



Spring 2021

Updated Guidance and Resource Reminders

Preparations for spring semester continue, which include plans to expand our physical presence on campuses to accommodate the anticipated increased campus density. The University will continue a focused approach, preparing members of our campus communities and facilities, with safety as our top priority. The university administration continues to assess and respond to changes in the campus and community environments regarding the pandemic.

TELECOMMUTING AGREEMENTS: As outlined in the notice from the Office of Human Resources¹, telecommuting agreements currently in place will expire on **January 31, 2021** and must be updated, as appropriate. In preparation for the increased number of stakeholders on campus, every department is expected to have a staffed presence on campus. Managers can achieve this expectation by utilizing many of the tools available to manage the density in their unit. Alternating schedules is one such example, allowing each team member to rotate his/her presence in the office up to the social distancing guidelines provided. Resources remain available to assist managers in their assessments and preparation for the spring. Please utilize the Office of Human Resources advisory page: <http://www.famu.edu/index.cfm?hr&COVID-19HRAdvisory>. You may also contact the Office of Human Resources directly for additional assistance. Accommodations requested due to COVID-19 will be assessed on a case-by-case basis.

The following steps provide a broad outline of the University's approach, which builds on the processes implemented from fall reopening:

ASSESSMENT: Managers must update their risk assessment based on the expectations of increased interaction with stakeholders on campus. These updated assessments must be submitted to Environmental Health and Safety at ehs@famu.edu by the extended deadline of **December 31**.

TRAINING: Every member of the University community returning to campus in Spring 2021 must complete online COVID-19 training, if they have not done so already. Students are enrolled in the training course through Canvas. Employees will receive a license from JJ Keller via email. Returning faculty for Spring 2021 have been enrolled and will receive their emailed link. Managers who have new employees or employees returning to campus who have not taken the JJ Keller training must contact Rica Calhoun at rica.calhoun@famu.edu.

RETURN KITS: Return kits will be available for distribution for those returning to campus for the first time in Spring 2021:

- 1) Jan. 4th, 9 a.m. - 2 p.m. (Employees returning to campus for the first time this academic year).
 - a. Each department should identify a representative to pick up return kits from the Lawson Center.

- 2) Jan. 6th and 7th, 9 a.m. - 2 p.m. (Students residing off campus who are returning to campus for the first time this academic year).

¹ Please see the December 18, 2020 advisory from the Office of Human Resources

- a. Students can pick up their kits at the Lawson Center. NOTE: Residential students will receive their kits from University Housing at check-in.

SCREENING, TESTING and RESPONSE: Faculty, staff, and students returning to campus in spring 2021 must adhere to the following expectations:

1. SCREENING USING THE FAMU MOBILE APP

- a. Continue utilizing the COVID-19 screening tool daily before coming to campus or attending school or work

2. TEST BEFORE RETURN

- a. Get tested for COVID-19 WITHIN FIVE (5) DAYS of your return to campus.
- b. Members of the University community may use a testing site near them² or Bragg Stadium.
- c. If getting tested at a site other than Bragg Stadium, provide proof of testing to studenthealthcenter@famu.edu.
- d. Results must be received prior to your return to campus.

3. TEST UPON RETURN

- a. Faculty, staff, and students are expected to get tested for COVID-19 once the semester resumes on January 6, 2021.
- b. Residential Students
 - i. Testing will be coordinated according to residence hall/apartment by building on designated days through the testing site.
- c. Students attending classes in-person will also be tested in pre-determined phased groupings.

4. KNOW YOUR SCHEDULE

- a. Faculty, staff, and students returning to campuses will be placed on a biweekly testing schedule provided by Student Health Services.

5. MONITORING

- a. Student Health Services will be using the FAMU Mobile App to monitor testing compliance. The app will provide a unique QR code that will be scanned at main campus testing locations.
- b. Other University locations will monitor compliance and coordinate with Student Health Services.

6. UNIVERSITY LOCATION INFORMATION

- a. FAMU DRS
 - i. Faculty and staff will utilize the University's testing site and maintain an established testing schedule.
- b. College of Law
 - i. The College of Law will utilize a local testing option.

² A listing of sites is provided in Appendix A

- c. Other locations (Crestview, Brooksville, Jacksonville, Quincy)
 - i. Other University locations will utilize community testing sites.

