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| Public Service – Outreach – Continuing Education – Advancement Reopening Plan |
| Guiding Assumptions:All reopening choices will be informed by decisions and guidance from the University System of Georgia, Governor, the Governor’s Task Force, the Department of Public Health, CDC, and appropriate situations.All reopening choices are guided by Georgia College’s mission as the public liberal arts institution for the University System of Georgia and our vision of a preeminent institution. Guiding Questions:* What falls into this category on campus?
* When do our employees initiate in-person outreach related to these functions?
* Do employees follow institutional guidelines or city/region guidelines for satellite/off-campus locations?
* What are the policies, guidelines and practices governing these programs/activities in fall 2020?
* Do we restrict by size?
* Do we have essential meetings only?
* Are there certain programs/activities we will allow and others we restrict? If so, what is the criteria?
* Will we allow outside groups to use our facilities fall 2020? If so, under what circumstances?
* Will we have guidelines for groups who wish to use our facilities in the fall?
* Will we restrict size of outside groups?
* Will there be cleaning/mitigation requirements?

Tables below represent a summary of the reopening plans. See attached addendums for full plans. |

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| Andalusia Reopening Plan |
| Staffing Considerations | **Operating Considerations** | **Infrastructure Considerations** | **Needed Support from University** | **Timeline** |
| Curatorial staff can be housed on site within social distancing guidelines.Docents and gift store staff should be limited to one each per day for summer fall, and spring working months. | The museum will operate on its normal schedule.Tour orientation and tours will be modified to accommodate 3 people, a 20 percent reduction from normal group size of 15. Visitors will be charged reduced fees until full tour routing plan resumes.If guided tours are not feasible, recorded tours would be provided along with videos provided via social media.Docents will provide guidance and closed doors and barrier ropes will assist with way finding.Clean high touch areas hourly. Clean doorknobs and rails daily.Maintain normal intensive quarterly cleaning schedule.Remove all touch items.Remove seating that discourages social distancing.Educational touch materials will be digitized and shown utilizing a handheld tablet that will be shown by the site’s docent.  | Barrier screen in front of the desk in the gift store for added protection. New temporary signage will need to be created to explain social distancing guidelines and rules. Bookstore will go cashless and will focus on utilizing cc payments until further notice. | Materials and construction of plexiglass barrier screen. Three temporary signs for visitors. Disinfecting wipes Gloves Facemasks  Hand sanitizer 2 Hand sanitization stations Increase custodial services from twice weekly to three times per week and ensure adequate supply of all normally supplied glass, bathroom, and surface cleaners. Training for all staff members will be conducted by the Director of Historic Museums and Curatorial Staff to ensure compliance with all new directives.  Our current credit card machines would need to be updated to accommodate touchless transactions as we rely on chip reading technology and pin entry at this point. All sales will be cashless until further notice. | 2 weeks preparation needed for reopening. |

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| Old Governor’s Mansion Reopening Plan |
| Staffing Considerations | **Operating Considerations** | **Infrastructure Considerations** | **Needed Support from University** | **Timeline** |
| All normally scheduled full-time staff can be present onsite as the offices allow for social distancing. Gift store and docent staff will distance themselves within the museum store and education building workspaces. | The museum will operate on its normal schedule.Tours limited to 7 visitors per group, a 20 percent reduction. Visitors will be charged reduced fees until full tours resume.Limit elevator to one person per trip.Bedroom level will be closed.Breezeway benches will be closed.Seating in the Mansion’s educational building will be reconfigured per social distancing guidelines.Public building rentals will be suspended. Cleaning of all public surfaces will be increased to hourly, following each public tour, and at the start and end of each day. Mondays will be an in-depth cleaning.All educational touch items will be removed until further notice. Educational touch materials will be digitized and shown utilizing a handheld tablet by the site’s docent. Virtual tours of the third floor will be developed to accommodate information and view of this closed area.  | Installation of plexiglass screen for gift store. Temporary signage on all public entrances.The museum will go cashless until further notice and will rely on credit/debit card payments only. | Disinfecting wipesGlovesFacemasksPlexiglass screen for gift storeHand sanitizer3 Hand sanitization stationsIncrease custodial services from twice weekly to three times per week and ensure adequate supply of all normally supplied glass, bathroom, and surface cleaners. Temporary signage placed by all public entry doors explaining our new mask procedures and other directional information.  Training for all staff members will be conducted by the Director of Historic Museums and Curatorial Staff to ensure compliance with all new directives.  Credit card machines would need to be updated to accommodate touchless transactions as we rely on chip reading technology and pin entry at this point. All sales will be cashless until further notice.  | Two weeks to prepare site for reopening. |

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| Sallie Ellis Davis House Reopening Plan |
| Staffing Considerations | **Operating Considerations** | **Infrastructure Considerations** | **Needed Support from University** | **Timeline** |
| All normally scheduled full and part time staff can be present onsite as the offices allow for social distancing.  | Tours limited to 2 visitors per group, a 20 percent reduction. Visitors will be charged reduced fees until full tours resume.To encourage social distancing, the historic classroom will not be accessible and will only be viewed from the hallway.Public building rentals will be suspended. Cleaning of all public surfaces will be increased to hourly or following each public tour and at the start and end of each day. All educational touch items will be removed until further notice. Educational touch materials will be digitized and shown utilizing a handheld tablet by the site’s docent.  | Temporary signage on all public entrances.The museum will go cashless until further notice and will rely on credit/debit card payments only. | Disinfecting wipesGlovesFacemasksPlexiglass screen for gift storeHand sanitizer1 Hand sanitization stationIncrease custodial services from twice weekly to three times per week and ensure adequate supply of all normally supplied glass, bathroom, and surface cleaners. Temporary signage placed by all public entry doors explaining our new mask procedures and other directional information. Training for all staff members will be conducted by the Director of Historic Museums and Curatorial Staff to ensure compliance with all new directives.  An iPad with a square reading for transactions is utilized at this museum and staff will be directed to clean the device after each use. | Two weeks to prepare site for reopening. |

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| Special Collections Galleries, Heritage Hall Reopening Plan |
| Staffing Considerations | **Operating Considerations** | **Infrastructure Considerations** | **Needed Support from University** | **Timeline** |
| One student worker at a time. The length of the student worker shifts changes daily and is dependent on the student’s schedule. Occasionally professional staff give tours.  | Will abide by CDC/campus recommendations as to the number of people allowed at any one time.The Galleries exhibit’s materials are all enclosed in cases with no educational materials that can be handled. Touch surfaces include 3 interactive monitors in the Galleries and 3 interactive monitors/tables in Heritage Hall. A cleaning schedule will be developed supported by library staff and custodial staff. The interactive monitors and tables should be wiped after each visit and at the beginning and end of each day. Student workers will be able to monitor the usage of the space’s technology and preform a wipe down after use. Signage will be added to close exhibits if necessary.Directional signage will be installed in the Galleries to have traffic flow in one direction to prevent path crossing.Digital programming may be developed.An acrylic/plexiglass screen will be needed for the service point. Service point will need masks, gloves, and cleaning supplies for daily use. The space would also need a hand sanitizer station.  |  | Direction signage.Signage will be added to close exhibits if necessary.Disinfecting wipesGlovesFacemasksPlexiglass screen for service point.Hand sanitizerHand sanitization stations | Open Monday – Friday, 9am – 5pm. The normal operating schedule of the Galleries may be modified. One to two days to reopen. |

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| Special Collections Reopening Plan |
| Staffing Considerations | **Operating Considerations** | **Infrastructure Considerations** | **Needed Support from University** | **Timeline** |
| ALL Special Collections staff will be present during open hours.Gloves and masks will be required for all Special Collections staff and researchers. | We will provide onsite research/reference services to no more than 4 researchers at a time. All research will be by appointment.Special Collections does provide instruction sessions for classes (both GC and other institutions). Four research tables and chairs will be cleaned at the end of each session and day by Special Collections staff. The Special Collections Reference Desk area will be cleaned at the end of each day by Special Collections staff. Audiovisual equipment will be cleaned after each use.The department door handles and immediately adjacent door areas will be cleaned at noon and 4PM each day by Special Collections staff.Special Collections will not be providing anything for research other than audiovisual materials, manuscripts, and books until “normal” operations resume. Cleaning procedures of materials will be those recommended by professional associations.Special Collections can use social media to provide information regarding our collections.  |  | GlovesFacemasksHand sanitizerHand sanitization stations | One to two days. |

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| Natural History Museum Reopening Plan |
| Staffing Considerations | **Operating Considerations** | **Infrastructure Considerations** | **Needed Support from University** | **Timeline** |
| One FT staff member and two PT staff members. The fossil preparator works in a separate workspace, so overlap with other employees will not be an issue. The FT collections manager and PT museum interpreter work in the same space. However, the museum interpreter will not need to come into the museum unless public school and other groups resume museum visits. The museum interpreter is the only frontline staff member (when the museum is open a staff member is not on hand unless there is a group visit).  | The museum is a single room. Rarely are there more than ten people visiting at one time unless there is a group visit. Staff are not in the display area when the museum is open, so the only way to control access would be via signage stating the number allowed in at one time. Similarly, there wouldn't be anyone on site to hand out masks or take temperatures.It would be possible to direct traffic in one direction through the museum, via signage and/or arrows on the floor. There are no touch areas in the museum. Items requiring touch (brochure rack and visitor logbook) will be removed. The museum is cleaned quarterly by museum staff, with regular spot cleaning of glass cases etc. on a daily basis (this is a relatively quick process). Janitorial staff clean the floors.Collections are behind glass. There are also stuffed animal mounts in the museum but these should not be touched by visitors (there is signage stating this). There are several fabric chairs and a bench for visitors, which will be removed. If school and other visiting groups don’t return in fall digital content will be expanded. Hand sanitizing/cleaning station needed. | Preparation would involve cleaning the space, removing furniture, and placing signage to direct traffic flow. | Signage for traffic flow.Removal and storage of furnitureMasksHand sanitizerHand sanitization stationTraining for staff on appropriate measures to be used when interacting with groups including proper techniques for removal of masks/gloves, how to safely help others with that if needed, proper handwashing techniques, reminders about touching face, eyes, etc., social distancing, cell phone use, etc. | The museum schedule is flexible if need be. Preparation to open will take a few days. |

