



JUTN Fall 2020 Planning Guide

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A Note from the President

Since the pivot to remote instruction in mid-March because of the COVID-19 pandemic's impact on the spring semester, the campuses of Johnson University have exhibited incredible persistence, flexibility, and resourcefulness as we all have adapted to a "new normal" presented by the coronavirus outbreak. As we approach the re-opening of the University for the fall semester, we want to be as thorough as possible in formulating our procedures and practices to safely and effectively fulfill our mission. The resulting Johnson University Fall Planning Guide is the product of this effort.

It is based on the two primary goals that have driven our response so far: (1) the health, safety, and well-being of our campus communities; and (2) the long-term sustainability of our mission as an institution of Christian higher education. The following eight strategic priorities organize this response and attempt to address the major concerns of facing this pandemic in a university setting. In an attempt to be thorough, however, we recognize that we cannot account for every contingency. It is not realistic to have a COVID-19 free campus—our goal is to foster a COVID-19 safe campus. We must continue to be flexible, carefully monitoring the ever-changing circumstances, and listening well to the recommendations and advice of our federal, state, and local officials, and our university partners in the several associations in which we participate.

The following guidelines are based on the recommendations of the American College Health Association's "Considerations for Reopening Institutions of Higher Education in the COVID-19 Era," the standard resource employed by most colleges and universities planning to resume face-to-face classes in the fall semester. The plans suggested by the ACHA will likely impact every aspect of campus life, from the way classes are conducted, to interactions in campus gathering spaces, to the kinds of events and activities we experience. This will not be a "normal" fall semester, and, even in the best case, many of the changes implemented could continue into the spring and possibly longer.

The guidelines for the fall re-opening are clustered around the following strategic priorities:

- Mission Focus
- Data-Driven Decision Making
- Financial Stability
- Preparing the Campus for Return
- Maintaining Good Health and Well-Being
- Attractive, Adaptable Academic Plan for Instruction
- Uncommon Life Together
- Safety and Security

I would like to thank the Senior Leadership Team, our COVID-19 Response Teams on the Tennessee and Florida campuses, and the multiple departments and individuals who contributed to this planning guide for their excellent work. This project has been a collaborative process that demonstrates the best elements of shared governance that is characteristic of a healthy institution of higher education.

Tommy Smith
President, Johnson University

I. Strategic Priority One: Mission Focus

Johnson University educates students for Christian ministries and other strategic vocations framed by the Great Commission in order to extend the kingdom of God among all nations.

Any plan to resume face-to-face instruction in the fall semester must reaffirm the value of the mission and demonstrate that decisions are grounded in the mission. We face a constantly changing environment, but our response is viewed through the lenses of the purpose and core values of the University and is constructed in ways that remain faithful to the mission.

One of the core values of Johnson University affirms the worth of a nurturing community in Christian higher education. The Johnson educational experience emphasizes not only faith integration in content (what one learns), but also caring instructors (who one learns from) and supportive peers (who one learns with). Residential, face-to-face instruction and campus living support this community for many of our undergraduate students. It is imperative, therefore, that the University take all steps possible to resume this mode of instruction in the fall semester, supported by plans for other instructional delivery if health and safety demand it. The following procedures and policies are designed to cultivate a highly effective culture of learning and service at Johnson University.

Sustaining this kind of educational experience requires practices that consider all members of the community. Great effort has been made to address the needs and concerns of all students, faculty, staff, and campus families, with particular attention given to those who have been impacted most adversely by the COVID-19 pandemic and the interruption of typical university life. Following the best practices described below is an expression of commitment to this community and its mission. The primary motivating principle is Jesus' command to "love your neighbor as yourself."

Equity impacts

Not every student is affected by the COVID-19 pandemic in the same way. Variables like the distance from home to campus, underlying health conditions, the availability of digital devices and Internet access, fluency in the use of digital technology, family and employment responsibilities, financial resources, and prior experience of family and friends in higher education affect how well students can adapt to the changing demands of education in a pandemic. In addition, some areas of instruction are simply less adaptable to digital instruction, especially those involving practice of a skill. To pursue its educational mission, the University must provide what it can to students with exceptional needs and prioritize the face-to-face instruction of coursework that demands it, as long as it remains safe to do so. To enable students to be educated, therefore, the University may make decisions that will treat different students differently, according to their needs.

Financial contingencies

Johnson University continues to support its mission with a strong commitment to responsible stewardship of resources, extending affordable education through low tuition and generous scholarships, and faithful dependence on God's supply through our alumni and friends.

Student recruitment strategies

Admissions has successfully implemented virtual initiatives since moving from face-to-face recruitment and events to working and recruiting remotely. Through collaboration with our communications office, admissions has launched numerous virtual events and increased communication through phone, print, and social media to reach our prospective students and their families. After seeing the success and results through these platforms, we plan to continue implementing many of the new strategies upon returning to campus.

Recruitment Teams will not be traveling this summer. Teams on both campuses will return for four weeks to continue building relationships with churches, youth groups, and potential students while recruiting students to Johnson University.

II. Strategic Priority Two: Data-Driven Decision Making

Johnson University will follow guidance from the CDC and from state and local government and health officials as we plan for reopening in August. This includes guidelines from the Tennessee Pledge, a plan developed for institutions of higher education in the state of Tennessee with input from presidents of the state's public universities and the Tennessee Board of Regents. We also based our reopening plan on the guidelines developed by the American College Health Association (ACHA) and its May 7, 2020 publication, "Considerations for Reopening Institutions of Higher Education in the COVID-19 Era."

As we plan for reopening this summer, we will closely monitor trends, models, and recommendations from local health departments, including Knox County Health Department and the Tennessee Department of Health.

We are also considering the reopening plans of other local colleges and universities, including the University of Tennessee, Pellissippi State Community College, Carson-Newman University, and Maryville College.

Our decision to reopen also included an assessment of our capacity to provide necessary cleaning and PPE supplies and to quarantine and self-isolate as needed if students, faculty, or staff become ill.

Data from Knox County Health Department as of June 20, 2020

New COVID-19 cases declined for the first time in a month. While this 10% reduction seems reassuring, the overall trend is up more than 400% since the lowest numbers, which were during quarantine. Community-wide testing has remained constant at nearly 5% of the Knox County population. Knox County is well staffed with epidemiology support in the case of a healthcare crisis. As of 6/18/20, Knox County hospitals house two COVID-19 positive inpatients, four in the ICU and on ventilators. These numbers are typical for Knox County. However, there was a spike last week and at the peak there were 18 COVID-19 positive inpatients plus eight in the ICU and on ventilators. We currently have 22 ICU beds and 162 ventilators available. Additional surge capacity ICU beds and ventilators number 543 and 347, respectively. COVID-19 cases per 10k residents is 14.5. Hospitalization rate of those testing positive is 8.5%. Death rate is 0.73%. To date, five Knox County residents have died from COVID-19.

