**Draft Proposal for Reopening Document for *Georgia College WORKPLACE & HEALTH SAFETY***

**Overarching System Guidance**

In anticipation of a resumption of in-person instruction in August 2020, Georgia College along with other University System of Georgia (USG) institutions will begin to bring faculty and staff who have been in telework or flexible arrangements back to campus in the near future. An exact timeframe will be determined soon. Throughout the COVID-19 response, USG leadership has been in constant contact with the Governor’s Task Force and with the Georgia Department of Public Health for guidance. The USG will continue to rely on these sources to establish the standards we will follow to help protect our faculty, staff and students and to help the state’s effort to contain the virus.

To ensure a smooth transition and to limit the spread of COVID-19, we have developed this plan for a staggered return of faculty and staff to campus. The plan promotes a healthy and safe environment; and seeks to comply with Executive Orders and directives from the Governor’s office; and attempts to reflect guidance from the Georgia Department of Public Health (GDPH) and the Centers for Disease Control and Prevention (CDC). The COVID-19 situation is fluid, and therefore guidance may change over time, even after plans are prepared and adopted.

Everyone on campus has an individual responsibility to contribute to proper behavior and to adhere to GDPH guidance to protect themselves and others as well as to help contain the spread of the virus. Institutional controls are only as effective as the willingness of individuals to carry them out. It is essential that everyone on campus take responsibility for their actions and adhere to these guidelines. The USG will regularly seek guidance from GDPH throughout the coming weeks and months. As the status of the virus changes, these guidelines may become more-or-less restrictive depending on advice from GDPH. It is important that campus leaders understand this and remain flexible and adaptable to the changing situation.

***Individual Employee General Considerations***

* Every employee is expected to follow the GDPH and CDC basic guidelines:
	+ *Wash your hands often with soap and water for at least 20 seconds*
	+ *If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.*
	+ *Avoid touching your eyes, nose, and mouth with unwashed hands.*
	+ *Cover your cough and sneezes with a tissue or inside your elbow.*
* All employees outside of those who fall into the higher risk population are expected to return to a normal work schedule as outlined in the campus plan.
* While not required, it is encouraged that employees consider wearing a face mask while on campus. Face masks are important for preventing transmission from asymptomatic individuals who have COVID-19. Institutions are not expected to provide employees with face masks. Employees who are typically required to wear a face mask or other personal protective equipment should continue to do so.
* To the extent possible, employees are expected to practice social distancing while at work. Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home. To practice social or physical distancing:
	+ *Stay at least 6 feet from other people*
	+ *Do not gather in groups*
	+ *Stay out of crowded places and avoid mass gatherings*
* Supervisors should make every effort to ensure that their employees are able to socially distance while at work in the most efficient manner to include altering office arrangements or staggering time in the office for employees so that social distancing is possible.
* Supervisors should permit employees to take breaks and meals outside, in their office, personal workspace, or in such other areas where proper social distancing is attainable.
* Institutions may develop and implement appropriate policies regarding screening, including temperature checks and/or symptom monitoring for employees. Institutions will use guidance and best practices as outlined by GDPH.
* Meetings and conferences should initially be held virtually wherever possible.
* Intangible services should initially be delivered remotely whenever possible.
* Employees should not use other employees’ phone, desk, office, computer, or other tools and equipment.
* Point-of-sale locations should suspend the use of Personal Identification Number (PIN) pads, PIN entry devices, electronic signature capture, and any other credit card receipt signature requirements to the extent such suspension is permitted by agreements with credit card companies and credit agencies. Regular disinfection of these devices is required when used.
* Person-to-person contact, including handshaking, is prohibited during the ongoing community transmission of COVID-19.

***Higher Risk Populations (Vulnerable Individuals)***

For all stages of returning to campus, Higher Risk Populations should continue to shelter in place. Georgia Department of Public Health (GDPH) identifies High Risk Populations as older adults (65 or older), and people of all ages with underlying medical conditions, including, but not limited to:

* Heart disease
* Diabetes
* Lung disease
* Immune deficiency disorders

Upon request, employees who are at higher risk for severe illness with COVID-19 should be given an opportunity to continue to work remotely or be given arrangements to ensure they can work with limited face-to-face contact with other individuals. Employees who live with or care for an individual who is considered higher risk may exercise appropriate leave provisions; this group of individuals may also be given an opportunity to continue to work remotely. Utilizing system guidelines, this group of individuals will have to present viable documents to Georgia College Human Resources to confirm the vulnerable state (doctor or treatment center’s notice, etc.), and they will utilize the same safety measures as the identified Higher Risk Populations. Employees will be required to submit a written request detailing their needs and requested support.

***If an Employee Tests Positive for or is Diagnosed with COVID-19, what happens?***

If an employee tests positive for or is diagnosed with COVID-19, the institution will follow the direction of the Georgia Department of Public Health (GDPH).

* GDPH will begin contact tracing as soon as possible and individuals with whom the affected employee have come into contact will be notified. The USG is currently working with GDPH to establish the most responsive plan for contact tracing on campuses. Additional guidance for institutions will be forthcoming.
* Based on guidelines, areas where an affected employee has been should be closed for twenty-four hours when possible. When a twenty-four-hour closure is not feasible, the area will remain closed for as long as possible without disrupting campus operations.
* Building Services will clean and disinfect all areas used by the person who is sick using the prescribed protocols as outlined by the USG custodial operations guidance or more recent guidance as available. See Appendix A.
* Institutional employees should take care to ensure an affected employee’s health information is protected.

***Sick Employees***

Employees who have tested positive or who have symptoms of COVID-19 should seek medical care, notify their supervisor, and stay at home. These employees are eligible to use up to two weeks paid leave under the Families First Coronavirus Response Act (FFCRA) and can use any other available leave.

* People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. **These symptoms may appear 2-14 days after exposure to the virus:**
	+ *Fever*
	+ *Cough*
	+ *Shortness of breath or difficulty breathing*
	+ *Chills*
	+ *Repeated shaking with chills*
	+ *Muscle pain*
	+ *Headache*
	+ *Sore throat*
	+ *New loss of taste or smell*
* Using the GDPH guidelines for discontinuing home isolation, the affected employee may return to work when he or she has met all three of the following criteria:
	+ *No fever for at least 72 hours (three full days of no fever without the use of medicine that reduces fevers), AND*
	+ *Improved symptoms, AND*
	+ *Gone at least ten days since symptoms first appeared*
* Supervisors who observe an employee with multiple symptoms, may consult with their Human Resources office to require an employee to return home and seek medical care.
* Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and may stay home and telework when possible. The employee should follow GDPH recommendations in caring for their family member. These employees are eligible for up to two weeks paid leave under the Families First Coronavirus Response Act (FFCRA) and can use any other available leave.
* Employees who are sick but not with COVID-19 symptoms should follow their normal medical care provider’s direction.

The future for the next few months and possibly year(s) is uncertain due to COVID-19. This uncertainty will require robust planning, coupled with extreme flexibility. We cannot predict what the circumstances will be for the start of the 2020-2021 academic year or during any part of the fall term; however, we can develop plans that account for some of the scenarios under which we might be asked to begin the fall term.

In addition to planning for summer reentry to campus, there are multiple scenarios for the fall semester for which institutions have been asked to present campus plans.

1. ***Academic Year 2020-2021 Start – Fall classes begin with limited social distancing expectations***
2. ***Contingency Plan 1 – Fall classes begin with social distancing expectations***
3. ***Contingency Plan 2 – Fall classes begin fully online***
4. ***Contingency Plan 3 – Classes and operations must go to an online format for a period of time during the semester***

**Georgia College’s (GC) Workplace and Health Safety Plan**

GC’s Workplace and Health Safety Plan is centered around incremental stages to reopen campus. The staged approach focuses on reopening with the following targeted timeframe, utilizing the four different plan scenarios mentioned above for Stage III:

***Stage I (Weeks 1- 4)***

***Stage II (Weeks 5-8)***

***Stage III (Weeks 9 and forward)***

**GC’s General Guidelines**

To ensure a smooth transition and to limit the spread of COVID-19, the GC staged return-to-campus plan for all staff, faculty, and students will utilize the following guiding principles:

* maintain the health and safety of the campus community as the driving principle;
* map the plan with a goal of meeting student and stakeholder expectations through returning to operations that fully embrace the mission of GC, utilizing different and safer operational techniques and methods where appropriate;
* vet expectations and train at each stage for an orderly reentry to campus;
* comply with Executive Orders and directives from the Governor’s office;
* incorporate guidance from the Georgia Department of Public Health (GDPH) and the Centers for Disease Control and Prevention (CDC) safety recommendations;
* prepare to adjust quickly as dictated by the Public Health Emergency fluid situation, to include contingency plans for adapting to the reemergence of COVID-19; and
* manage enhanced safety measures with mindful consideration to the strapped financial circumstances.

GC does not recognize any of the currently published safety guidelines as unobtainable for the campus; however, equipment and supply needs required for reentry may be difficult to obtain.

**Stage I (Weeks 1-4)**

* Weeks 1-2, only employees that require a critical infrastructure presence on campus for service, safety, and compliance will be expected to physically return to campus, utilizing practices and scheduling that minimizes risk to possible exposure. These initial weeks will focus on campus cleaning and preparation. Office spaces, restrooms and common areas must be thoroughly cleaned before anyone can come back on campus. In addition, a plan for the continued maintenance of cleaning these areas must be developed. Hand sanitizer stations must be distributed. Plans must be developed for returning office staff to campus. Furnishings in office areas may need to be moved. Furnishings in commons areas must be moved to accommodate social distancing requirements. Signage must be placed to remind campus members of social distancing requirements. Critical infrastructure presence will be determined by senior campus leadership. Flexible schedules will be utilized to reduce the number of employees physically on campus to the minimal level required at any given time to sustain service, safety and compliance. Flexible schedules will span normal service or may also be extended to non-standard hours to support social distancing.
* Weeks 3-4, all other employees must continue with operational telework activities. Telework options should be allowed for employees who can conduct their job duties remotely without interruption or disruption to services. The employee’s supervisor is authorized to determine which employees under their supervision are in roles where telework is an option. A record should be maintained for employees that have been authorized for telework. Higher Risk Populations, as described above, should be provided special accommodations to accomplish their jobs and minimize their exposure to COVID-19.
* To prepare for campus reopening, every unit supervisor will be responsible for developing appropriate plans that comply with social distancing for their respective areas of supervision. Additionally, the unit supervisor must ensure that proper equipment needs are identified to support the different work environments that will ensure proper business continuity for the campus. All supervisor plans must be approved by the divisional senior leader.
* There will be no nonessential activities conducted on campus during this stage, to include but not limited to; all events, camps, facility rentals, campus meetings, Intercollegiate activities, Intramural activities, Kids University, congregating groups, Montessori programming, and Student-Life programming.
* All classrooms, residence halls, the dining hall, large meeting spaces, common areas, the Wellness & Recreation Center, swimming pools, buildings not in use, and athletic venues will be closed, and appropriate signage will be put in place.