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| Museum of Fine Art and Leland Galleries Reopening Plan |
| Staffing Considerations | **Operating Considerations** | **Infrastructure Considerations** | **Needed Support from University** | **Timeline** |
|  | Administration of these two galleries recommends NOT reopening for Fall semester. The gallery will provide virtual programming. |  |  |  |

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| Planetarium Reopening Plan |
| Staffing Considerations | **Operating Considerations** | **Infrastructure Considerations** | **Needed Support from University** | **Timeline** |
|  | The planetarium recommends NOT reopening for Fall semester. The planetarium will provide virtual programming. |  |  |  |

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| Continuing and Professional Education Reopening Plan |
| Staffing Considerations | **Operating Considerations** | **Infrastructure Considerations** | **Needed Support from University** | **Timeline** |
| CPE office staff as well as GC student assistants will follow GC guidelines which may include staggering schedules and working from home. Kids University will utilize only 2 teachers per class. Instructors will wear masks/gloves as appropriate. | Registration will be offered only by phone, e-mail, and online. Check payments will be made via drop box in Chappell Hall. CPE program costs may need to increase to cover additional expenses and smaller group sizes.**Learning in Retirement** will be cancelled until CDC and government guidelines deem activities for this high-risk group are safe.**Kids University** (After school program) will follow the CDC Interim Guidance for Administrations of US K-12 Schools and Child Care programs along with the Georgia DPH guidelines for childcare facilities. While exempt from GA DECAL Bright from the Start requirements, KU will reference and implement suggested practices when possible. Limit class size to 8 children. Groups will not combine on low enrolled days or for joined programs. Groups will take advantage of outdoor play space as much as possible. Student activities will be organized to maintain social distancing measures as possible and appropriate for the age group. Nonessential visitor presence will not be allowed including volunteers, college student observers, and parents. Only program administrators and KUAS teachers will be present in the classroom.Signage and pick-up/drop off procedures will be clearly marked and communicated for parents, staff, and children.Water fountains will not be used.Afterschool program utilizes academic classrooms when not in use by college classes. Custodial services will be needed to clean high touch areas in the classroom, Chappell Hall entrances/exits, and restrooms before and after academic classes share the classroom space with KUAS. In addition, shared water fountains will not be allowed to be used. Bottled water will need to be provided.Additional hand sanitizer and cleaning supplies will be needed. Masks use is dependent on government guidelines. Handwashing will be done immediately upon entering and repeated hourly.**Real Estate Professional Development** Classes are online. Tests are administered to one individual at a time. No changes needed except additional sanitization of test station.**Road Scholar (Travel Programs)** All programs are cancelled through July. Outside vendor (Road Scholar) will make decisions on future programming based on CDC and government guidelines. GC participation will be decided at that time.**Private Swim Lessons** **Parent/Child Fitness Classes****Athletic Camps** These programs will be discontinued until social distancing guidelines are no longer in place or arrangements can be put into place to ensure the safety of the participants.**Private Music Lessons** Student and instructor will wear masks. Hands washed before and after lessons.Piano and high touch areas will be wiped down before and after each session.Parents will be required to be present but wait outside of the room the lesson is being conducted. This is a requirement of the Minors on Campus policy. If parents are not allowed to be in the waiting area, we will need to postpone offering this in-person program. **Yoga** Because this class is primarily for retirement-aged participants it will be cancelled until CDC and government guidelines deem activities for this high-risk group are safe.Due to the physical nature of this program, masks would not be possible. Once classes resume, participants must bring Yoga mats and wash hands before entering the studio.Anyone with symptoms must not attend or instruct the class. Move class to the studio space in Miller Hall due to the limited ability to provide appropriate spacing between participants in the smaller studio (Chappell Hall). | Ingress and egress plans should be made to keep small groups of participants separated.Group size and registration fee of each CPE program will be decided on based on confirmed space reservations. Timing of space confirmations will be needed further in advance to properly prepare for the program. | Custodial services will be needed to clean high touch areas in the classroom, Chappell Hall entrances/exits, and restrooms before and after academic classes share the classroom space with any Continuing and Professional Education program. A temperature check will be required for any CPE student prior to being allowed to participate in the class.  No contact Digital Thermometer Sanitizing Supplies Face Masks Area for monitored isolation of minors that exhibit symptoms or fever until guardian arrives for pick-up. Bottled water for children’s programs. Adult programs should bring their own.  Training for staff on appropriate measures to be used when interacting with groups including proper techniques for removal of masks/gloves, how to safely help others with that if needed, proper handwashing techniques, reminders about touching face, eyes, etc., social distancing, cell phone use, etc. The staff and course instructors will need the proper cleaning materials and instructions to effectively disinfect course materials used (Piano keys, yoga mats, recreational equipment, etc.) | Begin programming in the Fall.Two weeks notice to implement and prepare for program reopening. Programs involving more complicated arrangements may need additional notice to properly prepare for opening.  |

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| Community Dance Program Reopening Plan |
| Staffing Considerations | **Operating Considerations** | **Infrastructure Considerations** | **Needed Support from University** | **Timeline** |
| Staff will be limited to one instructor and an assistant per class. | Classes will resume in July with small evening offerings.Miller studio will move to 15-person classes to enable distancing.Chappell Hall will move to 8-person classes to enable distancing. Programs in the Baldwin County and Putnam County schools will follow BOE guidelines. The program at St. Stephen’s Day School will follow their guidelines unless Georgia College’s guidelines are more stringent. In that case, Georgia College guidelines will be followed.Classes in the Baldwin and Putnam County schools are located in large gyms, and the St. Stephen’s class is located in a large Parish Hall, so those students will be able to social distance. Each class in the public schools generally has no more than ten students, allowing plenty of room for social distancing. St. Stephen’s classes generally are in the 15 student range, which should be acceptable for the large Parish Hall.Temperature of participants will be taken when they arrive. Parents will accompany students to the door but will not be allowed inside. Students will not be allowed to congregate.Participants and instructors will wear masks when appropriate.Studios will require hand sanitizing stations.Studios will need to be cleaned at least twice per day, and an antiseptic floor cleaner will be necessary. Barres will be wiped down with antiseptic wipes prior to the first class daily and after each class. Group and pairs work would only be related to rehearsals for performances, which may not even be allowed. Such work will be greatly curtailed or eliminated. Heavy floor work will be limited. There are no barres at off campus locations. There are eight barres in Miller Studio and several in the Chappell studio, allowing for each student to appropriately social distance from other students. Since the barres will be sanitized prior to each class, this should inhibit infection potential. Prop use will be limited and could be eliminated if large-scale performances are not allowed. | It would greatly facilitate social distancing if the dance program could be allowed to use the Health Sciences Movement Lab at night—when it is normally rarely used. This will allow for more classes to be offered with smaller class sizes. | Disinfecting wipesGlovesFacemasksHand sanitizer2-3 Hand sanitization stationsIncrease custodial servicesThermometersTraining for staff on appropriate measures to be used when interacting with groups including proper techniques for removal of masks/gloves, how to safely help others with that if needed, proper handwashing techniques, reminders about touching face, eyes, etc., social distancing, cell phone use, etc. |  If the crisis subsides and university authorities allow, a few dance classes with very limited enrollment will begin in July. If in-person classes are not allowed, then class will be delivered online. Return to full in-person programming in fall.  |

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| Communities In Schools Milledgeville/Baldwin County Reopening Plan |
| Staffing Considerations | **Operating Considerations** | **Infrastructure Considerations** | **Needed Support from University** | **Timeline** |
| Office staff located in Chappell Hall will follow the Georgia College guidelines which may include staggering schedules for working on site and at home.Communities In Schools site coordinators and tutors, who work in the public schools, will follow the safety directives adopted by the Baldwin County School District.. | Plan is to continue all programs (tutoring, case-management) and to coordinate services with community/civic/service organizations inside the Baldwin School District as soon as schools re-open.The school district may provide a July program to replace the “summer programming” they normally hold in June – if it is deemed safe to return to school. CISMBC/GC has grant funding to provide summer education/enrichment to an additional 132 Pre-k through 3rd grade students in collaboration with BCSD’s regular summer education/enrichment programs. If schools go forward with late summer programming, the program will begin then. If not, the program will return to the schools when they re-open.The work will be greatly impacted if the schools do not re-open. Directs will work with school administration to determine how to safely support students/families and teachers.  |  |  Disinfecting wipes Gloves Facemasks Hand sanitizer 2-3 Hand sanitization stations for Chappell entrance doorsCommunities In Schools has 4 staff that work in Chappell Hall. If the University can supply the items above that would be great. We plan to order supplies for volunteers and staff that work in Baldwin County Schools. | Follow Baldwin School District Timeline. |

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| Academic Outreach Reopening Plan |
| Staffing Considerations | **Operating Considerations** | **Infrastructure Considerations** | **Needed Support from University** | **Timeline** |
| Staffing consists of one staff member and GC students. Attempt to limit individual exposure (hours) per week with groups | Online programming may be offered in place of in person programming. When in person programming is allowed the following measures will be in place. Field trips will be limited to less than 40 and divided into groups of 10 or less. Participants and leaders will have temperature checks before leaving their site (group responsible for check).Areas will be sanitized upon departure including classrooms, restrooms, hallways, stairwells, and entrances. Supplies to be easily sanitized, disposable, or students will bring personal items. Academic Outreach will provide masks for AO employees that meet CDC guidelines. Participants in on-campus AO programs will be required to bring and wear their own face masks. Participants in off-campus programs in schools will follow the guidelines of the appropriate BOE.Hand sanitizer and/or soap and water will be readily available at all sites.Programming may be limited for high risk groups (Life Enrichment Center) and high contact (Teambuilding). For off-site programs if the protocol of the site is stricter than GC guidelines the host protocol will be followed.  | Classroom spaces sufficient for social distancing will be utilized.Create ingress and egress plans so that groups larger than 10 do not congregate in hallways or entrances and exits.  | GlovesSanitizing wipesSanitizing spray and clothsFacemasksTraining for staff on appropriate measures to be used when interacting with groups including proper techniques for removal of masks/gloves, how to safely help others with that if needed, proper handwashing techniques, reminders about touching face, eyes, etc., social distancing, cell phone use, etc.Bins where used supplies can be deposited and immediately disinfected.Signage to display information on entrances, alerting other visitors to the fact that an increased number of people are in that building and to use social distancing, face mask use, etc.No contact digital thermometers will be required as temperature checks of all students will be performed by field trip leaders before departing on field trips to GC. | No programming in the summer. If guidelines lighten programming will be on a per instance basis if safe. Programming to begin again in Fall. |