Assessment

During the fall semester, Johnson University will survey a variety of stakeholders about their experience. These stakeholders will include staff, faculty, students, and parents. The goal of this survey work will be receiving feedback from those most directly affected by the decisions made and activities initiated as part of the return to campus.

The surveys will be anonymous and will allow stakeholder groups to rate any or all of the following:

- University communication (clarity, frequency, methods, timeliness)
- Understanding of University policies and procedures related to COVID-19 and reopening for face-to-face classes
- Services provided by Student Health Services
- Availability of required resources (for example, PPE and masks, technology for online learning, library resources)
- Sanitation stations, testing procedures, and cleanliness/cleaning process of campus
- Support/information/resources provided by department (i.e. student accounts, financial aid, student life, facilities services, dining)
- Academics: quality of instruction, access to instructors, use of technology, course scheduling, grading and absence policies

III. Strategic Priority Three: Financial Stability

2020-21 budget

The 2020-21 budget was prepared based on the current best-case scenario. Our goal remains to keep stakeholders well-informed and to continually review Johnson's financial model. The senior leadership team oversaw the entire budget process with the goal of ensuring a direct connection with the University's mission and strategic plan. The president and chief financial officer have evaluated several scenarios and have developed a contingency list containing multiple action items to ensure effective campus operations and activities. In the interest of good stewardship and in response to the current crisis, we are closely monitoring the fall enrollment numbers and stand ready to make needed revisions to prioritize resources in the adopted budget. An allocation has been made to cover COVID-19-related expenditures to ensure adequate inventory levels are maintained for personal protective equipment (face masks, face shields, gloves, thermometers, hand sanitizers, and other cleaning supplies).

Advancement strategies for gift income

The core strategies for securing gift income, much like the University's mission, core values, and strategies, do not change when confronted with COVID-19 or any other catastrophic event. While the strategies remain constant, the focus placed on projects and/or campaigns may temporarily shift in order to meet the most urgent needs of the University and our stakeholders. These pivots also help the University connect with donor desires to meet those emerging needs.

A key word during times like these is "agile." We know our core strategies. We know our major objectives. We do not know the timing of emerging realities to which we may need to adapt the timing of our focus and tactics. As much as possible, we should be nimble enough to take advantage of emerging opportunities and address emerging needs. The ability to pivot quickly will demonstrate to our stakeholders, whether students and their families, employees, or donors, that we are paying attention and have their interests at heart.

Our core strategies are:

- Annual Net Donor Growth
- Increase Annual Total Dollars Raised (currently related to 5-year, \$24,500,000 campaign)
- Foster a Culture of Generosity and Philanthropy

Financial aid reviews

The COVID-19 pandemic has led to some significant changes with federal financial aid. However, of all the developments, the main opportunity Johnson pursued and implemented was the Higher Education Emergency Relief Fund, part of the CARES Act. The HEERF funding not only helped students initially;

it will also continue to support those affected through future allocations. This process was monitored for eligibility through our financial aid office and processed through the business office. All details of this process are at <https://johnsonu.edu/cares-information/>. Financial aid is also supporting students and families impacted by the pandemic by evaluating special circumstances that caused a loss in income, a change in their dependency status, or a needed adjustment to their cost of attendance.

COVID-19 has also created a need to serve students better from a distance. Financial aid has continued to make individual and group meetings possible through Zoom and Facetime. The team has also partnered with admissions for a Financial Aid Live session, where we presented and worked with a group of students from across the country. Financial aid will continue to use some of these communication and outreach tactics to serve students and to partner with admissions in the recruitment process.

Tuition

Tuition and fees have historically been differentiated between online and in-person, by campus location, by program, and by division. No changes are anticipated with tuition or room. Board will be adjusted to reflect the shift to remote instruction after Thanksgiving break. Billing will begin for students registered for fall courses by July 15, 2020. Payment arrangements will be due by August 15, 2020, one week prior to the dorms opening and classes beginning. Payment arrangement flexibility will be determined on a case-by-case basis. Extenuating circumstances will be considered when payment in full or a four-month payment plan is not possible.

Work-study

The work-study expo will be held on Monday, August 24 in the PW gym. The large gym will allow for appropriate social distancing between supervisors/departments. Plexiglass shields can be added to the tables for the on-boarding paperwork. Dividers and signage will be available to direct foot traffic. Students will be given a scheduled timeframe to interview with supervisors, which will reduce the volume of students in the gym at any one time. Students, staff and/or department supervisors will be required to wear masks.

No changes to work-study hours available are anticipated. If changes are necessary after the semester begins, appropriate adjustments can be made to available positions or hours. Students will not be required to fulfill work-study positions that are not available, nor will they be compensated for hours not worked. The University will try to place workers in any open positions whenever possible.

Student activity fees

The ARC will be opening in the fall in an adjusted environment from the previous year. The changes in how the facility is used, how students are permitted to gather, and what is expected from students and staff are designed to manage social distancing and unwanted exposure. Student activity fees will not be adjusted for fall semester.

IV. Strategic Priority Four: Preparing the Campuses for Return

Phased return options

- Staff

Academic staff often have the flexibility to answer correspondence and do routine work remotely. As we prepare for the students' return to campus, availability in offices will become more crucial. Academic staff with private offices should use them for efficiency and safety in discharging their duties as well as for ready availability for consultation and planning for the fall semester.

Admissions staff have adapted to working remotely but as we prepare to welcome new students and recruit our next incoming class, staff will return to campus and use their individual offices. Those essential to recruitment efforts are encouraged to be on campus and take the necessary steps dictated by campus guidelines. Other staff members will begin alternating days until needed at full capacity.

- Faculty

Faculty have the flexibility to do their preparation for teaching from any location that is practical and convenient. Because of the need for consultation and communication, faculty members should be available for meetings, mostly with digital technology, throughout the summer, with due allowance for their family responsibilities and the need to spend time in rest and renewal over the summer.

As the semester begins, faculty will work with the hybrid instructional model adopted by the Academic Council in May 2020 to address the exigencies of COVID-19. This will require conducting face-to-face instruction with proper social distancing for face-to-face courses when the campus is open for that instruction. It will also require availability for office hours, which may be conducted digitally or in person with social distancing. Faculty members with underlying health issues that demand special caution are encouraged to work out a plan with their dean for safe and effective instruction.