***Preventative Practices***

* Social distancing will be implemented in all open areas of the institution, maintaininga minimum of six feet of separation. Social gatherings will be discouraged during these stages of reentry.
* All meetings should be held virtually, and in circumstances where virtual meetings are not feasible, the meeting can only occur either outside or in a location where all attendees can maintain a minimum of six feet of separation.
* All break rooms and common areas will be closed.
* All Facilities Operations employees reentering campus in Stage I will be asked to take Blood Borne Pathogen Training. This training is located at https://www.usg.edu/facilities/training/pathogens/.
* Supervisors should permit employees to take breaks and meals outside, in their office, personal workspace, or in such other areas where proper social distancing is attainable.
* The use of community computers will be minimized, and each employee will observe sanitation practices by wiping down the equipment prior to use.
* Employees will avoid riding in vehicles together except where discretionary pairing of driver and passenger can maintain the six-foot separation (vans) and provided other mitigation measures are observed (daily sanitation and use of personal protection equipment, PPE). These measures are to prevent employees from congregating and helps to eliminate the social gathering that could potentially further spread this disease. Working in proximity should always be avoided during this phase and employees shall observe mitigation measures and use of PPE.
* Unit area management will employ staggered or flexible work schedules, geographic separation, and other measures to limit the number of employees on campus at any one time or mitigate the risk of broader employee work participation. Area supervisors will be responsible for determining the best work schedules for their respective units, using the six feet separation guide. All alternative working schedules will be vetted and approved through the appropriate senior leadership.
* Restrooms will be closed to anyone other than building services staff during cleaning, so the major transmission vector,respiratory droplets, will be eliminated.
* Employees will be encouraged to visit the coughing and sneezing etiquette and clean-hands webpage (<https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html>) for information on proper hygiene.
* Upon returning to work, all employees will be issued a face mask and encouraged to use it. This is in conjunction with the CDC’s recommendation, that all individuals wear a face mask to help slow the transmission. These masks will always be worn when near other employees. Public Safety and Environmental Health and Occupational Safety will be responsible for ensuring all employees returning to campus have the appropriate personal protection equipment and supplies for their respective jobs.
* Employees will be encouraged through training and signage to continuously practice proper safety measures. GC’s Training Department will develop the relevant training elements and Facilities Operations/Environmental Health and Occupational Safety will ensure appropriate signage is in place during each stage of reentry.
* Use of time clocks for tracking employee time will be suspended. Each supervisor will document employee attendance by virtual or other means as applicable (i.e. text or phone and manually enter time). Supervisors will be responsible for ensuring correct time is entered into OneUSG for each employee.
* As previously mentioned, be mindful of those in higher risk populations. The following safety measures will be posted in all high- traffic areas across campus.
* *Wash hands regularly.*
* *Avoid touching your eyes, nose, and mouth.*
* *Cover coughs and sneezes with a tissue, or in your elbow.*
* *Avoid close contact with people who are sick.*
* *Be responsible and courteous to others and stay home if you are sick. If you are experiencing symptoms, contact your health provider.*
* *Respect personal space when greeting others and during conversations.*
* Proper hand hygiene will be practiced throughout the day. The importance and expectation of increased frequency of handwashing, the use of hand sanitizers with at least 60% alcohol, and clear instruction to avoid touching hands to face will be provided in applicable employee reentry PPE kits. Notices that encourage proper hand hygiene will be placed at the entrance to buildings and in other high traffic areas.
* Workers will be discouraged from using other employees’ phone, desk, office, or other work tools and equipment.
* Handshaking and related unnecessary person-to-person contact in the workplace will be prohibited.
* All relevant point-of-sale locations should suspend the use of Personal Identification Number (PIN) pads, PIN entry devices, electronic signature capture, and any other credit card receipt signature requirements to the extent such suspension is permitted by agreements with credit card companies and credit agencies. Regular disinfection of these devices will be required when used. There will be minimal cash handling during this phase and all relevant employees will be instructed to utilize proper protective measure (hand sanitizers, and/or gloves).
* Disinfectants and sanitation products for workers to clean their workspace, equipment, and tools will be provided. Facilities Operations will ensure all campus areas are properly stocked for reentry.
* In conjunction with Building Services cleaning, disinfecting of common surfaces (doorknobs, countertops, etc.) should be practiced throughout the day in every occupied building. Employees will be provided disposable wipes or cleaning solution and cloths so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, vending machines, and other work tools and equipment) can be wiped down before each use.
* Temperature screening will be implemented at the beginning of each shift. This will be in accordance with the most recent guidance from the CDC, EEOC, and other governing agencies.
* Employees should self-monitor for signs of illness (fever, cough or shortness of breath). If signs of the illness are exhibited, the employee should not come to work. Employees should stay home and use appropriate leave. If an employee appears to be exhibiting symptoms associated with coronavirus while at work, a supervisor should excuse the employee from work and advise them to seek care from a healthcare provider. If an employee believes they may have come in contact with someone who has/may have contracted COVID-19, they should immediately contact their supervisor and begin to self-quarantine and seek medical attention until confirmation is made that the employee has not contracted the virus. The supervisor should notify the GC Student Health Clinic to ensure proper notification is provided to the local Department of Public Health (DPH) officials. All contract tracing is expected to be conducted by GDPH.
* The following supplies and equipment will be purchased for use on campus to support the prevention of COVID-19. In an effort to limit any stockpiling of high-demand supplies, the purchases will be made incrementally to accommodate the needs of each stage of reentry to campus.
* *Automatic sanitizing stations will be distributed throughout campus*
* *PPE is going to be dictated by the circumstances. Each employee will be given the opportunity to acquire a PPE kit as they return to work which will include face masks, for routine encounters. Some employees such as Public Safety Officers and Student Health Clinic workers will be issued greater protection kits, to include gloves, a gown, a pair of shoe covers, a face shield, a pair of safety glasses, surgical masks (for routine encounters), and N95 masks (for elevated encounters). Reuse of PPE will be dictated by guidance from the CDC and NIOSH.*
* *Thermometers*
* *Signage, and preventive training materials*

***Mitigation and Monitoring Practices***

* The Student Health Clinic will address all student needs. Faculty and staff can call the Clinic for clarity and guidance surrounding the Public Health Emergency. Current partnerships with the local Public Health Administrators, Epidemiologist, and Navicent Health Baldwin will be updated to include expectations of support during each phase of the reopening.
* Appropriate GC administrators (GC Student Health Clinic, Human Resources, Environmental Health and Occupational Safety and Public Safety) should utilize the Augusta University established source as needed to help ensure time-sensitive safety measures are enacted.
* Exposed employees will not be allowed to return to campus without proper supervisory clearance.Employees should follow standard request and approval procedures. The employee will be expected to use appropriate leave to cover the time away and may be expected to provide a release from a healthcare provider to return to work.

***Notifications***

***Employees who test positive for COVID-19 or who receive a clinical diagnosis should report the positive test to their immediate supervisor as soon as possible. There will be one-point person to whom all supervisors will immediately notify of an infected employee. This point person will initiate the institutional plan for contact tracing and any further notifications required with the GDPH. Supervisors are not to share the news of or the identity of a COVID-19 diagnosis/test with anyone other than the campus point person. Campus-wide notifications of COVID-19 are not necessary as long as contact tracing is in place. GC Student Health Clinic will be the point of contact to initiate any campus-related COVID-19 contact tracing. Human Resources will be notified to provide employee assistance as needed.***

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**Appropriate leave provisions include:**

* All employees who are quarantined, isolated, or sick due to COVID-19 can take up to two weeks of paid leave – limited to $511 per day and $5,110 total.
* All employees who are caring for another individual who is quarantined or isolated due to COVID-19 can take up to two weeks of paid leave – limited to $200 per day and $2,000 total.
* All employees who are caring for a child whose school or childcare provider is closed or unavailable due to COVID-19 can take two weeks of paid leave limited to $200 per day and $2,000 total. In addition, those employees doing the same who have been employed for at least 30 days can then take 10 more weeks of paid leave – limited to $200 per day and another $10,000 total. (For those with 30 days of service, the two paid weeks can be used at the same time as the two unpaid weeks under the other provision.)
* In the case of an employee who fits more than one of these categories, the leave totals are not cumulative. For example, if an employee is quarantined and is also taking care of someone else who is quarantined, the employee would receive two weeks of leave, not four.
* Affected employees are also still able to use any other paid leave they have accrued.
* Continuous monitoring with daily temperature checks will continue throughout campus as needed. Unit leadership is responsible for recognizing individuals that will administer the temperature checks for their respective areas of supervision. All individuals administering the checks will be appropriately trained by the Student Health Clinic personnel.
* Each area unit supervisor will monitor the workforce for symptoms related to COVID-19. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. As previously mentioned, the symptoms may appear 2-14 days after exposure to the virus.
* *Fever*
* *Cough*
* *Shortness of breath or difficulty breathing*
* *Chills*
* *Repeated shaking with chills*
* *Muscle pain*
* *Headache*
* *Sore throat*
* *New loss of taste or smell*
* Employees who have tested positive or who have symptoms of COVID-19 should seek medical care, notify their supervisor, and stay at home.As mentioned, these employees will not be able to return to work without a physician’s approval and they must meet all of the following criteria:
* *No fever for at least 72 hours (three full days of no fever without the use of medicine that reduces fevers) AND*
* *Improved symptoms AND*
* *Gone at least ten days since symptoms first appeared*
* Supervisors who observe an employee with multiple symptoms, may consult with their Human Resources Office to require an employee to return home and seek medical care. These employees are eligible to use up to two weeks paid leave under the Families First Coronavirus Response Act (FFCRA) and can use any other available leave.
* If an employee tests positive for or is diagnosed with COVID-19, the institution will follow the direction of the GDPH.
	+ *GDPH will begin contact tracing as soon as possible and individuals with whom the affected employee have come into contact will be notified. The USG is currently working with GDPH to establish the most responsive plan for contact tracing on campuses. Additional guidance for institutions will be forthcoming.*
* *Based on guidelines, areas where an affected employee has been should be closed for twenty-four hours when possible. When a twenty-four-hour closure is not feasible, the area will remain closed for as long as possible without disrupting campus operations.*
* *Building services or contracted vendors will clean and disinfect all areas used by the person who is sick using the prescribed industry standards for cleaning the affected areas.*
* *All campus parties having knowledge of individual occurrences will ensure an affected employee’s health information is protected.*

***Critical Supplies and Equipment***

* Critical supplies and equipment to be purchased for use on campus during the Public Health Emergency include, but are not limited to the following:
* *Hand sanitizing solution to support all stages of reentry*
* *Automatic (hands-free) hand-sanitizing stations, strategically placed throughout campus in all occupied buildings*
* *PPE- mask, face-shields, gloves, shoe covers, and protective gowns to ensure all Stage I employees are provided the appropriate protective wear kits*
* *Additional thermometers to support all stages of reentry*
* *Spray disinfectants and wipes to support all stages of reentry*
* *Additional mobile sanitizing machines*
* Appropriate levels will be procured in stages to support each stage of reentry.

