



**GMC Etiquette for COVID-19  
Policies, Practices, and Procedures  
As of: July 9, 2020**

**Purpose:** To provide information on GMC’s plans for students and faculty returning to campus in August 2020. GMC will remain flexible as we respond to new information during the on-going global COVID-19 pandemic and will refine our plans accordingly. We understand and appreciate the importance to balance the health and safety of everyone while ensuring our students receive a quality education. We also understand that mitigation strategies can change and may be increased depending on the local situation and what is feasible and legal within each jurisdiction. At each of our locations, we continue to monitor the impact of community spread on the delivery of healthcare and other critical healthcare resources and may adjust our policies, practices, and procedures at our locations if those impacts become significant within those communities.

**Background:** Every effort is being made to provide a safe learning environment for GMC students and faculty. As GMC Milledgeville prepares for the return of faculty and students to campus in August, a number of policies and protocols have been implemented to maintain the safety of all. To date, GMC has committed approximately \$220,000 total (\$155,000 for equipment and \$65,000 for supplies) to reduce virus exposure and mitigate the possible spread of the virus should it be introduced on our campus. In March of 2020, a majority of staff and faculty moved to remote working while all in seat students moved to remote learning. Since that time, GMC has taken a gradual, phased approach to bringing students, faculty, and staff back to our campuses.

Phase 1: June 2020—Gradual return of essential institutional staff and campus staff to prepare for the return of faculty and students. Staff office hours limited to 9:00 am to 4:00 pm to minimize time on campus.

- Prep school resumed in seat learning for Summer School.

Phase 2: July 2020—All staff return with the continuation of minimized office hours, with all being available 8:00 am to 5:00 pm.

- Prep school offers summer day camps.
- First group of JC Cadets return July 30.

Phase 3: August 2020—All faculty return to campuses and everyone returns to 8:00 am to 5:00 pm hours of operation.

- College students can take all classes online or may opt for a mix of online and in-seat instruction (NOTE: All of GMC’s programs and classes are available online).

-Prep students, grades 3-12, will attend class in-seat with safety measures in place per the guidance below.

According to the CDC, COVID-19 symptoms can range from none at all to severe. Those with significant underlying medical conditions like heart disease, lung disease, or diabetes may be at higher risk for developing complications from the COVID-19 virus. This virus is spread mainly through person to person contact; through respiratory droplets, which can be inhaled; and may be spread by people who do not show symptoms. The longer (15 or more minutes) an individual interacts in close proximity (6 feet or less) with someone who has the virus the more likely exposure may occur. Rarely is the virus spread by touching surfaces or objects that may be infected with the virus; however, since it may be spread from surfaces, frequent handwashing and hand sanitizing are key to preventing further spread.

By entering any GMC facility, each individual acknowledges he/she will comply with all GMC procedures and policies to mitigate the potential spread of COVID-19 to include daily temperature checks, screenings, continuous hand sanitation and hand washing, and practicing coughing and sneezing etiquette. Individuals further acknowledge they will comply with the GMC COVID-19 etiquette. And understand that GMC is making every effort to provide a virus free environment with enhanced cleaning and mitigation strategies in place. By entering GMC facilities, individuals warrant they have not experienced any symptom of illness associated with COVID-19; have not traveled internationally or to a highly impacted area of the United States within the last 14-days; and have not had close personal exposure to someone with a confirmed case of COVID-19 within the last 14-days.

### **Etiquette and Social Responsibility**

Our first line of defense to protect against the possible spread of COVID-19 is **self-responsibility, respect of others**, and grace:

- A. Students, faculty, and staff are to wash hands regularly, utilize hand sanitizers, avoid touching eyes, nose, and mouth, and practice coughing and sneezing etiquette.
- B. While GMC will do everything possible to provide a healthy and clean environment, students, faculty, and staff are encouraged to bring personal wipes, hand sanitizers, face coverings, and gloves to campus as they desire.
- C. Everyone will be required to have a face covering with them at all times.
- D. **Out of courtesy and respect for others** all will practice physical distancing when appropriate and when it is difficult to distance, face coverings should be worn, especially in congested areas and in classrooms if necessary.
- E. Practice contactless greetings and respect other's personal space.
- F. Avoid using other people's phones, personal items, and spaces.
- G. Doors to classrooms and offices shall be propped open when feasible to limit the amount of contact from individuals.
- H. Faculty and staff shall be available to meet with students, outside of class time, either in person or virtually (utilizing distance communication tools like Zoom), based on student preference.

