FALL 2020 SEMESTER WORK PLAN
July 20, 2020
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“It is today that our best work can be done and not some future day or future year.”
-W.E.B. Du Bois - Author, Activist, Educator, Sociologist, Atlanta University Faculty Member, 1897-1910 and 1934-44
Message From The President

GEORGE T. FRENCH, JR., PH.D.
President
Clark Atlanta University
Dear CAU Students, Faculty, and Staff:

The past few months have undoubtedly been the most unusual times any of us has ever seen. My team and I have worked tirelessly in hopes that we would be able to have some sense of normalcy for the Fall 2020 semester. Our initial plans were to reopen the campus for the Fall 2020 semester for freshman and sophomore students, and to provide remote and online learning for juniors, seniors, and graduate students.

However, with the challenging and rapidly changing circumstances surrounding the COVID-19 pandemic, it has become crystal clear that these plans must evolve again to recognize the newly heightened safety risks associated with COVID-19 in the state of Georgia. The health and safety needs of our students, faculty, and staff remain our top priority and have been a reference point for our planning for the fall. Therefore, we have made the difficult but necessary decision to move to a remote and online learning format for the entire CAU student body in the fall, with faculty and staff continuing to telework. Moving to virtual instruction for all students during the Fall 2020 semester was a collaborative decision between the presidents of CAU, Morehouse College, and Spelman College.

This Fall 2020 Work Plan provides the details on how we plan to ensure, to the greatest extent possible, the safety and well-being of faculty, staff, students, and community members via remote online learning and teleworking.

CAU’s Crisis Management Center Steering Committee (CMCSC), led by Chief Operating Officer Eli Phillips, developed the plans outlined in this Work Plan. The Steering Committee worked 24-7 to coordinate the details for remote campus and academic operations for Fall 2020.

The CMCSC focused on the COVID-19 pandemic and advised me on actions we should take to mitigate the risks associated with COVID-19 on the CAU campus. The full implementation plan was developed under the CMCSC’s sub-committee structure of six teams that focused on Students, Teaching/Research, Campus Operations, Finance and Legal, Human Resources, and Communications & External Relations. Each team had a broad representation from across the University.

I assure you that this plan has been thoroughly vetted and evaluated through the lens of the latest and best public health information available. The CMCSC accomplished its work by staying abreast of all guidelines, recommendations, expert opinions, executive orders and other regulations issued by the Centers for Disease Control and Prevention (CDC), the World Health Organization (WHO), the Governor’s Office, the Georgia Department of Public Health, the state’s Occupational Safety and Health Administration (OSHA), the City of Atlanta, and other public health agencies.

Throughout our planning process, we have known and acknowledged that there was a possibility that our original plans for reopening in the fall would change. The uptick in COVID-19 cases has caused us great concern and further made the case that, with the exception of essential workers, it is not feasible for us to bring students, faculty, staff, and administrators to the campus in the current atmosphere. Keeping the campus closed in the fall will minimize the risk of the spread of COVID-19 on campus and in the Atlanta community. Your overall wellbeing is our top priority.

Finally, it is important for you to know we are guided by our priorities: which is to put our stakeholders’ health and safety first; to ensure that our students receive a well-rounded, excellent CAU education no matter what circumstances may occur; to carry on scholarly research; to maintain our program of financial aid; and to ensure that we keep the University on a footing that enables it to fulfill its academic mission.

CAU is indeed fortunate to have wonderful faculty and staff who have worked diligently through this crisis to ensure that in the fall and for all the semesters to come, we commit to providing an excellent academic experience for our students.

For the most up-to-date CAU developments concerning COVID-19, we encourage you to regularly visit the information page we have established on our website.

Thank you for your flexibility and adaptability in these highly unusual times. Be well, stay safe, and we will continue to keep you updated of any changes throughout the semester.

George T. French, Jr., Ph.D.
President
Fall 2020 Work Plan
Guiding Principles

At the forefront of CAU’s work plan are the health, safety, and welfare of the entire campus community. Throughout the pandemic the University had a dedicated Coronavirus Task Force, now the Crisis Management Center Steering Committee (CMCSC), whose recommendations were (and will continue to be) guided by and predicated on the most up-to-date guidance from the CDC and other state and federal public health agencies.

The CMCSC focused on the COVID-19 pandemic and advised the University President on implementation plans to ensure, to the greatest extent possible, the health, safety, and well-being of all students, faculty, staff, and visitors while on the CAU campus. The CMCSC accomplishes its work by staying abreast of all guidelines, regulations, expert opinions, executive orders, and recommendations from the CDC, WHO, the Governor’s Office, and other public health agencies. Members on the CMCSC regularly collaborated with other AUCC member institutions on campus health and safety planning related to COVID-19, including approaches to campus operations for Fall 2020. The CMCSC established six working groups that focused their efforts and implementation plans on how the campus would address specific operating concerns. The CMCSC and each working group met often to ensure that timely decisions, implementation plans, and other matters were presented to the University President for approval. The CMCSC’s Communications & External Relations subcommittee has overall responsibility for drafting communications to the campus community to keep stakeholders well-informed on actions being taken and safety procedures to be followed while on campus.

