On behalf of Talladega College,
I would like to take this opportunity to applaud the campus community on what will be an amazing academic year. The higher education landscape can be one of both excitement and anxiety. It is your dedication and attention to detail that will allow Talladega College to evolve and adapt in the midst of this pandemic. It is an honor to serve you during this time as your campus Medical Director. We endeavor to demonstrate exceptional practices, so the campus continues to foster a safe environment.

Despite the stress of the pandemic our goal is to keep our faculty, staff, & students in the best health as possible. In order to do that we must continue to be vigilant with wearing our masks, social distancing, and getting vaccinated.

In all our endeavors we must never lose sight of our purpose; providing you with a safe and healthy college experience. I encourage you to stop by the Health Center, if you have any questions or need assistance with any of your medical needs. Our staff stands at the ready to serve you.

Thank you,

Dr. Ankreah “Kre” Johnson, DO
Board Certified Family Medicine Physician
Medical Director Talladega College
Talladega College has modified its normal organizational operations to protect the health and well-being of our campus community. We are continuing to monitor the situation and will operate in accordance with guidelines set by federal, state and local officials and follow the advice of experts to limit and mitigate the spread of COVID-19.

As Talladega College methodically reopens, we are relying on each community member to exercise good judgement and to comply with guidance contained in these policies and procedures. These guidelines will be updated as appropriate. Community members should continue to coordinate with the appropriate department and/or supervisor and monitor the campus website for the most current information. Talladega College is committed to the safety and welfare of all campus partners as we return. We are entering a new phase in the history of our College and we will be stronger if we all work together and follow best practices that protect the health of our entire community.

The Talladega College Emergency Response Team consisting of cross-functional areas is responsible for acquiring assistance from additional staff personnel in their respective areas as needed. Each building on campus will have Building Captains (Primary and Secondary). They will be responsible for monitoring the health and safety of those campus community members that reside or work in their building. In the case of COVID-19, Building Captains are to take temperatures and assess all COVID-19 activities in conjunction with Facilities Management.
<table>
<thead>
<tr>
<th>Campus Building Captains</th>
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<tr>
<td>Andrews Hall <strong>Primary:</strong> Dr. Rebecca Robinson <strong>Secondary:</strong> Dr. Clinton</td>
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<tr>
<td>Athletic Facilities/Events <strong>Primary:</strong> Coach Kevin Herod <strong>Secondary:</strong> Coach Demond Walker</td>
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<td>Callanan <strong>Primary:</strong> Ms. Erikka Banks <strong>Secondary:</strong> Mr. Collie</td>
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<td>DeForest Chapel <strong>Primary:</strong> Mrs. Tchlandria Cole <strong>Secondary:</strong> Mrs. Rosalind Woodgett</td>
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<td>Drewry Hall <strong>Primary:</strong> Dr. Elimimian <strong>Secondary:</strong> Dr. Edgars Patani</td>
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<td>Facilities <strong>Primary:</strong> Mr. Thomas Ganchuk <strong>Secondary:</strong> Ms. Katrina Sanders</td>
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<td>Fanning Dining Hall <strong>Primary:</strong> Mr. Jeff Hornsby <strong>Secondary:</strong></td>
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<td>Residence Halls &amp; Houses</td>
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Returning to Campus

Talladega College is now a VACCINATION SITE and can offer covid-19 vaccination shots to those that would like to have one. In order to get your shot you must register for the shot through Health Services. There has been a recent decrease in the population getting vaccinated and with the more recent arrival and spread of the Delta variant it is urgent that we continue to do the appropriate things to keep us all safe. This pandemic is not over and we must remain vigilant in curbing the continued spread in order to maintain a safe campus living environment. To register please complete the following link: https://forms.gle/eVz8EHiC82cGTJkMH9
Talladega College will be offering the Moderna Vaccine at this time which requires 2 shots in order to be completely vaccinated and those shots must be 28 days apart.