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| Office of Afterschool Achievement Reopening Plan |
| Staffing Considerations | **Operating Considerations** | **Infrastructure Considerations** | **Needed Support from University** | **Timeline** |
| 1 staff member for 10 students2 FT Staff up to 3 PT Group LeadersStaff will require protective masks | Programs are offered at Georgia College (High Achievers), Lakeview Academy, and Oakhill Middle school (YES Program).The High Achievers program will follow Georgia College guidelines. The YES Program, which is offered in Baldwin County schools, will follow the guidelines of the Baldwin County Board of Education.**High Achievers** will utilize masks, gloves (if indicated) and practice social distancing. As many as 30 High Achievers will be served in groups of ten, with 1 staff member for each group.On Tuesdays and Thursdays, the High Achievers will engage in STEAM activities in Chappell 113. Masks, sanitizer, and rubbing alcohol for spray bottles will be needed. On Wednesdays, the High Achievers will be in the Centennial Center. Masks and spray bottles with alcohol will be needed. | The High Achievers utilize the Centennial Center gym, 203 and 113 Chappell, as well as Chappell restrooms and breakroom.  As with all classroom areas that have multiple uses/classes, sanitization is needed. Restrooms and breakrooms will also need to be sanitized. Staff will take student temperatures daily upon arrival.High Achievers will be instructed on proper ways to enter/exit the buildings to avoid other groups. | Rubbing alcohol and mini spray bottles Disinfecting wipes Gloves Facemasks Hand sanitizer 3 Hand sanitization stations for Chappell entrances (also noted in CIS section) Increase custodial services Thermometers Training for staff on appropriate measures to be used when interacting with groups including proper techniques for removal of masks/gloves, how to safely help others with that if needed, proper handwashing techniques, reminders about touching face, eyes, etc., social distancing, cell phone use, etc. | Summer camps to be offered July 6-23rd on approval of Baldwin County School District. The planning and preparation for this program have already been completed. As of 5/18, YES will participate unless otherwise noted. Fall programming will be offered beginning soon after the start of the public school year. |

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| Science Education Center Reopening Plan |
| Staffing Considerations | **Operating Considerations** | **Infrastructure Considerations** | **Needed Support from University** | **Timeline** |
| Professional staff and volunteers. | Transitioning many programs to an online platform for the fall 2020. Preparing video workshops to provide professional development opportunities for educators instead of on-campus workshops. Preparing video tutorials for kids focusing on different “hot topic science” every month with at-home experiments that kids can do with supplies from their kitchen. Working with the American Chemical Society (ACS) to find ways to host virtual National Chemistry Week events. For K-12 school events, we will abide by the hosting school’s guidelines in addition to science center plan for interactions with community members including kids, teachers, and parents.All GC volunteers will be provided gloves, safety glasses, masks, and hand sanitizer. There will not be demos or hands-on experiments that require the public to touch equipment. All common surfaces will be wiped down frequently and in between each show.If hosting institutions or local/state guidelines require additional safety protocols, they will be followed. |  | Disinfecting wipesGlovesFacemasksHand sanitizerHand sanitization stationsIncrease custodial servicesThermometersTraining for staff on appropriate measures to be used when interacting with groups including proper techniques for removal of masks/gloves, how to safely help others with that if needed, proper handwashing techniques, reminders about touching face, eyes, etc., social distancing, cell phone use, etc. | Fall semester if possible. |

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| University Advancement Reopening Plan |
| Staffing Considerations | **Operating Considerations** | **Infrastructure Considerations** | **Needed Support from University** | **Timeline** |
| Allow flexible work schedules, stagger hours, most work from home if able.Ensure everyone has their own work space/office. | Continue virtual meetings with donors and alumni. Visit in person when appropriate following safety guidelines. Alumni donors in a listening group stated they would take personal visits from staff wearing masks and social distancing in outdoor spaces.Continue creating and expanding on-line events such as book clubs and other life-long learning opportunities.Staff will wear masks when interacting with the public. External visitors to Smith and Summerlin Houses would call and set an appointment. Create dropbox option for checks and other paperwork. External visitors will undergo temperature check.Plan for Foundation treasurer and president to safely review and sign checks and documents.For external Foundation audit, send all documents electronically. Auditors will work from their offices, as well as holding Zoom and WebEx meetings with staff.Printers/copier in both houses will be wiped down before and after each use.Hold small events for donors, within safety guidelines. | Will need plexiglass at two reception area desks at Summerlin and one at Smith.Only front entrance to Summerlin House open for visitors, while following safety guidelines.Move two employees at Smith House to separate office space in the lower level Phonathon room. | MasksHand sanitizerHand sanitization stationsPlexiglass reception areas.Signage indicating entrances/traffic flow.Phone/Computer support for moving employees to separate office space.Dropbox for checks and paperwork at Smith House.No contact Digital Thermometer | Fall |

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| Presidential and Other Events Reopening Plan |
| Staffing Considerations | **Operating Considerations** | **Infrastructure Considerations** | **Needed Support from University** | **Timeline** |
| University Event Office staff staggers schedules as needed and manages event volunteer schedules Catering staff operates per Sodexo’s approved policy | The University Events Office will be involved in the planning and execution of (non-academic) campus events with more than 25 ppl in attendance, or events involving donors, alumni, and external constituents.  Annual events should be scheduled as normal, but now planned per the new Georgia College policies and CDC guidelines. The Events Office to provide guidance, as needed.  Essential meetings and events will be allowed per Georgia College’s policy and CDC guidelines. This includes Presidential events, campus engagement (to maintain a sense of campus community), continuity of business meetings, donor and alumni engagement. Department, committee, and planning meetings should continue to be held virtually, unless proper social distancing guidelines can be met.  **See addendum for detailed event requirements.**Until further notice, no outside social events should be contracted for Fall 2020. Community events that directly affects the resiliency and recovery of Georgia College, Milledgeville, Baldwin County, or the State will be considered on a case by case basis.  When Georgia College entities hold events off campus, venues must provide documentation of compliance to State rules and regulations. Documentation should be shared with the Office of University Events and Protocol. | Group size restricted by the official Georgia College policies and restrictions.  Updated CDC recommendations and event industry recommendations may be brought to Executive Cabinet.  Event attendee count restricted by Georgia College’s agreed upon square footage restrictions  **Industry Example:****10 ppl per 500 sq ft** * The Magnolia Ballroom is 3705 sq ft (per 25Live)
* New attendee maximum will be 75 ppl
 | Additional cleaning support from Building Services and supply sanitation from Moving Crew. Masks / Hand sanitizer / Disinfecting wipes Hand sanitizer stations (# tbd based on event location) No touch digital thermometers  Informational signage for ingress and egress points.  Signage with CDC recommended sanitation and hygiene information.  Additional support from University Communications with social media and website content to provide attendee information and expectations prior to events.  iPads to be used for check-in at the entrance of each event (est. 4).  In depth training for University Event Office staff to better provide infection mitigation.  Possibly additional set-up supplies for Presidential events to supplement Sodexo and Auxiliary Services. | Events begin in the Fall.  Non-essential events moved to Spring. Events can be added to the calendar as CDC recommendations are updated.  |

**Narrative Addendums**

**Department of Historic Museums**

The Department of Historic Museums presents the following plan to resume operations during the COVID-19 Pandemic. The following bullet points assume that the campus will resume operations, with in person classes or on a limited basis. These options allow for the earned revenue and the recall of our part-time student staff. Should operations remain virtual through the Fall, the museum will reengage in virtual programming and focus on engaging stakeholders through web videos, social media engagement, virtual tours, and virtual exhibitions. Staff will be allowed on staff sporadically to monitor collections, climate control systems, and to maintain the museum’s live collections. Student staff would be furloughed in this scenario and site operations will be maintained by the full-time staff.

Essential Questions on the Reopening of the Department of Historic Museums

Andalusia

* + Who needs to be here?  Does everyone?  Can you stagger shifts?
		- Curatorial staff in office upstairs. Can socially distant with secondary work at other desk or side table. Docents and gift store staff should be limited to one each for summer working months to encourage social distancing.
	+ How long will we need to prepare the space for reopening?
		- Two weeks. New temporary signage (three signs) will need to be created to explain social distancing guidelines and rules. Will construct a barrier screen in front of the desk in the gift store for added protection. Will also go cashless and will focus on utilizing cc payments until further notice. Teach docents on new routing plan and use of ppe.
* What supplies (cleaning supplies, PPE, signage, etc) will need to be in place?
	+ For the safety of our staff, disinfecting wipes, gloves, facemasks, plexiglass screen for gift store, hand sanitizer, hand sanitization stations (2 are recommended for Andalusia), increase custodial services from twice weekly to three times per week and ensure adequate supply of all normally supplied glass, bathroom, and surface cleaners.
	+ Are renovations necessary to protect frontline staff?
		- Screen in Gift Store to protect visitor services workers. Installation of new signage and assembly new hand sanitization stations.
	+ Will your frontline staff be willing to work?  If not, what is your plan? What happens if any docent doesn’t feel willing to work? Would we go to digital tours? Self-guided experiences?
		- If for any reason guided tours do not prove feasible, recorded tours would be provided to supplement the tours along with videos provided via the site’s social media sites.
	+ Group sizes?  Access?  Educational Materials use? Touch Areas? What rooms will need to be temporarily closed?  New Routing Plan?  Use grounds for orientation versus gift store?
	+ Take tour tickets in museum store. The museum will go cashless until further notice for all tours and programs. Tour orientation will begin on Andalusia’s front porch and then move to stair landing (also discuss history of Regina’s office), move to dining room (and have door open to show kitchen through this area), move to Flannery’s room. Conclude. (Close the Louis Cline Parlor and Bedroom until further notice.)