Crisis Management Center Steering Committee (CMCSC)

Mr. Eli Phillips (Chair) - Executive Vice President, Chief Operating Officer
Dorcas D. Bowles, Ed.D. - Provost & Vice President for Academic Affairs
Calvin L. Brown, Ed.D. - Associate Provost for Academic Affairs
Mr. Sam D. Burston - Vice President, Institutional Advancement
Jennifer L. Ervin, Esq. - General Counsel
Charles J. Gibbs, Ed.D. - Chief of Staff & Vice President for University Affairs
Ms. Debra Hoyt - Chief People Officer
Lauren Lopez, Ph.D. - Assistant Vice President, OPAR
Lanze Thompson, Ph.D. - Chief Financial Officer & SVP, Business & Financial Services
Omar Torres, Ed.D. - Dean, Student Services & Campus Life
Ms. Debra Williams - Chief of Police
WORKING GROUPS

STUDENT EXPERIENCE

Omar Torres, Ed.D. - Dean, Student Services and Campus Life, Team Lead
Charles J. Gibbs, Ed.D. - Chief of Staff & Vice President for University Affairs
Ms. Susan Gibson - Director, Office of the University Registrar
Lauren Lopez, Ph.D. - Assistant Vice President, OPAR
Ms. Lorri Saddler - AVP & Dean, Undergraduate Admissions
Ms. Caroline Richards, MSN, MSPH, APRN, FNP-C - Director, Student Health Services
Ms. Cherise Peters - AVP & Dean, Graduate Admissions
Ms. Gwen Wade - Director, International Programs

TEACHING AND RESEARCH

Dorcas D. Bowles, Ed.D. - Provost & Vice President for Academic Affairs, Team Lead
Jaideep Chaudhary, Ph.D. - Interim Dean, School of Arts and Sciences
Silvanus Udoka, Ph.D. - Dean, School of Business Administration
J. Fidel Turner Ph.D. – Dean, School of Education
Jenny Jones, Ph.D. - Dean, Whitney M. Young Jr. School of Social Work
Bettye M. Clark, Ed.D. - Interim Dean of Graduate Education and Special Assistant to the Provost
Calvin L. Brown, Ed.D. - Associate Provost for Academic Affairs
Mary Hooper, Ph.D. - AVP, Online Learning and Continuing Education
Ms. De Lisa Wilson - Associate Vice President, Research and Sponsored Programs
Lauren Lopez, Ph.D. - Assistant Vice President, OPAR
Kurt Young, Ph.D. - Interim Chair, Political Science
Charles J. Gibbs, Ed.D. - Chief of Staff & Vice President for University Affairs
Ms. Marcia Cross - Consultant

CAMPUS OPERATIONS

Mr. Eli Phillips - Executive Vice President, Chief Operating Officer, Team Lead
Charles J. Gibbs, Ed.D. - Chief of Staff & Vice President for University Affairs
Mr. Shelton Anderson - AVP, Facilities Management, Project Management, Planning
Mr. Charles Cooper - Associate Vice President, OITC
Ms. Debra Williams - Chief of Police
Ms. Cynthia Gomes - Associate Vice President, Business Services
J. Lin Dawson, Ph.D. - Director, Athletics
FINANCE AND LEGAL
Lanze Thompson, Ph.D. - CFO & SVP, Business and Financial Services, Team Lead
Silvanus Udoka, Ph.D. - Dean, School of Business Administration
Charles J. Gibbs, Ed.D. - Chief of Staff & Vice President for University Affairs
Jennifer L. Ervin, Esq. - General Counsel
Ms. LaTanya Hartsfield-Merritt - Associate Vice President, Budget and Treasury

HUMAN RESOURCES
Ms. Debra Hoyt - Chief People Officer, Team Lead
Kurt Young, Ph.D. - Interim Chair, Political Science (Chair of Faculty Assembly)
Charles J. Gibbs, Ed.D. - Chief of Staff & Vice President for University Affairs
Mr. Ron Brown - Security Technology Specialist, OITC (Chair of Staff Assembly)
Ms. Debra Williams - Chief of Police

COMMUNICATIONS AND EXTERNAL RELATIONS
Mr. Sam D. Burston - Vice President and Chief Operation Officer, IA, Team Lead
Ms. Barbara E. Martin - Director, External Initiatives and Special Events
Ms. Jolene Butts Freeman - Director, News and Media Relations
Ms. Marcia Jones Cross, Consultant
Financial Aid

• The Offices of Financial Aid and Scholarship and Awards are working diligently to ensure that financial aid continues to be processed as seamlessly as possible. The team remains available and committed to help guide and support students with funding their education during these uncertain times.

