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## Plan for a Healthy Fall 2020

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*Educating students to become servants of Christ  
to make a difference in today's world*











## GENERAL FACILITIES

Buildings, Maintenance, Safety, Security, College Vehicles

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### **Increasing Physical Distancing**

- Indoor groups are limited to numbers that provide adequate and safe physical distancing.
- Outdoor events are not limited, provided there is adequate space to maintain appropriate physical distance.
- Classroom seating has been adjusted to provide space for safe physical distancing.
- Occupancy limits have been set to classrooms and meeting spaces that allow for physical distancing.
- Conference areas, offices, and common areas have been modified to accommodate safe physical distancing.

### **Reducing Potential Spread**

- Common areas will be disinfected daily.
- Hand sanitizer dispensers are at building entrances and hallways of public buildings.
- Touchless faucets and touchless towel dispensers are being installed in public bathrooms.
- Touchless door openers are being installed on select high traffic doors.
- Sanitary wipes are available in offices, classrooms, and common spaces.
- Single-use items in place of reusable items.
- Plexiglass shields are in general student or public service areas.
- Markers 6 feet apart on the floor in places where lines tend to form have been installed.
- Kick-down door stops have been installed on classroom doors to allow increased ventilation.
- Increased exterior building ventilation to mitigate any potential spread.

### **Promoting Healthy Habits and Good Hygiene**

- Marketing department to post signs promoting physical distancing, face mask use, healthy hygiene, and traffic flow.
- Maintain adequate stockpile of cleaning and sanitizing supplies.
- Ensure garbage cans are in every classroom for easy disposal of tissues and sanitizing supplies.

## **Leveraging Technology**

Use room reservations for events. Event Services can then communicate this to Environmental Services to plan a disinfecting schedule.

## **Preparing for a Potential Illness**

- Use the college work order system to communicate specific cleaning needs.
- Should a case on campus develop, all known area(s) where the individual has been will be thoroughly cleaned and disinfected

## **Other: Rudd Auditorium**

- 150 seat maximum to meet physical distancing guidelines established by local and state guidelines.
- Rudd Auditorium will be limited to college related events only during fall semester.

## **Other: Residence Halls**

- Increased circulation in hallways of all residence halls.
- Install hand sanitizing stations at residence hall entry doors and laundry rooms.
- Lounge common area seating has been modified to support physical distancing.
- Disinfection of community bathrooms will occur twice daily on weekdays.
- Provide disinfecting wipes in residence hall bathrooms.
- Physical distancing protocol training for all Resident Assistants.

## **Other: College Vehicles**

- Disinfecting wipes will be provided in vehicles and drivers are expected to wipe shared surfaces at the end of each use.
- Maintenance staff will disinfect vehicle interiors on weekday mornings following use.
- Face masks are required for all occupants using the minivans, vans and busses.



## EVENTS

### Community, Public, College-sponsored Events & Meetings

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#### **Increasing Physical Distancing**

- Signs and floor markings have been posted to encourage physical distancing of 6 feet.
- Occupancy of room to capacity limits have been set to meet physical distancing guidelines.

#### **Reducing Potential Spread**

- Osborne Hall in the Stophel Welcome Center may be used for community organizations and groups with approval from the Office of the President.
- Limit to one event per day in Osborne Hall to allow adequate sanitizing time; set up and take down of the event.
- Provided sanitizing supplies and hand sanitizer.

#### **Promoting Healthy Habits and Good Hygiene**

Marketing department to post signs promoting physical distancing, face mask use, healthy hygiene, and traffic flow.

#### **Leveraging Technology**

College room reservation system has been adjusted to meet room capacity guidelines for event scheduling purposes.

#### **Other: College-Sponsored Events**

- Indoor groups are limited in number to spacing that provides adequate physical distancing.

## INSTRUCTION

### Residential Students

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#### **Increasing Physical Distancing**

- Develop seating arrangements for classrooms to provide adequate physical distancing.
- Schedule classes in rooms with space to maintain physical distancing.
- Require masks and gloves in all labs where physical distancing is not possible.