Note: 20% of normal group size of 15 is 3 people.

All visitors will only be charged the senior rate ($6.00) and the student rate ($2.00) until we can resume our full tour routing plan.

* + Cleaning Procedure?  How often?  Who is responsible?  Hourly, daily, weekly needs?

Clean all high touch areas hourly (gift store counter, entry doorknobs, bathroom)

Clean all doorknobs and rails daily.

Maintain normal intensive quarterly cleaning schedule.

* + Collections: Cleaning and care procedures.  Does anything need to be removed from the space (textiles, etc)? Is this necessary? Any textiles, etc.
		- Remove all touch items- Educational pass materials and the typewriter display within the gift store.
		- The metal bench in the entrance foyer will also be removed to encourage further social distancing.
	+ Operational Hours?  Do you need your full schedule initially?  Can it be modified?
		- The museum will operate on its normal schedule.
	+ Digital programming?  Can this be used to augment your operations or showcase areas that you cannot reopen?
		- Educational touch materials will be digitized and shown to visitors utilizing a handheld tablet that will be shown by the site’s docent. Virtual tours of the third floor will be developed to accommodate information and view of this closed area.

Georgia Old Governor’s Mansion

* Who needs to be here? All normally scheduled full-time staff can be present onsite as the offices allow for social distancing. Gift store and docent staff will distance themselves within the museum store and education building workspaces.
* Can you stagger shifts? The staff agreed that staggered shifts are not needed at this time.
* How long will you need to prepare the space for reopening? We estimate it would take two weeks to prepare the site to clean the site, complete construction and install new directional/informational signage, and ensure acquisition of ppes and their use with our staff.
* What supplies (cleaning supplies, PPE, signage, etc) will need to be in place? For the safety of our staff, disinfecting wipes, gloves, facemasks, plexiglass screen for gift store, hand sanitizer, hand sanitization stations (3 recommended for the OGM), increase custodial services from twice weekly to three times per week and ensure adequate supply of all normally supplied glass, bathroom, and surface cleaners.
* Are renovations necessary to protect frontline staff? At this time, the museum is recommending the construction of a plexiglass screen at the gift store counter to protect staff and visitors. Temporary signage will need to be placed by all public entry doors explaining our new mask procedures and other directional information. No other renovations are recommended at this time.
* Group size? Access? New visitor routing plan? Touch/education materials and/or collections removal? What rooms need to be temporarily closed to encourage social distancing?
	+ We recommend beginning tour operations at 20% capacity for our normal tour groups. As we generally allow 35 visitors per docent, we will begin operations by limiting our tour sizes to 7 visitors per group.
	+ The site’s elevator will be limited to the use of one person at a time.
	+ To encourage social distancing, the bedroom level will be closed for public tours initially and will be brought back online as health conditions dictate. Additionally, the benches in the Mansion’s breezeway will be removed until further notice. Finally, the seating arrangements in the Mansion’s educational building will be reconfigured to encourage as much space between guests as possible.
	+ As a result of a reduction in public rooms, we will temporarily suspend our $10.00 tour prices for adults and offer our $7.00 senior rate of admission and $2.00 student rate of admission. All GC faculty, staff, and students will remain free.
	+ The museum will go cashless until further notice and will rely on credit/debit card payments only.
	+ Public building rentals will be initially suspended. Resumption of this program will occur as health dictates allow. Campus rentals will be limited to 30 people on the grounds and 10 people within the education building.
* Cleaning procedures? How often? Who is responsible? Hourly, daily, weekly needs?
Cleaning of all public surfaces (doorknobs, counters, bathrooms) will be increased. Gift Store and Docent staff will be charged with cleaning these surfaces hourly or following each public tour and at the start and end of each day. Mondays will be used for an in-depth cleaning of the building and we would recommend increasing custodial services from two to three days per week at the museum.
* Collections: Cleaning and care procedures. Does anything need to be removed from the space (textiles, etc)? All educational touch items (reproductions, pictures, etc) will be removed until further notice. Otherwise, all collections materials will remain at this time.
* Operational Hours? Do you need your full schedule initially? Can it be modified? The museum staff will continue to monitor this situation, but we recommend beginning our operations with our normal schedule of operations.
* Digital programming? Educational touch materials will be digitized and shown to visitors utilizing a handheld tablet that will be shown by the site’s docent. Virtual tours of the third floor will be developed to accommodate information and view of this closed area.

Sallie Ellis Davis House

* Who needs to be here? All normally scheduled full and part time staff can be present onsite as the office allows for social distancing
* Can you stagger shifts? The staff agreed that staggered shifts are not needed at this time.
* How long will you need to prepare the space for reopening? We estimate it would take two weeks to prepare the site to clean the site, complete construction and install new directional/informational signage, and ensure acquisition of ppes and their use with our staff.
* What supplies (cleaning supplies, PPE, signage, etc) will need to be in place? For the safety of our staff, disinfecting wipes, gloves, facemasks, plexiglass screen for gift store, hand sanitizer, hand sanitization stations (1 is recommended for the Davis House), increase custodial services from twice weekly to three times per week and ensure adequate supply of all normally supplied glass, bathroom, and surface cleaners.
* Are renovations necessary to protect frontline staff? Temporary signage will need to be placed by all public entry doors explaining our new mask procedures and other directional information. No other renovations are recommended at this time.
* Group size? Access? New visitor routing plan? Touch/education materials and/or collections removal? What rooms need to be temporarily closed to encourage social distancing?
	+ We recommend beginning tour operations at 20% capacity for our normal tour groups. As we generally allow 10 visitors per docent, we will begin operations by limiting our tour sizes to 2 visitors per group.
	+ To encourage social distancing, the historic classroom will not be accessible and will only be viewed from the hallway.
	+ As a result of a reduction in public rooms, we will temporarily suspend our adult admission fees. All visitors will be allowed access at the rate of $2.00 per person.
	+ The museum will go cashless until further notice and will rely on credit/debit card payments only.
	+ Public building rentals will be initially suspended. Resumption of this program will occur as health dictates allow. Campus rentals will be limited to 10 people within the modern classroom.
* Cleaning procedures? How often? Who is responsible? Hourly, daily, weekly needs?
Cleaning of all public surfaces (doorknobs, counters, bathrooms) will be increased. Docent staff will be charged with cleaning these surfaces hourly or following every public tour and at the start and end of each day. Mondays will be used for an in-depth cleaning of the building and we would recommend increasing custodial services from two to three days per week at the museum.
* Collections: Cleaning and care procedures. Does anything need to be removed from the space (textiles, etc)? All educational touch items (reproductions, pictures, etc) will be removed until further notice. Otherwise, all collections materials will remain at this time.
* Operational Hours? Do you need your full schedule initially? Can it be modified? The museum staff will continue to monitor this situation, but we recommend beginning our operations with our normal schedule of operations.
* Digital programming? Educational touch materials will be digitized and shown to visitors utilizing a handheld tablet that will be shown by the site’s docent. Virtual tours of the third floor will be developed to accommodate information and view of this closed area.

**Heritage Hall – Special Collections Galleries**

Personnel:

Who needs to be here? Does everyone? Can you stagger shifts? Will your frontline staff be willing to work? If not, what is your plan?

Face-to-face: The standard staffing of the Special Collections Galleries/Heritage Hall is between 9am – 5pm (M-F) and consists of one student worker at a time. The length of the student worker shifts changes daily and is dependent on the student’s schedule. On average we have 5 students who share desk duty for Heritage Hall. Special Collections staff and I will occasionally be asked to give tours of the Galleries to GCSU classes, visitors, and public organizations. If students are not available to work, our standard operating procedure has been to close the Galleries and the Special Collections staff provides access to visitors upon request.

Virtual: Currently we do not have the current gallery exhibits in a virtual format.

Operational Hours:

Do you need your full schedule initially? Can it be modified?

Face-to-face: The Special Collections Galleries/Heritage Hall are open Monday – Friday, 9am – 5pm. Events prior to 9am and after 5pm require an oversight fee paid by the requestor and the event must be approved by the Manager of Facility Operations & Planning (Presidential/Advancement/Provost events excluded) and is dependent on the library having the capability to provide space oversight via a student worker or staff member. The normal operating schedule of the Galleries may be modified. The doors to the Galleries can remain locked and accessible upon request through the Special Collections staff. If the Galleries doors are locked, it is possible to forgo staffing the desk in Heritage Hall without preventing the flow of traffic through the area between the hours of 9am – 5pm, Monday - Friday. The Special Collection Galleries/Heritage Hall are closed weekends.

Virtual:

Upon Opening Face-Face:

Will access to bathrooms be limited? Will you restrict access to certain entrances/exits?

This will be decided by our Library Management Council or on the advisement of University leadership. Access to Heritage Hall and the Clarke St. entrance can be closed if necessary, without disrupting facility access.

Group sizes? Access? Educational Materials use? Touch Areas? What rooms will need to be temporarily closed? New Routing Plan? Use grounds or other spaces for orientation versus traditional areas?

Special Collections provides tours of the Galleries section of Heritage Hall. We will abide by CDC/campus recommendations as to the number of people allowed at any one time. The Galleries exhibit’s materials are all enclosed in cases with no educational materials that can be handled. Touch surfaces include 3 interactive monitors in the Galleries and 3 interactive monitors/tables in Heritage Hall. We can arrange directional signage in the Galleries to have traffic flow in one direction to prevent path crossing.

The Pat Peterson Museum Education Room may need to be closed to prevent events in the space. The seating is not as mobile, and we can configure the space to accommodate social distancing. We can eliminate the amount of seating within the spaces and designate the location of tables and chairs with floor markings, but there is no guarantee that patrons will not reconfigure the space with a disregard to social distancing.