***Cleaning/Sanitation Practices***

* Safety measures will be taken to limit potential exposure to Facilities Operations staff.
* *All cleaning employees will attend and/or take a refresher Blood Borne Pathogen Training. This training is located at https://www.usg.edu/facilities/training/pathogens/.*
* *Provide ample supplies of disposable wipes or cleaning solution and cloths so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees before each use. To disinfect, use products that meet EPA’s criteria for use against SARS-CoV-2, the cause of COVID-19, and are appropriate for the surface.*
* *Limit occupants of vehicles (including utility carts) and equipment to one person.*
* *Deploy building services, maintenance and operations employees in smaller teams and alternate shifts and assignments so that, if exposed, exposure will be minimal.*
* *Spread staff out across shifts to reduce the number of staff on campus at any one time or concentrated in spaces.*
* *Limit people from pairing up. Discourage workers from using other workers’ phone, desk, office, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.*
* *Know where staff are, and have been, in case they encounter trouble and/or in case an exposure is later discovered, and people’s movements must be retraced for decontamination.*
* During reentry to campus, Facilities Operations will begin thorough cleanings, sanitations and required maintenance in all areas of campus, classrooms, offices, restrooms, residence halls, common spaces, and large event areas. Contracted cleaning services may also be utilized in larger spaces requiring deeper, extensive levels of sanitation.

***Travel***

* All nonessential campus travel will be prohibited.

***Enforcement Practices for all Stages of Reentry to Campus***

Senior Leadership, Supervisors, Community Advisors, Facilities Staff, Building Managers, Instructors, Bus Drivers, Public Safety, Training, Human Resources, and Environmental Health and Occupational Safety will take lead in ensuring enforcement of all COVID-19 safety policies, practices and guidelines on campus. However, everyone on campus has an individual responsibility to contribute to proper behavior and to adhere to GDPH guidance in order to protect themselves and others as well as to help contain the spread of the virus. Institutional controls are only as effective as the willingness of individuals to carry them out. It is essential that everyone on campus take responsibility for their actions and adhere to the guidelines.

**Stage II (Weeks 5-8)**

* An information tent will be situated in a visible location to support questions and temperature screenings (if requested) as employees enter campus. Subject matter experts from Human Resources, the Student Health Clinic and Public Safety will coordinate this effort.
* Faculty and staff are expected to return to work with flexible schedules continuing to be utilized to reduce the number of employees physically on campus to the minimal level required at any given time to sustain service, safety, and compliance. Flexible schedules should span normal service or may also be extended to non-standard hours to support social distancing.
* Telework options will continue to be allowed for employees who can conduct their job duties remotely without interruption or disruption to services. The employee’s supervisor is authorized to determine which employees under their supervision are in roles where telework is an option. A record should be maintained of which employees have been authorized for telework.
* There will be no nonessential activities conducted on campus during this stage, to include but not limited to; all events, camps, facility rentals, campus meetings, Intercollegiate activities, Intramural activities, Kids University, congregating groups, Montessori programming, and Student-Life programming.
* All classrooms, residence halls, the dining hall, retail eateries, large meeting spaces, common areas, the Wellness & Recreation Center, swimming pools, and athletic venues will continue to be closed, and appropriate signage will be put in place.
* Campus Bookstore can resume operations to prepare for Fall, following all social distancing protocols for conducting safe business activities with limited hours of operations open to the public.

***Preventative Practices***

* All preventive measures established in **Stage I** will continue in **Stage II.**

***Mitigation and Monitoring Practices***

* All mitigation and monitoring measures established in **Stage I** will continue in **Stage II**.

***Cleaning/Sanitation Practices***

* All cleaning and sanitation measures established in **Stage I** will continue in **Stage II**.

***Critical Supplies and Equipment***

* All critical supplies and equipment recognized in Stage I will continue to be purchased to prepare for the larger campus population in Stage III reentry. Established in **Stage I** will continue in **Stage II**.

***Travel***

* All nonessential campus travel will continue to be prohibited in **Stage II.**

***Enforcement Practices for all Stages of Reentry to Campus***

Senior Leadership, Supervisors, Community Advisors, Facilities Staff, Building Managers, Instructors, Bus Drivers, Public Safety, Training, Human Resources, and Environmental Health and Occupational Safety will take lead in ensuring enforcement of all COVID-19 safety policies, practices and guidelines on campus. However, everyone on campus has an individual responsibility to contribute to proper behavior and to adhere to GDPH guidance in order to protect themselves and others as well as to help contain the spread of the virus. Institutional controls are only as effective as the willingness of individuals to carry them out. It is essential that everyone on campus take responsibility for their actions and adhere to the guidelines.

**Academic Year 2020-2021 Start Plan –**

**Fall classes begin with limited social distancing expectations (GC Stage III)**

**Stage III (Week 9- beyond)**

All employees will be expected to follow the system guidelines mentioned in the beginning of this document.

* Utilizing the following preventative practices, faculty, staff and students will be allowed to return to campus. All operations and programming will resume on campus. The detailed operational plans outlining safety measures for the vastly different areas across campus will be included in GC’s comprehensive return-to-campus plan.
* All classrooms, residence halls, the dining hall, retail eateries, large meeting spaces, common areas, the Wellness & Recreation Center, swimming pools, and athletic venues will reopen as deemed necessary, and appropriate signage will be put in place to promote personal and community safety. Detailed operational plans for these high traffic areas will be included in GC’s comprehensive return-to-campus plan.

***Preventative Practices***

All preventive measures established in **Stage I** will continue in **Stage III**, with the following modifications, additions, and continuations.

* All faculty, staff, and students will be encouraged to maximize physical distance from others. Social settings will strive to limit the number of individuals and allow for the minimum six-feet distancing.
* Certain areas across campus will be identified as a social distancing required zone, to allow those within the campus community the ability to social distance if desired, particularly in large meeting/assembly areas. Individuals choosing to utilize these designated areas will be required to wear a face mask.
* Where feasible, unit area management may continue flexible work schedules, geographic separation, and other measures to limit the number of employees on campus at any one time or mitigate the risk of broader employee work participation. These measures include but are not limited to, staggered start times and work schedules, geographic separation, and expanded work hours. Area supervisors will be responsible for determining the best work schedules for their respective units, using the six feet separation guide. All alternative working schedules will be vetted and approved through the appropriate senior leadership.
* Face-to-face meetings can resume with proper social distancing, and virtual meetings will continue to be utilized to the greatest extent possible.
* Students will be provided appropriate face mask upon request.
* Use of time clocks for tracking employee time will resume with proper social distancing and time clock sanitation.
* Meeting spaces and common areas will allow for limited number of individuals to congregate, with no more than 10 individuals per a 500 square foot area (appropriate signage will be placed in all relative to areas).
* Where feasible, classes will be conducted in the larger classrooms, open venues and/or outside, and will be addressed in the Academic Committee Plan. Where instructional content delivery face-to-face is not feasible, remote learning will be implemented.
* Consider installing plexiglass barriers at high-visited areas such as reception desks and check-in points.
* Supervisors should permit employees to take breaks and meals outside, in their office, personal workspace, or in such other areas where proper social distancing is attainable.
* The use of community computers will be minimized, and each employee will observe sanitation practices by wiping down the equipment prior to use.
* Restrooms will be closed to anyone other than building services staff during cleaning, so the major transmission vector,respiratory droplets, will be eliminated.
* Employees reentering will be encouraged to visit the coughing and sneezing etiquette and clean-hands webpage (<https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html>) for information on proper hygiene.
* Upon returning to work on campus, all employees will be supplied a face mask. This is in conjunction with the CDC’s recommendation, that all individuals wear a face mask to help slow the transmission.
* As previously mentioned, be mindful of those in higher risk populations.
* The following safety measures will be posted in all high- traffic areas across campus.
	+ *Wash hands regularly.*
	+ *Avoid touching your eyes, nose, and mouth.*
	+ *Cover coughs and sneezes with a tissue, or in your elbow.*
	+ *Avoid close contact with people who are sick.*
	+ *Be responsible and courteous to others and stay home if you are sick. If you are experiencing symptoms, contact your health provider.*
	+ *Respect personal space when greeting others and during conversations.*
* Proper hand hygiene will be practiced throughout the day. The importance and expectation of increased frequency of handwashing, the use of hand sanitizers with at least 60% alcohol, and clear instruction to avoid touching hands to face will be provided in employee reentry PPE kits. Notices that encourage proper hand hygiene will be placed at the entrance to buildings and in other high traffic areas.
* Workers will be discouraged from using other employees’ phone, desk, office, or other work tools and equipment.
* Disinfectants and sanitation products for workers to clean their workspace, equipment, and tools will be provided. Facilities Operations will ensure all campus areas are properly stocked for reentry.
* In conjunction with Building Services cleaning, disinfecting of common surfaces (doorknobs, countertops, etc.) should be practiced throughout the day in every occupied building. Employees will be provided disposable wipes or cleaning solution and cloths so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, vending machines, and other work tools and equipment) can be wiped down before each use.
* Employees should self-monitor for signs of illness (fever, cough or shortness of breath). If signs of the illness are exhibited, the employee should not come to work. Employees should stay home and use appropriate leave. If an employee appears to be exhibiting symptoms associated with coronavirus while at work, a supervisor should excuse the employee from work and advise them to seek care from a healthcare provider. If an employee believes they may have come in contact with someone who has/may have contracted COVID-19, they should immediately contact their supervisor and begin to self-quarantine and seek medical attention until confirmation is made that the employee has not contracted the virus. The supervisor should notify the GC Clinic to ensure proper notification is provided to the local Department of Public Health (DPH) officials. All contract tracing is expected to be conducted by GDPH.

***Mitigation and Monitoring Practices***

All mitigation and monitoring measures established in **Stage I** will continue in **Stage II**.

***Cleaning/Sanitation Practices***

Cleaning measures will continue as in **Stages I and II**, adding additional precautionary cleaning in Classrooms, Residence Halls, Dining facilities, and all Parking & Transportation buses and fleet rentals.

***Travel***

All nonessential travel will be reviewed for appropriateness. Essential travel will be determined by the appropriate divisional senior leader. There will be very limited situations where travel is deemed essential.

***Enforcement Practices***

Senior Leadership, Supervisors, Community Advisors, Facilities Staff, Building Managers, Instructors, Bus Drivers, Public Safety, Training, Human Resources, and Environmental Health and Occupational Safety will take lead in ensuring enforcement of all COVID-19 safety policies, practices and guidelines on campus. However, everyone on campus has an individual responsibility to contribute to proper behavior and to adhere to GDPH guidance in order to protect themselves and others as well as to help contain the spread of the virus. Institutional controls are only as effective as the willingness of individuals to carry them out. It is essential that everyone on campus take responsibility for their actions and adhere to the guidelines.

**Contingency Plan 1 – Fall classes begin with social distancing expectations (GC Stage III)**

**Stage III (Week 9- beyond)**

Contingency Plan 1 differs from the Academic Year 2020-2021 Start Plan *(fall classes begin with limited social distancing expectations)* in that all individuals will be expected to adhere to social distancing guidelines.

* Utilizing the preventative practices, faculty, staff and students will be allowed on campus. All operations and programming will resume on campus. The detailed operational plans outlining safety measures for the vastly different areas across campus will be included in GC’s comprehensive return-to-campus plan.
* All classrooms, residence halls, the dining hall, retail eateries, large meeting spaces, common areas, the Wellness & Recreation Center, swimming pools, and athletic venues will reopen as deemed necessary, and appropriate signage will be put in place to promote personal and community safety. Detailed operational plans for these high traffic areas will be included in GC’s comprehensive return-to-campus plan.