7. QUARANTINE AND ISOLATION

Quarantine and isolation procedures will remain the same, based on the assessment and review by Student Health Services and the Department of Health's contact tracing framework. Student Health Services will continue coordinating with the health departments in Leon and Orange counties to support the University's screening, testing, and response efforts in Spring 2021.

8. EXPOSED TO OR TESTED POSITIVE FOR COVID-19

Faculty, staff, and students must contact Student Health Services as soon as possible. The Office of Human Resources scenario table is located in Appendix C of this document.

CLEANING and SANITIZATION: Cleaning and sanitization protocols will continue and scale to meet the increased needs for the spring semester. Plant Operations Maintenance (POM) is currently advertising for five new staff to supplement the increased cleaning protocols and will identify additional staff to focus on targeted high-risk areas. Increased cleaning and sanitizing of high touch spaces, restrooms, and common areas will continue throughout the day. Daily fogging of classrooms and common spaces will continue at night. Individual offices are fogged once per week per POM's schedule. Refill stations for hand sanitizer, cleaning and disinfectant are centrally located in common areas throughout the University. Members of the University community are expected to continue supporting cleaning and sanitizing efforts by wiping down individual spaces used in common areas such as the classroom spaces and the University libraries.

In the event of positive COVID-19 cases on campus, POM will suspend regular service (cleaning and maintenance) until the area has been sanitized, as appropriate. The sanitization schedule is provided in Appendix B of this document.

SOCIAL DISTANCING and FACE COVERING WEAR: All members of the University community and individuals visiting our campuses must continue to appropriately wear face coverings and observe social distancing guidelines of six feet. Space assessments for classrooms and facilities have been completed and will be updated for additional classes that are scheduled for the spring semester. Remaining classrooms will be outfitted with appropriate technology, focusing on cameras and Zoom rooms, as appropriate. University meeting and event participation will continue to be monitored in compliance with social distancing expectations.

VACCINATION: The University is partnering closely with the Florida Department of Health to develop outreach and educational materials regarding the vaccine. The University is also planning to be a vaccination hub for faculty, staff, and students once the vaccine becomes readily available to the general public.

APPENDIX A

Testing Site Information

1. Orange County Florida Testing Sites

- a. <https://www.orangecountyfl.net/EmergencySafety/Coronavirus/Testing.aspx#.Xds7S2cZ24>
- b. Telephone: 407-836-3111 (inquiries only)

2. Bragg Stadium Site

- a. <http://famu.edu/index.cfm?COVID19Testing>
- b. Telephone: 850-404-6399 (inquiries only)

3. Florida Department of Health

- a. <https://floridahealthcovid19.gov/testing-sites/>

4. Georgia Department of Health

- a. <https://dph.georgia.gov/covidtesting>

5. District of Columbia Government

- a. <https://coronavirus.dc.gov/testing>

6. North Carolina Department of Health

- a. <https://covid19.ncdhhs.gov/about-covid-19/testing/find-my-testing-place>

7. Illinois Department of Health

- a. <http://www.dph.illinois.gov/testing>

8. California Department of Public Health

- a. <https://www.arcgis.com/apps/Nearby/index.html?appid=43118dc0d5d348d8ab20a81967a15401>