Talladega College will be implementing testing upon arrival of all students, faculty and staff. Upon arrival students will have to check in to the wellness station in Callanan Gymnasium. They will be asked to show proof of identity, vaccination card (physical copy, complete vaccination) if available.

- Without this identification individuals will be asked to leave campus.
- If their results are negative they can enter campus to handle business and move into residence halls. If it is positive they will be asked to return home for a period of 10 days to quarantine/isolate. After that time they will be allowed to return to campus with a negative test result.

**SYMPTOM MONITORING**

Employees who are sick should stay home. Students should remain in their rooms and inform their building captains and professors. Employees are to record their temperature daily and monitor themselves for the following symptoms, Students and hall directors should also monitor for these symptoms:

1. Cough/Shortness of Breath
2. Chills/Shaking
3. Sore throat
4. Abdominal pain
5. Nausea/Vomiting
6. Muscle Aches
7. Headaches
8. Fever greater than 100.0°F
9. Runny Nose
10. Diarrhea
11. Fatigue
12. Loss of sense of smell/taste

Employees and students who have symptoms of respiratory illness must stay home and not come on campus until they are well. The Alabama Department of Public Health (ADPH) recommends that employees who have been ill not come to work until 14 days have passed since their symptoms began AND they are free of fever (100.0°F [37.7°C] or less using an oral thermometer) or signs of fever for 3 days without the use of fever-reducing medicines and their other symptoms have improved.

Please note that Talladega College is sensitive to those who may be classified as high risk for severe illness. Please make the office of Human Resources and your supervisor aware of any pre-existing condition.

For students please provide necessary immunization records to Health Services, so we best assist you. Health Services is located in the Dr. Billy C. Hawkins Student Center,
High-Risk Individuals

According to the CDC, individuals with certain conditions might be at a higher risk for severe illness from COVID-19. These conditions may include:

- Older adults (age 65 years and older)
- People with HIV
- Moderate to severe asthma
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Being immunocompromised (including recent transplant patients) or taking steroids


SOCIAL DISTANCING

Social distancing and personal hygiene are important safeguards. Employees/Students are to:

- Maintain a distance of six feet
- Avoid close contact with others
- Wear face coverings
- Wash hands frequently
- Cover coughs and sneezes with a tissue or elbow
- Avoid contact with frequently touched surfaces
- Respect the personal space of others
A. “Self-isolation” involves a student, faculty or staff member (hereafter “TC community member”) isolating themselves from other community members due to symptoms of infectious disease, including fever, cough, or shortness of breath. Such isolation is achieved, for example, by ill students not attending classes or dining in communal spaces; or by faculty and staff not reporting to work on campus.

TC community members are encouraged to engage in self-isolation if they are experiencing a fever with either a cough or shortness of breath. Self-isolation should continue until a community member has been asymptomatic for at least 24 hours without the use of anti-fever medication.

B. “Isolation” involves a mandatory separation of ill TC community members from other community members.

Isolation will be required of TC community members whenever such intervention is recommended to the community member by public health authorities. Criteria involve symptoms and exposure. TC community members will be required to remain in isolation for the duration recommended by public health officials.

C. “Quarantine” involves isolating TC Community Members who are well, but who may have been exposed to an infectious disease.

Quarantine will be required of TC community members whenever such intervention is recommended to the community member by public health authorities. Criteria involve symptoms and exposure. TC community members will be required to remain in quarantine for the duration recommended by public health officials.

In addition, any TC community member traveling to the United States from a country will be required to provide a negative test result.

A. Related to Self-Isolation

TC community members engaging in self-isolation should engage in the following notification procedures:

- Students are encouraged to notify Health Services or their Hall Director. For students living on campus, notification of Health Services will initiate the process of meal delivery to support their isolation.
- Employees who require self-isolation and miss work must notify their supervisor and Human Resources of their absence.

B. Related to Isolation and Quarantine—TC Community members are required to notify the College.

**INFORMATION FOR STUDENTS**

A. Triage Information Relevant for Students

The defining symptoms of COVID-19 are a fever, a cough or shortness of breath.