***Preventative Practices***

* All faculty and staff will be required to maximize physical distance from others. Social settings will limit the number of individuals and allow for the minimum six-feet distancing, and where appropriate distancing may not be practical, it should be avoided.
* Unit area management will implement flexible work schedules, geographic separation, and other measures to limit the number of employees on campus at any one time or mitigate the risk of broader employee work participation. These measures include but are not limited to, staggered start times and work schedules, geographic separation, and expanded work hours. Area supervisors will be responsible for determining the best work schedules for their respective units, using the six feet separation guide. All alternative working schedules will be vetted and approved through the appropriate senior leadership.
* Use of time clocks for tracking employee time will resume with proper social distancing and time clock sanitation.
* Common areas will allow for limited number of individuals to congregate, with no more than 10 individuals per a 500 square foot area (appropriate signage will be placed in all relative to areas).
* Where feasible, classes will be conducted in the larger classrooms, open venues and/or outside. Classes and other programming that cannot occur with appropriate social distancing will focus on a remote delivery method. Details will be addressed in the Academic Plan for returning to campus.
* All meetings should be held virtually, and in circumstances where virtual meetings are not feasible, the meeting can only occur either outside or in a location where all attendees can maintain a minimum of six feet of separation.
* All break rooms and common areas will be closed or monitored closely to ensure social distancing guidelines are always enforced.
* Supervisors should permit employees to take breaks and meals outside, in their office, personal workspace, or in such other areas where proper social distancing is attainable.
* The use of community computers will be minimized, and each employee will observe sanitation practices by wiping down the equipment prior to use.
* Employees will avoid riding in vehicles together except where discretionary pairing of driver and passenger can maintain the six-foot separation (vans) and provided other mitigation measures are observed (daily sanitation and use of personal protection equipment, PPE). These measures are to prevent employees from congregating and helps to eliminate the social gathering that could potentially further spread this disease. Working in proximity should always be avoided during this phase and employees shall observe mitigation measures and use of PPE.
* Restrooms will be closed to anyone other than building services staff during cleaning, so the major transmission vector,respiratory droplets, will be eliminated.
* Employees reentering will be encouraged to visit the coughing and sneezing etiquette and clean-hands webpage (<https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html>) for information on proper hygiene.
* Upon returning to work on campus, all employees will be supplied a face mask. This is in conjunction with the CDC’s recommendation, that all individuals wear a face mask to help slow the transmission. These masks will always be worn when near other employees. Public Safety and Environmental Health and Occupational Safety will be responsible for ensuring all employees returning to campus have the appropriate personal protection equipment and supplies for their respective jobs.
* Employees will be encouraged through training and signage to continuously practice proper safety measures. GC’s Training Department will develop the relevant training elements (see Appendix B) and Facilities Operations/Environmental Health and Occupational Safety will ensure appropriate signage is in place during each stage of reentry.
* As previously mentioned, be mindful of those in higher-risk populations. The following safety measures will be posted in all high- traffic areas across campus.
	+ *Wash hands regularly.*
	+ *Avoid touching your eyes, nose, and mouth.*
	+ *Cover coughs and sneezes with a tissue, or in your elbow.*
	+ *Avoid close contact with people who are sick.*
	+ *Be responsible and courteous to others and stay home if you are sick. If you are experiencing symptoms, contact your health provider.*
	+ *Respect personal space when greeting others and during conversations.*
* Proper hand hygiene will be practiced throughout the day. The importance and expectation of increased frequency of handwashing, the use of hand sanitizers with at least 60% alcohol, and clear instruction to avoid touching hands to face will be provided in employee reentry PPE kits. Notices that encourage proper hand hygiene will be placed at the entrance to buildings and in other high traffic areas.
* Workers will be discouraged from using other employees’ phone, desk, office, or other work tools and equipment.
* Handshaking and related unnecessary person-to-person contact in the workplace will be prohibited.
* All relevant point-of-sale locations should suspend the use of Personal Identification Number (PIN) pads, PIN entry devices, electronic signature capture, and any other credit card receipt signature requirements to the extent such suspension is permitted by agreements with credit card companies and credit agencies. Regular disinfection of these devices will be required when used. There will be minimal cash handling during this phase and all relevant employees will be instructed to utilize proper protective measure (hand sanitizers, and/or gloves).
* Disinfectants and sanitation products for workers to clean their workspace, equipment, and tools will be provided. Facilities Operations will ensure all campus areas are properly stocked for reentry.
* In conjunction with Building Services cleaning, disinfecting of common surfaces (doorknobs, countertops, etc.) should be practiced throughout the day in every occupied building. Employees will be provided disposable wipes or cleaning solution and cloths so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, vending machines, and other work tools and equipment) can be wiped down before each use.
* Temperature screening will be implemented upon request.
* Employees should self-monitor for signs of illness (fever, cough or shortness of breath). If signs of the illness are exhibited, the employee should not come to work. Employees should stay home and use appropriate leave. If an employee appears to be exhibiting symptoms associated with coronavirus while at work, a supervisor should excuse the employee from work and advise them to seek care from a healthcare provider. If an employee believes they may have come in contact with someone who has/may have contracted COVID-19, they should immediately contact their supervisor and begin to self-quarantine and seek medical attention until confirmation is made that the employee has not contracted the virus. The supervisor should notify the GC Student Health Clinic to ensure proper notification is provided to the local Department of Public Health (DPH) officials. All contract tracing is expected to be conducted by GDPH.
* Consider installing plexiglass barriers at high-visited areas such as reception desks and check-in points.
* Remove chairs and desks to ensure proper physical distancing in conference and waiting rooms. Identify allowable occupancy in order to control workflow and/or establish maximum attendance.
* Social gatherings will be discouraged.

***Mitigation and Monitoring Practices***

* The Student Health Clinic will address all student needs. Faculty and staff can call the Student Health Clinic for clarity and guidance surrounding the Public Health Emergency. Current partnerships with the local Public Health Administrators, Epidemiologist, and Navicent Health Baldwin will be updated to include expectations of support during each phase of the reopening.
* Appropriate GC administrators (GC Student Health Clinic, Human Resources, Environmental Health and Occupational Safety and Public Safety) should utilize the Augusta University established source as needed to help ensure time-sensitive safety measures are enacted.
* Exposed employees will not be allowed to return to campus without proper supervisory clearance.Employees should follow standard request and approval procedures. Working with Human Resources (See Appendix B), the employee will be expected to use appropriate leave to cover the time away and may be expected to provide a release from a healthcare provider to return to work.

***Employees who test positive for COVID-19 or who receive a clinical diagnosis should report the positive test to their immediate supervisor as soon as possible. There will be one-point person to whom all supervisors will immediately notify of an infected employee. This point person will initiate the institutional plan for contract tracing and any further notifications required with the GDPH. Supervisors are not to share the news of or the identity of a COVID-19 diagnosis/test with anyone other than the campus point person. Campus-wide notifications of COVID-19 are not necessary as long as contact tracing is in place.***

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**Appropriate leave provisions include:**

* All employees who are quarantined, isolated, or sick due to COVID-19 can take up to two weeks of paid leave – limited to $511 per day and $5,110 total.
* All employees who are caring for another individual who is quarantined or isolated due to COVID-19 can take up to two weeks of paid leave – limited to $200 per day and $2,000 total.
* All employees who are caring for a child whose school or childcare provider is closed or unavailable due to COVID-19 can take two weeks of paid leave limited to $200 per day and $2,000 total. In addition, those employees doing the same who have been employed for at least 30 days can then take 10 more weeks of paid leave – limited to $200 per day and another $10,000 total. (For those with 30 days of service, the two paid weeks can be used at the same time as the two unpaid weeks under the other provision.)
* In the case of an employee who fits more than one of these categories, the leave totals are not cumulative. For example, if an employee is quarantined and is also taking care of someone else who is quarantined, the employee would receive two weeks of leave, not four.
* Affected employees are also still able to use any other paid leave they have accrued.
* Continuous monitoring with daily temperature checks will continue throughout campus, if requested. Unit leadership is responsible for recognizing individuals that will administer the temperature checks for their respective areas of supervision. All individuals administering the checks will be appropriately trained by the Student Health Clinic personnel. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. As previously mentioned, the symptoms may appear 2-14 days after exposure to the virus.
* *Fever*
* *Cough*
* *Shortness of breath or difficulty breathing*
* *Chills*
* *Repeated shaking with chills*
* *Muscle pain*
* *Headache*
* *Sore throat*
* *New loss of taste or smell*
* Employees who have tested positive or who have symptoms of COVID-19 should seek medical care, notify their supervisor, and stay at home.As mentioned, these employees will not be able to return to work without a physician’s approval and they must meet all the following criteria:
* *No fever for at least 72 hours (three full days of no fever without the use of medicine that reduces fevers) AND*
* *Improved symptoms AND*
* *Gone at least ten days since symptoms first appeared*
* Supervisors who observe an employee with multiple symptoms, may consult with their Human Resources Office to require an employee to return home and seek medical care. These employees are eligible to use up to two weeks paid leave under the Families First Coronavirus Response Act (FFCRA) and can use any other available leave.See Appendix B for GC Human Resources additional information.
* If an employee tests positive for or is diagnosed with COVID-19, the institution will follow the direction of the GDPH.
* *GDPH will begin contact tracing as soon as possible and individuals with whom the affected employee have come into contact will be notified. The USG is currently working with GDPH to establish the most responsive plan for contact tracing on campuses. Additional guidance for institutions will be forthcoming.*
* *Based on guidelines, areas where an affected employee has been should be closed for twenty-four hours when possible. When a twenty-four-hour closure is not feasible, the area will remain closed for as long as possible without disrupting campus operations.*
* *Building services or contracted vendors will clean and disinfect all areas used by the person who is sick using the prescribed industry standards for cleaning the affected areas.*
* *All campus parties having knowledge of individual occurrences will ensure an affected employee’s health information is protected.*

***Critical Supplies and Equipment***

* Critical supplies and equipment to be purchased for use on campus during the Public Health Emergency include, but are not limited to the following:
* *Hand sanitizing solution will be provided throughout campus in various forms*
* *Automatic(hands-free) hand-sanitizing stations will continue to be strategically placed throughout campus in all buildings not previously outfitted in Stages I & II*
* *PPE- mask, face-shields, gloves, shoe covers, and protective gowns and appropriate protective wear kits will be provided for certain professions on campus*
* *All offices will be provided no touch thermometers for as needed testing*
* *Spray disinfectants and wipes will always be on hand throughout campus*

***Cleaning/Sanitation Practices***

* Safety measures will be taken to limit potential exposure to employees reentering the campus, utilizing the following measures:
* *Provide ample supplies of disposable wipes or cleaning solution and cloths so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees before each use. To disinfect, use products that meet EPA’s criteria for use against SARS-CoV-2, the cause of COVID-19, and are appropriate for the surface.*
* *Limit occupants of vehicles (including utility carts) and equipment to one person.*
* *Deploy building services, maintenance and operations employees in smaller teams and alternate shifts and assignments so that, if exposed, exposure will be minimal.*
* *Spread staff out across shifts to reduce the number of staff on campus at any one time or concentrated in spaces.*
* *Limit people from pairing up. Discourage workers from using other workers’ phone, desk, office, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.*
* *Know where staff are, and have been, in case they encounter trouble and/or in case an exposure is later discovered, and people’s movements must be retraced for decontamination.*
* Facilities Operations will continue thorough cleanings, sanitations and required maintenance in all areas of campus, classrooms, offices, restrooms, residence halls, common spaces, and large event areas. Contracted cleaning services may also be utilized in larger spaces requiring deeper, extensive levels of sanitation.