Visitor/Activity policy overview

<p>These visitors/activities are allowed on campus in person, in accordance with CDC and campus guidelines</p>	<ul style="list-style-type: none"> • Informal/recreational use of campus grounds and facilities by students and campus residents • Internal meetings, conferences, seminars (if 10 or fewer people) • JU Business Guest Housing (internal request for the purpose of conducting JU business) • Local (greater Knoxville area) travel
<p>These visitors/activities are allowed on campus in person, in accordance with CDC and campus guidelines, but with enhanced mitigation enforced by an event owner/sponsor.</p> <p>Enhanced Mitigation examples:</p> <ul style="list-style-type: none"> • Strict distancing and crowd control • Use of PPE • Triage process for admission • Increased sanitization of surfaces and participants • Limited access to campus facilities and grounds 	<ul style="list-style-type: none"> • Genesis Weekend/Orientation student activities • Preview Days • Campus visits/tours • Commencements • ECLC • SGA and Student Club activities • Informal/recreational use of campus grounds and facilities by commuter students and faculty/staff. • Intramural recreational activities • Informational/recruitment booths in common spaces • Chapel services
<p>These visitors/activities may proceed with program or event but in a hybrid (online/in person) approach, potentially with enhanced mitigation.</p>	<ul style="list-style-type: none"> • Academic instruction • Student examinations and evaluations • Non-classroom academic programs • Alumni functions • Donor relations • Academic guests • Guest speakers • Career Fairs and recruiting activities • Internal meetings, conferences, seminars (if 11 or more people) • External meetings, conferences, seminars (any number) • Athletic events
<p>These visitors/activities may proceed but it must be strictly online</p>	
<p>We recommend these visitors or activities should not be allowed on campus or proceed under any format. Discontinuation of such visitors/activities may be only temporary</p>	<ul style="list-style-type: none"> • Non-business guest housing • Parents, siblings, and/or friends of students visiting residence halls • Visitor/guest use of the ARC facilities (interior)

The University may make changes to this policy as needed during the school year. More details on campus visits and event procedures are outlined below.

Campus visitors (e.g., prospective students and families, job candidates)

Campus visits are to be made by appointment allowing for two parents/guardians to accompany each student, with a maximum of 10 individuals per visit. All campus guests will be required to complete a coronavirus screening including a temperature check and to wear a face mask while on campus. Safety guidelines will be communicated upon making an appointment.

Campus housing and guest housing with current students will not be available through the fall semester.

Classroom options during Preview Day may be limited and mock classrooms will be considered for our prospective students. Breakout and lunch sessions will need additional room for social distancing.

Admissions will continue to use the Virtual Preview Day on our website. Preview Day Live will also be offered virtually and recorded for prospective students who are unable to attend.

General event policies and procedures

- In the planning and reservation phase, details will be discussed when possible via phone, Zoom, etc. In-person planning meetings will only consist of a single Campus Services representative and the event owner or their representative. Only essential JU business events (as deemed such by directors, deans, or administration) will be scheduled and participants will be limited to no more than 50% of a given room's stated fire code capacity to allow for proper distancing.
- All Campus Services personnel will use PPE while setting up and tearing down rooms and furnishings for events. All equipment will be disinfected. Additional time (at least 150% of usual time) is required in the reservation window for setup and teardown purposes. After teardown, the area/room will be thoroughly cleaned and sanitized as recommended by the CDC and JU COVID Response Team (CRT).

Workplace expectations for staff/faculty

- Testing policy before return

Because testing for COVID-19 remains difficult to obtain for anyone without known or suspected exposure to the virus, the University will not expect staff and faculty to be tested prior to returning to work. However, anyone who has been exposed to the virus who exhibits any symptoms of the virus must self-isolate and seek medical advice and testing before returning to work.

- Daily screening questions

Faculty/staff are expected to ask themselves the following daily screening questions before coming in to work.

- Have you been told to quarantine/isolate by a health care provider or the health department?
- Have you been in close contact with a confirmed case of COVID-19 in the past 14 days?
- Are you experiencing a cough, shortness of breath, or sore throat?
- Have you had a fever in the last 48 hours?
- Have you had new loss of taste or smell?
- Have you had vomiting or diarrhea in the last 24 hours?

An employee who answers “yes” to any of the screening questions, or who is running a fever, must immediately leave the workspace immediately and seek medical care and/or COVID-19 testing, per Tennessee Department of Health and CDC guidelines.

- Health/sickness expectations

Any employee who notices symptoms associated with COVID-19 must self-isolate, seek medical advice and testing, and inform the work supervisor. Priority goes to protecting the health of the campus community even before showing up for work.

- Remote work options

Employees who are well enough to do so while in isolation should continue with their work remotely if their responsibilities can be carried out remotely.

I.T. will provide remote support via TeamViewer to see and interact with the remote customers’ screens and MS Teams for video/chat support, via Zoom, as necessary. Phone support will be performed in conjunction with these methods through an initial email request to ITTickets@JohnsonU.edu. This is the best way to reach the I.T. Department with a request.

The University realizes that circumstances related to the pandemic, such as an adjusted school or preschool schedule for their children, may cause challenges in returning to work on campus. Employees should talk to their supervisor to work out a solution to these issues.

Recruitment events – College fairs and off-campus recruitment

When it’s deemed safe and opportunities are available, admissions counselors will travel to college fairs, churches, schools, and youth gatherings to recruit prospective students. As necessary, alumni will be sought to help facilitate recruitment out of the area or state. Recruitment face-to-face will increase within our local schools and communities.

Expectations for students

- Testing policy before return

Students will not be expected to get tested for COVID-19 before they return; however, they will be screened via a questionnaire and a temperature check before they enter a campus building upon their arrival back to campus in August.

- Health/sickness expectations

Any student who is experiencing symptoms of COVID-19 before returning to campus for fall semester will be directed to remain at home until they are symptom-free. Any student who has a fever of 100.4 or above will be directed to contact their medical provider and get tested for COVID-19. Students should not enter any campus building (other than their own dorm/apartment if they live on campus) if they are experiencing symptoms of COVID-19.

- Travel to campus

- On-ground students:

Students will return to campus over the course of a few days, August 19-22, 2020. Genesis Weekend will include various events scheduled each day.

New students may request an appointment for move-in day, subject to time slot availability. Continuing students may move in August 22 or 23. All move-ins will be done by appointment only. Watch your Johnson email for details. Non-student guests will not be permitted in the residence halls beyond the move-in period. Family and friends will be expected to leave campus at the end of the move-in for each student.

Genesis Weekend evening activities will be held primarily outside to allow for social distancing and to accommodate smaller groups. Alternate arrangements can be made using gyms and dining halls should weather become an issue.

New athletes will move in the morning of August 19 and practice will resume once each athlete has passed all guidelines as outlined for all students. Continuing athletes will move in the afternoon of August 19. All move-ins will be done by appointment. Watch email for details. Temperature checks will be mandatory for every practice. Only student-athletes participating in fall sports will be allowed to practice before August 24.

- Commuter students:

Commuters will arrive Wednesday, August 19 for check in and orientation. Students should arrive at 9:15 a.m. for check-in. Orientation begins at 10:00 a.m. Orientation will take the full day. Lunch will be provided. Details will be emailed from the Student Life office.