#### **Reducing Potential Spread**

- Support personal hygiene and healthy behaviors related to reducing the spread of the COVID-19 virus.
- Keep classroom furniture in place to ensure physical distancing. (diagram placed in each room)
- Utilize virtual meetings with students and colleagues as often as possible.
- Encourage appointments for one-on-one meetings versus walk-in visits.
- Schedule classroom use to minimize back-to-back classes whenever possible; if not possible, allow one class to exit before the next enters.
- Classes dismissed so students can exit the room before the new class enters.
- Establish and adhere to additional PPE requirements for engineering labs, natural science labs, music practice rooms.
- Provided disinfecting supplies for classroom instructor computer stations.
- Field trips/off-campus/conference attendance will be limited and by approval only.

#### **Promoting Healthy Habits and Good Hygiene**

- Marketing department to post signs promoting physical distancing, face masks, healthy hygiene, and traffic flow.
- All students will receive public health practices briefings during Orientation.
- Attendance policies have been adjusted to encourage students with symptoms of illness to stay home and make arrangements to complete missed work.
- Use available technology or peer coverage as available to deliver instruction if faculty is experiencing symptoms of illness.
- Instructional plan delivery changes will be coordinated with the Department Chair.
- ADA Services are available to accommodate high-risk students.

## **Leveraging Technology**

- Use available technology (laptop, webcam, classroom equipment) to record or stream lectures.
- All course materials will be made available online. (PowerPoints, notes, etc.)
- Students will submit assignments through our online learning management system.

## **Preparing for a Potential Illness**

- Bryan is prepared to transition to either synchronous or asynchronous remote instruction as needed to meet the needs of all students.

## BUSINESS OFFICE

Accounts Payable & Receivable, Payroll, Student Accounts

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### **Increasing Physical Distancing**

- Signs and floor markings are posted to encourage physical distancing of 6 feet.

### **Reducing Potential Spread**

- Installed plexiglass to increase physical barriers in the Business Office.
- Keep doors open when possible.
- Disinfect shared workspaces.

### **Promoting Healthy Habits and Good Hygiene**

- Marketing department to post signs promoting physical distancing, face mask use, healthy hygiene, and traffic flow.

### **Leveraging Technology**

- Use technology to meet, conduct business, and provide training virtually and via phone.
- Continue to use Google Meet or Zoom.

### **Preparing for a Potential Illness**

- Provide laptops to staff to help transition quickly to remote work if needed; possibly provide scanner/printer if needed.
- Use calendar updates and daily logs to track interactions.

## ATHLETICS

### Teams, Events and Sports Medicine

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#### **Increasing Physical Distancing**

- Signs and floor markings are posted to encourage physical distancing of 6 feet.

#### **Reducing Potential Spread**

- Installed plexiglass physical barriers - 2 in the training room taping tables and 1 for concession stand.
- Doors kept open.
- Sanitized personal workspaces after each use.

#### **Promoting Healthy Habits and Good Hygiene**

- Marketing department to post signs promoting physical distancing, face mask use, healthy hygiene, and traffic flow.

#### **Leveraging Technology**

- Use technology to meet, conduct business, and provide training virtually and via phone.
- Continue to use Google Meet or Zoom.

#### **Preparing for a Potential Illness**

- Use calendar updates and daily logs to track interactions.

#### **Other: Athletics**

- Attendance at indoor athletic competitions has been temporarily suspended due to Tennessee state guidelines. If restrictions are loosened, physical distancing measures will be enacted, including but not limited to, blocking off sections of seating and making stairs one way and spectators to wear masks.
- Those attending indoor athletic events will be required to wear a face covering. Due to the current data on particulate expression during yelling and cheering, we are desiring to limit the spread of COVID-19 in this fashion.

- Game-day staff will all be required to have temperature checks as well as complete COVID questionnaires. They will be required to wear face coverings.
- Outdoor attendance will not be limited but physical distancing will be encouraged.
- Concessions will continue as usual, with a plexiglass shield to protect users.
- Locker rooms will be disinfected each day unless otherwise notified due to inactivity.
- Athletics weight room will have disinfectant products available for use. See Strength and Conditioning COVID-19 Policy for further instruction.

## HOMECOMING & ALUMNI EVENTS

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### **Increasing Physical Distancing**

- Signs and floor markings are posted to encourage physical distancing of 6 feet.
- Public spacing rearranged in reception areas.

### **Reducing Potential Spread**

- Provide tissues and sanitizing supplies for staff and attendees.
- Provide masks for alumni visitors and staff while maintaining physical distancing.
- Removal of all shared items.
- Limited access to common areas such as breakroom and kitchen appliance areas.
- Virtual meetings for alumni business encouraged, limiting in-person visits of one alumni family at a time.
- Hand sanitizer stations placed at the entrance foyer of the Stophel Welcome Center.