***Travel***

* All nonessential travel will be reviewed for appropriateness. Essential travel will be determined by the appropriate divisional senior leader. There will be very limited situations where travel is deemed essential.

***Enforcement Practices for all Stages of Reentry to Campus***

Senior Leadership, Supervisors, Community Advisors, Facilities Staff, Building Managers, Instructors, Bus Drivers, Public Safety, Training, Human Resources, and Environmental Health and Occupational Safety will take lead in ensuring enforcement of all COVID-19 safety policies, practices and guidelines on campus. However, everyone on campus has an individual responsibility to contribute to proper behavior and to adhere to GDPH guidance in order to protect themselves and others as well as to help contain the spread of the virus. Institutional controls are only as effective as the willingness of individuals to carry them out. It is essential that everyone on campus take responsibility for their actions and adhere to the guidelines.

**Contingency Plan 2 – Fall classes begin fully online (GC Stage III)**

**Stage III (Week 9- beyond)**

* Only employees that require a critical infrastructure presence on campus for service, safety, and compliance will be expected to physically be on campus, utilizing practices and scheduling that minimizes risk to possible exposure. Critical infrastructure presence will be determined by senior campus leadership.
* Flexible schedules will be utilized to reduce the number of employees physically on campus to the minimal level required at any given time to sustain service, safety and compliance. Flexible schedules will span normal service or may also be extended to non-standard hours to support social distancing.
* Telework options must be allowed for employees who can conduct their job duties remotely without interruption or disruption to services. The employee’s supervisor is authorized to determine which employees under their supervision are in roles where telework is an option. A record should be maintained for employees that have been authorized for telework. Higher Risk Populations as described above should be provided special accommodations to accomplish their jobs and minimize their exposure to COVID-19.
* There will be no nonessential activities conducted on campus during this stage, to include but not limited to; all events, camps, facility rentals, campus meetings, Intercollegiate activities, Intramural activities, Kids University, congregating groups, Montessori programming, and Student-Life programming.

***Preventive Practices***

* All faculty and staff will be encouraged to maximize physical distance from others. All public gatherings will limit the number of individuals and allow for the minimum six-feet distancing, and where appropriate distancing may not be practical, it should be avoided.
* Measures to limit the number of employees on campus at any one time or mitigate the risk of broader employee work participation will be implemented. These measures include but are not limited to, staggered start times and work schedules, geographic separation, and expanded work hours. Area supervisors will be responsible for determining the best work schedules for their respective units, using the six feet separation guide. All alternative working schedules will be vetted and approved through the appropriate senior leadership.
* Use of time clocks for tracking employee time will resume with proper social distancing and time clock sanitation.
* Common areas will allow for limited number of individuals to congregate, with no more than 10 individuals per a 500 square foot area (appropriate signage will be placed in all relative areas).
* Social gatherings will be discouraged.
* All meetings should be held virtually, and in circumstances where virtual meetings are not feasible, the meeting can only occur either outside or in a location where all attendees can maintain a minimum of six feet of separation.
* All break rooms and common areas will be closed.
* Supervisors should permit employees to take breaks and meals outside, in their office, personal workspace, or in such other areas where proper social distancing is attainable.
* The use of community computers will be minimized, and each employee will observe sanitation practices by wiping down the equipment prior to use.
* Employees will avoid riding in vehicles together except where discretionary pairing of driver and passenger can maintain the six-foot separation (vans) and provided other mitigation measures are observed (daily sanitation and use of personal protection equipment, PPE). These measures are to prevent employees from congregating and helps to eliminate the social gathering that could potentially further spread this disease. Working in proximity should always be avoided during this phase and employees shall observe mitigation measures and use of PPE.
* Restrooms will be closed to anyone other than building services staff during cleaning, so the major transmission vector,respiratory droplets, will be eliminated.
* Employees reentering will be encouraged to visit the coughing and sneezing etiquette and clean-hands webpage (<https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html>) for information on proper hygiene.
* Upon returning to work on campus, all employees will be supplied a face mask. This is in conjunction with the CDC’s recommendation, that all individuals wear a face mask to help slow the transmission. These masks will always be worn when near other employees. Public Safety and Environmental Health and Occupational Safety will be responsible for ensuring all employees returning to campus have the appropriate personal protection equipment and supplies for their respective jobs.
* Employees will be encouraged through training and signage to continuously practice proper safety measures. GC’s Training Department will develop the relevant training elements and Facilities Operations/Environmental Health and Occupational Safety will ensure appropriate signage is in place during each stage of reentry.
* As previously mentioned, be mindful of those in higher risk populations. The following safety measures will be posted in all high- traffic areas across campus.
	+ *Wash hands regularly.*
	+ *Avoid touching your eyes, nose, and mouth.*
	+ *Cover coughs and sneezes with a tissue, or in your elbow.*
	+ *Avoid close contact with people who are sick.*
	+ *Be responsible and courteous to others and stay home if you are sick. If you are experiencing symptoms, contact your health provider.*
	+ *Respect personal space when greeting others and during conversations.*
* Proper hand hygiene will be practiced throughout the day. The importance and expectation of increased frequency of handwashing, the use of hand sanitizers with at least 60% alcohol, and clear instruction to avoid touching hands to face will be provided in employee reentry PPE kits. Notices that encourage proper hand hygiene will be placed at the entrance to buildings and in other high traffic areas.
* Workers will be discouraged from using other employees’ phone, desk, office, or other work tools and equipment.
* Handshaking and related unnecessary person-to-person contact in the workplace will be prohibited.
* All relevant point-of-sale locations should suspend the use of Personal Identification Number (PIN) pads, PIN entry devices, electronic signature capture, and any other credit card receipt signature requirements to the extent such suspension is permitted by agreements with credit card companies and credit agencies. Regular disinfection of these devices will be required when used. There will be minimal cash handling during this phase and all relevant employees will be instructed to utilize proper protective measure (hand sanitizers, and/or gloves).
* Disinfectants and sanitation products for workers to clean their workspace, equipment, and tools will be provided. Facilities Operations will ensure all campus areas are properly stocked for reentry.
* In conjunction with Building Services cleaning, disinfecting of common surfaces (doorknobs, countertops, etc.) should be practiced throughout the day in every occupied building. Employees will be provided disposable wipes or cleaning solution and cloths so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, vending machines, and other work tools and equipment) can be wiped down before each use.
* Temperature screening will be implemented upon request.
* Employees should self-monitor for signs of illness (fever, cough or shortness of breath). If signs of the illness are exhibited, the employee should not come to work. Employees should stay home and use appropriate leave. If an employee appears to be exhibiting symptoms associated with coronavirus while at work, a supervisor should excuse the employee from work and advise them to seek care from a healthcare provider. If an employee believes they may have come in contact with someone who has/may have contracted COVID-19, they should immediately contact their supervisor and begin to self-quarantine and seek medical attention until confirmation is made that the employee has not contracted the virus. The supervisor should notify the GC Clinic to ensure proper notification is provided to the local Department of Public Health (DPH) officials. All contract tracing is expected to be conducted by GDPH.
* The following supplies and equipment will continue to be purchased for use on campus to support the prevention of COVID-19.
	+ *Automatic (hands-free) hand-sanitizing stations will be distributed throughout campus.*
	+ *PPE is going to be dictated by the circumstances. Each employee will be given the opportunity to acquire a PPE kit as they return to work which will include at minimum gloves and face masks for routine encounters. Some employees such as Public Safety Officers and Student Health Clinic workers will be issued greater protection kits, to include gloves, a gown, a pair of shoe covers, a face shield, a pair of safety glasses, surgical masks (for routine encounters), and N95 masks (for elevated encounters). Reuse of PPE will be dictated by guidance from the CDC and NIOSH.*
	+ *Thermometers*
	+ *Signage, and preventive training materials*

***Mitigation and Monitoring Practices***

* The Student Health Clinic will address all student needs. Faculty and staff can call the Clinic for clarity and guidance surrounding the Public Health Emergency. Current partnerships with the local Public Health Administrators, Epidemiologist, and Navicent Health Baldwin will be updated to include expectations of support during each phase of the reopening.
* Appropriate GC administrators (GC Student Health Clinic, Human Resources, Environmental Health and Occupational Safety and Public Safety) should utilize the Augusta University established source as needed to help ensure time-sensitive safety measures are enacted.
* Exposed employees will not be allowed to return to campus without proper supervisory clearance.Employees should follow standard request and approval procedures. Working with Human Resources (See Appendix B), the employee will be expected to use appropriate leave to cover the time away and may be expected to provide a release from a healthcare provider to return to work.

***Employees who test positive for COVID-19 or who receive a clinical diagnosis should report the positive test to their immediate supervisor as soon as possible. There will be one-point person to whom all supervisors will immediately notify of an infected employee. This point person will initiate the institutional plan for contract tracing and any further notifications required with the GDPH. Supervisors are not to share the news of or the identity of a COVID-19 diagnosis/test with anyone other than the campus point person. Campus-wide notifications of COVID-19 are not necessary as long as contact tracing is in place.***

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**Appropriate leave provisions include:**

* All employees who are quarantined, isolated, or sick due to COVID-19 can take up to two weeks of paid leave – limited to $511 per day and $5,110 total.
* All employees who are caring for another individual who is quarantined or isolated due to COVID-19 can take up to two weeks of paid leave – limited to $200 per day and $2,000 total.
* All employees who are caring for a child whose school or childcare provider is closed or unavailable due to COVID-19 can take two weeks of paid leave limited to $200 per day and $2,000 total. In addition, those employees doing the same who have been employed for at least 30 days can then take 10 more weeks of paid leave – limited to $200 per day and another $10,000 total. (For those with 30 days of service, the two paid weeks can be used at the same time as the two unpaid weeks under the other provision.)
* In the case of an employee who fits more than one of these categories, the leave totals are not cumulative. For example, if an employee is quarantined and is also taking care of someone else who is quarantined, the employee would receive two weeks of leave, not four.
* Affected employees are also still able to use any other paid leave they have accrued.
* Continuous monitoring with daily temperature checks will continue throughout campus, if requested. Unit leadership is responsible for recognizing individuals that will administer the temperature checks for their respective areas of supervision. All individuals administering the checks will be appropriately trained by the Student Health Clinic personnel. People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. As previously mentioned, the symptoms may appear 2-14 days after exposure to the virus.
* *Fever*
* *Cough*
* *Shortness of breath or difficulty breathing*
* *Chills*
* *Repeated shaking with chills*
* *Muscle pain*
* *Headache*
* *Sore throat*
* *New loss of taste or smell*
* Employees who have tested positive or who have symptoms of COVID-19 should seek medical care, notify their supervisor, and stay at home.As mentioned, these employees will not be able to return to work without a physician’s approval and they must meet all the following criteria:
* *No fever for at least 72 hours (three full days of no fever without the use of medicine that reduces fevers) AND*
* *Improved symptoms AND*
* *Gone at least ten days since symptoms first appeared*
* Supervisors who observe an employee with multiple symptoms, may consult with their Human Resources Office to require an employee to return home and seek medical care. These employees are eligible to use up to two weeks paid leave under the Families First Coronavirus Response Act (FFCRA) and can use any other available leave.See Appendix B for GC Human Resources information.
* If an employee tests positive for or is diagnosed with COVID-19, the institution will follow the direction of the GDPH.
* *GDPH will begin contact tracing as soon as possible and individuals with whom the affected employee have come into contact will be notified. The USG is currently working with GDPH to establish the most responsive plan for contact tracing on campuses. Additional guidance for institutions will be forthcoming.*
* *Based on guidelines, areas where an affected employee has been should be closed for twenty-four hours when possible. When a twenty-four-hour closure is not feasible, the area will remain closed for as long as possible without disrupting campus operations.*
* *Building services or contracted vendors will clean and disinfect all areas used by the person who is sick using the prescribed industry standards for cleaning the affected areas.*
* *All campus parties having knowledge of individual occurrences will ensure an affected employee’s health information is protected.*