- International students:

International students should arrive 14 days before classes begin and will be required to isolate for 14 days before joining the campus community. International students will need to prove to the University that they have isolated before arriving on campus (via hotel statements, flight information, etc.). International students arriving from high-risk countries may be housed in isolation housing as provided in “Isolation/Quarantine Procedures” located at SP5 in this document.

V. Strategic Priority Five: Maintaining Good Health and Well-Being

Medical preparation on campus

The Health Services Office and Facilities services are ensuring adequate supplies of masks, contactless thermometers, forehead thermometer strips, gowns, shoe covers, face masks, gloves, alcohol wipes, and hand sanitizer.

The CRT will triage all requests for PPE and protective supplies and make approved requests known to Facilities Services. Facilities Services sources, purchases, receives, and stores all items as necessary.

Mask policies

In order to protect the health of all community members, Johnson University requires that face coverings be worn at all times individuals are "on the move" indoors. Face coverings may be removed outdoors, in personal living spaces, and when seated in offices, classrooms, and other indoor locations where six feet of social distancing can be maintained. Masks must cover both the nose and the mouth. Faculty members may require masks in classrooms even with six feet of social distancing if it's necessary to protect the health of specific individuals in the class.

This policy may be adapted as needed throughout the semester in accordance with local health department guidelines.

Sanitization stations

Additional hand sanitization stations will be provided by Facilities Services and will be available in all public campus buildings.

Cleaning procedures for each type of campus building

Johnson University will prepare all campus public and assigned residential spaces for use by new and returning students, faculty, and staff by:

- Performing standard annual repair and maintenance tasks and projects.
- Performing standard and all additional sanitation and disinfection as recommended by the CDC and CRT.
- Providing cleaning supply kits to each JU department's faculty and staff (according to physical office clusters/suites) so that each office cluster's faculty and staff can disinfect their publicly touched items (i.e. guest seating, doorknobs, light switches, copiers/printers, etc.) on a regular basis.

Controlled access to campus buildings (limited entry points)

- Pedestrian traffic routing and control

The University may establish traffic patterns and social distancing markers in campus buildings. This may include directional signage in hallways and staircases, signs to mark entrance and exit doors, or other signage as needed. All students, staff, faculty, and campus guests are expected to follow these directions. Facilities Services will provide recommended solutions for marking various types of flooring and assist in installation of any markings.

Maintenance and project activities

All Campus Services personnel will wear cloth face masks and other appropriate PPE when they cannot maintain at least 6' of distance from their team members or students/faculty/staff, as well as when working in or traveling through indoor public areas or congested outdoor areas. All Campus Services personnel will gain explicit permission to enter offices or residential areas before doing so and will wear cloth face masks and other appropriate PPE while in the unit.

Campus Services personnel will conduct a health screening questionnaire of individuals and families before entering residential areas. All trades' and departments' shared equipment (tools, equipment, technology, etc.) will be properly sanitized at the end of each workday.

Campus store

The campus store will include hand sanitization stations, floor markings and temporary barriers to encourage proper distancing between store occupants, and a plexiglass barrier at the register. Touch screens, pens, and other items will be sanitized after each use and the store will feature limited stock; customers will select purchases from samples and employees will retrieve stock from the storeroom for sale. No merchandise can be tried on and the store will limit occupancy based on CDC guidelines.

Shipping office

Pick up and drop off will continue to be conducted through the bay window with social distancing in the line. Touch screens, pens, and other items will be sanitized after each use. The office will be open limited hours to accommodate distancing and sanitization procedures.

- Open for outbound shipments: 8:00-9:30 a.m.
- Open for pickup of received shipments: 8:00 a.m. - 12:30 p.m. and 1:30 – 4:00 p.m.
- Closed for package processing 12:30-1:30 p.m.

Vaccinations

Because flu-like symptoms will trigger a COVID-19 precautionary response, you will be asked to get a flu vaccination. Student Life or Health Services will coordinate a flu shot clinic with a local provider to serve faculty, staff, and students.

- You may opt out of this request:
 - If you have been advised by your healthcare provider that getting a flu shot would be detrimental to your health, or
 - If you have religious convictions against vaccinations.

This policy may be adapted to include a COVID-19 vaccination when one is available.

Isolation/quarantine procedures

General information:

- Housing

Dorm students will quarantine either in single dorm guest housing units or Sunset Court. Faculty/staff campus residents should quarantine at home as per CDC guidelines.

A number of Sunset Court housing units will be basically furnished (bed without linens, dresser, table and chairs, etc.) and reserved for the quarantining of symptomatic individuals. Facilities Services must be notified immediately if a unit is to be used for quarantine purposes to ensure the safety of our teams.

Trash can be placed outside the unit according to a defined schedule to be picked up by the Grounds team.

After use, units will undergo a 7-day wait period (or otherwise as recommended by CDC and JU CRT) before being thoroughly sanitized by Housekeeping staff.

Units will be identified no later than July 1 so they can be prepared in advance.

- Access to technology

IT will ensure quarantined individual(s) are able to connect to JU resources while quarantined.

- Food delivery

Pioneer will prepare and package all meals for quarantined individual(s) on a meal plan. These will be picked up and delivered by an appointed individual only, such as a family member or Student Life representative. This individual will wear all necessary PPE and will deliver the food to the unit's doorstep, where the quarantined individual can pick it up.

Specific scenarios:

- Student self-reports flu-like illness to Student Life or Health Services staff:
 - Student is immediately ordered to self-isolate in room
 - Arrangements made for COVID-19 testing at off-campus site

- Health Services learns of student with flu-like illness:
 - Health Services contacted initiated through Zoom and symptoms confirmed
 - Moved to isolation housing
 - Arrangements made for COVID-19 testing at off-campus site

- Residence Hall Staff contact through Zoom:
 - Interview student to identify close contacts made within 48 hours of onset of symptoms
 - Contacts identified and asked to self-isolate in their own rooms pending outcome of COVID-19 test.
 - Isolation of roommate is not required, but roommate may move to vacant room if available and requested.

- Negative test result:
 - Student is moved back to dorm room, quarantined, and monitored until symptom resolution
 - Contacts released from isolation, asked to self-monitor symptoms through influenza incubation period (four days from contact)

- Positive test result (with or without symptoms):
 - Student monitored until resolution of symptoms
 - Continue monitoring contacts
 - Move contacts and roommate to isolation housing if symptoms develop
 - Arrange for COVID-19 testing at off-campus site
 - Initiate contact tracing for student and roommate

- Upon symptom resolution:
 - Move student back to general population
 - End food service
 - Inform Facilities Services

Health markers for closure

Johnson University will suspend face-to-face instruction and move to remote instruction before Thanksgiving if we approach our capacity to quarantine and self-isolate on campus. We will also heed the recommendations and requirements of state and local health departments.

If we must take this step, we will announce the decision in time for residential students to move off campus as the situation requires. The University may make allowance for some students to remain on campus as needed for their own safety and for instructional needs that cannot be met remotely but can continue to be carried out safely on campus with reduced population.

