



# MILES COLLEGE

## Re-entry Guidelines

VERSION I | 7.27.2020



# TABLE OF CONTENTS

**MESSAGE FROM THE PRESIDENT..... page 2**

**BOARD OF TRUSTEES..... page 3**

**STAY SAFE TOGETHER..... page 4**

**THE NEW NORMAL..... page 5**

**RE-ENTRY GUIDING PRINCIPLES..... page 7**

**PERSONAL PROTECTIVE EQUIPMENT..... page 8**

**SOCIAL DISTANCING..... page 8**

**STUDENTS, FACULTY, AND STAFF..... page 10**

**RESIDENCE HALLS..... page 11**

**OUTDOOR CAMPUS SPACES..... page 13**

**CLASSROOM AND COMPUTER LABS..... page 14**

**ENHANCED CLEANING PROTOCOLS..... page 15**

**PRIVATE OFFICES..... page 16**

**ATHLETICS AND CHEERLEADING..... page 17**

**BAND..... page 18**

**CHOIR..... page 21**

**RE-ENTRY TASK FORCE..... page 22**



# MESSAGE FROM THE PRESIDENT

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As we look forward to uniting again on campus in the fall, our top priority remains the health, safety, and well-being of our community, on and off campus. The purpose of this document is to provide additional details on how we plan, prepare, and respond to the novel coronavirus (COVID-19) pandemic.

On June 1, 2020, we began a gradual, phased approach into this new model of operations with essential staff and faculty returning to campus. The evolving nature of this phased approach allows for continuous evaluation as state, local, and Centers for Disease Control and Prevention (CDC) guidance and requirements are subject to change. At Miles College, our plan builds on everyday practices (e.g., wearing masks, encouraging hand hygiene, monitoring absenteeism, and communicating routinely) that include strategies for before, during, and after a possible outbreak.

During this unprecedented time, we attribute the success of our students to diligence and academic seriousness as well as to the faculty members who immerse themselves into the holistic education of students. Faculty members not only teach students inside of the classroom but are part of their external classroom lives as well. As our community makes plans for the fall, we will be counting on each other to limit the spread of COVID-19. On behalf of the Board of Trustees and Board Chair, Bishop Teresa E. Jefferson-Snorton, I thank all the members of the Miles College Re-entry Plan Committee for their dedicated work and recommendations. Your resilience, creativity, and grit during this challenging time are exemplary.



*"During this unprecedented time, we attribute the success of our students to diligence and academic seriousness as well as to the faculty members who immerse themselves into the holistic education of students."*

*~ President Bobbie Knight*

# BOARD OF TRUSTEES

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Dear Members of the Miles College Community,

In the last several weeks, we have had to make some hard decisions to manage the constraints of COVID-19. I am grateful for the understanding and support our community has provided the College and me personally.

As we recommence phased operations to support the College's core mission of education, we will continue to rely on evidence-based public health and medical guidance, and we will adhere to relevant city, state, and federal requirements.

Any further expansion of campus activity will require the continued improvement of public health conditions and will follow public health requirements. Miles College will regularly update this guide as our plans—and particularly those bearing on the fall—become clearer.

Sincerely,

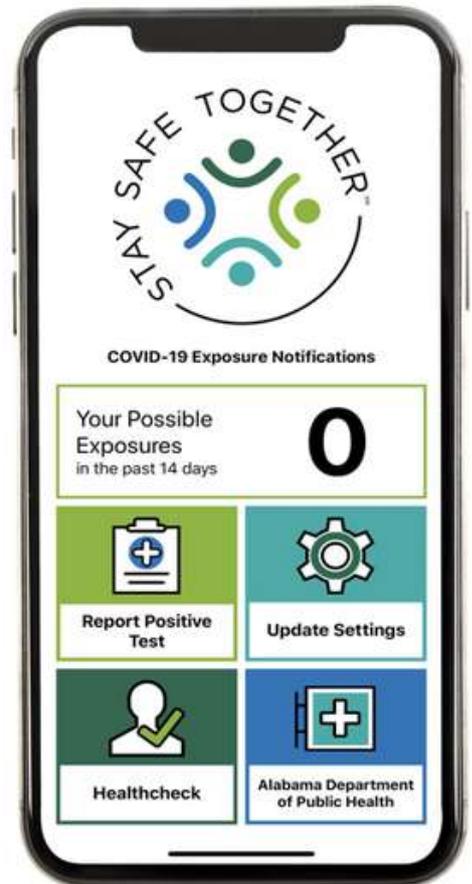
Teresa Jefferson-Snorton  
Chair, Miles College Board of Trustees

# STAY SAFE TOGETHER

Since COVID-19 can be transmitted through close proximity to affect individuals, public health officials have identified contact tracing as a valuable tool to help contain its spread. A number of leading public health authorities, universities, and NGOs around the world have been doing important work to develop opt-in contact tracing technology.