Students who are experiencing either of these symptoms are encouraged to call Health Services at 256-761-6208. In order to reduce the risk of transmission of disease to other students, students should not, as a first step, come into the Health Center in person. After hours, students should call the Campus Nurse. Students who suspect they have a fever, but are not sure, are encouraged to call Health Services during general business hours, or, if it is after hours, contact Campus Police to obtain a free, disposable thermometer.

Health Services staff will triage and assess patients. Students who are beyond the scope of our clinic to treat will be supported in accessing a higher level of assessment and care.

B. Self-Isolation for Students

1. All students who are engaging in self-isolation should report symptoms to Health Services. Students should also e-mail their faculty to alert the faculty member of their absence. Students who expect to miss three days or more of classes and need assistance in communicating with faculty should contact the Student Success staff.

2. When students are assessed by Health Service staff or other health professionals as needing to engage in self-isolation:
   a. All students will be provided counsel about their options, including living with family during their period of isolation/quarantine.
   b. Students who live off campus will be provided instruction and counsel about how to engage in self-isolation.
   c. For students who live on campus, Health Services staff will:
● With the patient’s permission, notify Residence Life, Thompson Hospitality staff, Student Success, and Campus Police staff, in order to ensure the student receives housing support, meals, academic support, and safety support.
● Provide students with a Wellness Kit that includes tissues, hand sanitizer, disposable thermometers, anti-fever medication, and an isolation mask.
● All students will receive instruction to contact Health Services staff should their symptoms worsen.

C. Provision of Food Service

Thompson Hospitality staff will prepare meal boxes (three meals/day) for all students in self-isolation, isolation or quarantine on campus. A food preference and information form will be provided to allow students to inform Thompson staff of food needs, preferences and any allergies/accommodations.

D. Academic Adjustments

If necessary, Student Success staff will contact students in self-isolation, isolation and quarantine to review options for students to continue their schoolwork. Students will have the option to send a Faculty Notification to their instructors and advisor(s), notifying them of their current situation. If students need assistance with accommodations, please contact Student Success.

E. Ongoing monitoring of impacted students/First response

Residence Life staff and Campus Police staff will retain a roster of students who are known to be engaging in self-isolation, isolation and quarantine. Whenever emergency response is required to those students, responding TC staff will wear N-95 masks. Whenever Campus Police or Residence Life staff are aware of an emergency response by external first responders to such a student, those TC staff will inform the external first responders of the student’s status in self-isolation, isolation or quarantine.

F. Student Success Center Services (i.e. Tutoring, etc...)

Access to services offered through the Student Success Center is now available on our new website at the following link: https://talladega.libguides.com/studentsuccesscenter/home. The website contains a link for virtual tutoring requests as well as our Virtual Assistance Request form which allows students to make requests regarding Academic, Technology or Mental Wellness concerns. For additional inquiries, please contact the Center at
FACE MASKS/CLOTH FACE COVERINGS

Face masks or face coverings are highly recommended for all employees working on campus when in the presence of others and in public settings where other social distancing measures are difficult to maintain.

Appropriate use of face masks or coverings is critical in minimizing risks to others near you. You could spread COVID-19 to others even if you do not feel sick.

Cloth face coverings must only be worn for one day at a time and must be properly laundered before use again. Having a weeks supply of cloth face coverings can help reduce the need for daily laundering. See details regarding mask use and care below.

Type and Intended Use of Face Coverings/Masks

Cloth Face Covering
Home-made or commercially manufactured face coverings that are washable and help contain the wearer's respiratory emissions.

**Intended use:** Recommended for use in areas where six feet social distancing cannot be consistently maintained and required in designated areas. Must be washed or replaced daily. Not required when working alone in an enclosed office.
Disposable Mask
Commercially manufactured masks that help contain wearer's respiratory emissions

**Intended use:** Recommended for use in areas where six feet social distancing cannot be consistently maintained and required in designated areas. Must be washed or replaced daily. Not required when working alone in an enclosed office.