Note: 20% of normal capacity is the current recommendation from the American Alliance of Museums at initial reopening and can be geared forward as information becomes available.

Cleaning Procedure? How often? Who is responsible? Hourly, daily, weekly needs?

Working in conjunction with Building Services, the Galleries can develop a cleaning schedule supported by library staff and custodial staff. The interactive monitors and tables present the biggest risk and, if possible, should be wiped after each visit and at the beginning and end of each day. If Heritage Hall is staffed with student workers, they will be able to monitor the usage of the space’s technology and preform a wipe down after use. The library staff will need to be provided with the recommended cleaning supplies.

Collections: Cleaning and care procedures. Does anything need to be removed from the space (e.g., textiles)?

No items require removal.

Digital programming? Can this be used to augment your operations or showcase areas that you cannot reopen?

Potentially. This summer I will be working with Keely Hopkins (University Communications) in experimenting with several platforms to host virtual exhibits. A new exhibit is under development, which was projected to be installed and opened in September 2020. This timeline is in question now. It is my hope that a virtual companion to the exhibit can be developed to provide the capability to make content accessible if the closing of the space is necessitated.

Preparing to Re-open Face-to-Face:

How long will we need to prepare the space for reopening? Are renovations necessary to protect frontline staff? Screen in Gift Store, etc.?

One to two days will be needed to prepare the space for reopening. If the space is staffed with student workers, an acrylic/plexiglass screen will be needed for the service point.

What supplies need to be in place (e.g., cleaning supplies, PPE, signage, gloves, masks, sanitation supplies, hand cleaning stations, etc.)

If the space is staffed, the service point will need to be stocked with masks, gloves, and cleaning supplies for daily use. The space would also need a hand sanitizer station. Signage will be necessary to direct the flow of traffic through the Galleries space.

**Natural History Museum**

Essential Questions to Consider on Reopening-GC Campus Museums

Note: All decisions to be based on guidance from health authorities and authorized by campus administration.

Personnel:

Who needs to be here? Does everyone? Can you stagger shifts? Will your frontline staff be willing to work? If not, what is your plan?

Face-to-face: There is currently one full time staff member and two part time staff members. The fossil preparator works in a separate workspace, so overlap with other employees will not be an issue. The full-time collections manager and part time museum interpreter work in the same space. However, the museum interpreter will not need to come into the museum unless public school and other groups resume museum visits. The museum interpreter is the only frontline staff member (when the museum is open a staff member is not on hand unless there is a group visit).

Virtual: The staff members are currently working virtually and can presumably continue to do so for certain tasks

Operational Hours:

Do you need your full schedule initially? Can it be modified?

Face-to-face: The museum schedule is flexible if need be.

Upon Opening Face-Face:

Will access to bathrooms be limited? Will you restrict access to certain entrances/exits?

The Natural History Museum does not have its own bathroom facilities. Visitors have access to bathrooms in Herty Hall (where the museum is located).

Group sizes? Access? Educational Materials use? Touch Areas? What rooms will need to be temporarily closed? New Routing Plan? Use grounds or other spaces for orientation versus traditional areas?

Note: 20% of normal capacity is the current recommendation from the American Alliance of Museums at initial reopening and can be geared forward as information becomes available.

The museum is a single room. Rarely are there more than ten people visiting at one time unless there is a group visit. It would be possible to direct traffic in one direction through the museum, via signage and/or arrows on the floor. There are no touch areas in the museum. There is a rack with various brochures etc. outside the entrance that can be removed. A visitor logbook at the entrance may also need to be removed for the time being.

Cleaning Procedure? How often? Who is responsible? Hourly, daily, weekly needs?

The museum is cleaned quarterly by museum staff, with regular spot cleaning of glass cases etc. on a daily basis (this is a relatively quick process). Janitorial staff clean the floors.

Collections: Cleaning and care procedures. Does anything need to be removed from the space (e.g., textiles)?

Collections are behind glass, so cleaning primarily consists of cleaning cases with glass cleaner and a cloth. There are also stuffed animal mounts in the museum but these should not be touched by visitors (there is signage stating this). There are several fabric chairs and a bench for visitors, which could be removed if need be.

Digital programming? Can this be used to augment your operations or showcase areas that you cannot reopen?

Up until now digital content has consisted of social media posts. Expanding our digital content is something that we could consider, particularly if school and other visiting groups don't return in the fall

Preparing to Re-open Face-to-Face:

How long will we need to prepare the space for reopening? Are renovations necessary to protect frontline staff? Screen in Gift Store, etc.?

No renovations are required. Preparation would involve cleaning the space, perhaps removing furniture, and perhaps placing signage to direct traffic flow (one or two days)

What supplies need to be in place (e.g., cleaning supplies, PPE, signage, gloves, masks, sanitation supplies, hand cleaning stations, etc.)

A hand cleaning station must be placed near the museum entrance.

**Continuing and Professional Education**

Fall 2020 Programs:

1. Registration Office
2. Learning in Retirement (Off campus)
3. Kids’ University After School (Faculty & Staff) (at Chappell Hall)
4. Real Estate (online), Exam Proctoring (in person, Chappell Hall)
5. Road Scholar (18 programs, Jekyll Island and Hilton Head Island)
6. Private Music Lessons
7. Yoga
8. Private Swim Lessons (at Wellness Center)
9. Parent/Child Fitness Classes (at Wellness Center)
	* Active Milly Moms (Pre and Post-natal mothers – children present)
	* Mini Millys (18 months-5 years old)
	* Impact (Women’s Kickboxing)
	* Kids’ Swimming (Member program)
	* Kids’ Move
10. Athletics Prospect/Elite Day Camps (Soccer, Basketball, Softball, Baseball)

All programs listed above are programs in which employees initiate in-person outreach during the Fall 2020 semester. Some of these areas are not affected by transitioning into no contact services, such as registration which can easily be done by phone and online. As for the programs that require in-person attendance, each program will need to be looked at individually as they contain many different age groups, activities, and specialized program needs and resources.

The CDC breaks down suggestions of best practices by the intensity of community transmission. At the time the program begins, the CDC recommendations will be assessed based on the current status of community transmission and by the rules and regulations the State of Georgia and USG.

For all programs, taking temperatures, wearing masks, and other measures will be implemented based on the severity of community transmission at the time. If proper social distancing is not possible due to the nature of a program, the department will delay offering the program until allowed.

Continuing and Professional Education is responsible for generating the revenue associated with covering all direct and indirect expenses associated with the services the department provides, including program coordinator and instructor salaries and benefits, supplies, and all program related costs. With that in mind, program fees may need to be increased in order to provide programs at lower student/instructor ratios in order to adhere to proper social distancing guidelines. That is, unless that difference is supplemented from funding elsewhere.

Below is a list of programs and services that are scheduled to begin in Fall 2020.

1. Program: Registration office

Date: Ongoing (M-F, 8 a.m. – 5 p.m.)

Location: 100 Chappell Hall

# of Attendees: Average of 2-5 people per day (Most customers are served by phone, e-mail, online, or via drop box)

Action: The registration office could easily continue to provide exceptional service in fall 2020 by handling registration office needs via phone, e-mail, and online registrations. (The CDC recommends encouraging touchless payment options (minimize, handling cash, credit cards, etc.) and limiting in person service.

To provide flexibility for those who are unable to pay with a credit/debit card over the phone or online, payments by check can be made via drop box located in Chappell Hall. The size of the registration office limits our ability to distance six feet apart from the customers. Based on the very small number of in-person customers, the necessity of providing in person registration services is very low. The cost and effectiveness of mounting a plexiglass barrier in the registration office would not be necessary based on the low rate of foot traffic in this office. Currently 90-95% of the registration services we provide are already online, by email, phone, and/or drop box payments.

1. Program: Learning in Retirement

Location: Primary Off-Campus (Restaurants, field trips, etc.)

Date: Membership/ongoing course

# Attendees: Varies per meeting (Average 10-15)

Action: Cancel this program until CDC and Federal/State Guidelines suggest reopening is safe.

Learning in Retirement is a membership group composed of retired individuals that meet for educational lunches, field trips, and lectures. These meetings are held in a variety of off-campus locations. Members are the facilitators and organizers of their own programs. The age and condition of most members would be in the high risk category (65 and older and many with underlying medication conditions). We suggest this group does not meet until the Federal/State recommendations suggest it is safe to do so. (CDC recommendation: Cancel gatherings of more than 10 people for organizations that service higher-risk populations)

Once restriction guidelines are reduced for high risk people, they could begin to meet in groups of less than 10, use proper social distancing measures, and wear face masks if recommended by the CDC at that time. If the time period suggested for closure of programs that serve this population is prolonged for an extended period of time we will consult with the group to see if online meetings might be a possible option for this group.

1. Program: GC Faculty/Staff Kids’ University After School

Location: Chappell Hall (Room 102, 105, and occasionally 111)

Dates: August 2020 – May 2021 (Schedule follows Baldwin County School District calendar)

# Attendees: Average 15-20 but previous enrollment has been as high as 30

Action: Kids’ University provides child care for the children/grandchildren of faculty and staff of Georgia College who are in Kindergarten (5 years old) through 5th grade. This program will reference the CDC Interim Guidance for Administrations of US K-12 Schools and Child Care programs for operation procedures. In addition to the Federal and State guidelines, this program will need to consider and follow institutional guidelines and reference school district measures. The following CDC guidelines (link below) utilize different strategies based on the community transmission level at the time.

[www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html](http://www.cdc.gov/coronavirus/2019-ncov/community/schools-childcare/guidance-for-schools.html)

Although GC Minors on Campus programs are exempt from “GA Bright from the Start” rules and regulations, KUAS will use their COVID-19 directives as a guideline to implement best practices for the safety and well being of all involved.

KUAS in-person reopening plan:

* Limit class size:

2 classes (8 Children and 2 teachers per class) – Divided by age group (K-2nd and 3rd – 5th)

In order to provide smaller class sizes, program cost may need to be increased in order to cover expenses associated with offering the program.