- I. Employees and students are responsible for their health and must self-monitor for COVID-19 related symptoms.
  - 1. Symptoms include:
    - a. Cough,
    - b. Shortness of breath,
    - c. Fever,
    - d. Chills,
    - e. Muscle Pain,
    - f. Sore Throat, and
    - g. New loss of taste or smell.
  - 2. This list is not exhaustive and more symptoms may be added as we learn more about the virus. For up to date information on COVID-19 symptoms, please check the CDC website at [www.cdc.gov](http://www.cdc.gov).
  - 3. Students, faculty, and staff who develop a fever and exhibit symptoms should remain at home.
- J. Use stairs as opposed to elevators whenever possible. Occupancy in elevators should be limited to two people in most situations and elevators should be reserved for those who are mobility impaired.
- K. Students will only be on campus to attend class, conduct business, or using student support and library services.
- L. Computer labs will be open and available to students with social distancing and cleaning protocols in place.
- M. If you become aware that a fellow teammate is self-isolating, tested for the virus, or is quarantined, please maintain their privacy.
- N. There are many different views about the virus, respect other's opinions.

### **Screenings**

- A. Faculty and Staff
  - 1. All staff and faculty returning to campus will be required to complete a Return to Work Acknowledgement.
  - 2. All staff and faculty are required to daily check their temperature before coming to campus and be checked upon arrival to campus.
  - 3. If a staff or faculty member's temperature is 100.4 degrees or higher, he/she will not be permitted to be on campus.
- B. Students
  - 1. All currently enrolled students will be required to complete an Acknowledgement before returning to campus.
  - 2. Students will be subjected to daily temperature checks; and random temperature checks and screenings while on campus.
    - a. If a student's temperature is 100 degrees or higher, he/she will not be permitted to enter GMC facilities and will be sent home.
    - b. Random screening will include a daily temperature check, mandatory use of hand sanitizer, and responses to select questions:

- (1) Do you have symptoms associated with COVID-19 such as cough, shortness of breath or difficulty breathing, fever, chills, repeated shaking with chills, muscle pain, headache, sore throat, or new loss of taste or smell?
  - (2) Have you had close personal contact with someone who has tested positive for COVID-19:
    - Been within 6 feet of a positive COVID-19 case for more than 15 minutes,
    - Caring or living with a positive COVID-19 case, or
    - Shared secretion with a COVID-19 case?
  - (3) Have you traveled to an area that is a known hot spot in the last 14 days?
  - (4) If a student answers yes but shows no symptoms, the campus is permitted to ask the student to wear a face covering as opposed to leaving campus.
- c. GMC will place temperature gauges at entrances to facilities which will automatically screen body temperature.

### **Facilities and Equipment**

#### **A. Equipment**

1. Installation of New Equipment, more specifically **ionization systems in GMC's ventilation systems:**
  - a. These units are designed to provide a 99.4% reduction rate of SARS-CoV 2 (also known as COVID-19) within 30 minutes:
    - (1) 84.2% of the virus is inactivated after 10 minutes.
    - (2) 92.6 % of the virus is inactivated after 15 minutes.
    - (3) 99.4% of the virus is inactivated within 30 minutes.
2. GMC has tested and approved a standalone temperature reading gauge. Students, faculty, staff, and guests' body temperature will be monitored as they pass by the gauge.
3. Additional hand sanitizing stations have been placed around campus to ensure access to hand washing/hand cleaning supplies.
4. Campuses and departments have been issued handheld infrared thermometers.
5. GMC continues to research and test new technologies and equipment that may be useful in reducing the spread of the virus.

#### **B. Enhanced Cleaning**

1. GMC adheres to CDC guidelines regarding enhanced cleaning and uses EPA approved chemicals to fight the spread of COVID-19.
2. GMC coordinates across departments to ensure the safety of our students, faculty, and staff.

3. GMC Engineering staff members have attended lectures and training held by the University System of Georgia and the Georgia National Guard to further help refine COVID-19 cleaning procedures.
4. High traffic areas and “touch points” are continually sanitized with daily cleaning of all occupied areas.
5. GMC Campuses, which use contracted custodial services, will clean touch surfaces on a more frequent basis. Frequently touched surfaces may include doors, door handles, chair armrests, tabletops, handrails, podiums, light switches, trash receptacles, elevator buttons, drinking fountains, vending machines, etc.
6. Additional disinfection between classes can be performed by faculty and students as desired. When supplies are available, the GMC Engineering Department will provide sanitizing materials that may be used by faculty and students to disinfect classroom surfaces they might touch, including classroom tabletops, chair armrests, and computer workstations.
7. Buildings are disinfected continuously with the ionization systems in place and using a method known as “fogging” when required.
8. GMC has purchased six specialty fogging pieces of equipment to aid in disinfecting our facilities.
9. GMC has purchased products listed on the EPA’s “List N.” These are disinfecting products known to be effective for use against COVID-19 (CoV-2).
10. GMC has several pallets of hand sanitizer on order for use upon resumption of classes.
11. GMC placed additional hand sanitizer dispensers around campus.
12. GMC will continue to refine plans for campus safety as more information is learned from data and medical science.

C. Dining Facilities:

1. No self-service stations.
2. Disposable utensils will be used when feasible.
3. Seating will be configured to facilitate physical distancing.
4. Grab-and-go or prepared box meal will be used when feasible and appropriate.
5. All GMC food service staff are required to wear face coverings and gloves at all times in GMC dining facilities.