• If there are specific questions regarding one’s financial aid, the Financial Aid Call Center remains operational during regular business hours 9:00 a.m. – 5:00 p.m. (EDT) daily with staff members available to assist. The number to the Financial Aid Call Center is 404-880-8992. Additionally, Financial Aid staff members can be reached via email as listed on the Financial Aid Office Contact Webpage.

Office of International Programs

The University’s Office of International Programs is monitoring any changes at the Federal level from the U.S. Department of Homeland Security and Immigration and Customs Enforcement (ICE). Updates for international students will be provided as the University receives more information from the U.S. Department of Homeland Security and Department of Education.

During Fall 2020 semester, visitors and guests will be restricted from accessing residential buildings and other campus facilities. No on-campus university tours will be conducted during the Fall 2020 semester. All tours will be virtual.

Enrollment, Academic Calendar & Free Laptops

During the Fall 2020 semester, Clark Atlanta University students will be engaged in an outstanding online learning environment with personal attention focused on the legacy, warmth, and the energy of CAU. We will continue to provide a transformative learning environment for our students to equip them with the tools they need to become actively engaged in their curriculum, careers and community.

Student Accounts

• The Office of Student Accounts is working diligently to ensure that all student account functions continue as seamlessly as possible. The team remains available and committed to help guide and support students with completing the financial enrollment process, making payments via Banner Web and any other needs students may have during these uncertain times.

• If there are specific questions regarding one's financial enrollment status or one's need for assistance with paying an outstanding balance, the Office of Student Accounts remains operational during regular business hours 9:00 a.m. – 5:00 p.m. (EDT) daily with team members ready and available to assist. Please feel free to contact the team at studacct@cau.edu.

• The financial enrollment process for Fall 2020 semester began July 15, 2020, and all students should have been notified via email. Students should verify their enrollment status by logging into the Banner Web portal from the CAU website.

• Students can log in to Banner Web now to make payment arrangements.

Financial Aid

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• If there are specific questions regarding one’s financial aid, the Financial Aid Call Center remains operational during regular business hours 9:00 a.m. – 5:00 p.m. (EDT) daily with staff members available to assist. The number to the Financial Aid Call Center is 404-880-8992. Additionally, Financial Aid staff members can be reached via email as listed on the Financial Aid Office Contact Webpage.

Campus Visits and Tours

During Fall 2020, visitors and guests will be restricted from accessing residential buildings and other campus facilities. No on-campus university tours will be conducted during the Fall 2020 semester. All tours will be virtual.
2020-2021 Academic Calendar

The Academic Calendar for 2020-2021 school year has been modified as reflected below. Please note that this is the final academic schedule approved by the Atlanta University Center Consortium Council of Presidents.

<table>
<thead>
<tr>
<th>Academic Calendar 2020-2021</th>
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<tbody>
<tr>
<td>13 Weeks</td>
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<tr>
<td><strong>Fall 2020</strong></td>
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<tr>
<td>Classes Begin</td>
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<tr>
<td>Drop/Add Begins</td>
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<tr>
<td>Drop/Add Ends</td>
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<tr>
<td>Labor Day (Classes will be held)</td>
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<tr>
<td>Last Day of Class</td>
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<tr>
<td>Reading Days</td>
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<tr>
<td>Final Exams</td>
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<tr>
<td>Thanksgiving</td>
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<tr>
<td><strong>Spring 2021</strong></td>
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<tr>
<td>Class Begins</td>
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<tr>
<td>Drop/Add Begins</td>
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<tr>
<td>Drop/Add Ends</td>
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<tr>
<td>Good Friday</td>
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<tr>
<td>Last Day of Class</td>
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<tr>
<td>Reading Days</td>
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<tr>
<td>Final Exams</td>
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<tr>
<td>Commencement Weekend</td>
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Laptop Gifting Initiative

As COVID-19 continues to present challenges to U.S. colleges and universities, Clark Atlanta University continues to rise to meet those challenges to ensure comprehensive continuity in its students’ learning experience.

CAU proudly presents its Laptop Gifting Initiative for all financially enrolled students. Under this initiative, all new and returning financially enrolled students for the Fall 2020 semester will receive new Dell Latitude 3400 laptops at no cost to them. The new laptops, which the University purchased from Dell, will be shipped to financially enrolled students to the mailing address on file. All students should be sure to log in to the Banner Web portal to ensure the University has their most current mailing address, and to update this information if this information is incorrect.

Students will be required to contact Dell Support directly for technical assistance at https://support.dell.com. Once contacted, the Dell Support representative will ask for a service tag and/or express service code, which can be found on a label located on the bottom of the device.
AUC Woodruff Library

During the Fall 2020 semester, there will be no public access to the AUC Robert W. Woodruff Library. Students who will be taking classes online during the fall semester will have full access to the library’s online services and resources, which include the circulation of electronic books and virtual research services. Librarians will also be available for research assistance via Zoom appointments that students can set up or that may be incorporated in the teaching faculty’s course delivery. Students may email, chat, and IM with subject librarians.