* Groups will not combine on low enrolled days.
* Groups will stay separated and will not interact for joined programs.
* Groups will take advantage of outdoor play space as much as possible.
* Nonessential visitor presence will not be allowed. Nonessential visitors include, volunteers, college student observers, and parents). Only program administrators (CPE staff) and KUAS teachers will be allowed to be present in the classroom.
* Signage and pick-up/drop off procedures will be clearly marked and communicated for parents, staff, and children.
* Kids’ U Afterschool utilizes academic classrooms when not in use by college classes. Custodial services will be needed to clean high touch areas in the classroom, Chappell Hall entrances/exits, and restrooms before and after academic classes share the classroom space with KUAS. In addition, shared water fountains will not be allowed to be used. Bottled water will possibly need to be provided.
* Additional hand sanitizer and cleaning supplies will be needed. At this time, it is unknown if masks will be required by anyone involved in the program. If Federal/State/USG/School District guidelines enforce the use of face masks in these types of childcare programs, they will need to be provided/purchased.
* Handwashing will be done immediately upon entering program and repeated every hour.
* Student activities will be organized to maintain the best social distancing measures as possible and appropriate for the age group.
1. Program: Real Estate Professional Development

Location: Online Classes, In-person test proctoring (205 Chappell Hall)

Date: Ongoing (Individually scheduled)

# Attendees: 1

Action: Tests are administered to one person at a time. The only actions needed to safely continue offering this service is to adhere to proper social distancing guidelines and sanitize test taking station/computers between use. If needed, these tests can be transitioned into online proctoring.

1. Program: Road Scholar (Travel Programs)

Location: Jekyll Island Club (Jekyll Island, GA) and Omni Resort/Palmetto Dunes (Hilton Head Island, SC)

Dates:

* Intermediate Bridge (Jekyll)
	+ September 13-18, 2020
	+ October 11-16, 2020
	+ November 15-20, 2020
* New Year’s Jazz Program (Jekyll)
	+ December 27, 2020 – January 1, 2021
* Golf on Jekyll Island
	+ September 20-25, 2020
	+ October 4-9, 2020
	+ October 18-23, 2020
	+ November 8-13, 2020
* Pickleball (Hilton Head Island)
	+ October 18-23, 2020
	+ November 1-6, 2020
	+ November 8-13, 2020
	+ November 15-20, 220
* Jazz (Jekyll Island)
	+ October 25-30, 2020
	+ November 1-6, 2020
* Christmas on Jekyll Island
	+ December 21-26, 2020
* Advancing Bridge (Jekyll)
	+ September 27 – October 2, 2020
* Watercolor (Jekyll)
	+ October 18-23, 2020
	+ November 8-13, 2020

# of Attendees: Varies per program (Minimums are 10-15, Maximum of 50)

Road Scholar (Elderhostel Inc.) has cancelled all programs through July 2020. Road Scholar will continue to monitor the situation and reopen programs when the CDC and WHO advise that reopening is safe and manageable for program participants. Start dates, program requirements, and additional necessary precautions will be determined by Road Scholar. At that time, all involved with hosting our programs will be consulted.

1. Program: Private Music Lessons (Piano only at this time)

Potential additions are guitar and voice.

Date: Begins August 2020 (1 lesson per week, schedule determined by instructor and student)

Location: The Depot or Chappell Hall, depending on availability.

# Attendees: 1 Student, 1 Teacher

Action:

* If necessary (based on current requirements), student and teacher will wear a mask due to close proximity necessary to guide student with piano instruction at the piano.
* Require hand-washing prior to and after lessons.
* Piano and high touch areas should be wiped down before and after each session.
* Parents will be required to be present but wait outside of the room the lesson is being conducted. The presence of a parent/guardian is a requirement that is enforced due to Minors on Campus requirements. If campus restrictions don’t allow parents to be present in the waiting area, we will need to postpone offering this in-person program.
1. Program: Yoga

Location: Miller Dance Studio and Chappell Hall 111

Dates: Mondays and Wednesday, beginning August 2020

# Attendees: Average 8-10 per class

Action: Although there is not an age requirement, this class is geared towards providing Yoga instruction to participants 65 years and older, and many with underlying medical conditions.

We will approach offering this course the same way we will with the Learning in Retirement program.

When conditions are favorable the following procedures would be in place:

* Due to the physical nature of this program, masks would probably not be possible due to the increased heart and breathing rate when exercising.
* Participants must bring their own Yoga mats.
* Participants must wash hands before entering the studio.
* Anyone with symptoms must not attend or instruct the class.
* Only use the studio space in Miller Hall due to the limited ability to provide appropriate spacing between participants in the smaller studio (Chappell Hall).
1. Program: Private Swim Lessons

Location: GC Wellness Center Indoor Pool

Dates: Ongoing individual lessons

# Attendees: 1 Student, 1 Teacher, 1 Guardian

Action: Swim Lessons will follow the protocol set forth by the GC Wellness Center. However, swim lessons will not resume until the social distancing measures are cancelled due to the inability to teach this content from a distance of 6 ft. away from the student.

1. Program: Parent/Child Fitness Classes (New program)

Location: GC Wellness Center

Dates: August 2020

Attendees: 10-15 (Estimate)

Action: Due to the nature of the program, we would suggest delaying the beginning of this program until further notice. Additional information is needed in order to properly prepare a physical/wellness program for parents and children of the community in a student shared gym space. Also, this is a new program that has not been implemented before, therefore some of the logistics will need to be discussed with the Wellness Center staff regarding cleaning of the shared spaces and accessibility.

1. Program: Athletic camps (Prospect/Elite Camps)

Baseball, Softball, Basketball, Soccer

Location: GC Athletic facilities specific to sport

Dates: Undecided (Earliest possible date will be in August 2020)

# Attendees: 30 (Average)

Action: Athletic camps will resume when participation is possible following school districts, GHSA (Georgia High School Association) and Independent Schools. The procedures put into place by these organizations for participation in these sports will be followed. Once that guidance is released we will provide an update with program needs.

**Community Dance Program**

* What programs are you hoping to offer from late summer through the next academic year?
	+ The Department of Theatre and Dance Community Dance Program plans to offer summer dance classes the last three weeks in July. This involves two to three classes on three evenings a week at Miller Dance Studio with Amelia Pelton as instructor. Typically, these classes are small in enrollment, allowing sufficient room for appropriate social distancing.
	+ In the fall (first week in August) we hope to offer our community dance program for ages 3 – adult, in it’s 26th year at GC. This is a 10-month long program ending in May. This involves seven levels of ballet, creative movement, three levels of jazz, four levels of tap dance, hip hop, beginning pointe, and musical theatre. Approximately 175 – 200 students are enrolled on campus and at St. Stephen’s Day School, where we also teach creative movement. We also have programs in several Baldwin County public schools and in Putnam County Primary with 2 – 3 classes offered after school at each location. Approximately 30 students are enrolled in these classes at off-campus locations. We also teach a large class (25) of hip-hop students in the GC Early College program once a week on the Georgia College campus.
* When are these programs scheduled to occur?
	+ Most community dance programs occur in the afternoons starting about 5 p.m. and ending at 9 p.m. on the GC campus. At St. Stephen’s Episcopal Church, creative movement is 2:30 – 3:15 p.m. on Wednesdays, and in the Baldwin and Putnam county schools, dance is taught from 3:30 – 5:30 p.m. Hip-hop dance for GC Early College is scheduled for Fridays from 2 – 3 p.m. in Miller Dance Studio.
* How many participants do you anticipate attending each program?
	+ As many as 25 students are enrolled in each class. Some classes have fewer students, with the smallest enrollment about 10.
* As we plan these programs, what policies, guidelines and practices would you recommend we implement for on-campus programs to ensure the safety of participants and GC faculty, staff, and students?
	+ We can handle about 15 students in Miller Studio on campus with proper social distancing. The smaller dance studio in Chappell Hall (which is really a converted classroom) will allow for only about eight students with proper social distancing. It would GREATLY help if we were able to utilize the Movement Lab in the Health Sciences Building in place of the Chappell Hall studio as the much larger space would enable us to serve more students while maintaining safety. If we do not have access to the Movement Lab, then we will have to split larger classes into two sections by hiring additional instructors or giving current instructors more class sections. Currently the schedule at Miller Studio is packed, thus another space is greatly needed to do this. In lieu of an additional space such as the Movement Lab, we may have to add weekend classes—which will be difficult since the studios are already being used for weekend rehearsals.
	+ The Community Dance Program will adhere to all guidelines provided by Georgia College far as sanitizers (stations were placed in the lobby areas years ago), masks, social distancing, cleanliness, etc. It is important for the GC custodial staff to clean the studios more thoroughly and frequently than in the past. This will probably require more staff to be hired.
* Will you follow institutional guidelines or state/city/region/school district guidelines for programs located at off-campus locations?
	+ As noted above, the Community Dance Program will adhere to all guidelines provided by Georgia College. All dance instructors will follow the guidelines which will be thoroughly discussed in the training we provide when hiring our instructors.
* Are there programs that you plan to offer through video conferencing or other means to limit on-campus/in-person activities?
	+ It is difficult to teach dance online, as we have already experienced this spring. You cannot adequately instruct when you cannot see the entire bodies of students. Students, likewise, cannot see dance teachers delivering instruction and demonstrating movement very well online, so the learning experience is significantly inferior to in-person instruction. Then there are connectivity issues and the fact that most student homes have poor dance surfaces and inadequate dance space. Given these many issues, we would prefer not to teach on line, if at all possible.
* Are there certain programs/activities that you normally offer that you suggest not be offered in the next semester/year due to our inability to ensure the safety of participants and others?
	+ We hope to offer our full program of dance in all locations just as we have before in previous years using social distancing, masks, hand sanitizers, and extra cleaning precautions. We can also take the temperature of students and instructors. Parents can wait in their cars instead of overcrowding the waiting rooms, and pick up their children on the front steps. We can make this work!

