



Bring your brilliance.

Please understand that AMSC's knowledge about the COVID-19 virus and the best practices to respond continue to evolve. For this reason, guidance, plans and policies related to the return to **Trailblazer** campus operations will also evolve.

## AMSC RETURN TO CAMPUS | FREQUENTLY ASKED QUESTIONS

### **Is the Atlanta Metropolitan State College campus closed?**

The Atlanta Metropolitan State College campus is open and operating. Please note, some offices may be utilizing flexible work options through telework and rotating schedules.

Students may drop off admissions related documents, *Monday through Thursday from 8:30 a.m. to 7:00 p.m.* in the Student Services and Success Center {Building 650}. We are continuing to accept Spring Semester 2021 freshman and transfer student applications. Admissions counselors are available to speak with students via limited in-person and/or virtual appointments, by phone, 678-623-1340, or via email: [admissions@atlm.edu](mailto:admissions@atlm.edu).

### **When do Spring classes begin and end? Have there been any modifications to the academic calendar?**

Atlanta Metropolitan State College will maintain its current operational calendar for Spring 2021. Classes will start on January 11, 2021 and end on April 30, 2021.

Final exams will take place the week of May 3<sup>rd</sup> through the 6<sup>th</sup>. Commencement is May 7<sup>th</sup> (Delivery method TBD)

### **How will instruction be delivered?**

All classes, except those courses that are already scheduled to be fully online, will be

designed through a hybrid, also known as a blended instructional model. AMSC hybrid classes will meet weekly (*with students meeting one face-to-face class session and one virtual class session*).

### **What should I be aware of in returning to campus?**

- ✓ Employees should comply with social distancing guidelines, including maintaining at least 6 feet of separation from other individuals
- ✓ Employees are also asked to self-screen **BEFORE** coming to campus for any new or worsening symptoms of possible COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.
- ✓ Employees are required to wear cloth face coverings (*over the nose and mouth*) when in campus buildings
- ✓ Wash your hands or use hand sanitizer if washing isn't possible. Do this frequently and after any contact where you may have come in contact with the virus.
- ✓ In-person meetings should be kept at a minimum and have fewer than 10 people, and social distancing should be maintained. Virtual meeting options should be used whenever possible in lieu of in-person meetings.
- ✓ Follow all the procedures outlined in the approved Return to Campus Plan.

### **Will employees have access to face masks, gloves, hand sanitizer, disinfectant spray and/or wipes to clean high use touchpoints after usage?**

Effective, July 15, 2020, University System of Georgia (USG) Institutions will require all faculty, staff, students, and visitors to wear an appropriate face covering while inside campus facilities/buildings where six feet of social distancing is not possible. Face covering use will be in addition to and is not a substitute for social distancing.

Atlanta Metropolitan State College will provide reusable cloth face coverings to the **Trailblazer** community as needed for the Spring 2021 semester. In addition, cleaning supplies will be available in the Office of Human Resources to supervisors for dissemination upon request.

### **How often will high-traffic areas, campus classrooms and frequently touched surfaces be cleaned?**

There will be shared responsibility for this. As per the Workplace and Health Safety Plan, staff, faculty and students will be responsible for wiping down your workspace in each office and/or classroom when you arrive. Atlanta Metropolitan State College's custodial services vendor will disinfect door handles, railings, elevator buttons, countertops, and other frequently touched surfaces. They will also increase restroom cleaning throughout the day.

**Will temperature checkpoints at the entrances to academic buildings be required when we return to campus in the Spring?**

We continue to recommend self-monitoring. We will not be conducting temperature and health screenings at the entrances to buildings, however, all Trailblazer community members should self-screen <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html> every day **BEFORE** arriving on campus.

**What if I am in a high-risk group for COVID-19 or care for a household family member who is at high-risk?**

Employees who fall into one of the CDC and Georgia Department of Public Health categories for higher risk severe illness with COVID-19 may request alternate work arrangements via the Office of Human Resources.

**What if I have childcare issues that prevent me from returning to campus?**

Employees should discuss childcare availability with their supervisors. When no childcare options are available or are limited during the ongoing COVID-19 pandemic, supervisors are encouraged to provide flexible work options through continued telework and create opportunities to support rotating schedules or extended hours of work where possible. Employees may qualify for leave under the Families First Coronavirus Act (FFCRA). Questions about eligibility should be directed to the Office of Human Resources by phone at 404.756.4047 or [hr@atlm.edu](mailto:hr@atlm.edu).

Employees should not bring their children or other family members to the workplace in order to respect the health and safety of co-workers and in an effort to maintain social distancing at all times. This is also in accordance with college policy.

**Will telework options remain available for employees?**

Atlanta Metro will continue to offer temporary telework options for employees whose work can be completed through that method. A continued temporary teleworking arrangement should be directed and approved by supervisors.

While doing remote work, employees should be available during normal business hours to perform their tasks, as well as to attend meetings virtually. Employees working remotely may be required to report to campus at certain times, such as for meetings, and may be asked to return to their in-office work on short notice.

**Will the Edwin A. Thompson Student Center & Easley Conference Pavilion be open in the Spring?**

*Yes, with the following modified arrangements:*

- AMSC's dining partner, Aladdin will be open to service a limited number of patrons in the serving area at a time.
- All staff will wear appropriate PPE while in the facility and maintain social distancing.
- Plexiglass shields will be installed at all front-facing service areas.
- Increased signage and ground markers will promote social distancing.
- Intermittent cleaning will be implemented throughout the day, between meetings, and after events.
- Facilities will be disinfected each night.
- Every other piece of furniture will be blocked off or moved into storage locations to create space for social distancing.
- Revised capacities have been developed for all conference center meeting spaces.