### **Promoting Healthy Habits & Good Hygiene**

- Marketing department to post signs promoting physical distancing, face mask use, healthy hygiene, and traffic flow.
- Follow local and state guidelines when handling all files, documents and wearing of PPE as applicable.

### **Preparing for Potential Illness**

- Track in-person interactions aiding in contact tracing; appointments versus walk-in traffic highly encouraged.

### **Other: Homecoming Weekend; October 2-4, 2020**

- All attendees are encouraged to self-check the day of arrival.
- All attendees are required to check in with Alumni staff upon arrival.
- Attendees will be verified with the registration list.
- All large meal and other activities will be conducted outdoors. (Tent accommodations to facilitate accordingly.)

- Attendance at indoor athletic competitions has been temporarily suspended due to Tennessee state guidelines. If restrictions are loosened, physical distancing measures will be enacted, including but not limited to, blocking off sections of seating and making stairs one way.
- Hand sanitizing stations provided for all events.
- Alumni registrants will be handed an envelope which includes pre-ordered tickets and a BC face covering as their gift so as to reduce physical contact.
- To ensure physical distancing for this large gathering, there will be some cordoned areas.
- All meals will be served or boxed accordingly.



## ARC: ACHIEVEMENT, RESOURCES AND CONNECTION

Testing Center, Career and Calling Services,  
First-year Advisors (student success coaches), Title IX and ADA

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### **Increasing Physical Distancing**

- Signs and floor markings are posted to encourage physical distancing of 6 feet.
- Furniture arrangement that encourages physical distancing.

### **Reducing Potential Spread**

- Disinfect surfaces regularly throughout the day. (Tutors will do this in between working with students.)
- Require face masks when tutoring students when physical distancing is not possible.
- Hand sanitizing stations provided at entrance to ARC.
- Limit direct interaction between proctors and testers.
- All high touch surfaces disinfected at regular intervals throughout the day.
- Food events will serve or provide individualized portions/packaging.

### **Promoting Healthy Habits and Good Hygiene**

- Marketing department to post signs promoting physical distancing, face mask use, healthy hygiene, and traffic flow.
- Information relating to COVID-19 and prevention measures in Tutor Training sessions provided.

### **Leveraging Technology**

- Use technology to meet virtually and via phone with students and others.
- Provide virtual workshops for students when feasible.
- Explore ways to virtually read exams to students to limit people in the testing environment at one time.

### **Preparing for a Potential Illness**

Identify when students are in the ARC and the subject they are seeking help with to aid in contact tracing.

## FOOD SERVICE AREAS (STAFF & STUDENTS)

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### **Increasing Physical Distancing**

- Signs and floor markings are posted to encourage physical distancing of 6 feet.
- Restrict capacity by removing tables and chairs in the dining area, limit seating at tables and install plexiglass between booths in the Rhea County room and grill.

### **Reducing Potential Spread**

- Carry-out option provided lunch and supper meals.
- Establish traffic flow plan and create directional signage/markers.
- Installed plexiglass barriers at register areas.
- All self-service stations closed.
- Dining hall closed after each meal for cleaning.
- Establish a prepackaged breakfast court.
- Provide single-use packages.
- Provide wrapped single-use utensils.
- Require clean/new plates or glasses for all initial, refill service or second helpings.

### **Promoting Healthy Habits and Good Hygiene**

- Marketing department to post signs promoting physical distancing, face mask use, healthy hygiene, and traffic flow.
- Face masks and gloves for all food serving personnel required.

### **Leveraging Technology**

- Continue to post [weekly menus](#) online.
- Remote ordering at the Prideland Grill.

### **Preparing for a Potential Illness**

- Provide meals for students on campus who are in quarantine or isolation.

## CAMPUS STORE

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### **Increasing Physical Distancing**

- Signs and floor markings are posted to encourage physical distancing of 6 feet.
- Customer capacity in the campus store is restricted to permitted numbers.

### **Reducing Potential Spread**

- Establish traffic flow plan and create directional signage/markers.
- Installed plexiglass barriers for the front register area.
- In-person purchase via credit card only.