Beginning August 19, graduate students and student lab workers will be able to request items for pick up in the Library’s parking lot, at the rear of the building, on Tuesday, Wednesday, and Thursday from 11:00 a.m. – 3:00 p.m. Students can submit their requests by placing a hold on the items in the Library’s catalog. Students will need to obtain a Library barcode and use it to establish their Library account. Once the requested materials are available, students will be notified. The student can then make an appointment for pick up by calling the Library at 404-978-2067. Students needing additional assistance should contact the Circulation Services Manager, William Holt, circulation@aucr.edu by email or phone 404-978-2048.

More information about the library’s online support is available at www.auctr.edu by clicking on the phrase, “Services and Resources Are Available Online,” which can be found in the banner at the top of the library’s home page. This information is being updated now in anticipation of the fall online experience. Click the following links to access the library’s virtual services for students and faculty:

LibGuide for Student Virtual Services
LibGuide for Faculty Virtual Services

The library staff will continue its support of CAU’s academic program throughout these unusual times. Learning should never stop, and the CAU community can count on the AUC Woodruff Library’s uninterrupted support of all students and the partnerships with faculty during COVID-19.
Online Teaching Certifications of Faculty

Although the COVID-19 pandemic created many challenges for face-to-face instruction, it also created an opportunity for CAU to expand its capacity to offer more online course options for its students. In moving in this direction, all CAU faculty have been certified to teach fully online courses in Fall 2020. They have completed a rigorous program and earned the CAU Online Teaching Certification based on the nationally and internationally recognized Quality Matters Standards (QMS) for effective design of online instruction. Prior to the Fall 2020 semester, each designed course will be assessed through the peer-review process to ensure it meets the QMS for online instruction. Additionally, academic department chairs will provide ongoing review and evaluation of the delivery of online instruction. The expanded online curriculum will offer greater flexibility for CAU students and enable faculty members to incorporate innovative instructional tools to help every student succeed.

Technical Support

The first step to getting the help students and faculty need is knowing WHOM to contact.

- If a student or employee is locked out of CAU email, Banner, Canvas, or Office 365, he or she should call (404) 880-6482 (24/7) OR send an email to support@cau.edu.
- If a student or employee needs help with setting something up or navigating in Canvas, he or she should call (404) 880-6194 M-F 8:00a.m. - 6:00p.m. (EDT).
- If a student or employee needs help related the operation of Zoom, he or she should email CITLE@cau.edu.
- If a student or employee needs assistance with operating laptop equipment, he or she should contact Dell directly.
Graduate Education

All questions related to graduate policies and procedures, appeals, graduate student resources and services, degree related requirements (e.g., thesis/dissertation requirements), and other student inquiries will be addressed via email, phone, or Zoom and Microsoft Teams Video Conferencing.

The Dr. Bettye M. Clark Graduate Resource Center (GRC)

- GRC Virtual Workshops and Trainings: Interactive workshops, trainings, and support services are available via Zoom and other technology platforms. All public workshops and trainings will be archived in Canvas for future retrieval.
- Remote Tutorial Consultations: Graduate students will continue to schedule one-on-one writing and research tutorial assistance via email (grc@cau.edu) and phone (404-880-8667). Tutorials will be conducted via Zoom Conference Meetings.
- Thesis/Dissertation Submissions: Published thesis and dissertation submission deadlines for AY 2020-2021 may be found on the CAU website under Thesis and Dissertation Submissions. Reviews of submitted theses and dissertations will continue to be conducted electronically.

Contacts
Bettye M. Clark, Ed.D. - Interim Dean and Special Assistant to the Provost - bclark@cau.edu; 404-880-8999
Ms. Cherise Y. Peters - Associate Vice President/Dean of Graduate Admissions - cpeters@cau.edu; 404-880-6036
Tamalyn L. Peterson - Ph.D. Director of The Dr. Bettye M. Clark Graduate Resource Center - tpeterson@cau.edu; 404-880-8667
Graduate Recruitment and Admissions - graduateadmissions@cau.edu; 404-880-8782
Graduate Programs - graduateprograms@cau.edu; 404-880-8667
The Dr. Bettye M. Clark Graduate Resource Center (GRC) - grc@cau.edu; 404-880-8669
PANTHERS wash their hands.
**Research Lab Protocols and Procedures**

The University's COVID-19 Pandemic Standard Operating Policies & Procedures (SOPs) for Reopening Research & Development (R&D) Laboratories have been developed to ensure, to the greatest extent possible, the environmental health and safety of faculty, staff and students working and learning in the Thomas W. Cole Research Center for Science and Technology ("Science Research Center"). The SOPs are consistent with the reopening guidelines of the World Health Organizations (WHO), the CDC, state and local executive orders and ordinances, the University's CMCSC recommendations and the Office of Research and Sponsored Programs' Chemical Hygiene Plan. These SOPs may override current protocols when a conflict arises between current Chemical Hygiene Plan procedures. These SOPs will be updated and revised as more knowledge, understanding and information about the virus becomes available.

