Student Life
COVID-19 Guidelines
August 2020
Introduction

The Student Life units—Counseling and Support Services, Student Conduct and Veteran’s Affairs, and Student Life and Leadership—at Atlanta Metropolitan State College seek to continue to provide our students with quality services upon their return to campus. Services, however, will be delivered using a variety of formats due to the COVID-19 pandemic. Offices will offer services both in-person and through virtual appointments and services. Students who wish to take advantage of in-person services must also schedule an appointment. Please visit the college’s website or call the office you wish to access to ensure compliance with established campus, building, and office safety guidelines.

Basic Principles

In an effort to ensure the health and safety of students and employees during the COVID-19 Pandemic, the Student Life units of Atlanta Metropolitan State College have adopted the guidelines outlined in this document.

❖ Social and Physical Distancing

The college has established procedures for maintaining a minimum of six feet of space between individuals. Please note and adhere to these procedures at all times.

❖ Face Masks/Face Coverings

Consistent with guidance from the University System of Georgia, all members of the AMSC faculty, staff, students and visitors are required to wear face masks/coverings inside buildings and other campus areas where social distancing may not always be possible. (please see examples in this document regarding properly worn face mask/coverings, pg. 8.).

❖ Disinfecting and Cleaning Standards as well as Good Personal Hygiene

AMSC has established disinfecting and cleaning protocols for employees in both common and private spaces. Students will be responsible for cleaning and disinfecting individual spaces and equipment. Frequent handwashing and covering faces when sneezing or coughing is essential to prevent the spread of COVID-19. In addition, individuals should not come to campus if they are sick. To reduce the spread of the virus, students and employees should limit contact with shared areas and surfaces.
Campus Recreation

Recreation activities and services during Fall 2020 will be offered in a hybrid format. Policies and procedures are consistent with guidance from the University System of Georgia, The Georgia Department of Public Health and the Centers for Disease Control and Prevention. The Fitness Center and Game Room will open in Fall 2020 with social distancing mandates. Access will be limited to ensure compliance at all times. While Open Gym and outdoor recreational activities are discontinued during the fall semester, virtual fitness and wellness classes will be available. Face masks will be required for employees and student patrons in both facilities. The Aerobic Room located in the Fitness Center is available by appointment only. Students are not permitted to use showers or lockers and will assume responsibility for storing and maintaining personal items during each visit. For additional information, please email studentactivities@atlm.edu or call 404.756.4916.

Hours of Operation | Subject to Change Based on Usage and Staff Availability

- Game Room | 10:00 a.m. – 5:30 p.m. | Monday - Thursday
- Fitness Center | 10:00 a.m. – 5:30 p.m. | Monday – Thursday

Student patrons will be required to sanitize all equipment used during their visit with wipes provided in the facility. The Game Room and Fitness Center will close briefly in the morning and afternoon to permit staff to clean and disinfect equipment and facilities.

Student Life Events

On–Campus

The college is committed to offering programs and activities aimed at increasing student engagement. Events will occur in both in-person and virtual formats. All face-to-face events will promote social distancing and mandate face masks and/or face coverings be worn.

Off–Campus

All student organization-sponsored off-campus events will discontinue in Fall 2020.

Virtual Events

Student Life will continue to offer virtual engagement opportunities to keep students connected to fellow Trailblazers and AMSC. Some examples of events include Trailblazer Talk Thursday, Jeopardy, student organization meetings and more.

Registered Student Organizations

The Office of Student Life and Leadership surveyed students during Summer 2020 to assess students’ interest in topics, types of programs, and online engagement platform preferences. Staff will share survey results with Registered Student Organization (RSO) leaders and provide training to RSOs on the use of Microsoft Teams and strategies for engaging students online.

All student organizations will recruit and meet using online platforms. Registered Student Organization (RSO) leaders are strongly encouraged to host virtual events. All face-to-face
events will require the approval of the Director of Student Life and Leadership and the Executive Director for Admissions and Student Services to maintain occupancy limitations, social distancing, and cleaning and disinfecting standards. Student organization and advisor trainings will be conducted online. A student organization representative and advisor must certify that all institutional mandates, guidance, and best practices are followed. Following face-to-face events, student organization members will be required to clean assigned spaces with disinfectant wipes and gloves provided by the unit. The advisor and/or Student Life staff member will monitor the cleaning process. Students will be encouraged to participate in virtual civic engagement opportunities.

Without a doubt, these are unique times. Our priorities remain focused on promoting campus engagement while maintaining our students’ health and safety. Please check your AMSC email (ginger) regularly to ensure that you keep abreast of campus events and activities.