9. New York Department of Health

- a. <https://coronavirus.health.ny.gov/find-test-site-near-you>

APPENDIX B

HOUSING			
DATE/ START TIME	BLDG-NAME	BUILDING ID	NASF
11/27/2020	800-BED DORMITORY	0136	135,940
12/2/2020 - 9am	TOWERS - NORTH AND SOUTH		162,568
12/3/2020 - 9am	N B YOUNG HALL	0005	14,062
12/3/2020 - 10am	SAMPSON HALL	0048	32,237
12/14/2020 - 8am	SO PALMETTO - STUDENT HOUSING A	0605-0610	75,754
12/14/2020 - 12pm	PALMETTO HOUSING PHASE THREE	0162-0163	92,800
NON HOUSING CAMPUS			
DATE	BLDG-NAME	BUILDING ID	NASF
12/5/2020	GAITHER GYMNASIUM COMPLEX	0021	20,688
12/5/2020	GAITHER OFFICE & CLASSROOM	0022	15,435
12/5/2020	L S BARTLEY WOMENS ATH COMPLEX	0023	5,408
12/5/2020	HANSEL TOOKES RECREATION CENTER	29	58,399
12/5/2020	W GALI POWE ATHLETIC FIELD HOU	0305	10,762
12/5/2020	MULT-PURPOSE CTR TEACHING GYM	0315	14,750
12/9/2020	LEE HALL	1	42,545
12/9/2020	COLEMAN LIBRARY	0049	82,337
12/9/2020	UNIVERSITY COMMONS	0003	27,395
12/14/2020	SCH OF BUS & INDU - WEST (N&W)	0036	33,988
12/14/2020	SCHOOL OF BUSINES & INDU SOUTH	0006	29,639
12/14/2020	SCHOOL OF BUSINES & INDU NORTH	0205	29,639
12/14/2020	SCHO OF BUSINESS & INDU – EAST	0050	16,370
12/14/2020	CONTINUING EDUCATION	0037	1,192
12/15/2020	FRED S. HUMPHRIES (SCI RES FA)	0056	45,497
12/15/2020	DYSON	0074	45,161
12/15/2020	COP PHASE I PHARM RESEARCH CTR	0075	48,026
12/15/2020	COP PHASE II	0075B	71,282
12/15/2020	JONES HALL	0055	32,515
12/16/2020	SCH OF JOURNALISM, MEDIA & GRA	0040	64,055
12/16/2020	TUCKER HALL	0014	50,727
12/17/2020	GORE EDUCATION COMPLEX	0071	-
12/17/2020	GORE EDUCATION COMPLEX	0071	52,785
12/17/2020	WARE-RHANEY	0009	57,362
12/17/2020	LEWIS BECK/ALLIED HEALTH	009A	61,940
12/17/2020	CARNEGIE - BLACK ARCHIVES	7	17,542
12/17/2020	HONOR HOUSE	0015	2,623
12/17/2020	COUNSELING CENTER	0042	2,923
12/17/2020	LUCY MOTEN	8	12,989
12/17/2020	TRANSITIONAL OFFICES (DRS)	0062	3,875
12/17/2020	TRANSITIONAL CLASSROOMS (DRS)	0063	2,905
12/17/2020	TRANSITIONAL LABS (DRS)	0064	10,797
12/17/2020	TRANSITIONAL OFFICES (DRS)	0065	3,875
12/17/2020	TRANSITIONAL CLASSROOMS (DRS)	0066	5,682

12/18/2020	JACKSON DAVIS HALL	0002	8,829
12/18/2020	STUDENT UNION – MULTIUSE	0602	16,380
12/18/2020	C.C. CUNNINGHAM	603	11,786
12/18/2020	FOSTER-TANNER MUSIC CENTER	0068	17,414
12/18/2020	FOSTER-TANNER CERAMIC CENTER	0069	-
12/18/2020	FOSTER-TANNER CERAMIC CENTER	0069	9,702
12/18/2020	FOSTER-TANNER ART CENTER	A	8,518
12/18/2020	FOSTER TANNER BAND	0073	13,549
12/18/2020	FOSTER-TANNER MUSIC – BAND	0073	-
12/18/2020	PAIGE	0561	11,177
12/18/2020	PERRY	0562	39,002
12/18/2020	SCHOOL OF ARCHITECTURE	0016	59,771
12/19/2020	GAITHER GYMNASIUM COMPLEX	0021	20,688
12/19/2020	GAITHER OFFICE & CLASSROOM	0022	15,435
12/19/2020	L S BARTLEY WOMENS ATH COMPLEX	0023	5,408
12/19/2020	HANSEL TOOKES RECREATION CENTER	29	58,399
12/19/2020	W GALI POWE ATHLETIC FIELD HOU	0305	10,762
12/19/2020	MULT-PURPOSE CTR TEACHING GYM	0315	14,750
12/20/2020	PLANT OPERATIONS & MAINTENANCE BLDG B	0081	22,702
12/20/2020	PLANT OPERATIONS & MAINTENANCE	0082	17,212
12/20/2020	HOWARD HALL	0058	16,949
12/20/2020	STUDENT SERVICES CENTER	0170	31,425
12/20/2020	EDUC RESEARCH & CHILD CARE CTR	0134	7,075
12/20/2020	M S THOMAS INDUSTRIAL ARTS LAB	0032	5,805
12/21/2020	PHYSICAL PLANT TRANSITION CENTER	104	5,927
12/21/2020	FOOT-HILYER	0054	47,385
12/21/2020	BENJAMIN L. PERRY, JR. (GEN CL	0067	20,200
12/21/2020	USDA TELECONFERENCE CTR – TALL	0030	2,939
12/21/2020	UNIVERSITY ACTIVITIES CENTER - FAMU CLUB HOUSE	0041	1,575
12/21/2020	EQUAL OPPORTUNITY PROGRAMS	0057	1,201
12/21/2020	UNIVERSITY WELCOME CENTER	0093	1,150
12/21/2020	CENTENNIAL BUILDING	0600	32,700
12/21/2020	WILLIAM H GRAY JR PLAZA & CTR	0161	2,651
12/21/2020	GEORGE W CONOLY GREENHOUSE-Offices Only	12	3,697
12/22/2020	DEV RESEARCH SCHOOL-ADMIN(NEW)	0702	7,650
12/22/2020	DEV RESEARCH SCHOOL-ELEM(NEW)	0703	19,431
12/22/2020	DEV RESEARCH SCHOOL-CAFE(NEW)	0704	12,928
12/22/2020	DEV RESEARCH SCHOOL-MID(NEW)	0705	14,363
12/22/2020	DEV RESEARCH SCHOOL-HIGH(NEW)	0706	19,453
12/23/2020	CASS		65,000
12/23/2020	VITICULTURE CENTER	0060	11,111
12/23/2020	COOPERATIVE EXTENSION TELECON. CTR.-QUINCY	0053	3,122