These rules apply to the entire CAU research community. Therefore, all faculty, principal investigators, lab technicians, postdoctoral research associates, research assistants and research students working in wet or dry labs are expected to fully comply with the protocols outlined in this plan document. Failure to do so may result in corrective action.

**General Health & Safety Guidance Summary**

The University has developed general guidance and protocols that are intended to mitigate the risks of the spread of COVID-19 as personnel begin to return to work on campus. Therefore, before any member of the CAU community returns to campus, the person must ensure that he or she:

1. Is free from COVID-19 related symptoms such as fever or chills, coughs, shortness of breath, loss of smell, sore throat, fatigue and other related symptoms.
2. Has had no household contact within the last 14 days with someone diagnosed with COVID-19. When in doubt, stay home.

Employees who are well but who have a sick family member at home with COVID-19 should notify their supervisor and follow CDC recommended precautions at home.

**Reopening Controls**

On-campus research activities will resume gradually and only after completion of renovations in the Science Research Center and all faculty are tested, ensuring the implementation of best practices, proper social distancing and infection control measures. A universal precaution approach should be adopted by all lab users. All should assume any equipment, material or individual is infected and take necessary precautions and measures accordingly. All research activities that can continue to be carried out remotely should continue to be carried out remotely until further notice.
Usual safety best practices and compliance with environmental and occupational safety regulations remain in effect. The COVID-19 pandemic should not be used as an excuse to violate safety policies and regulations defined in the RSP Chemical Hygiene Plan. If conflict arises concerning compliance with these protocols, the Office of Research and Sponsored Programs will be made aware, and inclusive decisions will be made with all parties involved.

**Engineering Controls**

The Office of Facilities, Management, Project Management and Planning (Facilities) will ensure, to the greatest extent possible, the operation of an adequate building ventilation system. When feasible and safe, the University’s Facilities team will convert positive pressure HVAC systems to negative pressure HVAC systems, particularly in areas where aerosol is present. When feasible and safe, doors must be propped open during working hours. Facilities and RSP will identify interior building doors that may be of concern. When renovations and testing are completed, PIs must ensure physical space between employees in labs by modifying the workspace, in accord with CDC guidelines. All biosafety cabinets must be current with their certification in order to keep operating. Appropriate steps must be taken by departmental heads to bring past-due biosafety cabinets to compliance within a reasonable time.

**Administrative Controls**

Departmental heads and area supervisors must assess feasibility of social distancing measures, the impact on activities and make recommendations or changes to RSP within two business days of the changes in staff, dates or times on campus and in labs. Principal Investigators (PIs) and lab manager(s) should identify research outcomes that can be performed remotely, and instruct lab staff to continue to perform those activities remotely. Activities that can be performed remotely include: 1) analyzing data 2) writing manuscripts, book chapters, relevant publications, and 3) developing conference presentations and related administrative activities.

**Research and Sponsored Programs**

The Office of Research and Sponsored Programs (RSP) develops, implements, and monitors compliance for all research enterprise policies and procedures to include the COVID-19 Standard Operating Procedures (SOP) guidelines. RSP will develop and perform needs assessments, develop a new hazard SOP, and provide SOP training to all R&D active lab personnel.

**Research Administration Daily Transactions**

Pre- and post-award administrative activities -- such as the processing of proposal development, routing of documents for approval and submission, new award kick-off meetings, budget revisions, personnel action forms, no cost extensions, reporting, compliance reviews, purchasing, and related tasks -- will continue to be performed remotely by the RSP staff. All transactions must continue to be submitted electronically (via email or PantherBuy) to the appropriate RSP staff.

**Lab Needs Assessment**

All researchers must complete the pre-requisite survey entitled “SMART ReStart: Reopening Research Labs at CAU” prior to receiving authorization to return to labs.

**COVID-19 SOP Training & Certification**

A list of required trainings by departments will be made available before activities resume in the fall. RSP and departmental chairs must ensure every employee successfully completes all required training before returning to work, in addition to undergoing COVID-19 viral testing. No employee can return to the Science Research Center to conduct research activities prior to completion of the R&D lab renovations.
SOP training will be provided online. All research faculty, PIs, lab technicians, postdoctoral research associates, research assistants and research students working in wet or dry labs must complete the online training. Each person is required to sign an “SOP Training Agreement” form to certify that training was completed and that protocols are understood and will be followed. Access to labs will be denied until the required training and certification are obtained.