### **Promoting Healthy Habits and Good Hygiene**

- Marketing department to post signs promoting physical distancing, face mask use, healthy hygiene, and traffic flow.
- Provide hand sanitizer, gloves and face masks as inventory available to customers.

### **Leveraging Technology**

- Promote [online ordering](#) with in-store pickup or shipping.

### **Preparing for a Potential Illness**

- Be prepared to switch to completely online services if needed.

## ADMISSIONS

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### **Increasing Physical Distancing**

- Signs and floor markings are posted to encourage physical distancing of 6 feet.
- Arrange public space to encourage physical distancing; limit chairs in waiting areas.

### **Reducing Potential Spread**

- Installed plexiglass at reception desks to limit physical interaction between staff and patrons.
- Provide additional tissues, sanitizing supplies, and hand sanitizer for staff and public.
- Require sanitizing of shared supplies and spaces between uses.
- Allow one (1) person at a time to use copier/fax/scanner; sanitize between each use.
- Limit access to the breakroom and sanitize kitchen appliances between each use.
- Encourage virtual prospective student meetings and limit in-person visits to the prospect and two (2) guests; conduct meetings in a room with physical distancing or in an open-area visit area.
- Indoor groups are limited to numbers that provide adequate & safe physical distancing.
- Place hand sanitizing station at entrance to the Stophel Welcome Center.

### **Promoting Healthy Habits and Good Hygiene**

- Marketing department to post signs promoting physical distancing, face mask use, healthy hygiene, and traffic flow.
- Encourage staff to wash hands frequently, especially after handling files and documents.

### **Leveraging Technology**

- Encourage electronic payment for deposits.
- Install web cameras/microphones at work stations to enable virtual meetings.
- Create virtual and phone options for advising appointments and prospective student interactions.

## **Preparing for a Potential Illness**

Track in-person interactions to aid in contact tracing; encourage appointments versus walk-in traffic.

## **Other: Planning for Arrival Day for Students (Aug. 8)**

- Encourage attendees to conduct a self-health check before arriving.
- Required check-in; a staff member will check the registration list upon student's arrival.
- Limiting of two guests with each student to assist with move-in.

## LIVESAY LEARNING CENTER (Library)

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### **Increasing Physical Distancing**

- Signs and floor markings are posted to encourage physical distancing of 6 feet.
- Space study carrels to allow for physical barriers and/or physical distancing of 6 feet.
- Computer and space seating adjusted to comply with local and state guidelines.
- Rearrange public space to encourage physical distancing.
- Create study group tables for up to 6 members with seating spaced at 6 feet.
- Limit study room use to one individual at a time, accessible only by checkout for sanitation purposes.
- Booth seating limited, check with the front desk.
- A staff member will be at the main library desk at all times.
- Access to the 2<sup>nd</sup> floor will be closed after 9:30 PM Sundays-Thursdays and on Saturdays.
- Install extra monitors for patron viewing on the library circulation desk PC to assist students.

### **Reducing Potential Spread**

- Installed plexiglass at the library service desk to limit physical interaction between staff and patrons.
- Provide additional tissues, sanitizing supplies, and hand sanitizer for staff and users.
- Instruct community patrons to return all items to the Return Box located outside the library entrance.
- Quarantine all incoming items on designated shelves for a minimum of 72 hours in accordance with REALM Project best practices.  
(<https://www.webjunction.org/explore-topics/COVID-19-research-project.html>)
- Sanitize shared workspaces and study room spaces between uses
- Encourage patrons to continue to use remote assistance.
- Schedule appointments for in-person assistance for more complex reference questions, via a link to a virtual session.
- Allow only employees, students, and prospective students in the library regulated by key-card access only. Prospective students must be escorted by someone from Admissions.

## **Promoting Healthy Habits and Good Hygiene**

- Marketing department to post signs promoting physical distancing, face mask use, healthy hygiene, and traffic flow.
- Patrons to review the new policies regarding social distancing and maintaining a healthy environment.

## **Leveraging Technology**

- Continue to lend physical and electronic resources to our patrons, including electronically through Interlibrary Loan, as well as offering virtual reference, email and phone reference and research assistance online.
- There will only be digital reserves. The Livesay Learning Center will seek to convert physical reserves to digital as possible while still abiding by copyright laws.

## **Preparing for a Potential Illness**

- Track in-person interactions to aid in contact tracing; appointments versus walk-in traffic highly encouraged.
- The Learning Center will be closed for sanitization if a case is traced to library contact.