**Academic Outreach**

* What programs are you hoping to offer from late summer through the next academic year?
	+ Due to the pandemic, we will offer no programs this summer. If there is a request, we can offer online programming similar to the online programming offered to teachers at the end of spring semester. If regulations lighten and it is safe, and there is interest in Academic Outreach programming, then the director alone will travel to off campus sites making sure to adhere to the current safety guidelines that are in place at the time (social distancing as possible, gloves, masks, etc.). Supplies that can be easily sanitized will be the only supplies utilized in AO programs. However, it is unlikely that we will have any such event this summer.
	+ Programs for the next academic year are yet to be decided. Several teachers have contacted Academic Outreach to book dates—some before the shut-down and some during. AO is continuing to book programs as requested, but adjustments may need to be made as time goes by. Some trips may get canceled by the schools, some may move to classroom visits instead of field trips, and some may need to be spread over more days to limit group sizes. As a list, here are some programs that are currently either on the schedule or that we have talked to group leaders about:
		- High Achievers Program
			* Meet weekly, probably in Chappell Hall if the university allows outside groups on campus
			* 25-35 students
		- Life Enrichment Center (they are currently offering online programming, we may do that if we cannot offer in-person programs)
			* If in person, we will meet on campus weekly
			* 6 adult students
		- GC Early College
			* Meet approximately once a month rotating between 7th  and 8th grades and high school.
			* 20-22 students in each class. Instruction will be provided to one class at a time over the course of the day with three classes total each day.
		- Clifton Ridge Middle School 7th grade
			* Meet twice each month, seeing one class at a time for an entire day.
			* 22-26 students in a class, one class at a time, four classes in a day.
		- John Milledge Academy 6th and 7th grade
			* Two scheduled field trip dates with JMA students coming to campus.
			* Around 70 students will participate in each visit.
		- A homeschool group
			* This will be a small group of approximately 20 visiting campus.
		- Oak Hill Middle School 6th and possibly 7th grades
			* This program is still in the planning stages, so no dates have been set. AO will either visit OHMS or OHMS will take field trips to GC. This will be a very large group of students as it will include the entire 6th grade and 7th grades.
* As we plan these programs, what policies, guidelines and practices would you recommend we implement for on-campus programs to ensure the safety of participants and GC faculty, staff, and students?
	+ We will adhere to guidelines placed by Georgia College and/or the schools/programs that we visit, whichever are most stringent. Below are a few suggestions:
	+ ON CAMPUS (should we decide to open campus to outside groups)
		- Small group size. For field trips, we may have to limit the group size to <40 per day. That would allow us to make four groups of less than 10 that could be kept separate for the day. Guidelines would be in place with teachers to have them in groups prior to unloading and to remain in those small groups throughout the day.
		- There would be a requirement that groups check temperatures of participants and leaders BEFORE leaving from their site. Perhaps a call-in or email confirming number of participants at that time and a check-in on site before they unload to assure that they have done this.
		- Limit the use of supplies that cannot be easily sanitized—so no items that cannot either be sprayed with disinfectant, heat-treated, or thoroughly washed with soap and water.
		- Use disposable items or have students bring their own (water bottles, pencils, paper, etc.).
		- Provide classroom spaces sufficient for social distancing will be utilized. Many of our programs involve group work, so we would have to modify that work so that each student could be spaced from others within the classroom or in an outdoor setting.
		- Masks: These should be worn by all facilitators for certain. The use of participant (student) masks would be left to the discretion of the school/organization unless GC is willing to provide masks for them. Academic Outreach may not have funds to provide masks for all students. The CDC says that simple cloth masks made from cotton material are sufficient. If this is the case, and they can be laundered easily, it may be that one of the first jobs of AO employees will be to use cotton fabric (a bleach-safe color) and make a number of masks that we can have on hand for groups. We can have a trash can dedicated to “disposal” at the end of a program and then they can be laundered in the washing machine in Chappell Hall.
		- Gloves: Academic Outreach staff will use gloves where appropriate when handing out supplies, etc. Participating students would not be required to wear gloves unless the activity warranted it.
		- Sanitation of areas used: This will add an extra burden to the custodial staff in an area, or it will be the responsibility of Academic Outreach to sanitize thoroughly all areas accessed by a group as soon as possible upon their departure. This would include classroom spaces, restrooms, hallways, stairwells, and entrances. This will require purchasing of sanitation supplies (gloves, sanitizing wipes, sanitizing spray and cloths, mopping cleansers, etc.)
		- Hand sanitizer will need to be available in all classrooms.
		- Ample soap will be needed in restrooms for frequent handwashing. If sinks are present in classrooms, they need to be equipped with soap and paper towels.
		- Training for staff on appropriate measures to be used when interacting with groups including proper techniques for removal of masks/gloves, how to safely help others with that if needed, proper handwashing techniques, reminders about touching face, eyes, etc., social distancing, cell phone use, etc.
		- After a program ends, have bins where supplies used can immediately be cleaned and disinfected.
		- Perhaps as a courtesy, in places where groups are gathered, display information on entrances, alerting other visitors to the fact that an increased number of people are in that building.
		- Reminders on entrances of all buildings about social distancing, face mask use, etc.
		- Sometimes when we have groups we are in various buildings all over campus and may enter and exit from a variety of ways to avoid running into other groups, etc. During this time, we should limit the buildings we enter and limit the areas we are in within those buildings (i.e. all groups enter and exit through the same doors, all groups use the same restrooms, etc.)
		- Social Distancing: No handshakes, hugs, high fives, fist bumps, etc., will be allowed.
		- It may be necessary to limit programming to online for high risk groups (elderly, respiratory illnesses, etc.).
* Will you follow institutional guidelines or state/city/region/school district guidelines for programs located at off-campus locations?
	+ AO will follow the guidelines of GC. If a school/program that we are visiting has more stringent guidelines, we will adhere to those, but since GC staff and students will be attending all programming, we will make sure that the guidelines in place for GC are adhered to as a minimum.
* Are there programs that you plan to offer through video conferencing or other means to limit on-campus/in-person activities?
	+ Perhaps. We tested out programming of this type at the end of the spring semester. Georgia College students assisting with AO programs got a lot out of the planning process, but limited feedback has been received from the school teachers we served. It is possible that we could offer programming that is preplanned for them, or that we could offer video conferencing if possible. There are many possibilities with this type of programming that could be educational and rewarding for all involved.
* Are there certain programs/activities that you normally offer that you suggest not be offered in the next semester/year due to our inability to ensure the safety of participants and others?
	+ LARGE groups: Academic Outreach should also think about limiting the amount of people that we are in contact with in a given week…if we see a multitude of small groups, we have limited exposure only in that pocket. Facilitators will still potentially have been exposed to HUNDREDS of people in a week, and in turn sharing those exposures with other groups. There may not be a “magic number” here. One possibility is to limit individual exposure (hours) per week with groups? Then once that number is decided, it would be possible to determine the number of programs that could be offered in a week based on employee availability.
	+ Life Enrichment Center Program: This is a high-risk population, so the LEC program might be postponed until the pandemic subsides.
	+ Teambuilding programming: This requires groups to work together, often in close quarters and probably should be postponed until times are safer.

**Communities in Schools**

* What programs are you hoping to offer from late summer through the next academic year?
	+ *Our plan is to continue all of our programs (tutoring, case-management) and to coordinate services with community/civic/service organizations inside the Baldwin School District as soon as schools re-open.*
* When are these programs scheduled to occur?
	+ *The school district has mentioned that they would like to provide a July program to replace the “summer programming” they normally hold in June – if it is deemed safe to return to school. CISMBC/GC has grant funding to provide summer education/enrichment to an additional 132 Pre-k through 3rd grade students in collaboration with BCSD’s regular summer education/enrichment programs. If schools go forward with late summer programming, we will begin then. If not, we will return to the schools when they re-open.*
* How many participants do you anticipate attending each program?
	+ *If the schools are serving students, the summer program mentioned above would serve 132 students. When the schools open for the regular school year, our Site Coordinators will work with a caseload of around 10% of students – over 500. We will also help coordinate whole school programs that reach over 5,000 students.*
* As we plan these programs, what policies, guidelines and practices would you recommend we implement for on-campus programs to ensure the safety of participants and GC faculty, staff, and students?  For example, do we restrict the number of participants based on the nature of the activities or size of facilities, require that participants wear masks, check the temperature of participants and staff, require participants to maintain a six-foot distance from each other, provide hand sanitizer, frequently clean/sanitize surfaces that are touched, etc.?  Please feel free to consult the guidance of the GDPH, CDC, and Governor’s office as you consider this question.
	+ *All of the above-mentioned safety measures should be considered. Communities In Schools office staff in Chappell Hall will follow the mandates of Georgia College, that surely will be based on CDC and other guidelines. We have one full time and three part-time staff that regularly work in Chappell Hall. I believe we can limit the number of people in our offices by staggering schedules for working on site and at home.*
* Will you follow institutional guidelines or state/city/region/school district guidelines for programs located at off-campus locations?
	+ *Office staff will follow the Georgia College guidelines. Communities In Schools site coordinators and tutors will follow the safety directives adopted by the Baldwin County School District.*
* Are there programs that you plan to offer through video conferencing or other means to limit on-campus/in-person activities?
	+ *We are able to do some work with students in virtual classrooms, but our work will be greatly impacted if the schools do not re-open. We are flexible and will work with the school administration to determine how we can best safely support students/families and teachers. We will also consult our Board of Directors, Grantors, and Georgia College to ensure services are approved.*
* Are there certain programs/activities that you normally offer that you suggest not be offered in the next semester/year due to our inability to ensure the safety of participants and others?
	+ *We could suspend all services if we are unable to ensure safety. I believe the BCSD will determine the safety of students/staff/volunteers prior to re-opening the schools. We will make decisions based on the best information we have at the time. The CISMBC Board of Directors, Georgia College, Grantors, and the BCSD will assist in any determination for our organization. Furloughs and/or lay-offs will be a last resort option.*