Medical-Grade Surgical Mask
FDA-approved masks to protect the wearer from large droplets and splashes; helps contain the wearer's respiratory emissions.

**Intended use:** These masks are reserved for healthcare workers and other approved areas with task specific hazards determined by Facilities Management.
N95 Respirator
Provide effective respiratory protection from airborne particles and aerosols; helps contain the wearer's respiratory emissions.
**Intended use:** These masks are reserved for healthcare workers and other approved areas with task specific hazards determined by OESO.

Adapted from Duke University’s Guide for Returning to the Workplace

**MAINTAINING A HEALTHY WORKPLACE**
Under the direction of college officials, departments will return employees carefully. When planning for the return of employees, departments will consider the following factors along with general business requirements:

- Employee’s overall risk profile
- Obligation of the employee to provide dependent care
- Suitability of the position for remote work
- Level of hardship created either by exclusion from or inclusion in the workplace.

Supervisors will work closely with their employees to determine how to maximize productivity while minimizing health risks and remaining sensitive to the circumstances created by closures of elementary and middle schools, and daycare facilities.

*All restrooms will be power washed and sanitized throughout, including every handle, counter, sink, partition, door, floor, etc.*

All employees can help to continue to maintain a healthy environment in partnership with our TC Housekeepers. We ask that all employees coming to campus:

- Conduct daily cleaning and dusting in your personal workspaces, including office spaces, labs and conference rooms. Facilities Management will deliver an initial cleaning kit to
Because of the added workload on Housekeepers, please empty your office trash cans / recycle containers into larger bins to be placed on each floor. Our custodians will then regularly empty these larger containers.

**SHARED SPACES AND COMMON SURFACES**

**Workplace Education**

Departments will post workplace posters available through the Centers for Disease Control and Prevention (CDC) and Department of Health and Environmental Control (DHEC) to ensure that employees know the symptoms of COVID-19 and what they can do to prevent its spread.

Maintain cleanliness of shared spaces and common surfaces such as:

- Light switches
- Faucets
- Cabinet doors, drawers, and countertops
- Copiers
- Worktables
- Break areas and conference rooms

**Employee Responsibilities**

Each employee is to clean areas of touch after use. Employees are to maintain social distance within common areas, waiting until sufficient space is available to enter and respecting the personal space of others. This includes:

- Breakrooms
- Elevators
- Stairwells
- Restrooms

**Department Responsibilities**

- Place floor decals, colored tape or signs to indicate to customers/clients/patients
where they should stand while waiting in line.

- Employees in reception areas and managing waiting rooms should always wear a mask/face covering.
- Plan traffic flow to allow for social distancing and minimize time in reception/waiting areas.
- Remove chairs and rearrange furniture to allow for social distancing.
- Redesign procedures to reduce touching the same objects (e.g., pens, intake forms, sign-up sheets, etc.).
- Design methods to distance receptionists from customers/clients/patients (e.g., plexiglass shields).
- Remove shared objects in reception/waiting room areas (e.g., magazines).

Meetings

Convene meetings in ways that allow for social distancing and the inclusion of employees who are working remotely. Continue to use online meeting platforms to allow employees to connect from their home office or campus office.

In-person meetings should occur in open areas or rooms with occupancy levels that significantly exceed the number of participants and are not greater than 75 percent of current occupancy limits.

Visitors

Visitors and other intermittent traffic pose additional risks. Avoid non-essential visitors and take precautions to maintain safe distances between people.

All visitors should report to the building captain of the space they will be entering. If you are responsible for a visitor arriving on campus please be responsible for following protocols and get them where they need to be safely.

Be Proactive

- Use phone conferences and online meeting platforms to reduce the number of visitors
- Limit points of entry and exit
- Designate one-way paths when possible
- Use tape, floor decals, or signs to identify where visitors should stand to preserve social distance
- Limit or remove chairs
- Add transparent barriers to protect both employees and visitors
- Provide hand sanitizer at entrances and in high-traffic areas
- Remove high touch items such as magazines or shared pens
GENERAL INFORMATION

Visitors on Campus
Any visitors to campus should follow the above-listed reporting precautions and requirements.