Planning for closure

- Finances

After fall enrollment, we'll have a better sense of what the financial impact for the budget will be in the best-case scenario. We will communicate to key stakeholders immediately and put contingency plans in place to maintain a balanced budget.

VI. Strategic Priority Six: Attractive, Adaptable Academic Plan for Instruction

Academic approach

Scheduled face-to-face courses for fall 2020 are being adjusted to adapt to the demands of the pandemic. Lecture time in the classroom will be reduced, and asynchronous online methods like instructional videos will largely take their place. Course time will be used for active learning, discussion, and practice of skills. This will allow larger classes to meet in smaller groups and will allow smaller classes to meet less frequently, reducing strain on facilities under social distancing. Students will notice that this is not business as usual, but neither is it online education as it is commonly practiced. They will have time together with their instructors but will have flexibility to learn more course content outside the classroom. Every class will be different from other classes, and no class will be exactly as it has been before.

Should a wave of infections force the closing of campus, courses will be more readily adapted to remote delivery. Students will still need screen time with professors as in spring 2020, but those times should be significantly reduced.

Faculty are presently undergoing training to enhance their skills to educate with these adjustments.

The I.T. Department stands ready to support the face-to-face/online hybrid teaching plan. Between now and fall, faculty members will need to create video content to post online. I.T. will assist those faculty who request our help. This assistance can be performed in person or remotely using TeamViewer, Microsoft Teams, or by phone depending upon the situation required and the need for social distancing. Faculty will also need support in the classroom for F2F teaching, though at a reduced need for technology. I.T. will support them as usual in person.

Impact of social distancing on teaching and learning space

- Lecture hall: all classrooms are being rearranged to provide six feet of space for every person in the class. Larger classes will meet in half sections within their scheduled times, making ample use of asynchronous instruction as noted above, or will be reassigned to bigger rooms, including rooms not normally used for instruction.
- Seminar rooms: interactive and discussion-driven classes will likewise be adapted, both in delivery and in physical space, to optimize social distancing.
- Laboratories and other clinical settings: active classes will be a special challenge. All science labs and music performance spaces are being rearranged to protect the health of all who participate in them.

Glass Memorial Library phased reopening

As the time comes to consider safely reopening the library, the following plan will be used. This will be based on the school, county, state, and national recommendations.

- Phase 1: Gatherings limited to 10 people

The staff will take turns working at the library on different days. Staff will monitor their temperature before coming to work. The library will continue to allow patrons to pick up pre-requested items between 12:00 –1:00 p.m. Monday thru Fridays.

The building will be prepped to allow patrons to maintain proper social distancing once the building is reopened.

In the circulation/lobby area, plexiglass stand(s) will be placed on the circulation desk as a barrier between staff and patrons. The floor will be marked at social distancing intervals for patrons to wait their turn.

In the computer lab, certain computers will be covered or closed.

In the reference room, some tables/desks and chairs will be removed if possible; if not, then some will be marked closed. Chairs can be moved to one of the closed areas/closets.

On the third floor, all children's toys will be gathered and removed for deep cleaning. They will then be stored until a time when it is safe. Some desks will be closed.

On the first floor, some chairs will be removed or closed. If possible, the children's area will be moved to the first floor.

Signs will be made and displayed about how to find/contact librarians for assistance as well as to recommend that patrons wear masks and be free of fever or illness when visiting the library.

Any books/items returned will be put in Study Room 2 while workers are wearing gloves and will be quarantined for 72 hours.

- Phase 2: Gatherings limited to 50 people

The staff will continue to rotate days in the library as needed. Staff will only work in the building as needed and will work remotely as possible. Masks will be worn by staff when helping with patrons. Staff will monitor their temperature before coming to work. Patrons will be encouraged to wear a mask.

As long as two staff members are available, the library will be open for faculty, staff, and students from 8:00 a.m. – 5:00 p.m., Monday-Thursday and 8:00 a.m. – 4:00 p.m. Friday. Times may need to change depending on staff availability. The number of people in the building will be monitored to only allow a maximum of 50 people in the building, and social distancing will be maintained. The computer lab will be limited to three people. The reference room will be limited to six individuals at tables/desks; up to four additional individuals may enter to retrieve items.

The third floor will be limited to about 10 people studying at tables/desks. Up to six additional individuals may retrieve items. The first floor will be limited to about five people.

When patrons need assistance finding a specific book, the patron will remain in the lobby while a staff member retrieves the item. If a patron needs reference assistance, the patron will be referred to use a computer to chat with a librarian online.

Items used in-house can be picked up with gloves and placed in Study Room 2 for 72 hours. Items returned after being checked out will be placed in Study Room 2 for 72 hours. After 72 hours items will be scanned and the date will be changed on LS2 to reflect the correct date.

Books on reserve will be limited at this time. Patrons can request pages to be scanned and sent via OneDrive, within the limits of copyright/fair use. DVDs will be wiped down using Clorox wipes.

Surfaces will be wiped down throughout the library on a regular basis depending on number of patrons.

No classes, presentations, or story times will be held in the library during this time.

- Phase 3: No distancing limits

Most services can resume but proper hygiene will be maintained and staff will continue to monitor temperature. If recommended, masks will be worn and staff will also wear gloves when dealing with returned items and when checking out items. Cleaning/disinfecting will continue. Staff and patrons at higher risk will still wear masks and maintain social distance.

It may be necessary to revert to different phases depending on the situation.

Other campus facilities

- Study rooms and lounges

To encourage social distancing as recommended by the CDC and JU CRT, Facilities Services will post signs and guidance.

- Computer rooms

To encourage social distancing as recommended by the CDC and JU CRT, terminals will be spaced six feet apart. Wipes will be provided in labs, so users can wipe down their terminal after use. Printing should be reduced as much as possible. Printers and copiers will be disinfected regularly as recommended by the CDC and JU CRT.

- Entries and elevators

Doors to academic buildings may be designated as entry or exit only, with hallways marked for one-way foot traffic. Use of elevators by groups will be discouraged, and elevators should be used only by those unable to use stairs.

- Use of non-academic buildings and spaces

All large rooms may be considered for academic use to enhance social distancing, including especially gymnasiums and the Canfield Room in the ARC.

Technology and support in classrooms

The I.T. Department stands ready to support the face-to-face/online hybrid teaching plan. Between now and fall, faculty members will need to create video content to post online. I.T. will assist those faculty who request our help. This assistance can be performed in person or remotely using TeamViewer, Microsoft Teams, or by phone depending upon the situation required and the need for social distancing. Faculty will also need support in the classroom for F2F teaching, though at a reduced need for technology. I.T. will support them as usual in person.

Service-learning

While our communities are open but observing social distancing, the University will work with our community partners to identify opportunities for service that are safe under present conditions. Students who have opportunity to engage safely with their prior service partners will be supported to continue.