Researchers that work with blood cells or other potentially infectious materials, must have completed or will be required to complete the blood borne pathogens refresher course prior to returning to campus.

New faculty, lab personnel and graduate students assigned to research labs must be tested for COVID-19 and complete the following training modules prior to returning to campus 1) Lab Safety Training; 2) COVID-19 SOP; 3) Blood Borne Pathogens; and 4) Responsible Conduct in Research (RCR). Lab Safety and RCR trainings.

Contact the Lab Safety Manager for login credentials. The PI and lab manager should review and follow the Research Continuity Plans that were submitted prior to the campus and lab ramp-down in March 2020 to ensure that critical tasks are performed in the event a lab staff member becomes unavailable to perform tasks. PIs should continue to cross-train personnel.

**Personal Protective Equipment (PPE)**

The CDC strongly recommends that people wear face masks when they are in public places. The EEOC has released guidance that indicates that an employer may require employees to wear face masks and certain PPE, such as gloves, or gowns, to reduce transmission. CAU has decided to make the wearing of face masks mandatory for employees in public spaces, and the University will continue to mandate the use of PPE while working in labs.

Deans, Chairs and PIs should ensure that PPE is available for lab staff on a daily basis. Lab coats, goggles, gloves and masks must be worn at all times while on campus.

All employees are required to wear face masks in all common spaces. When wearing a face mask, employees must ensure that it fits snugly against the side of the face, allows for breathing without restriction, completely covers the nose and mouth, and includes multiple layers of fabric. Cloth face masks must be laundered and cleaned daily. Face masks are not meant to be a substitute for social distancing. Disposable face masks should be discarded in biowaste bags.

**Donning and Doffing of PPE**

Lab employees will strictly follow safe donning and doffing procedures as defined by the CDC.

**LAB WORK SCHEDULES & TASKS**

**Staffing Options**

R&D experiments are fluid and differ from lab to lab; hence, PIs or designees must create monthly lab staff work schedules for each assigned lab. Schedules must be emailed to the Dean, Chair/Director and the Associate Vice President of RSP three business days in advance of the first day of the next month. If changes to lab staff work schedule are required, PIs must notify RSP in advance.

Lab work schedules must be designed to allow for social distancing as defined by the CDC. PIs must set up staggered or alternate schedules (taking into account individual contexts) to allow for social distancing and to ensure equitable access to workspaces. While most R&D labs are 725 sq. ft. in size, no more than two individuals may occupy a lab at one time.
Lab staff must be assigned to work either a Monday-Tuesday schedule or a Thursday-Friday schedule with Wednesday and weekends as “black-out days” for ongoing sanitation of building and workspace. Employees who have previously been designated “essential workers” may continue to work across all days as demanded by the accountabilities of their positions. Employees still have the option to apply for a telework extension under the University’s Temporary Teleworking Policy.

**Monthly Lab Work Schedule**

Lab work schedules must be submitted in a calendar format. Calendars must include the contact information for all lab workers. It must clearly indicate the assigned shifts, and it may include tasks and guidance reminders. The schedule must be posted, in plain sight, on the outside door of each lab.

**Job Tasks**

Tasks with a higher risk of exposure to COVID-19 will be identified by departmental chairs and area managers. A job hazard analysis will be performed in coordination with the lab safety manager. Results and suggestions will be communicated by departmental chairs/Director to RSP for appropriate measures.

**Cleaning & Decontamination Procedures: Wipe-UP, Wipe-DOWN**

PIs must post behavioral signs that remind lab personnel to disinfect all lab instruments and equipment, including copy machines, before and after use. Lab users are required to frequently decontaminate high-touch surfaces, instruments, keypads, handles, and knobs using bottles of disinfectant spray solution of, at least, 70% Isopropyl Alcohol (IPA). Lab workers must spray surfaces with the solution and leave them untouched for at least 10 minutes before touching the surface at the beginning of each shift and spray again at the end of each shift.

**Lab Phone Calls**

PIs are encouraged to designate an employee to respond to phone calls in order to limit use of phones by several individuals. The call forward option, conference calls and speakers should be preferred when other individuals need to be added to a call.

**Scheduled Breaks**

Under the coordination of departmental chairs, PIs and lab managers should stagger break times to comply with social distancing measures in break rooms.

Use of core labs will require scheduling in advance using the iLabs software platform. Core facility users must contact the iLabs coordinator or secure login credentials to schedule time to work on a shared instrument. No more than one person may use a core lab at a time.

**Common Area Use**

Employees should refrain from entering a common space when this could breach social distancing measures.

**SOP Compliance**

All lab employees are required to read and acknowledge the SOP Compliance operating procedures prior to returning to work. Employees, students and visitors who are unable or unwilling to comply with these procedures must refrain from being on campus.
Reopening Research Labs at CAU:  
New Hazard SOP Training Frequently Asked Questions

The following questions were asked and answered during the SOP training and are being provided here for your convenience.