MOVE-IN

EARLY ARRIVAL—CAN I MOVE IN BEFORE MY SCHEDULED DATE? Students are NOT able to move in earlier than their assigned move-in date. If you have a conflict, you are welcome to move in at a later time than your scheduled arrival day.

LATE ARRIVAL—CAN I MOVE IN AFTER MY SCHEDULED DATE? You are welcome to move in any day after your assigned move-in date. Students who will be moving in after their move-in date should contact the Residence Life Office so their room can be held.

Check in Process:

- Each student will arrive on the scheduled date and time.
- They will report to Callanan Gymnasium for a Wellness check.
- They are to park their vehicle and walk to enter the gym.
- They will need identification, vaccination card (if applicable)
- Upon entering the gym students will be greeted by the Admissions office/Student Success - To check students in and to take everyone's temperature. There will also be a Health/Wellness team member.
- If students do not have a copy of vaccination card or proof of a negative test they will be tested of Covid-19 by independent testing on site using a rapid test. Once they have completed the process they will be given identification that they have completed the wellness portion of this process and could be able to complete any other business needed on campus and move-in to their residence hall.

This semester all students will have to get new ID cards prior to moving into their rooms. IT will also be in the gym so students can get their new ID AFTER going through
the wellness process.

Registration will not be held in the gym and all business that has not been addressed prior to arriving should be directed to that specific location.

**ACCESS TO ANY BUSINESS AND RESIDENCE HALLS WILL ONLY BE PERMITTED WITH WELLNESS CHECK IDENTIFICATION.**

Students are not allowed into any campus facility without receiving a color coded card/wristband designating they have completed the process for reentry. Upon reentry to Talladega College campus, all students must observe the following guidelines:

- Wash Hands (at least 20 seconds with warm soap and water) frequently.
- Stay 6 ft.-13 ft. distance away from one another.
- Wear appropriate masks or face covering when traveling on and off campus.
- Practice social distancing and limit face-to-face meetings by utilizing conference calls and virtual meetings.
- Avoid congregating in groups of more than 10 people until further notice.

For rooms with more than one occupant, social distancing configurations, which may include the placement of dividers, will be put into place.

**General Dining**

Meals will be provided via Thompson Hospitality and Campus owned dining. All meals will accommodate patrons based upon best social distancing practices. There will be ‘grab & go’ meal options at each location along with socially distanced indoor options. While not actively eating food students are asked to keep their masks on covering their nose and mouth.

The Inn
Fanning Dining Hall
BRB

**Dining Safety**

Gloves, Masks & Hand Washing

Associates wear a face mask at all times. Gloves are worn at all times when handling food and completing other tasks, and associates must wash their hands and change out gloves every thirty minutes.

Social Distancing Everywhere

Associates will have maps and guidelines to ensure that social distancing practices are being followed both in the back-of-the-house and front-of-the-house. Kitchens, vehicles, serving lines and dining rooms will all be required to adhere to social distancing.
Safety Messaging
Communication on social distancing, local guidelines, and staggered break times posted throughout the back-of-the-house and at time clocks.

Residence Life staff will assist with temperature readings in each residence hall on a daily basis by 10am.

All off campus students should report to their designated location of entry for that day for daily temperature reading. Report to that captain that you are a commuter and require a temperature check.

MENTAL HEALTH & WELL-BEING
Students who may be experiencing distress during this time of uncertainty are encouraged to utilize Counseling Services. Counseling office is ready and willing to assist. This has been a challenging time for everyone. Individuals dealing with feelings of isolation, anxiety, or stress are encouraged to use our Employee Assistance Program. Employees should discuss concerns with their supervisors and offer suggestions about how to improve health and safety in the workplace.


Please note that failure to comply with Covid-19 safety protocols may result in students being subject to code of conduct policies and procedures. Sanctions may involve removal from campus housing.

Employees failing to comply may result in an administrative resolution via Human Resources.