](#), and [Teaching Materials Center](#).

Vendors

Food delivery to any place on campus from a restaurant, using any mode of delivery, must be retrieved outdoors. No food delivery personnel are allowed in campus buildings.

All other vendors, including parcel deliveries, should not enter a campus building without wearing a mask, even if just dropping something off. This also includes contract and temporary workers.

Enrollment

Enrollment Management has adapted their approach to collect and process applications, admit and connect with admitted students, and enroll incoming students. Admissions will continue to schedule phone calls and video conferences with students and parents. Admissions counselors will work remotely one day per month with a full day of virtual appointments and work one late-shift (12-8 p.m.) to make time for evening appointments.

Campus Visits

Admissions is offering in-person campus visits with enhanced safety and health protocols. All guests must complete a symptom survey and temperature check, wear masks during their visit, and maintain physical distancing.

Tours are offered in the morning and the afternoon and limited to a total of 12 guests per day. Individual tours are limited to three guests per family.

Prospective students and their families can also take advantage of the new virtual campus tour led in realtime by a student ambassador. Virtual appointments with Admissions counselors and academic areas will also be facilitated.

For more information, visit southern.edu/visit.

Admissions and Scholarship Policies

At this time, standard GPA and ACT threshold will be used for admissions and scholarship decisions for Fall 2021. Should there be test cancellations or other extenuating circumstances, we will reevaluate the use of GPA-only admission and scholarship formulas.

Advancement

- Alumni Relations
 - All in-person alumni meetings are cancelled until further notice.
- Lights Volunteers
 - The program is suspended for now out of an abundance of concern for the safety of our volunteers.
 - University departments are encouraged to ask employees to volunteer, with the approval of their supervisors. Employees may volunteer their services, but the services they volunteer for must not be part of their regular job duties or their area of expertise. Call the Lights Volunteers coordinator at 423.236.2832 with concerns, questions, and to create a contingency strategy for the year.

Transitioning to Remote Learning/Closing Campus due to COVID-19

Though not anticipated, a decision to close campus and/or transition to remote learning and work will involve factors such as government regulations, safety precautions, health considerations, and the resources and challenges being faced by Southern. If such a decision is made, the university will work to inform students, employees, families, and other constituents as quickly as possible.

Glossary of Terms

- **contact tracing:** the practice of identifying, contacting, and monitoring people who have been in close proximity to someone who is infected.
- **coronavirus:** a generic term for a family of viruses; however, it is acceptable to use the term in place of the specific virus (SARS-CoV-2) when the context clearly connects it to the current pandemic. The coronavirus causes COVID-19, but the terms are not interchangeable. Examples: “Scientists are investigating how long the coronavirus remains on surfaces,” but “She tested positive for COVID-19.”
- **COVID-19:** the disease caused by the coronavirus. Do not shorten to “COVID” and do not use it interchangeably with “coronavirus.”
- **daily health assessment:** the symptom survey and temperature check, which must be completed every day by each person who plans to be active on campus that day. (See [Daily Health Assessment](#) for more details.)
- **face mask:** a face covering that covers the nose and mouth. (See [Face Masks](#) for more details and an explanation of acceptable face masks.)
- **isolation:** the process of separating people who are known to be infected with the virus (both with and without symptoms) from people who are not infected. (See [Quarantine, Isolation, and Contact Tracing](#) for more details.)
- **physical distancing:** indicates a separation of 6 feet or more between individuals (See [Physical Distancing](#) for more details.)
- **quarantine:** is the process of separating people who have been exposed to COVID-19 or have symptoms and are waiting on test results. Quarantine helps to prevent the spread of disease that can occur before people know they are sick. (See [Quarantine, Isolation, and Contact Tracing](#) for more details.)

Planning Structure and History

Planning for the school year involved a Presidential COVID-19 Taskforce. The team was chaired by Board of Trustees member Franklin Farrow and pulled together leaders from key logistical areas of campus. Beginning in April 2020, various workgroups and sub-groups were assigned to identify the major considerations and decisions to be made. The goal was to make initial recommendations to the President’s Cabinet on how in-person classes could occur safely on campus. The workgroups were comprised of faculty, staff, and administrators. High-level decisions were primarily made by the President’s Cabinet, but other groups such as the Administrative Council, Deans and Chairs Advisory Committee, and the Board of Trustees were consulted on various decisions.

The taskforce considered all that might be necessary to achieve the goal of an on-campus school year. The resulting work was used to inform this document. The following 10 areas were established, prioritized, and assigned:

1. President's Cabinet
2. Health Services/Health and Safety
3. Human Resources
4. Facility Preparedness
5. Food Service
6. Academic Plan and Programming
7. Student Development and Engagement
8. Communication and Marketing
9. Financial Administration and Contingency Planning
10. Legal Implications

Data and recommendations were uploaded to a shared repository, and campus leadership has continued to develop and fine-tune procedures and policies.

Change Log

- **April 5:** Table of Contents updated to reflect earlier changes.
- **February 15:** [Quarantine, Isolation, and Contact Tracing](#) protocols for fully vaccinated individuals updated.
- **February 2:** Clarification added to [Accountability and Compliance](#) for both employees and students.
- **January 14:** Definition of "[close contact](#)" changed from 10 minutes to 15 minutes, per the Hamilton County Health Department's update to its regulations. [Residence Halls](#) and [Southern Village](#) updated to reflect visitor limitations. Clarity added to [Enrichment Credits](#) regarding in-person attendance.