1. Will these protocols and procedures be applied to computer labs?
   a. No. These procedures are specific to the R&D labs in the Cole building. Academic lab COVID-19 related procedures will be provided by the appropriate offices at a later date.

2. Where can students locate the recording of this training?
   a. This recording will be posted on the RSP website.

3. What about people who did not receive the invitation to participate in the training session?
   a. PIs were asked to submit names of all lab personnel. Those that did not receive invitations can review the recording and then submit the required certification.

4. How can a collaborator from another campus get approved for working in our lab?
   a. PIs should follow the general guidance for campus visitors provided by HR.

5. Is RSP going to provide masks for lab personnel?
   a. RSP purchased PPE for all lab personnel working on active R&D awards.

6. Who is required to take blood borne pathogens course?
   a. All researchers working with infectious materials and those that received an email reminder from the lab safety manager in April 2020.

7. Does anyone working in a lab need to get tested and get a certificate for COVID-19 before starting work in lab?
   a. Yes. All employees must be tested for COVID-19 by dates provided by HR before returning to labs. Renovations must be completed before one can return to labs in the Science Research Center.

8. Do we use one disposable lab coat per day?
   a. No. The lab coats that RSP purchased are reusable. We ask that you wash them daily.

9. What is the maximum capacity allowed in the Science Research Center per day?
   a. Only faculty and staff working on active R&D awards and who have tested negative for COVID-19 will be approved to work in the Science Research Center after renovations have been completed. After training, testing and renovations are completed, the University will have a better understanding of the number of persons that will be allowed in the building and in the labs.

10. We have an instrument that requires an engineer to come and install. When the campus is open, what will be the process?
    a. One-time campus visits are coordinated with the Office of Public Safety. Email the Associate Vice President of RSP to coordinate these types of visits.

11. Will you have lab-coats available among your PPE stock?
    a. Yes, but a limited quantity.

12. Will there be location to wash coat on canvas?
    a. No, at this point, we ask that you wash your coat daily, off site.

13. I'm from the Chemistry Department and I usually need to use two to three labs. What is the policy for that?
    a. PIs must develop a monthly staff schedule for each of their labs. Review the SOP PPT training for detailed guidance.

14. I need to complete “Security Awareness Fundamentals” but the link is not working, what to do?
    a. Email the lab safety manager for the url address.

15. What about shipping and receiving?
    a. Previously identified essential personnel are actively managing those offices.

16. Do our existing iLabs accounts still work?
    a. Yes, check with Dr. Guangchang Zhou gzhou@cau.edu to confirm.
PANTHERS practice safe social distancing.
Stop the Spread of Germs

Help prevent the spread of respiratory diseases like COVID-19.

- Stay at least 6 feet (about 2 arms’ length) from other people.
- Cover your cough or sneeze with a tissue, then throw the tissue in the trash and wash your hands.
- When in public, wear a cloth face covering over your nose and mouth.
- Do not touch your eyes, nose, and mouth.
- Clean and disinfect frequently touched objects and surfaces.
- Stay home when you are sick, except to get medical care.
- Wash your hands often with soap and water for at least 20 seconds.

[cdc.gov/coronavirus]
Health and Wellness

Counseling Services

- Services provided by the Office of Counseling and Disability Services are being provided via Zoom for new and existing clients, subject to applicable state laws and counseling licensure requirements. Students can contact the office at 404-880-8044 to discuss appointment options. The office staff will make every effort to contact existing clients to see how they are doing and offer services.

- Additional information will be provided before the start of the Fall 2020 semester with students who are out-of-state, and remain enrolled, regarding telehealth services to support both their academic experience and mental well-being. Psychology Today and the Substance Abuse and Mental Health Services Association National Helpline can also provide referrals for anyone looking for a provider closer to home.

- If a student finds himself or herself having thoughts of self-harm or suicide and needing to talk to someone, the student should text “Help” to 741741, call 911 or the National Suicide Hotline at 800-273-8255.

Religious Life

- As students make adjustments to the Fall 2020 semester, the University Chaplain and the Office of Religious Life remain available to help build community virtually. Students desiring to seek ways to maintain a connection to the CAU community may email, call, text, or follow the University Chaplain and the Office of Religious Life on Instagram at @causeorl for opportunities to engage in small group discussions, Bible study, and Sunday worship which will feature an inspirational message. Please follow @causeorl to receive updated announcements.

- Should students need the Chaplain specifically for prayer concerning the loss of a family member, hospitalization, or other unexpected circumstance, or pastoral counseling for anxiety, loneliness, life direction, etc., they should contact Rev. Dr. Tonya Miles at 404-880-8041 (or via e-mail at tlawrence@cau.edu) or Ms. Cynthia Winzer at 404-880-6119 (or cwinzer@cau.edu).

