



COVID-19 Procedures

December 2020

Dr. Jermaine Whirl, President

AUGUSTA TECHNICAL COLLEGE 3200 AUGUSTA TECH DRIVE, AUGUSTA, GA 30906

Augusta Technical College is moving forward to provide workforce education for students through online, hybrid, face-to-face classroom, lab, and clinical environments during the COVID-19 pandemic.

The health, safety, and well-being of students, faculty, staff, and communities will continue to be a priority. The college is following guidelines suggested by the Centers for Disease Control (CDC), the Georgia Department of Public Health, the Governor's Office, as well as the Technical College System of Georgia (TCSG). The following information includes guidance and recommendations utilizing provisions that include social distancing, face coverings, plexiglass shields, increased cleaning/sanitizing, and more.

Faculty/Staff and Students

Faculty, staff and students are expected to comply with these preventive measures outlined by the CDC:

- Follow physical distancing guidelines
- Wear a face covering while in common areas
- Practice proper hand hygiene and respiratory etiquette (cover cough/sneeze)
- Stay home if sick or feeling symptoms of illness

Every person is expected to wear appropriate personal protective equipment (PPE) including a face covering/mask when on campus and unable to maintain social distancing. Face coverings/masks are expected in areas where physical distancing cannot be maintained. This includes, but is not limited to:

- Classrooms
- Labs
- Lobbies
- Restrooms
- Copier/main rooms
- Shared offices
- Hallways
- Other public spaces

Faculty and students will be responsible for cleaning and sanitizing offices, classroom and lab areas with additional diligence/measures between student groups and student appointments to mitigate the chance of COVID-19 exposure. If we all do our part and address these frequent cleaning needs, there will be far less concern when a positive case is identified on campus. We will know that the high-touch surfaces of the spaces the individual occupied in the days leading up to their illness have already been disinfected. Custodial Services can then follow up with foggers as an additional layer of protection. If your department needs cleaning supplies, these products can be requested from Facilities and are listed on the [Supply Request Form](#).

For the most up-to-date information and resources regarding COVID-19 at Augusta Technical College, please go to <https://www.augustatech.edu/covid19info2020.cms>. Stay connected with Augusta Tech on social media via [Facebook](#), [Instagram](#), [Twitter](#), [LinkedIn](#), and [YouTube](#).

What to Do: Employees

If a student notifies you that he/she are ill. Notify your supervisor. Contact Executive Vice President of Academic Affairs//Institutional Effectiveness & Research Dr. Melissa Frank-Alston at 706.771.4171 or mfalston@augustatech.edu. (This information may also be conveyed to Vice President of Student Affairs Dr. Nichole Spencer at 706.771.4035 or nichole.spencer@augustatech.edu Vice President of Economic Development Dr. Lisa Palmer at 706.771.4089 or lpalmer@augustatech.edu and/or Campus Police at 706.771.4028.) You will be asked to provide information including the name of the student, if the student has symptoms related to COVID-19, or if they have tested positive. Get contact information if possible. See [COVID-19 Case Reporting Form](#).

If you are ill. Employees who are experiencing symptoms of COVID-19, have tested positive, or have been directly exposed:

- Do not go to work, or if symptoms begin while at work, leave work immediately. See [COVID-19 Case Reporting Form](#).
- Notify your supervisor and/or Augusta Technical College Human Resources Director Shannon Bentley Patterson at 706.771.4013 or sbentley@augustatech.edu. Provide information about who you have been in contact with on campus and what areas or buildings you have visited. Do not return to work until you have followed the protocol below. (The Georgia Department of Public Health’s *Return to Work and Return to School* guidance recommends a time-based return strategy that is determined based on a person’s health status.)
- Mrs. Sheila Hill, Vice President of Administrative Services, logs student and employee information in the Technical College System of Georgia (TCSG) portal. Mrs. Shannon Bentley Patterson sends the employee and potentially infected employees a COVID notification by email. This includes custodians and security who may have come in contact with the infected person.

Symptomatic persons with confirmed COVID-19 or suspected COVID-19 can return to work or school after:

- At least 3 days (72 hours) have passed since recovery, which is defined as “resolution of fever without the use of fever-reducing medications AND improvement in respiratory symptoms (e.g., cough, shortness of breath)”; AND,
- At least 10 days have passed since symptoms first appeared.

Asymptomatic persons with confirmed COVID-19 can return to work or school after:

- At least 10 days have passed since the positive laboratory test and the person is asymptomatic.

Note: Asymptomatic persons who test positive and later develop symptoms should follow the guidance for symptomatic persons above.

Asymptomatic persons who have a known exposure to a person with COVID-19 without appropriate PPE can return to work or school after:

They have completed all requirements in the Department of Public Health guidance for persons exposed to COVID-19.

Note: If this person is tested for COVID-19 during the 14-day quarantine period, a negative test result would not change or decrease the time a person is monitored, but a positive test would move the person into one of the above categories.

When to start and end quarantine

Stay home for 14 days after last contact with a person who has COVID-19. Even if you test negative for COVID-19 or feel healthy, you should stay home (quarantine) since symptoms may appear 2 to 14 days after exposure to the virus. For additional guidance, please refer to the [Centers for Disease Control and Prevention](#) website.

What to Do: Students

If you are sick. If you are experiencing symptoms of COVID-19, have tested positive, or have been directly exposed to someone who tested positive:

- Do not go to class, or if symptoms begin while in class, leave class immediately.
- Notify your program of study instructor. You will be asked to provide your name and information about who you have been in contact with on campus and what areas or buildings you have visited.
- Your instructor will notify the dean, and he or she will notify Executive Vice President of Academic Affairs//Institutional Effectiveness & Research Dr. Melissa Frank-Alston at 706.771.4171 or mfalston@augustatech.edu (This information may also be conveyed to Vice President of Student Affairs Dr. Nichole Spencer at 706.771.4035 or nichole.spencer@augustatech.edu; Vice President of Economic Development Dr. Lisa Palmer at 706.771.4089 or lpalmer@augustatech.edu and/or Campus Police at 706.771.4028.)
- The Vice President will notify Mrs. Sheila Hill, Vice President of Administrative Services, at 706.771.4840 or shill@augustatech.edu and Mrs. Shannon Bentley Patterson, Director of Human Resources/Title IX Coordinator, at 706.771.4013 or sbentley@augustatech.edu.
- Your instructor will notify other students based on the daily sign-in sheets, which the college uses for contact tracing.

Do not return to class until you have followed the protocol below. The Georgia Department of Public Health's *Return to Work and Return to School* guidance recommends a time-based return strategy that is determined based on a person's health status.

Symptomatic persons with confirmed COVID-19 or suspected COVID-19 can return to school after:

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- At least 10 days have passed since symptoms first appeared.

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