Because our first-year students typically lack these relationships, we will work to connect them to opportunities.

Students who are unable to find safe and meaningful opportunities may receive waiver or deferral of requirements until communities are more open and opportunities are more available.

Should the University have to return to remote instruction, the University will, as we did in the spring 2020 semester, count service already completed during the semester as satisfying the semester's requirements. We will encourage those who can continue their service virtually to do so.

Scheduling

The University may adjust the timing of fall break days to minimize student travel while providing the same amount of rest for students and faculty.

The University will move to remote instruction after Thanksgiving. Classes will continue after the break and the academic calendar will not change, but most face-to-face classes will stop meeting face-to-face after the break.

Dorms will not be closed during or after Thanksgiving and no room refunds will be given. However, students who are able to are encouraged to return home at Thanksgiving and remain home for the remainder of the semester.

The board charges for fall semester will be adjusted to reflect this schedule. The dining hall will be open during remote instruction after Thanksgiving, but students will be required to pay in cash for each meal they choose to eat. These meals will not be included in the semester meal plan.

Building closures/hours

No changes are currently recommended; standard lock-up procedure is centered around classroom and office activity.

Academic affairs

- Grading policies

The policy allowing students to opt for a P grade for a grade of C or better will remain for the fall 2020 semester.

- Absence policies

These policies will continue as schools have devised them, but their application will not penalize students who must self-isolate. Faculty will provide digital means for such students to continue with their classes.

- Policies for immune-compromised faculty to teach remotely

Faculty members who must self-isolate will be encouraged to use digital technology to meet with classes in real time without physical proximity. The IT department stands ready to assist as needed.

VII. Strategic Priority Seven: Uncommon Life Together

Community living on campus this fall

Our plan for the fall is to provide on-campus housing in an adjusted environment from previous years. The changes in the use of the facilities, how students gather for support and events, and some of our community expectations are designed to manage social distancing and unwanted exposure. Some of the community standards and procedures you can expect include the following as detailed in this section. For our student summary guide to “What Can I Expect This Fall?” and “Pandemic Promise” community covenant, see the Appendix. A student who does not comply with the Pandemic Promise will be subject to disciplinary action up to and including suspension. A faculty or staff member who does not comply with the Pandemic Promise will be subject to disciplinary action up to and including dismissal.

Room assignments

We will offer single- and double- occupancy rooms in the residence halls. We will not assign triple-occupancy units unless specifically requested by a group of students. Senior transition housing will house 3-4 students in a duplex unit with two baths.

We cannot guarantee a single bedroom occupancy to all students who request it.

Residence hall opening or closing dates may adjust. As of this writing, residence halls will open to new students and student-athletes (fall sports only) on Wednesday, August 19, and will close at the conclusion of the fall semester. We continue to work closely with the campus to determine the best time to open the halls for the fall semester. Note that even after we have announced dates for move in, dates are subject to change based on the University’s response to current conditions and expectations.

We also cannot guarantee you the full semester will be open for residential living. This will, again, be based on the University’s decisions to provide the best conditions possible for healthy living.

Not all amenities/space will be available, and we have adjusted availability of some of the standard services within the halls. While additional aspects may be adjusted as we plan for the fall, you can expect the following:

- Front desks may not be open in all residence halls at all hours. There will be desk staff available in a nearby building and a staff member on duty to respond to student needs.
- Ice machines and microwaves will not be available for the residents in common kitchens. Students can bring a residential microwave to use in their own rooms.
- Water fountains with bottle filling stations will remain in service, but all waterspouts on water fountains will be restricted from use.
- Some recreation equipment and games may be unavailable for shared use.

Community living expectations

Students will be responsible for maintaining a clean living environment within their suite or apartment. Students should provide cleaning supplies to use within the suite. University housing staff may conduct health and safety inspections of the living space to ensure the space is being maintained in a safe manner.

Students will wear a mask any time the student is outside of his/her room. Students will be expected to wear masks when gathering in small groups in lobbies, lounges, and other public space within the residence hall. Any student meeting with a staff member will also wear a mask throughout the meeting.

Students will be expected to not gather in groups larger than the posted occupancy of the space or CDC requirements and to practice social distancing when in the residence hall. Organizations and clubs will adapt programs and activities to fit a socially-distanced environment.

Elevators will be limited to one or two persons, a family, or roommate pair at a time.

The student handbook will be updated to reflect these expectations.

Gally Commons Dining Hall

Policies for the Gally for fall semester include the following:

Students will enter only from the front double doors and exit only from the side doors. The floors will be marked to ensure adequate space between people waiting in line or receiving food.

Food will be served to patrons; there will be no buffet or self-service. Plates, cups, and utensils will be handed out individually by food service workers. Enhanced Grab-N-Go and Takeaway options will be available.

Signage will be provided directing all diners to use a new cup for each new drink or refill.

The staff will rearrange and/or rope off seating to ensure adequate social distancing between tables. With proper social distancing in place, masks are optional at tables. However, masks will be mandatory when entering the food service area and when going through the line, purchasing items, or walking around the dining hall.

Policies for food service workers

All workers who have been in contact with someone who tested positive for the virus must either be tested or must self-quarantine for 14 days and show no signs of COVID-19 after the 14 days.

All workers must answer daily questions about their health before coming to work. Upon entering the building, all workers must have their temperature taken and have a temperature below 100.4. Sick employees should not come to work, and they should not return to work until they have been symptom-free for 24 hours.

We will continue to be a leader in safe sanitation practices, with all our team members being safe-food-handling trained. A certified safe food handling manager will be scheduled on every shift.

All serving and dining areas will be regularly cleaned and sanitized throughout the day, as needed, before and during meals, and routinely after each meal. Place settings (plates, bowls, cups, etc.), utensils, and all serving vessels will either be single-use or will be properly cleaned and sanitized after each use.

Any time food is present in back of house or the food service area, masks will be worn. Any time dishes are being washed or put away, masks will be worn.

Workers will wash their hands every 20 minutes with hot soapy water for a minimum of 20 seconds. Gloves will be used when touching ready-to-eat foods and when touching silverware. Gloves will not be used as a replacement for washing hands.

Each worker will be provided with one antimicrobial and virus inactivating agent mask each month. These masks can be hand-washed for 30 uses. Gloves will be provided as needed.

Support for food-insecure students

Students with board plans will be provided meals while in isolation units. Students without board plans who are temporarily housed in isolation units may request that meals be billed to their student accounts.

In the event of a temporary closure and evacuation of the campus, board plans will be credited back to student accounts on a pro-rated basis, and credited funds will be made available to students for purchase of food.

Common spaces

Common spaces will be available but will be limited in capacity. Common spaces will be subject to periodic closure for cleaning by housekeeping services.

Gyms and fitness centers and pools

The gyms, fitness centers, and pool on campus will be available as much as possible. These rooms will be cleaned and sanitized regularly. Student, staff, and faculty using these facilities will be required to maintain social distancing.