Disability Services

- Students seeking to register with the Office of Counseling and Disability Services may continue to do so, regardless of whether students are engaged in remote instruction. If there are questions or concerns regarding one's accommodations, please contact Dr. Arber Winn, Assistant Director of Disability Services, at 404-880-8044 or via email at awinn@cau.edu.

- Dr. Winn will be available to meet with academic deans and faculty to discuss the implementation of reasonable accommodations for students with documented disabilities and ensure the accommodation continue as needed.
Events and Athletics

All large gatherings including athletic events are canceled through the Fall 2020 semester. A list of Fall 2020 semester events and activities, as well as the manner in which they will be held or their status, is provided below in the following tables.

Event Management

All virtual events must be registered with the Office of University Relations Events and External/Community Affairs (UREECA) to be recognized and promoted through the University’s channels as an official CAU sanctioned event.

<table>
<thead>
<tr>
<th>EVENT TYPE</th>
<th>STATUS (Fall 2020)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientations (University, Schools and College)</td>
<td>Virtual</td>
</tr>
<tr>
<td>Induction Ceremony</td>
<td>Virtual</td>
</tr>
<tr>
<td>Opening Institute</td>
<td>Virtual</td>
</tr>
<tr>
<td>Opening Convocation</td>
<td>Virtual</td>
</tr>
<tr>
<td>Chapel Services</td>
<td>Virtual</td>
</tr>
<tr>
<td>School/College Fall Program</td>
<td>Virtual</td>
</tr>
<tr>
<td>Homecoming</td>
<td>Virtual (limited program offerings)</td>
</tr>
<tr>
<td>Conferences (Internal/external)</td>
<td>Virtual</td>
</tr>
</tbody>
</table>

Athletics

<table>
<thead>
<tr>
<th>SPORT</th>
<th>STATUS (Fall 2020)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Football</td>
<td>Suspended for Fall 2020 season pursuant to SIAC guidelines</td>
</tr>
<tr>
<td>Cross-country</td>
<td>Suspended for Fall 2020 season pursuant to SIAC guidelines</td>
</tr>
<tr>
<td>Volleyball</td>
<td>Suspended for Fall 2020 season pursuant to SIAC guidelines</td>
</tr>
</tbody>
</table>
CAU Print/Mail Center

HOURS OF OPERATION
MONDAY - THURSDAY 9:00a.m. - 4:00p.m.
FRIDAY 9:00a.m. - 3:00p.m.

During the Fall 2020 semester, the Print/Mail Center will maintain continuing on ground operations for faculty and staff; however, student print and mail service will not be available. The hours are subject to change based upon demand and will be communicated to the faculty and staff community as needed. To ensure effective operations, the following should occur:

1. Each University department should designate a specific individual to retrieve mail and packages from the mail center in order to limit contact.

2. Individual customers will receive an email notification when trackable mail and packages are received in the center during current office hours of service as outlined above. Please share these notices with your department’s point of contact for mail retrieval.

3. All print job requests should be submitted through the online portal. Any request over $49 will require a purchase order.

Campus Store

Due to the disruption of COVID-19, our CAU Campus Store will maintain online operations for Fall 2020 and will be open only for online ordering for your fall course materials. Please know that we have made this process easy for you. We will ship your course materials to your home.

1. Store staff will be available Monday-Friday, 10:00 a.m. - 4:00 p.m. to respond to emails and phone calls to assist students, faculty and staff.

2. For students ordering course materials and supplies, please visit our Clark Atlanta Campus Store website at www.ClarkAtlantaShop.com

Here are the following directions to order textbooks:

1. Click the “Textbooks” link or icon from header.

2. Search your course materials by course and add course materials to your shopping bag.

3. Click “Checkout” and follow the prompts to select your delivery method.

4. Select Payment method.

5. Follow the prompts to place your order.

6. Orders will be shipped to your home address as listed in Banner Web, current home address.

7. All students must update their current home address in Banner and monitor their CAU email for important communications.

IncludED Book Bundle Initiative

The following is information for students who have opted for the Clark Atlanta University IncludED Book Bundle Initiative:

1. Course materials will automatically be ordered for you once you are registered and financially enrolled.

2. Digital materials will come to your CAU student email starting August 10th.

3. All other course materials will be shipped for a discounted flat fee to your current home address as entered in Banner. (Check your address) starting August 10th.

If you have any questions please feel free to contact the Campus Store at 2107mgr@follett.com or call 404-880-8582.
Clark Atlanta University (CAU) is a leading research institution of higher education, offering students the opportunity to engage in 40 exciting areas of study at bachelor’s, master’s, specialist and doctoral levels. CAU is classified by Carnegie as R2: Doctoral University – High Research Activity. Established in 1988 by the historic consolidation of Atlanta University (1865) and Clark College (1869), CAU leverages a proud 150 year African-American heritage to cultivate lifted lives that transform the world.

www.cau.edu

#cauforward