### **Travel and Student Activities**

- A. Non-essential business travel is prohibited until further notice.
- B. Per CDC Recommendations and prior GMC Guidance, travelers returning to the United States from any Level 3 country must self-quarantine for a 14 day period. Travelers may obtain more information on Level 3 countries at [wwwnc.cdc.gov/travel/notices](http://wwwnc.cdc.gov/travel/notices). GMC employees will notify their Regional Director or departmental supervisor if planning to travel to any Level 3 country.

- C. All on-campus student activities will be suspended until further notice; however, student organizations are encouraged to meet virtually.

### **Isolation and Quarantine**

- A. If an employee tests positive for COVID-19, that individual must notify Human Resources and will be directed to self-quarantine.
- B. If an employee comes in close contact with an individual who has tested positive for COVID-19, that employee may contact HR for further guidance.
  - 1. Close personal contact is defined as:
    - a. Having been within 6 feet for a prolonged period of time (more than 15 minutes) with an individual who is COVID-19 positive;
    - b. Living with someone who has tested positive for COVID-19;
    - c. Caring for someone who has tested positive for COVID-19; or,
    - d. Have exchanged secretions with someone who has tested positive for COVID-19.
  - 2. Employees who have had close contact but are showing no symptoms, may be expected to self-isolate on campus when feasible and expected to wear a face covering.
- C. The Georgia Department of Public Health and local Departments of Public Health will be responsible for any contact tracing on GMC campuses.

**Conclusion:** During the COVID-19 pandemic, GMC faculty and staff are committed to the success of our students while taking every reasonable measure to maintain a safe and healthy environment. Health and safety are the highest priority at GMC; the current pandemic re-doubles our efforts to ensure the health and safety of everyone on our campuses.

For updated information please visit <https://www.gmc.edu/current-students/coronavirus-info.cms>.

### **Points of Contact:**

#### **General/ Human Resources:**

Vice President of Human Resources, Mrs. Jill Robbins, 487.387.4908, [jrobbins@gmc.edu](mailto:jrobbins@gmc.edu)

#### **Faculty Relations Questions:**

Senior Vice President/Chief Academic Officer, Dr. Mike Holmes, 478.387.4905, [mholmes@gmc.edu](mailto:mholmes@gmc.edu)

#### **Student Relations Questions:**

Dean of Student, Dr. Jeannie Zipperer, 478.387.4743, [jezipperer@gmc.edu](mailto:jezipperer@gmc.edu)

#### **Facilities:**

Vice President of Engineering, Mr. Jeff Gray, 478.384.4781, [jgray@gmc.edu](mailto:jgray@gmc.edu)

**Georgia Military College**  
**Return to Campus FAQs**  
**As of: July 7, 2020**

**1. Can staff who work directly with students, like advisors and tutors, provide virtual meetings for students?**

Yes. Staff and faculty will continue to be available to meet with students on campus; however, we should be comfortable utilizing alternative means of engaging with students. If a virtual meeting is preferred by the student, and is appropriate, then it can be held virtually.

**2. In the document we encourage students, faculty, and staff to bring personal wipes, hand sanitizers, face coverings, and gloves. Should GMC provide wipes, hand sanitizer and gloves?**

While GMC will do everything possible to provide a COVID-19 free environment, there are varying opinions as to what each person feels comfortable with. Therefore, as part of each personal risk assessment, should a student, faculty or staff feel they want to bring and use additional wipes, hand sanitizers, and gloves we would absolutely support and encourage it.

**3. Are students required to bring face coverings to campus?**

Yes. We are all part of the same community and are equally responsible for the health and safety of our campuses. Everyone will be required to bring face coverings to campus and, when social distancing is not feasible—like walking to and from classes in crowded passages, strongly encouraged and expected per COVID-19 etiquette to wear face coverings.

**4. If a student who registers a fever leaves campus, how does that impact attendance?**

Students should review their course syllabi and understand the attendance policies in their classes. Since we are asking a student to leave campus, GMC will treat it as an excused absence, which means the student can make up missed work. Students should be advised to coordinate with their faculty to ensure they are not penalized. Dr. Stone and our campus deans have also advised faculty to work with students in this situation and be flexible.

**5. What if a student tests positive for COVID-19 and must self-quarantine?**

While our faculty will make their best efforts to remain flexible, we understand that each situation may vary. Students should work within the course syllabi and with their faculty. Academic Affairs will put guidance out to faculty prior to the start of Fall 1 term.

**6. Will classroom be socially distanced?**

GMC class sizes are small (around 15 to 16 on average) and we will configure classrooms to the greatest extent possible to maintain social distancing. Larger classes will be scheduled in larger rooms. We will also have ionization systems installed in every classroom and encourage students to wear masks whenever social distancing is not feasible.