***Critical Supplies and Equipment***

* Critical supplies and equipment to be purchased for use on campus during the Public Health Emergency include, but are not limited to the following:
* *Hand sanitizing solution will be provided throughout campus in various forms*
* *Automatic hand-sanitizing stations will continue to be strategically placed throughout campus in all buildings not previously outfitted in Stages I & II.*
* *PPE- mask, face-shields, gloves, shoe covers, and protective gowns and appropriate protective wear kits will be provided for certain professions on campus*
* *All offices will be provided no touch thermometers for as needed testing*
* *Spray disinfectants and wipes will always be on hand throughout campus*

***Cleaning/Sanitation Practices***

* Safety measures will be taken to limit potential exposure to employees reentering the campus:
* *Provide ample supplies of disposable wipes or cleaning solution and cloths so that commonly used surfaces (for example, doorknobs, keyboards, remote controls, desks, other work tools and equipment) can be wiped down by employees before each use. To disinfect, use products that meet EPA’s criteria for use against SARS-CoV-2, the cause of COVID-19, and are appropriate for the surface.*
* *Limit occupants of vehicles (including utility carts) and equipment to one person.*
* *Deploy building services, maintenance and operations employees in smaller teams and alternate shifts and assignments so that, if exposed, exposure will be minimal.*
* *Spread staff out across shifts to reduce numbers of staff on campus at any one time or concentrated in spaces*
* *Limit people from pairing up. Discourage workers from using other workers’ phone, desk, office, or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.*
* *Know where staff are, and have been, in case they encounter trouble and/or in case an exposure is later discovered, and people’s movements must be retraced for decontamination.*
* Facilities Operations will continue thorough cleanings, sanitations and required maintenance in all areas of campus, classrooms, offices, restrooms, residence halls, common spaces, and large event areas. Contracted cleaning services may also be utilized in larger spaces requiring deeper, extensive levels of sanitation.

***Travel***

* All nonessential travel will be prohibited. Essential travel will be determined by the appropriate divisional senior leader. There will be very limited situations where travel is deemed essential.

***Enforcement Practices***

Senior Leadership, Supervisors, Community Advisors, Facilities Staff, Building Managers, Instructors, Bus Drivers, Public Safety, Training, Human Resources, and Environmental Health and Occupational Safety will take lead in ensuring enforcement of all COVID-19 safety policies, practices and guidelines on campus. However, everyone on campus has an individual responsibility to contribute to proper behavior and to adhere to GDPH guidance in order to protect themselves and others as well as to help contain the spread of the virus. Institutional controls are only as effective as the willingness of individuals to carry them out. It is essential that everyone on campus take responsibility for their actions and adhere to the guidelines.

**Contingency Plan 3 –**

**Classes and operations must go to an online format for a period during the semester (GC Stage III)**

**Stage III (Week 9- beyond)**

The campus will continue operations utilizing Contingency Plan 1 with social distancing expectations until it is deemed necessary to revert to total online instruction.

For the period during Contingency Plan 3 where the campus reverts to total online instruction, the campus will utilize the same work safety and health measures, practices and supplies identified in **Contingency Plan II f**or total online instruction.

* Only employees that require a critical infrastructure presence on campus for service, safety, and compliance will be expected to physically be on campus, utilizing practices and scheduling that minimizes risk to possible exposure. Critical infrastructure presence will be determined by senior campus leadership.
* Flexible schedules will be utilized to reduce the number of employees physically on campus to the minimal level required at any given time to sustain service, safety and compliance. Flexible schedules will span normal service or may also be extended to non-standard hours to support social distancing.
* Telework options must be allowed for employees who can conduct their job duties remotely without interruption or disruption to services. The employee’s supervisor is authorized to determine which employees under their supervision are in roles where telework is an option. A record should be maintained for employees that have been authorized for telework. Higher Risk Populations as described above should be provided special accommodations to accomplish their jobs and minimize their exposure to COVID-19.
* There will be no nonessential activities conducted on campus during this stage, to include but not limited to; all events, camps, facility rentals, campus meetings, Intercollegiate activities, Intramural activities, Kids University, congregating groups, Montessori programming, and Student-Life programming.

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

***Supplemental Plan Information:***

***Additional Action Items for GC***

* *Human Resources will fully develop their plan as outlined in Appendix B*
* *GC Training Department will develop safety training courses related to the Pandemic*
* *Public Safety will develop plan for crowd control and social distancing monitoring*
* *Environmental Health & Occupational Safety will ensure proper PPE and signage is on hand and distributed to employees and working/break areas as appropriate, working through Building Managers or appropriate designee on Campus*
* *Unit areas should develop social distancing plans for thier respective areas, along with any necessary equipment needs to support remote operation*
* *All external partnership expectations will be vetted and documented (Navicent Baldwin, GPHC, etc.)*
* *Point person(s) will be identified to support the proper notification of affected employees*

***Important Covid-19 Information Links*….**

* The CDC has guidance on this topic found at the website: [https://www.cdc.gov/coronavirus/2019-ncov/hcp**/**](https://www.cdc.gov/coronavirus/2019-ncov/hcp/)**.**

***GA Dept. of Public Health***

* <https://dph.georgia.gov/novelcoronavirus>
* ***Interim Guidance for Administrators of U.S. Institutions of Higher Education*** <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-ihe-response.html>
* ***Fit Check Steps***

<https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.134AppB1>

* ***OSHA Guidance for fit testing in Health care –***

<https://www.osha.gov/memos/2020-03-14/temporary-enforcement-guidance-healthcare-respiratory-protection-annual-fit>

* ***OSHA Expansion of Fit Texting for all industries***

<https://www.osha.gov/memos/2020-04-08/expanded-temporary-enforcement-guidance-respiratory-protection-fit-testing-n95>

**APPENDIX A**

**Environmental Cleaning and Disinfection Recommendations**

Interim Recommendations for US Community Facilities Coronavirus Disease 2019

Bullets taken from https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/ cleaning-disinfection.html

Background

Based on what is currently known about the virus, spread from person-to-person happens most frequently among close contacts (within about 6 feet). This type of transmission occurs via respiratory droplets. Transmission of novel coronavirus to persons from surfaces contaminated with the virus has not been documented.

**Timing and location of cleaning and disinfection of surfaces a**t a school, daycare center office, or other facility:

* It is recommended to **close off areas used by the ill persons and wait as long as practical before beginning cleaning and disinfection**
* **Open outside doors and windows to increase air circulation in the area.** If possible, wait up to 24 hours before beginning cleaning and disinfection.
* **Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the ill persons**, focusing especially on frequently touched surfaces**.**
* In areas where ill persons have visited or used, continue routine cleaning and disinfection as in this guidance.
* Bathrooms should be closed to anyone other than the cleaners during cleaning, so the major transmission vector, respiratory droplets, will be eliminated.

How to Clean and Disinfect

**Surfaces**

* If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.
* For disinfection, diluted household bleach solutions, alcohol solutions with at least 70% alcohol, and most common EPA-registered household disinfectants should be effective.
* Diluted household bleach solutions can be used if appropriate for the surface. Follow manufacturer’s instructions for application and proper ventilation. Check to ensure the product is not past its expiration date.

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Never mix household bleach with ammonia or any other cleanser. Unexpired household bleach will be effective against coronaviruses when properly diluted.

Personal Protective Equipment (PPE) and Hand Hygiene:

* **Cleaning staff should wear disposable gloves and gowns for all tasks in the cleaning process, including handling trash1**.
* Gloves and gowns should be compatible with the disinfectant products being used.
* Additional PPE might be required based on the cleaning/disinfectant products being used and whether there is a risk of splash.
* Gloves and gowns should be removed carefully to avoid contamination of the wearer and the surrounding area. Be sure to **clean hands** after removing gloves.
* Gloves should be removed after cleaning a room or area occupied by ill persons. Clean hands immediately after gloves are removed.
* Cleaning staff should immediately report breaches in PPE (e.g., tear in gloves) or any potential exposures to their supervisor.
* **Cleaning staff and others should clean hands often**, including immediately after removing gloves and after contact with an ill person, by washing hands with soap and water for 20 seconds. If soap and water are not available and hands are not visibly dirty, an alcohol-based hand sanitizer that contains 60%-95% alcohol may be used. However, if hands are visibly dirty, always wash hands with soap and water.
* Follow normal preventive actions while at work and home, including cleaning hands and avoiding touching eyes, nose, or mouth with unwashed hands.
* Additional key times to clean hands include:
	+ After blowing one’s nose, coughing, or sneezing
	+ After using the restroom
	+ Before eating or preparing food
	+ After contact with animals or pets
	+ Before and after providing routine care for another person who needs assistance (e.g., a child)

Lastly and most importantly, new products claiming COVID 19 compliance should be vetted https://www.americanchemistry.com/Novel-Coronavirus-Fighting-Products-List.pdf

Note 1: PPE should be appropriate for the method and chemicals being used for cleaning. For example, if the space has been closed and unoccupied for at least 24 hours, in consultation with medical staff/local medical advisors, consider allowing cleaning staff to enter using gloves and processes used in BPP cleanup. Gowns are in short supply nationally and may be better allocated to staff using misters/active sprayers for disinfecting - more to protect the workers’ clothes from the chemicals than from the virus. Many entities are waiting for more than the minimum 24 hours before entering, often 3 days, as over a weekend.