Alternative Education Arrangements

Students who fall into one of the following CDC categories for being at higher risk for severe illness due to COVID-19 may request an alternative educational arrangement. Students who believe that they fall into one of the risk categories must submit a request for an alternative educational arrangement. Institutions will then undertake efforts to provide a reasonable alternative arrangement for the requesting students. Students must submit documentation demonstrating that they have one of the underlying medical conditions as part of their requests. The nature of a reasonable alternative educational arrangement may be affected by the unique circumstances of the COVID-19 pandemic and will be an interactive process. Decisions about what reasonable alternative arrangements are feasible will be made on a case-by-case basis, and the decision may vary by institution and by student depending on the particular circumstances involved.

**Qualifying CDC categories for higher risk for severe illness with COVID-19:**

*Students who are 65 or older* (Students who are younger than 65 can provide documentation from a health care provider that their age is a determining factor for risk that should prevent them from attending and participating in regular on-campus instruction.)

*Students with the following underlying medical conditions:*

- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity (body mass index [BMI] of 30 or higher)
- Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
• Sickle cell disease
• Type 2 diabetes mellitus
• Asthma (moderate-to-severe)
• Cerebrovascular disease (affects blood vessels and blood supply to the brain)
• Cystic fibrosis
• Hypertension or high blood pressure
• Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
• Neurologic conditions, such as dementia
• Liver disease
• Pregnancy
• Pulmonary fibrosis (having damaged or scarred lung tissues)
• Smoking
• Thalassemia (a type of blood disorder)
• Type 1 diabetes mellitus

Students should go to the AMSC website (www.atlm.edu)-see yellow tab, and click on Alternative Education (AE) Arrangement to complete the forms for AE and submit the form along with a detailed class schedule, and appropriate medical documentation to the Counseling and Accessibility Office.

Emergency Counseling Services

Students may utilize the following recommendation for emergency services:

1. Georgia Crisis and Access Line – GCAL- 24-hour line 7 days a week to get emergency counseling services. 1-800-715-4225.
2. On-campus students with immediate needs can either be:
   a. Professors/Staff/ Public Safety/ generally escort students with immediate needs to the counseling office when an immediate need arises.
   b. Students may walk-in for appointments (q-less system). Generally, students are seen immediately after completing a few forms and if no other students are waiting; however, if immediately availability is not accessible, students are seen as soon as possible by the next available counselor.
3. The Counseling office generally provides a classroom or virtual visit to class rooms to alert students and professors of counseling and support services.
4. Students may contact the counseling center by dialing 404-756-4016 to schedule an appointment with an available counselor, and or to get general accessibility support information.

Additional Resources include:

- Adult Children of Alcoholics and Dysfunctional Families: https://adultchildren.org
- American Association of Suicidology: https://suicidology.org
- American Psychological Association http://www.apa.org/helpcenter/
- Depression and Bipolar Support Alliance (DBSA): http://www.dbsalliance.org/
- IMAlive – An Online Crisis Network: https://www.imalive.org
- National Alliance on Mental Illness (NAMI): https://www.nami.org/
- S.A.F.E. Alternatives®: https://selfinjury.com/
- Partnership Against Domestic Violence (PADV)- (404) 873-1766 padv.org
- The National Domestic Violence Hotline - www.thehotline.org 1-800-799-7233 or 1-800-787-3224
- If you’re unable to speak safely, you can log onto thehotline.org or text LOVEIS to 22522
- Veterans Crisis Line- 1-800-273-TALK (1-800-273-8255) www.mentalhealth.va.gov
- Child Protective Services in Georgia -1 855-422-4453
- For hearing impaired individuals - domestic violence https://thedeathotline.org - 1-855-812-1001
- Trans Lifeline’s Peer Support Hotline Peer support service run by trans people, for trans and questioning callers https://www.translifeline.org/hotline 1-877-565-8860
- Georgia Crisis and Access Line (GCAL) 1-800-715-4225, 24/7 will come to you if in crisis. Free service.

Disability Services information

Accessibility Services can be reached at 404-756-4016; you may visit our office in the Student Success Building #650, Room 252, or you can email the director, Dr. Dorothy Williams at dwilliams@atlm.edu. The Counseling and Accessibility forms are found on the AMSC website (www.atlm.edu) under students. There you will find the intake application and disability information.