APPENDIX C: Florida A&M University – Student Health Services/Office of Human Resources Should I Come to Work and COVID-19 Testing Guidelines for Staff*

The guidance below was provided on July 26, 2020 and has been updated as needed.

Symptoms	Response	Can I Work Today?	Do I Need to Stay at Home? Additional Actions	When Can I return to Work
<p>Have you had a fever in the past 24 hours? Fever (Temp $\geq 37.80^{\circ}\text{C}$ /100°F)</p>	<p>YES: see next columns</p>	<p>NO</p>	<p>YES, stay at home Consult with your healthcare provider as needed or if symptom worsens. Get tested for COVID-19 Notify your supervisor</p>	<p>If COVID-positive: follow guidance in #10</p> <p>If COVID-negative: return when illness is resolved and no fever in the last 24 hours without the use of fever reducing medications</p> <p>If COVID-untested: return 10 days after symptoms appeared and no fever in the last 24 hours without use of fever reducing medications. Call your supervisor prior to return to work for clearance.</p> <p>Leave Options: Employee may use administrative leave for 10-days after the symptoms have started. Employee should code absences as administrative leave.</p>

Symptoms	Response	Can I Work Today?	Do I Need to Stay at Home?	When Can I return to Work
			Additional Actions	
2. In the past 24 hours, have you had any one of these symptoms? Fever > 100° F Cough Sore throat Shortness of breath or difficulty breathing Muscle or body aches New loss of sense of smell or taste Nasal congestion or runny nose (different from pre- existing allergies) Diarrhea Nausea or vomiting Fatigue	YES: see next columns	NO	YES, stay at home Consult with your health care provider as needed or if symptom worsens Get tested for COVID-19 Notify your supervisor	If COVID- positive: follow guidance in #10 If COVID-negative: return when illness resolved and no fever in the last 24 hours without use of fever reducing medications If COVID-untested: return 10 days after symptoms appeared and no fever in the last 24 hours without the use of fever reducing medications and symptoms have improved. Call your supervisor prior to return to work for clearance. Leave Options: Employee could use administrative leave for 10-days after the symptoms have started. Employee should code absences as administrative leave.