**Office of Afterschool Achievement Reopening Plan**

* What programs are you hoping to offer from late summer through the next academic year?
	+ Academic Outreach is planning to offer summer camps at Lakeview Academy and Oakhill Middle School and the regular Afterschool Program at Georgia College, Lakeview Academy, and Oakhill Middle school in the fall beginning August, 2020.
* When are these programs scheduled to occur?
	+ If the Baldwin County schools approve summer programming, the summer camps will be held July 6th-23rd, 2020. The regular Afterschool Program is slated to begin soon after the public schools open in August, 2020 and will continue through the entire school year.
* How many participants do you anticipate attending each program?
	+ The summer camp programs will serve 280 participants.
	+ During the academic year, the High Achievers Program will serve 30+ participants and the Oakhill Middle School and Lakeview Academy YES Programs will serve 140 youth each.
* As we plan these programs, what policies, guidelines and practices would you recommend we implement for on-campus programs to ensure the safety of participants and GC faculty, staff, and students? For example, do we restrict the number of participants based on the nature of the activities or size of facilities, require that participants wear masks, check the temperature of participants and staff, require participants to maintain a six-foot distance from each other, provide hand sanitizer, frequently clean/sanitize surfaces that are touched, etc.? Please feel free to consult the guidance of the GDPH, CDC, and Governor’s office as you consider this question.
	+ The High Achievers Program is the only on-campus program provided by Afterschool Achievement given that the YES Program is offered in the Baldwin County public schools. On campus, the High Achievers Program would provide gloves, masks, and sanitizer to the High Achievers and would comply with social distancing policies.
* Will you follow institutional guidelines or state/city/region/school district guidelines for programs located at off-campus locations?
	+ For on-campus programs (the High Achievers), Afterschool Achievement will follow Georgia College guidelines. For the YES Program, which is offered in Baldwin County schools, the department will follow the guidelines of the Baldwin County Board of Education.
* Are there programs that you plan to offer through video conferencing or other means to limit on-campus/in-person activities?
	+ Virtual instruction for the YES and High Achievers programs will continue through the end of the current school year on May 21st. Virtual instruction will not be utilized for the summer camps. Academic Outreach will follow Baldwin County BOE guidelines for all fall programs.
* Are there certain programs/activities that you normally offer that you suggest not be offered in the next semester/year due to our inability to ensure the safety of participants and others?
	+ At this time, there are not. However, Afterschool Achievement receives guidance from its funding agencies (GaDOE for the YES Program and DHS for the High Achievers Program) concerning programs and activities offered. The dictates of these entities will be followed should they decide to cancel programs.

**Science Education Center**

* What programs are you hoping to offer from late summer through the next academic year? How many participants do you anticipate sending

each program?

* All of our programs occur between August 2020 - July 2021. Below is a breakdown of our 12 most popular events and the anticipated participants.
* We do expect our numbers to be different based on how the community transitions back to some level of normalcy. These are the max number of
* participants we anticipate.
1. STEMing into the Community programs - science demonstrations and hands-on STEM marketplace held in community centers, public parks, and

other universities (August 2020-July 2021) We usually host around 1000 participants for the entire year.

1. Science Parent Nights at local K-12 schools (August 2020-May 2021) We usually see about 500 participants including parents, teachers and

students throughout the year.

1. STEAM Days at local K-12 schools (August 2020-May 2021) Last year we saw almost 600 students and teachers throughout the year.
2. Career Days at local K-12 schools (August 2020-May 2021) We usually average about 200 students at our Career Day events.
3. Science Fair Bootcamp - teacher professional development workshop hosted on our campus for K-12 state-wide educators (September 2020) - Last year we welcomed 75 teachers and academic coaches from around the state to our workshop.
4. National Chemistry Week - weeklong festivities on campus and around Milledgeville (October 2020) National Chemistry Week is a collaboration between the Science Education Center, the Middle GA local section of the American Chemical Society, and the GC Chemistry Club. Last year, our events welcomed over 3000 participants throughout the week.
5. Regional Science and Engineering Fair - held on our campus for 12 counties in central Georgia (February 2021) In February 2020, we hosted almost 500 students, teachers, parents and community members at our regional competition.
6. Primary and Elementary State Science Fair - held on our campus for all K-5 students in the state of Georgia (March 2021) This is the state-wide competition for all grades K-5 and in March 2020 we welcomed over 650 students, teachers, parents, school administrators, and community members to our campus.
7. Young Scientists Academy - applications and interviews (April and May 2021) This process only sees about 30 students, teachers and GC faculty and staff in the months of April and May.
8. Young Scientists Academy and Project SEED (8 weeklong program runs through June 2021 until July 2021) — high school internship program hosted at Georgia College for financially disadvantaged, minority students. Last summer we hosted 10 students with 2 GC undergraduates serving as mentors and 2 faculty members.
9. Science Camp, JR. (June 2021) - we host up to 15 participants with 2-3 GC undergraduates working as camp counselors and 1-2 faculty/staff members.
10. Science Camp (July 2021) - we host up to 30 participants with 2-3 GC undergraduates working as camp counselors and 1-2 faculty/staff members
* As we plan these programs, what policies, guidelines and practices would you recommend we implement for on-campus programs to ensure the safety of participants and GC faculty, staff, and students? For example, do we restrict the number of participants based on the nature of the activities or size of facilities, require that participants wear masks, check the temperature of participants and staff, require participants to maintain a six-foot distance from each other, provide hand sanitizer, frequently clean/sanitize surfaces that are touched, etc.? Please feel free to consult the guidance of the GDPH, CDC, and Governor’s office as you consider this question. Note: This is probably the most important question!
	+ During the month of March, we were planning to host the State Science Fair on campus when the pandemic was in it’s infancy. A<ached is the contingency plan the Science Education Center used for that event. We practiced social distancing, supplies extra hand sanitizers stations, encouraged hand-washing and hung posters about proper techniques for the kids to observe, we had volunteers wipe down all common surfaces during the event, and we asked anyone sick to please stay home.

Post-Pandemic Plan: Provided all of the current information from the CDC, the Science Education Center will need to implement more changes than our original contingency plan offered.

1. We are working to transition as many of our programs to an online platform for the fall 2020.
2. Dr. Lisse is preparing video workshops to still provide professional development opportunities for educators instead of on-campus workshops. She is also preparing video tutorials for kids focusing on different “hot topic science” every month with at-home experiments that kids can do with supplies from their kitchen.
3. We are working with the American Chemical Society (ACS) to find ways to host virtual National Chemistry Week events. We will follow all ACS guidelines for nationally sponsored events.
4. For all K-12 school events, we will abide by the hosting school’s guidelines in addition to our own plan for interactions with community members including kids, teachers, and parents: all GC volunteers will be provided gloves, safety glasses, masks, and their own hand sanitizer. We will not have demos or hands-on experiments that require the public to touch equipment. We will wipe-down all common surfaces frequently and in between each show.
* Will you follow institutional guidelines or state/city/region/school district guidelines for programs located at off-campus locations?
	+ (I’m assuming that CIS and Afterschool Achievement will follow the guidelines of the Baldwin County School System and Academic Outreach will follow the guidelines of the various school systems AO travels to, and Georgia College’s guidelines if the events are on campus. CPE will undoubtedly follow the guidelines of the national Road Scholar office should those programs resume.) For all off-campus interactions with community members including kids, teachers, and parents: all GC volunteers will follow institutional and local/state guidelines (which ever will provide the most safety for our GC volunteers). We will provide gloves, safety glasses, masks, and hand sanitizer for all GC volunteers. We will not have demos or hands-on experiments that require the public to touch equipment. We will wipedown all common surfaces frequently and in between each show. If the institution or local/state guidelines require additional safety protocols, then we will abide by them.
* Are there programs that you plan to offer through video conferencing or other means to limit on-campus/in-person activities?
	+ As previously stated, Dr. Lisse is preparing all teacher workshops to be hosted online as well as some Fall 2020 events. In the spring, we can host online Young Scientists Academy interviews.
* Are there certain programs/activities that you normally offer that you suggest not be offered in the next semester/year due to our inability to ensure the safety of participants and others?
	+ We are slightly hesitant to open some of our Herty Hall labs and the Planetarium up for the community. We may have to postpone or cancel our National Chemistry Week on-campus events because of the sheer numbers of participants that a<end Herty Hall. It would be impossible to social distance inside the planetarium or even in a crowded hallway. For our larger spring events (regional and state science competitions), we will need to possibly plan a two-day event in February for the regional and two-day event in March for the State fair. This would allow us to spread the kids out inside Centennial Center and stager/rotate the projects with judges to ensure social distancing.

**Presidential and Other Events**

**Event policies and procedures:**

1. Informational signage with CDC hygiene recommendations will be posted at each event entrance.
2. Staff, volunteers, and event attendees are required to sign in prior to entrance to each event or breakout session. Sign in may be conducted digitally by staff.
3. All attendees must apply hand sanitizer before entering an event. Sanitizer stations should be available at each event venue.
4. Temperature screenings will take place prior to entrance at each event.
5. CDC recommended social distancing policies to be adhered to at all times. *Official policy for floorplan development and approval tbd.*
6. All food and beverage must be provided by Sodexo, under the guidance of their Georgia College approved policy.
7. Additional support from Building Services is required at all events (not academic events or meetings during business hours). Support should be provided by the University, or at a discounted hourly rate (usually $25 per hour).  25Live confirmations will state the new requirements and fees, and Building Services supervisors will discuss event details with each planner.
8. All audio visual needs to be requested through 25Live (even non-academic event space that has existing AV). Production Services will have procedures for correctly sanitizing mics, batteries, and sound boards.
9. A policy will be enacted for the sanitization of campus event resources. Moving Crew, Building Services, and each planner will be responsible for some aspect of chair/table/podium disinfecting. *Official policy details tbd.*
10. When possible, each attendee will receive an email prior to the event with information regarding Georgia College event policies. College will post policies on its social media and website prior to campus or public events that do not have a confirmed guest list.
11. Campus events will require rsvps in advance. Waitlists and rsvp cutoff dates will be implemented.
12. All ticket sales or onsite payment collection will be handled via credit cardti no cash will be accepted onsite.
13. When and if possible, paper tickets to events should be eliminated.