Chapel

In order to follow proper social distancing guidelines, the PW Auditorium will have drastically limited seating capacity. This will require multiple service options. Tuesday and Thursday chapels will be

identical; each student will attend only one per week. Chapel Services will be reduced to 30-35 minutes, in order to allow for proper distancing while students exit.

Chapel requirements will not be reduced; students will still need to attain three chapel credits per week. In addition to one credit coming from either Tuesday or Thursday chapel attendance, Wednesday Chapel Groups will still be offered, as well as a significant increase in other chapel credit earning opportunities.

All Chapel-related gatherings, including evening worship events and Wednesday Chapel Groups, will be required to follow the proper social distancing guidelines.

Athletics

- Early access to campus:

New athletes will move in the morning of August 19. Continuing athletes will move in the afternoon of August 19. Practice will resume once each athlete has passed all guidelines as outlined for all students. Temperature checks will be mandatory for every practice. Only student-athletes participating in fall sports will be allowed to practice before August 24.

Student-athletes will not be moving in early for the fall semester this year.

An international athlete must be in isolation for 14 days upon arrival before participating in any athletic event. After the 14 days, this international athlete should be tested to ensure he/she is not experiencing any COVID 19 symptoms.

- Differentiated testing policies:

Temperature checks will be required before every practice and game and before boarding a van.

We will take the temperature of visiting players and anyone with a temperature above 100.4 will not be allowed to participate. Anyone whose temperature is above 100 will be retaken by the Johnson University Athletic Trainer.

COVID-19 screening questions will be asked daily and answers will be recorded.

- Differentiated travel policies

Temperature checks will be required before a student-athlete will be allowed on a van. Students with a temperature of 100.4 or greater will not be allowed to travel with the team. Host teams will have their own policies that Johnson teams will follow.

- Game scheduling

Teams will limit overnight stays outside of regional/national tournaments and multi-night stays will not be allowed.

We will not host more than one home event at a time. Volleyball and soccer cannot play on the same day at home.

- Locker rooms

Student-athletes will be required to have a temperature check before entrance to the locker room. Each locker room will be sanitized once a week by the athletic department and air purifiers will be placed in all four locker rooms. Each player will be required to sanitize his or her locker room space before exiting the locker room. Hand sanitizing stations will be placed in each locker room and at outdoor competition fields/courts, and hands must be washed before coming to practice. All laundry must be done immediately following games and/or practice. All players will be provided a laundry bag.

- Fan attendance

Social distancing will be practiced at all home events. All games will have limited seating and require a ticket that can be acquired through www.johnsonroyals.com. Free tickets will also require a reservation. Ticketing will be done by phone and no-touch ticket checks.

Masks will be required. The upstairs area of the ARC will be reserved for game workers only.

Outdoor max capacity will be 300 and indoor capacity will be at 200. We will use Ticket Source to manage our tickets; they have a social distancing feature that will manage distance between spectators. No more than six people will be allowed to sit together.

Outdoor games will be “bring your own seat” to allow for more space between fans and larger crowd size. Current seating will be moved or blocked off.

- Entry

All athletes will enter through the back parking lot and the away bus will be parked there.

All spectators will have their temperatures checked outside the ARC. Hand sanitizers will be placed at the entrance.

Officials will need separate locker room space and testing.

The ARC will be closed to anyone not attending games for indoor events, especially for basketball games. In addition, the ARC will be closed to anyone attending an outdoor event.

- Concessions

All concessions will be provided through FANFOOD APP. Food will be pre-packaged and delivered to the seat of the fan on a tray. Food will never be touched by a worker.

- Game Workers

We will move as many of the game workers as possible to the hospitality suite. Communication will be done via Teams and radio.

VIII. Strategic Priority Eight: Safety and Security

Travel and visitation

- Travel policy for students during the semester

All students are strongly encouraged to remain on campus or in the immediate (nine-county) region surrounding Knoxville during the semester, except for emergencies.

Student-athletes will be asked to stay on campus while they are practicing or in season. Student-athletes traveling home will not be allowed to practice or play games for 14 days upon their return. Student-athletes living off campus will be asked not to travel while in season and will have the same inactive period if they choose to do so.

- Travel policy for faculty and staff

Conference policy: most conferences of interest to faculty and staff have been canceled or moved to online delivery because of COVID-19. Plans to leave the Knoxville area for faculty or academic staff professional development activity must be approved by the provost.

Faculty traveling between campuses or instructional sites should self-monitor for health, not traveling if they have been exposed to the coronavirus or exhibit any symptoms of COVID-19.

- Traveling to/from high-impacted areas

Students or staff who travel to/from high-impact areas will be required to self-isolate for 14 days after leaving that area. If flu-like symptoms are absent, students may be asked to complete the isolation period in their own housing units.

- International student travel

All students arriving from outside of the United States will be required to self-isolate for 14 days from arrival at the port of entry. Campus isolation housing may be used if available. Roommates arriving from the same country of origin may request to have their room designated as an isolation unit.

Because travel abroad is sharply curtailed, students will postpone or cancel plans to study abroad. Students whose internships would have taken them abroad will be directed to alternatives that limit their travel.

Acknowledgement and Assumption of Risk

The coronavirus, COVID-19, has been declared a world-wide pandemic by the World Health Organization. It is reported to be extremely contagious.

The state of medical knowledge is evolving, but the virus is believed to spread from person-to-person contact and/or by contact with contaminated surfaces and objects, and even possibly in the air. People reportedly can be infected and show no symptoms and, therefore, spread the disease. The exact methods of spread and contraction of the virus are unknown, and, at the present time, there is no known cure or vaccine for COVID-19. Evidence has shown that COVID-19 can cause serious and potentially life-threatening illness and even death. The University cannot prevent students, faculty, or staff members from becoming exposed to, contracting, or spreading COVID-19 while on the University's premises, in its buildings, or otherwise on its campus. It is not possible for the University to prevent against the presence of the disease. Additionally, the risk of becoming exposed to or infected by COVID-19 may result from the actions, omissions, or negligence of others on campus, including, but not limited to, other students, employees, contractors, volunteers, and program participants and their families.

As a result of the pandemic, federal, state, and local governments and federal and state health agencies have recommended actions to limit the risk of the spread of the virus. The University has reviewed and taken all of those several recommended actions into consideration in order to develop a plan to limit and reduce the risk of the spread of the virus on campus. Therefore, the University has put in place preventative measures to reduce the spread of the virus and has established appropriate guidelines, policies and protocols for students, faculty and staff to follow – all as discussed in this Guide and which will be implemented by the University.

The establishment and implementation of these guidelines, policies, and protocols, however, cannot guarantee the safety of everyone on campus or everyone coming onto the University's campus and cannot eliminate the risk of the spread of the virus or acquiring the virus while on campus. The University's guidelines, policies, and protocols and their implementation by the University can, at best, only attempt to reduce or lower the risk of COVID-19 exposure. Low risk, however, does not mean no risk. It is not possible to prevent against the presence of the disease or to prevent students, faculty, and staff from becoming exposed to, contracting, or spreading COVID-10 while on University property.