Symptoms	Response	Can I Work Today?	Do I Need to Stay at Home? Additional Actions	When Can I return to Work
<p>3. In the past 14 days, have you had an illness with any one of these symptoms without COVID test?</p> <p>Fever ($\geq 37.80^{\circ}\text{C}/100^{\circ}\text{F}$) Cough Sore throat Shortness of breath or difficulty breathing Muscle or body aches New loss of sense of smell or taste Nasal congestion or runny nose (different from pre-existing allergies) Diarrhea Nausea or vomiting Fatigue</p>	<p>YES: see next columns</p>	<p>NO</p>	<p>YES, stay at home</p> <p>Consult with your doctor as needed or if symptom worsens Get tested for COVID-19 Notify your supervisor</p>	<p>If COVID-positive: follow guidance in #10</p> <p>If COVID-negative: return when illness resolved and no fever in the last 24 hours with no use of fever reducing medications</p> <p>If COVID-untested: If less than 7 days since symptom onset it is recommended to get tested for COVID-19 before return to work COVID-19 test recommended. May return after 10 days when symptoms have resolved and no fever without the last 24 hours without the use of fever reducing medications. Contact your supervisor prior to your return for clearance</p> <p>Leave Options: Employee could use administrative leave for 10-days after the symptoms have started. Employee should code absences as administrative leave.</p>

Symptoms	Response	Can I Work Today?	Do I Need to Stay at Home? Additional Actions	When Can I return to Work
<p>4. Do you have a runny nose or sneezing alone (that is different from pre-existing allergies)</p>	<p>YES: see next columns</p>	<p>YES Self-monitor for symptoms including temperature several times a day Practice meticulous hand hygiene If any symptoms listed in #3 or #4 arise, notify your supervisor, then go home and contact your health care provider Recommend being tested for COVID-19</p>	<p>NO Unless directed to do so by your healthcare provider</p>	<p>If COVID-positive: follow guidance in #10 If COVID-negative: and negative for all other respiratory viruses: Return to work and monitor symptoms twice a day for 14 days If ANY symptoms arise, call your healthcare provider notify your supervisor, go/stay home</p>
<p>5. Have you returned from travel outside of the Tallahassee or Big Bend area in the past 14 days?</p>	<p>YES: see next columns</p>	<p>NO</p>	<p>YES, stay at home Self-quarantine and monitor for symptoms twice a day for 14 days Contact your healthcare provider if symptoms develop</p>	<p>If you returned from travel and develop symptoms contact your healthcare provider and get tested got COVID-19 Leave Options: Employee could use administrative leave for 10-days after the symptoms have started. Employee should code absences as administrative leave.</p>

Symptoms	Response	Can I Work Today?	Do I Need to Stay at Home? Additional Actions	When Can I return to Work
<p>6. In the past 14 days, have you been in unprotected or close contact with someone with <u>confirmed</u> COVID-19?</p> <p>Close contact is: You were within 6 feet of someone with COVID-19 for a total of 15 minutes or more with or without a mask You have someone in your home that has tested positive for COVID-19 You had direct physical contact with someone who have COVID-19 (hugged or kissed them) The person with COVID-19 sneezed, coughed or somehow got respiratory droplets on you</p>	<p>YES: see next columns</p>	<p>NO</p>	<p>YES, stay at home Self-monitor for symptoms according to guidelines established by the Florida Department of Health for quarantine.</p>	<p>You will need to quarantine 7-10 days if you are not having any symptoms. The quarantine period will last 7 days if you receive a negative COVID PCR test result taken no sooner than day 6 of quarantine. You can be released from quarantine after day 10 if you do not want to test and have not had any symptoms during the quarantine period. If at any time you develop symptoms, your quarantine period is 14 days. Please contact Tanya Tatum (850-212-2977) for further information.</p>