**Appendix B**

**GC Office of Human Resources Return to Work Plan for Staff**

1. **Workforce Training Plan**
	1. Mandatory on-line training prior to return to work for all employees
	2. Mandatory position-specific Safety Protocol training for pertinent positions (Collaboration with management and Environmental Safety)
		1. Performance of Duties
		2. Work environment
	3. Mandatory on-line supervisor training (or acknowledgement)
		1. Process for managing COVID-19-related notices and requests
		2. Protocol for addressing illness in the workplace
2. **Maintaining Faculty and Staff Health and Wellness Plan**
	1. Provide relevant communication through various mediums to keep employees informed on the latest developments pertaining to health and wellness
	2. Provide resources for employees and post informational notices in common work areas related to COVID-19 operational standards and requirements
3. **Managing Faculty and Staff Incidents of Illnesses Plan**
	1. Illness in the workplace
	2. Reports of illness
	3. Return to work
	4. Absence Management
4. **Office of Human Resources Operations**
	1. **Business Continuity**
		1. Hire Casual Labor to support the administrative tasks and front-line support for the office.
		2. Develop a staffing plan that includes telework and flex scheduling options to support minimal presence in the office at all time during operational hours.
		3. Continue cross-training efforts to ensure redundancies in day-to-day operations
		4. Continue virtual environments for meetings to minimize risk and in support of teleworkers.
	2. **Managing COVID-19-related Issues**
		1. Follow CDC, Department of Public Health, and Board of Regents guidelines in addressing employee issues related to COVID-19
		2. Collaborate with Student Health Services for advisement on managing potential COVID-19 -related illnesses in the workplace, as deemed appropriate
			1. Spread of illness in the workplace
			2. Contact tracing
		3. Work with Facilities Operations staff on risk mitigation: maintaining appropriate sanitation standards and adequate preventive resources (preventative protective equipment, hand sanitizer, soap, etc.)
		4. Collaborate with Public Safety on COVID-19-related issues that occur “after-hours” as deemed necessary

GC is or will be utilizing the following staff development opportunities related to best practices in the remote work environment for job duties as appropriate. The primary delivery platform will be LinkedIn Learning:

**Leadership Resources for Managers and Supervisors**

***Digital Leadership Presentations***

[Disruptive Leadership Series Presentation: Dealing with FEAR](https://nam03.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftraining.gcsu.edu%2Fsites%2Fdefault%2Ffiles%2Fsite-content-attachments%2FDisruptive%2520Leadership%2520Series%2520Webinar%2520-%2520FEAR%2520Slides.pdf&data=02%7C01%7Csusan.allen%40gcsu.edu%7C97c7ed519d674bcee41408d7f2980415%7Cbfd29cfa8e7142e69abc953a6d6f07d6%7C0%7C0%7C637244607024585108&sdata=3bl3gIQTdKKU86agmv9kjWf2tK4xBoZz971%2BEWg%2FalE%3D&reserved=0)

[Coronovirus Anxiety Leadership Webinar Slides](https://nam03.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftraining.gcsu.edu%2Fsites%2Fdefault%2Ffiles%2Fsite-content-attachments%2FCoronavirus%2520Anxiety%2520Webinar%2520-%2520Presentation%2520Slides.pdf&data=02%7C01%7Csusan.allen%40gcsu.edu%7C97c7ed519d674bcee41408d7f2980415%7Cbfd29cfa8e7142e69abc953a6d6f07d6%7C0%7C0%7C637244607024595103&sdata=cj7UoUABLURGdySXX2wAePYXnKFqc4n1BXfVIoULcvA%3D&reserved=0)

[Leading Through the Coronovirus](https://nam03.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftraining.gcsu.edu%2Fsites%2Fdefault%2Ffiles%2Fsite-content-attachments%2FLeading%2520Remotely%2520Webinar%2520-%2520Presentation%2520Slides.pdf&data=02%7C01%7Csusan.allen%40gcsu.edu%7C97c7ed519d674bcee41408d7f2980415%7Cbfd29cfa8e7142e69abc953a6d6f07d6%7C0%7C0%7C637244607024595103&sdata=8OnRBVOyn8b3SbJ%2FkzkRBjLvIeyUuHROrw8wWCbtwyU%3D&reserved=0)

***Podcasts***

[Leading During the Coronovirus Crisis](https://nam03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmiles-group.com%2Fpodcast%2Fepisode-18-leading-coronavirus-crisis%2F&data=02%7C01%7Csusan.allen%40gcsu.edu%7C97c7ed519d674bcee41408d7f2980415%7Cbfd29cfa8e7142e69abc953a6d6f07d6%7C0%7C0%7C637244607024605099&sdata=u14AGHGUjqnkAil7IVPaPgp5oHkEz3p2heHcjH6DoTU%3D&reserved=0)

[Dealing with Sudden Change](https://nam03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fmiles-group.com%2Fpodcast%2Fepisode-16-dealing-sudden-change%2F&data=02%7C01%7Csusan.allen%40gcsu.edu%7C97c7ed519d674bcee41408d7f2980415%7Cbfd29cfa8e7142e69abc953a6d6f07d6%7C0%7C0%7C637244607024615092&sdata=vJJCyd8ySqComLwuwUDcaN00CYgopExr05VOUOCcD7Y%3D&reserved=0)

[THE WORLD HAS CHANGED – FROM OPTIMAL TO POSSIBLE PART 1](https://nam03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcorporatesolutions.johnmaxwell.com%2Fpodcast%2Fexecutive-leadership-podcast-the-world-has-changed%2F&data=02%7C01%7Csusan.allen%40gcsu.edu%7C97c7ed519d674bcee41408d7f2980415%7Cbfd29cfa8e7142e69abc953a6d6f07d6%7C0%7C0%7C637244607024615092&sdata=ulYHQ7bLwpMXCAraualmny71Aloan5lE5QRYVv624XU%3D&reserved=0)

[THE WORLD HAS CHANGED - FROM OPTIMAL TO POSSIBLE PART 2](https://nam03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fcorporatesolutions.johnmaxwell.com%2Fpodcast%2Fexecutive-leadership-podcast-81-the-world-has-changed-from-optimal-to-possible-part-2%2F&data=02%7C01%7Csusan.allen%40gcsu.edu%7C97c7ed519d674bcee41408d7f2980415%7Cbfd29cfa8e7142e69abc953a6d6f07d6%7C0%7C0%7C637244607024625090&sdata=43S%2Ft5Yy3N23%2BLNroH4jROR0ROVUAGfijH%2FZSTiyjzY%3D&reserved=0)

***Managing Workers Remotely***

 [https://www.linkedin.com/learning/leading-at-a-distance/remote-workers-are-the-future-of-business?u=56638249](https://nam03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.linkedin.com%2Flearning%2Fleading-at-a-distance%2Fremote-workers-are-the-future-of-business%3Fu%3D56638249&data=02%7C01%7Csusan.allen%40gcsu.edu%7C97c7ed519d674bcee41408d7f2980415%7Cbfd29cfa8e7142e69abc953a6d6f07d6%7C0%7C0%7C637244607024635086&sdata=hfob0rjgaHQpVm3sod%2F38dioYaKnJP5SOi7C%2FqkMN0c%3D&reserved=0)

 [https://www.linkedin.com/learning/the-leader-s-guide-to-mindfulness-getabstract-summary/mindfulness-for-leaders-making-decisions?u=56638249](https://nam03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.linkedin.com%2Flearning%2Fthe-leader-s-guide-to-mindfulness-getabstract-summary%2Fmindfulness-for-leaders-making-decisions%3Fu%3D56638249&data=02%7C01%7Csusan.allen%40gcsu.edu%7C97c7ed519d674bcee41408d7f2980415%7Cbfd29cfa8e7142e69abc953a6d6f07d6%7C0%7C0%7C637244607024635086&sdata=wfFMTHEq20qhvoXVyIocAhcoFJ2vw9bHUJG7d0jFL3o%3D&reserved=0)

 [https://www.linkedin.com/learning/managing-virtual-teams-4/managing-people-at-a-distance?u=56638249](https://nam03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.linkedin.com%2Flearning%2Fmanaging-virtual-teams-4%2Fmanaging-people-at-a-distance%3Fu%3D56638249&data=02%7C01%7Csusan.allen%40gcsu.edu%7C97c7ed519d674bcee41408d7f2980415%7Cbfd29cfa8e7142e69abc953a6d6f07d6%7C0%7C0%7C637244607024645074&sdata=iscQiOXDtVpIZZg2s28%2BXeEugh2QLkfObOE3RTDfLeM%3D&reserved=0)

 [https://www.linkedin.com/learning/managing-virtual-teams-4/setting-clear-goals-in-a-remote-team?u=56638249](https://nam03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.linkedin.com%2Flearning%2Fmanaging-virtual-teams-4%2Fsetting-clear-goals-in-a-remote-team%3Fu%3D56638249&data=02%7C01%7Csusan.allen%40gcsu.edu%7C97c7ed519d674bcee41408d7f2980415%7Cbfd29cfa8e7142e69abc953a6d6f07d6%7C0%7C0%7C637244607024655077&sdata=qEwcuKYeBtC6kj7TeWbhiVJGSIKi5mVGEr5We%2BT1nNU%3D&reserved=0)

 ***Training for Managers in time of change/difficult times***

 [https://www.linkedin.com/learning/time-management-for-managers/welcome?u=56638249](https://nam03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.linkedin.com%2Flearning%2Ftime-management-for-managers%2Fwelcome%3Fu%3D56638249&data=02%7C01%7Csusan.allen%40gcsu.edu%7C97c7ed519d674bcee41408d7f2980415%7Cbfd29cfa8e7142e69abc953a6d6f07d6%7C0%7C0%7C637244607024655077&sdata=9HN4GbMHiT6CWWso7NebtDuOqIjb35VAG7qt%2F8vvTjQ%3D&reserved=0)

 [https://www.linkedin.com/learning/communicating-in-times-of-change/welcome?u=56638249](https://nam03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.linkedin.com%2Flearning%2Fcommunicating-in-times-of-change%2Fwelcome%3Fu%3D56638249&data=02%7C01%7Csusan.allen%40gcsu.edu%7C97c7ed519d674bcee41408d7f2980415%7Cbfd29cfa8e7142e69abc953a6d6f07d6%7C0%7C0%7C637244607024665075&sdata=jLl07SK2tw68iaBmvB4ddZOqDeewEwSn2frPEsr4o%2BQ%3D&reserved=0)

 [https://www.linkedin.com/learning/managing-in-difficult-times/welcome?u=56638249](https://nam03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.linkedin.com%2Flearning%2Fmanaging-in-difficult-times%2Fwelcome%3Fu%3D56638249&data=02%7C01%7Csusan.allen%40gcsu.edu%7C97c7ed519d674bcee41408d7f2980415%7Cbfd29cfa8e7142e69abc953a6d6f07d6%7C0%7C0%7C637244607024675068&sdata=zs3z%2FHcYdh%2B89H71RtjOkDhNRnU0Zse8ROuHjsgM9yY%3D&reserved=0)

 [https://www.linkedin.com/learning/leading-with-fearless-mindfulness/introduction-to-captain-sandy-yawn?u=56638249](https://nam03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.linkedin.com%2Flearning%2Fleading-with-fearless-mindfulness%2Fintroduction-to-captain-sandy-yawn%3Fu%3D56638249&data=02%7C01%7Csusan.allen%40gcsu.edu%7C97c7ed519d674bcee41408d7f2980415%7Cbfd29cfa8e7142e69abc953a6d6f07d6%7C0%7C0%7C637244607024675068&sdata=wpREH7LyP3TF7c26OpAotKtnWmrfWAzmHKd7wIcDT70%3D&reserved=0)

**Employee Resources**

***Digital Articles***

[Fear, Anxiety and Stress](https://nam03.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftraining.gcsu.edu%2Fsites%2Fdefault%2Ffiles%2Fsite-content-attachments%2FFear%252C%2520Anxiety%2520and%2520Streaa.pdf&data=02%7C01%7Csusan.allen%40gcsu.edu%7C97c7ed519d674bcee41408d7f2980415%7Cbfd29cfa8e7142e69abc953a6d6f07d6%7C0%7C0%7C637244607024685066&sdata=7dRy7D9%2BzDVSAIB%2BV%2BJPCqXnR%2B8G69s6%2BlcMv7xZLe4%3D&reserved=0)