The office of Counseling and Support Services provides accommodations for students with diagnosed disabilities. Students must submit documentation regarding the disability diagnosis and the documentation must demonstrate a disability covered under Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act Amendments (ADAAA) of 2008. The ADA defines a disability as a physical or mental impairment that substantially limits one or more major life activity. Eligibility for accommodations will be determined on a case-by-case basis following communication with the student and a thorough
review of documentation indicating functional limitations that would impact the individual in an academic setting. When submitting documentation, please be aware that all professional(s) conducting the assessment and making the diagnosis must be qualified to do so. The professional should be trained, certified and/or a licensed psychologist and/or member of a medical specialty group. The provider should attach any reports which provide additional related information (e.g. psychoeducational testing, neuropsychological test results, etc.). The forms should be submitted as a packet to include, the application, documentation, and detailed class schedule. Once accommodations are approved, the student should request continued disability services each semester through providing a copy of their detailed class schedule to the disability services office.

**Self-Reporting**

Immediate self-reporting is critical to help us assess and respond to risks and exposures on campus. If students are experiencing COVID-19 emergency warning signs, they should seek emergency care immediately. For students who have been exposed to COVID-19 (been in close contact of someone who has tested positive for COVID-19 within 48 hours of the onset of symptoms and/or 48 hours of a diagnosis), they should quarantine and get tested immediately.

Students experiencing COVID-19 symptoms should isolate and get tested. Symptoms include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

AMSC strongly encourages student who have been exposed and who are experiencing symptoms to get tested and quarantine for 14 days.

Students who have tested positive for COVID-19 should report the positive diagnosis to the identified AMSC campus contact immediately. Students are encouraged to report via e-mail or phone.

**Contact:**

Dr. Dorothy Williams/ Yvonne Varner-Kirkland
Counseling/Accessibility/Career & Intern Services
Email: dwilliams@atlm.edu; yvarnerkirkland@atlm.edu
Students who have not been exposed and have no symptoms may come to campus.

AMSC Face Mask/Coverings & Conduct Guidelines

To help create a safer learning, living and working environment for all students, faculty and staff, new Mask wearing policies will be in effect this fall at Atlanta Metropolitan State College in alignment with public health recommendations including USG and state requirements for higher education institutions. Specific policy guidance has been posted to the AMSC Web Site.

To reduce the risk of widespread virus transmission, wearing face masks will be required for all students and employees in classrooms, labs, offices and campus buildings as it is difficult to ensure full compliance with social distancing at all times. Students and employees should also practice social distancing, avoid large gatherings and wear face masks while on campus, as well as within their local communities in line with local and state requirements.

Those who put others at risk by not following AMSC’s requirements will be held accountable in a manner consistent with AMSC code of conduct guidelines and may be subjected to disciplinary action.

Therefore, the following rules are in effect:

1. Masks and Face Coverings.
   - All students MUST wear masks or face coverings on campus, covering their mouth and nose.
   - Students must wear a mask or face covering to enter and while present in any building on campus with the exception of when a student is in a dining hall eating. Masks must be worn when going through the line/picking up any food item(s) but may be removed when eating. building.

   Additionally, students must:
   - wear masks or face coverings in any outdoor location on campus (including walking to and from class), where six (6) feet of physical (social) distancing is not possible.
   - Students may not attend face-to-face classes without a face covering. Failure to wear a mask will result in the student being asked to leave campus.
   - Students are permitted to remove their mask or face covering to eat and drink.
   - If a student is not able to wear a mask due to a documented disability or medical reason, the student must seek an accommodation from Counseling and Disability Service Office prior to arriving on campus.
2. **Social Distancing Requirement.**

- Students must maintain six (6) feet of physical (social) distancing at all times on campus, whether indoors or outdoors.
Wearing a Mask: Dos & Don’ts

Created by Corri Levine @CBLevineMS

Do: Cover nose & mouth
Do: Pull hair back
Do: Tie straps behind head & neck
Do: Remove by grabbing from the back

Don’t: Pull below nose
Don’t: Hang from one ear
Don’t: Pull below chin
Don’t: Hang around neck

Don’t: cross straps
Don’t: Leave a strap hanging
Don’t: Wear on forehead
Don’t: Leave hair down on face

Don’t: Touch front of mask
Don’t: Reach under mask
Don’t: Remove mask to cough, sneeze, or talk
Don’t: Remove mask to talk on phone

Don’t: Drink with mask on
Don’t: Eat with mask on
Don’t: Touch phone to mask
Don’t: Wear a dirty or wet mask

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WEARING A MASK

**DO'S & DONT'S**

**DO:**
- Cover mouth & nose
- Pull the hair back
- Tie straps behind head & neck
- Remove by grabbing from the back

**DONT:**
- Pull below the nose
- Wear on the forehead
- Pull below the chin
- Cross the straps
- Leave hair down the face
- Hang from one ear
- Leave straps hanging
- Wear a dirty or wet mask

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