Symptoms	Response	Can I Work Today?	Do I Need to Stay at Home? Additional Actions	When Can I return to Work
<p>6. In the past 14 days, have you been in unprotected or close contact with someone with <u>confirmed</u> COVID-19?</p> <p>Close contact is: You were within 6 feet of someone with COVID-19 for a total of 15 minutes or more You have someone in your home that has tested positive for COVID-19 You had direct physical contact with someone who have COVID-19 (hugged or kissed them) The person with COVID-19 sneezed, coughed or somehow got respiratory droplets on you</p>	<p>YES: see next columns</p>	<p>NO</p>	<p>YES, stay at home Self-monitor for symptoms according to guidelines established by the Florida Department of Health for quarantine.</p>	<p>You will need to quarantine 7-10 days if you are not having any symptoms. The quarantine period will last 7 days if you receive a negative COVID PCR test result taken no sooner than day 6 of quarantine. You can be released from quarantine after day 10 if you do not want to test and have not had any symptoms during the quarantine period. If at any time you develop symptoms, your quarantine period is 14 days. Please contact Tanya Tatum (850-212-2977) for further information.</p>
<p>7. In the past week, you have been around someone who reported they work with someone who tested positive for COVID-19.</p> <p>If the contact was casual/brief: did the person exhibit any symptoms?</p>	<p>YES: see next columns</p>	<p>YES, if you do not have any symptoms listed in #3 or #4 You may work if you adhere to the following instructions: Notify your supervisor Self-monitor for symptoms, including temperature, at the start and midway through each shift Practice meticulous hand hygiene</p>	<p>NO</p>	<p>Should you develop any of the symptoms listed in #3 or #4 contact your healthcare provider and get tested for COVID-19</p> <p>Contact your supervisor for clearance to return to work</p>

Symptoms	Response	Can I Work Today?	Do I Need to Stay at Home? Additional Actions	When Can I return to Work
8. You live with someone that has been told to self-quarantine by their healthcare provider	Yes: see next columns	NO	YES, stay at home Self-monitor for symptoms according to guidelines established by the Florida Department of Health for quarantine. Get tested for COVID-19 Consult with your healthcare provider if symptoms develop	Should you develop any of the symptoms listed in #3 or #4 contact your healthcare provider Contact your supervisor for clearance to return to work Leave Options: Employee could use administrative leave for 10-days after the symptoms have started. Employee should code absences as administrative leave.
9. Do you live with someone who has been <u>confirmed</u> with COVID-19?	YES: see next columns	NO A household contact has a higher risk of transmission than a work exposure <u>Return to work, even if asymptomatic, is not permitted</u>	YES, stay at home Self-monitor for symptoms according to guidelines established by the Florida Department of Health for quarantine. Wear a face covering Do not travel outside the home Consult your healthcare provider if symptoms develop	YES: if the following criteria are met: No symptoms for 10 days since the positive-contact's illness has completely resolved (beginning at least 3 days since last fever) Leave Options: Employee could use administrative leave for 10-days after the symptoms have started. Employee should code absences as administrative leave.

Symptoms	Response	Can I Work Today?	Do I Need to Stay at Home? Additional Actions	When Can I return to Work
10. Have you been <u>confirmed</u> with COVID-19 in the past 14 days?	YES: see next columns	NO	YES: stay at home Contact your physician Self-isolate for 10 days, or longer if your symptoms persist or worsen Follow health care providers instructions for self-isolation Consult with your healthcare provider as needed or if symptoms worsen	YES: if the following criteria are met: 10 days have passed since date of positive test result or onset of symptoms; AND At least 1 day (24 hours) has passed since last fever without the use of fever- reducing medications (e.g. acetaminophen, ibuprofen, aspirin); AND Symptoms have completely resolved; AND You have clearance from the health department, your healthcare provider or Student Health Services to return to work Leave Options: Employee could use administrative leave for 10-days after the symptoms have started. Employee should code absences as administrative leave.

** Staff includes all employees (Executive, USPS, A&P, OPS), faculty, trainees, graduate assistants, student workers, work study and volunteers.*

COVID-19 testing information:

All FAMU students, faculty and staff are strongly encouraged to be tested for COVID-19. Research shows that as many as 40-50% of persons infected with COVID-19 do not show any symptoms at all or have very mild symptoms. While a person may not show any symptoms, if he/she is infected with the virus, he/she can still transmit the virus and infect other people.

The state of Florida has established multiple community testing sites that offer free COVID-19 tests. To locate the site nearest you visit <https://floridahealthcovid19.gov/testing-sites/> and select “COVID-19” (Coronavirus). If you are in the Tallahassee area, you can utilize the testing site on campus at Bragg Stadium. COVID-19 testing at Bragg Stadium is offered Monday – Saturday from 8 am – 4 pm, and is free of charge.

If you or someone in your household tests positive for COVID-19, it is very important that you immediately notify your supervisor, the Office of Human Resources

or Student Health Services. Notification will ensure that you are aware of administrative leave that you may be eligible for. It also allows the University to identify other individuals that may have been exposed and to complete a thorough sanitization of the area.