[6 Ways to Beat the Blues and be the Best You](https://nam03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fthriveglobal.in%2Fstories%2F6-ways-to-beat-the-blues-and-be-the-best-you-during-social-distancing%2F%3Ffbclid%3DIwAR3zA7eKX6eH-8eDAsrcXn5mZTPfIXBdd7wiw6-w0EnuvLwR8S65WHVESMw&data=02%7C01%7Csusan.allen%40gcsu.edu%7C97c7ed519d674bcee41408d7f2980415%7Cbfd29cfa8e7142e69abc953a6d6f07d6%7C0%7C0%7C637244607024695060&sdata=K5RxCfQQ0g3SKkXi4KPQetDFVfKfjxmMnop5niPu0cM%3D&reserved=0)

[10 Digital Miscommunications — and How to Avoid Them](https://nam03.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftraining.gcsu.edu%2Fsites%2Fdefault%2Ffiles%2Fsite-content-attachments%2F10%2520Digital%2520Miscommunications.pdf&data=02%7C01%7Csusan.allen%40gcsu.edu%7C97c7ed519d674bcee41408d7f2980415%7Cbfd29cfa8e7142e69abc953a6d6f07d6%7C0%7C0%7C637244607024695060&sdata=oe8FbdecUXkMj0ZyH5pSSRSTBmPISNXYiOQJl2eVKA0%3D&reserved=0)

[Tips for working from home](https://nam03.safelinks.protection.outlook.com/?url=https%3A%2F%2Ftraining.gcsu.edu%2Fsites%2Fdefault%2Ffiles%2Fsite-content-attachments%2FWorking%2520from%2520Home.pdf&data=02%7C01%7Csusan.allen%40gcsu.edu%7C97c7ed519d674bcee41408d7f2980415%7Cbfd29cfa8e7142e69abc953a6d6f07d6%7C0%7C0%7C637244607024705054&sdata=yU%2FmE63uuontcR0ntoKBT1GOBrqdERsSwdsVRgIMvLU%3D&reserved=0)

[Working from home with children in the house](https://nam03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.fastcompany.com%2F90478087%2Fgot-kids-try-these-tips-for-working-from-home-while-theyre-with-you&data=02%7C01%7Csusan.allen%40gcsu.edu%7C97c7ed519d674bcee41408d7f2980415%7Cbfd29cfa8e7142e69abc953a6d6f07d6%7C0%7C0%7C637244607024715043&sdata=A7PWIRuBLK5%2BTx9PrSkwr5TKyrKrUO08VAoLdZszKrE%3D&reserved=0)

 ***Working Remotely/Time Management***

 [https://www.linkedin.com/learning/proven-tips-for-managing-your-time/the-role-of-time-management?u=56638249](https://nam03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.linkedin.com%2Flearning%2Fproven-tips-for-managing-your-time%2Fthe-role-of-time-management%3Fu%3D56638249&data=02%7C01%7Csusan.allen%40gcsu.edu%7C97c7ed519d674bcee41408d7f2980415%7Cbfd29cfa8e7142e69abc953a6d6f07d6%7C0%7C0%7C637244607024715043&sdata=aDyDkqOstQ0jkSnlAArEFHggyteekF6HDBYkKH5zVF8%3D&reserved=0)

 [https://www.linkedin.com/learning/working-remotely-2015/welcome?u=56638249](https://nam03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.linkedin.com%2Flearning%2Fworking-remotely-2015%2Fwelcome%3Fu%3D56638249&data=02%7C01%7Csusan.allen%40gcsu.edu%7C97c7ed519d674bcee41408d7f2980415%7Cbfd29cfa8e7142e69abc953a6d6f07d6%7C0%7C0%7C637244607024725043&sdata=uZDFRZU6NpSPxi3ftVnSIq5utoFzOykdpuYb5HJG6dU%3D&reserved=0)

 [https://www.linkedin.com/learning/time-management-working-from-home?trk=share\_ios\_course\_learning](https://nam03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.linkedin.com%2Flearning%2Ftime-management-working-from-home%3Ftrk%3Dshare_ios_course_learning&data=02%7C01%7Csusan.allen%40gcsu.edu%7C97c7ed519d674bcee41408d7f2980415%7Cbfd29cfa8e7142e69abc953a6d6f07d6%7C0%7C0%7C637244607024735043&sdata=OabQrSIuNlP0RH3oU9xujFLwGW8pQqHvUd3tacKsBDs%3D&reserved=0)

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 ***Stress Management/Wellbeing/Mindfulness***

 [https://www.linkedin.com/learning/how-to-manage-feeling-overwhelmed/an-overview-of-overwhelm?u=56638249](https://nam03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.linkedin.com%2Flearning%2Fhow-to-manage-feeling-overwhelmed%2Fan-overview-of-overwhelm%3Fu%3D56638249&data=02%7C01%7Csusan.allen%40gcsu.edu%7C97c7ed519d674bcee41408d7f2980415%7Cbfd29cfa8e7142e69abc953a6d6f07d6%7C0%7C0%7C637244607024755032&sdata=WIPG5jEYOw4SL4sLkL6b0NPG57Vj8FFcTDlYGjF68Nk%3D&reserved=0)

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 [https://www.linkedin.com/learning/managing-stress-for-positive-change/welcome?u=56638249](https://nam03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.linkedin.com%2Flearning%2Fmanaging-stress-for-positive-change%2Fwelcome%3Fu%3D56638249&data=02%7C01%7Csusan.allen%40gcsu.edu%7C97c7ed519d674bcee41408d7f2980415%7Cbfd29cfa8e7142e69abc953a6d6f07d6%7C0%7C0%7C637244607024765028&sdata=G9z6nWZp8HSnZRQY1A5zqHH55ynUPMNXnQ3MPsG1IjQ%3D&reserved=0)

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 [https://www.linkedin.com/learning/the-mindful-workday/the-mindful-workday-introduction?u=56638249](https://nam03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.linkedin.com%2Flearning%2Fthe-mindful-workday%2Fthe-mindful-workday-introduction%3Fu%3D56638249&data=02%7C01%7Csusan.allen%40gcsu.edu%7C97c7ed519d674bcee41408d7f2980415%7Cbfd29cfa8e7142e69abc953a6d6f07d6%7C0%7C0%7C637244607024785018&sdata=DGIhspKKA5Aae8GSZhquNeQ1CVRdS7yfSlqjqnFk6NI%3D&reserved=0)

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 ***Managing Anxiety and Depression***

 [https://www.linkedin.com/learning/managing-anxiety-in-the-workplace/why-it-matters-to-address-anxiety-at-work?u=56638249](https://nam03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.linkedin.com%2Flearning%2Fmanaging-anxiety-in-the-workplace%2Fwhy-it-matters-to-address-anxiety-at-work%3Fu%3D56638249&data=02%7C01%7Csusan.allen%40gcsu.edu%7C97c7ed519d674bcee41408d7f2980415%7Cbfd29cfa8e7142e69abc953a6d6f07d6%7C0%7C0%7C637244607024795015&sdata=ZhGMtYcurFlyFjqtAod%2FeB3piDrrZYAlelY2w5Ji3vY%3D&reserved=0)

 [https://www.linkedin.com/learning/search?keywords=mental%20and%20emotional%20health&u=56638249](https://nam03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.linkedin.com%2Flearning%2Fsearch%3Fkeywords%3Dmental%2520and%2520emotional%2520health%26u%3D56638249&data=02%7C01%7Csusan.allen%40gcsu.edu%7C97c7ed519d674bcee41408d7f2980415%7Cbfd29cfa8e7142e69abc953a6d6f07d6%7C0%7C0%7C637244607024805011&sdata=ulApXp55AbdPwXomWw%2FS15eTn8zqoVLyb1uh6C4VzmE%3D&reserved=0)

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 ***Developing Emotional Intelligence***

 [https://www.linkedin.com/learning/search?keywords=Emotional%20Intelligence&u=56638249](https://nam03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.linkedin.com%2Flearning%2Fsearch%3Fkeywords%3DEmotional%2520Intelligence%26u%3D56638249&data=02%7C01%7Csusan.allen%40gcsu.edu%7C97c7ed519d674bcee41408d7f2980415%7Cbfd29cfa8e7142e69abc953a6d6f07d6%7C0%7C0%7C637244607024824996&sdata=vgV%2F2NhWilS5QGaVGGqPlOO%2FVRev%2BTrDLqhDoYnBkOQ%3D&reserved=0)

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***Business Writing Skills/Emails***

 [https://www.linkedin.com/learning/tips-for-writing-business-emails/email-an-extension-of-your-brand?u=56638249](https://nam03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.linkedin.com%2Flearning%2Ftips-for-writing-business-emails%2Femail-an-extension-of-your-brand%3Fu%3D56638249&data=02%7C01%7Csusan.allen%40gcsu.edu%7C97c7ed519d674bcee41408d7f2980415%7Cbfd29cfa8e7142e69abc953a6d6f07d6%7C0%7C0%7C637244607024844993&sdata=gO6W41dEFRbtYry7dCNrD6OyRVnMDd7Qe3aV7i9dIIc%3D&reserved=0)

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 ***Microsoft Suite Trainings – Word, Outlook, Power Point, Excel***

 [https://www.linkedin.com/learning/learning-outlook-2019/stay-organized-and-collaborate-effectively?u=56638249](https://nam03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.linkedin.com%2Flearning%2Flearning-outlook-2019%2Fstay-organized-and-collaborate-effectively%3Fu%3D56638249&data=02%7C01%7Csusan.allen%40gcsu.edu%7C97c7ed519d674bcee41408d7f2980415%7Cbfd29cfa8e7142e69abc953a6d6f07d6%7C0%7C0%7C637244607024864982&sdata=v%2FIXqBksw4bzOFg9u39O2uHTMfnKmIAAAy8pVwL21A0%3D&reserved=0)

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 ***Communication Skills***

 [https://www.linkedin.com/learning/improving-your-listening-skills/welcome?u=56638249](https://nam03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.linkedin.com%2Flearning%2Fimproving-your-listening-skills%2Fwelcome%3Fu%3D56638249&data=02%7C01%7Csusan.allen%40gcsu.edu%7C97c7ed519d674bcee41408d7f2980415%7Cbfd29cfa8e7142e69abc953a6d6f07d6%7C0%7C0%7C637244607024894968&sdata=TFLhzVwpd68Cgjk4qtc4JTBK4xU0jIcVqyIbVs2EYw0%3D&reserved=0)

 ***Financial Wellbeing***

 [https://www.linkedin.com/learning/financial-wellness-managing-personal-cash-flow/welcome?u=56638249](https://nam03.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.linkedin.com%2Flearning%2Ffinancial-wellness-managing-personal-cash-flow%2Fwelcome%3Fu%3D56638249&data=02%7C01%7Csusan.allen%40gcsu.edu%7C97c7ed519d674bcee41408d7f2980415%7Cbfd29cfa8e7142e69abc953a6d6f07d6%7C0%7C0%7C637244607024904967&sdata=L68iEObNbKSuJgRhhp7pKEJjgJZ%2FXtFTqRImAl5sMCI%3D&reserved=0)

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