## STUDENT LIFE AREAS

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### **Increasing Physical Distancing**

- Signs and floor markings posted to encourage physical distancing of 6 feet.
- Seating in the reception area to be 6 feet apart.
- Student organizations and groups are expected to hold meetings virtually or practice physical distancing when in person.
- Ensure that rooms reserved for student activities fall within stated room capacities
- Campus student events and traditions will be modified to meet physical distancing requirements and group size guidelines.
- Signs posted for Fitness Center, Aerobic Room and Weight Room identifying which machines can be used.
- Additional outdoor seating will be provided around campus.

### **Reducing Potential Spread**

- Provide hand sanitizers, disinfecting supplies in the reception area and offices.
- Provide traditional undergrad students online services when feasible.
- Work with student organizations to redesign traditional in-person student events.
- “Open dorm” program is temporarily suspended for the Fall semester.
- Visitor access to the residence halls temporarily suspended for fall semester.
- Residential dorm rooms are limited to 4 people in a room at a time.
- Provide additional outdoor seating/lighting for student activities supporting physical spacing.
- Townhouses are limited to 6 people at a time in living spaces.
- All residence hall kitchens are temporarily closed.
- Residence hall lounge seating has been modified to allow for safe physical distancing.
- Lion’s Den: place signs advising 20 people max in the game room. Disinfect twice a day on weekdays, including game tables, pool sticks, and ping pong paddles. Provide supplies and signage recommending individuals wipe down equipment before and after use.

### **Promoting Healthy Habits and Good Hygiene**

- Marketing department to post signs promoting physical distancing, face mask use, healthy hygiene, and traffic flow.
- Use of television monitors showing CDC recommendations and health updates.



## **Leveraging Technology**

- Virtual events, social media engagement opportunities, and asynchronous activities to provide social interaction and build communities is encouraged.

## **Preparing for a Potential Illness**

- COVID Care Coordinator's Office (Rankin Hall) will manage testing, reporting, contact tracing, quarantine housing, isolation housing and activity clearance.
- Quarantine and isolation facilities are in place should the need arise.

## APPENDIX A: COMMUNICATION PLAN

In order to keep students, faculty, staff, and the community informed regarding COVID-19 related items, Bryan College will adhere to the following Communications plan.

### **Providing Updates**

- The college's COVID-19 webpage <https://www.bryan.edu/coronavirus/> provides an FAQ list, updated content, and an archive of past content.
- Regular Facebook postings of video messages from Bryan College President with updated information related to COVID care.
- The college home page will be updated with a link to the COVID page and the *Plan for a Healthy Fall*.

### **Promoting Healthy Habits and Good Hygiene**

- Post signs in each classroom promoting physical distancing, good hygiene (wash hands, sneeze into elbow or tissue, stay home if ill, etc.), and urging the use of masks.
- Create special pull-up signs by entrances promoting distancing, masks, staying at home if ill, and good hygiene.
- Coordinate with Health Science faculty to produce a video demonstrating proper hand-washing to post to college website, email to campus, and put out social media channels.
- Continue collaboration with Rhea Medical Center creating informational videos on COVID-19 to prepare faculty and staff for fall semester.

### **Preparing for a Potential Illness: Handling Cases on Campus**

- Contact the Covid Care Coordinator.

## APPENDIX B: TASK FORCE ADVISORY TEAM

### **Advisory Team**

Tim Hostetler, *Vice President of Student Services & Ministries*

Michael Kennedy, *Director of Campus Safety/Security & COVID Care Coordinator*

Sonia Harkin, *Faculty & Staff COVID Care Advisor*

Sam Youngs

Bruce Morgan

Janet Piatt

Sean Shelton

Renee Shook

Andrew Smith

Nick Pacuarari

Will Tholken

Annette Watt

Julie York

## APPENDIX C: RESOURCES

Michael Kennedy, Director of Campus Safety/Security & COVID Care Coordinator  
Office: Rankin 230

Bryan College COVID-19 Hotline: 423-775-7119 or BCHealth@bryan.edu

Centers for Disease Control and Prevention <https://www.cdc.gov/>

Bryan College <https://www.bryan.edu/coronavirus/>

State of Tennessee <https://www.tn.gov/thec/covid-19-campus-information.html>