The virus is not benign for even the healthiest of young adults. Therefore, the promulgation of this Guide by the University is, in part, to ensure that everyone returning to the campus and serving on campus is aware of the COVID-19 risks when they return. Additionally, the University wants to assure that everyone is aware of the contagious nature of COVID-19 and that by returning to campus each person voluntarily assumes the risk they may become exposed to or infected by COVID-19 and that such exposure or infection may result in severe illness, disability, or death. Therefore, to give evidence of each student, faculty, and staff member's understanding of the above, each will be expected to sign an acknowledgment of the risk related to COVID-19 while on campus, acknowledge their assumption of that risk, and release the University of liability in that regard.

Appendix

Johnson University Pandemic Promise (both campuses)

Being part of the uncommon Johnson University community means that each of us will act in love toward one another by caring for one another, protecting one another, and taking care that our own actions do not harm others. Together with others in this community, I promise to act responsibly with respect to my own health, the protection of the health of others, and the prevention of the spread of COVID-19 as directed by the University.

I PROMISE TO:

ACT RESPONSIBLY WITH RESPECT TO MY OWN HEALTH:

- Monitor for the symptoms of flu-like illness that could signal COVID-19 and immediately report to Student Life when I experience any of the following:
 - Fever of 100.4 F (38 C) or higher, dry cough, or difficulty breathing
 - Chills, repeated shaking with chills, or muscle pain
 - Headache, sore throat, or loss of taste or smell
- Wash my hands often with soap & water (or hand sanitizer if soap/water are unavailable)
- Get vaccinated for the flu in the fall
 - Why? Flu-like symptoms trigger a COVID response, including moving a student to isolation housing pending the outcome of a COVID-19 test. The results of a COVID test may take several days to obtain, so a student could remain in isolation housing for several days before learning that a test result was negative. Our isolation housing is limited in capacity. One of our indicators for stopping face-to-face classes is filling isolation housing to near-capacity, so it is therefore in everyone's best interest to do everything possible to limit the number "false alarms" that the flu will generate.

PROTECT THE HEALTH OF OTHERS:

- Maintain appropriate social distancing
- Stay home if I feel ill, have any of the symptoms listed above, or have been exposed to someone who is ill or has tested positive for COVID-19
- Wear an appropriate face mask as directed by the University
- Be positive and helpful to others around me who need support

PREVENT SPREAD OF COVID-19:

- Keep my clothing, personal items, personal spaces, and community spaces clean
- Cooperate with testing and contact tracing
- Carefully follow University requirements to self-isolate or quarantine

What Can I Expect This Fall? (JUTN)

- General Policies

Masks covering both your nose and mouth will be required any time you're "on the move" indoors. Face coverings may be removed outdoors, in personal living spaces, and when seated in offices, classrooms, and other indoor locations where six feet of social distancing can be maintained. Faculty members may require masks in classrooms even with six feet of social distancing if it's necessary to protect the health needs of specific individuals in the class.

You'll maintain appropriate social distancing in class, in the dining room, in common areas, and in the residences.

You'll be screened for fever and other flu symptoms at various times and places on campus, sometimes at random.

You'll use the provided materials to sanitize your classroom desk/chair before and after use.

You'll be asked to limit travel off-campus.

You'll be asked to limit travel outside of east Tennessee, and if you live outside of east Tennessee, to wait until Thanksgiving to go home.

- Health Self-Monitoring

You'll be required to self-monitor your health. You'll be expected to ask yourself daily:

- Have I been told to self-isolate or quarantine by the University or by a medical provider, or have I been in contact with someone who has or is suspected to have COVID-19?
- Am I experiencing a cough, shortness of breath, or sore throat?
- Have I had a fever (greater than 100.4 F) in the last 48 hours?
- Do I have a new loss of the sense of taste or smell?
- Have I had diarrhea within the last 24 hours?

If the answer to any of the above questions is "Yes," you'll stay home and report your status to Student Life or Health Services.

- If you Experience Flu-like Symptoms

You must stay home: no class, no work-study, no dining room, no off-campus work, no recreation. Board plan students may have meals delivered.

You must immediately self-report to either Student Life staff or to Health Services.

You'll be contacted by Health Services for a Zoom or phone conference to determine what you need to do next.

You may be contacted by Student Life for a Zoom or phone conference to identify people you have been in close contact with for the 48 hours prior to feeling sick.

You may be required to go to an off-campus clinic for flu and/or COVID-19 testing.

You may be required to move to an isolation housing unit while you wait for the test result (usually 2-3 days, but could be up to 10 days).

You may be required to remain in isolation housing if your test is positive for COVID-19 until your symptoms have resolved (usually 10-14 days).

- If you've been identified as having been in proximity to someone who has flu-like symptoms

You will be asked to self-isolate in your residence.

You will be contacted by Health Services for a Zoom or phone conference to determine your health status.

You may be asked to self-isolate in your residence pending the results of the COVID-19 test for the person who had been in close proximity to you.

- If that person's test is positive, you will be required to remain in self-isolation in your residence or you may be moved to isolation housing. You may be required to go to an off-campus clinic for COVID-19 testing.
- You will be required to follow University requests to self-isolate or quarantine.

- Vaccinations

Because flu-like symptoms will trigger a COVID-19 precautionary response, you will be asked to get a flu vaccination. Student Life or Health Services will coordinate a flu shot clinic with a local provider to serve faculty, staff, and students.

You may opt out of this request:

- If you have been advised by your healthcare provider that getting a flu shot would be detrimental to your health, or
- If you have religious convictions against vaccinations.

This policy may be adapted to include a COVID-19 vaccination when one is available.

- In Case of Outbreak

In the event of a major outbreak in Knox County, you may be required to remain on campus if you live on campus, or to refrain from travel to campus if you are a commuter.

In case of outbreak on campus, access to campus may be restricted. If you are a campus resident, you may be required to “shelter-in-place” in your place of residence for the duration of the outbreak, with board plan meals delivered to dorm rooms.

- Semester Schedule

The University may adjust the timing of fall break days to minimize student travel while providing the same amount of rest for students and faculty.

The University will move to remote instruction after Thanksgiving. Classes will continue after the break and the academic calendar will not change, but most face-to-face classes will stop meeting face-to-face after the break.

Dorms will not be closed during or after Thanksgiving and no room refunds will be given. However, students who are able to are encouraged to return home at Thanksgiving and remain home for the remainder of the semester.

The board charges for fall semester will be adjusted to reflect this schedule. The dining hall will be open during remote instruction after Thanksgiving, but students will be required to pay in cash for each meal they choose to eat. These meals will not be included in the semester meal plan.