In partnership with the University of Alabama at Birmingham (UAB), Miles College is implementing contact tracing technology. This technology will help accelerate the time between detecting COVID-19 symptoms and notifying those at risk thereby slowing the spread and keeping our communities safe.

Contact tracing is a core disease control activity. It has been used for decades by state and local health departments to slow or stop the spread of infectious disease.



# THE NEW NORMAL

As we return to work and begin this “New Normal” at Miles College, we understand that many employees are concerned about safety as well as the changes to College policies and procedures that we have implemented. We want every employee to be assured that we are taking the concerns and well-being of each employee seriously. As our top priority remains the health, safety, and well-being of our community, on and off campus, the following guidelines are mandatory until further notice:

- Employees should report to the West Entrance (i.e., back entrance) of the campus at the security gate upon arrival and prior to entering the campus.
- All employees and visitors entering our buildings will be screened for COVID-19 symptoms and possible exposure.
- Each employee will be screened privately by the Security Officer using a touchless forehead/ temporal artery thermometer. The employee’s temperature and answers to respiratory symptoms will be documented and the record will be maintained as a private medical record.
- Time spent waiting for the health screening should be recorded as time worked for non-exempt employees.
- Any employee who has a fever at or above 100.4 degrees Fahrenheit or who is experiencing coughing or shortness of breath will be sent home. The employee will monitor his/her symptoms and call their doctor or use telemedicine (Miles College Insurance plan covers telemedicine) if concerned about the symptoms.
- Please note employees who refuse to answer the Covid-19 Health Screening Questionnaire will not be permitted entry onto the campus of Miles College.
- Employees will be marked with an unexcused absence in these circumstances and may be subject to disciplinary action up to and including termination.
- The employee will not be paid for this unexcused absence.
- Employees sent home can return to work when she or he has had no fever for at least three (3) days without taking medication to reduce fever during that time; and
- Any respiratory symptoms (cough and shortness of breath) have improved; and
- At least ten (10) days have passed since the symptoms began.
- An employee may return to work earlier if a health care provider confirms the cause of the employees fever or other symptoms is not COVID-19 and releases the employee to return to work in writing.
- Employees sent home must contact their supervisor for instruction on remote work options, sick pay, or absence without pay.
- The supervisor will contact employees for guidance in these areas to maintain consistency throughout the college.
- If an employee begins to feel ill while at work, the employee must notify their manager and then go home immediately after.
- The manager will contact the employee with instructions on next steps.
- Common areas and frequently touched surfaces are being cleaned daily. Cleaning supplies will be available, and employees are encouraged to clean and disinfect their workspaces throughout the workday.
- Hand sanitizer is provided throughout the offices, classrooms and buildings.
- Posters are displayed with reminders on how to prevent the spread of germs.
- Business hours are being modified to allow for staggered work shifts to reduce the number of people allowed in buildings at one time.
- Meeting rooms, break rooms and other communal areas have reduced seating and capacity limits.
- Business travel remains restricted.
- For the protection of the employees and College community, please refrain from bringing children, visitors, guests or pets to the workplace.
- Utilize contactless pickup and delivery of products at all times.



# EXPOSURE

## ***COVID-19 Exposure***

Despite all precautionary measures, there is always a risk of workplace exposure to communicable diseases. Should an employee contract COVID-19 and expose others in our workplace, we will immediately inform all employees of the possible exposure. Employees who have been potentially exposed will be sent home for 14 days. During the quarantine period, the employee will contact their supervisor for instruction on telework possibilities, use of non-productive hours (i.e. sick pay, ancillary benefits,) or without pay. A thorough cleaning of the workspace used by the infected employee will be conducted after the area has been closed off for at least 24 hours.

## ***How does the virus spread?***

The virus that causes COVID-19 is thought to spread mainly from person to person, mainly through respiratory droplets produced when an infected person coughs, sneezes, or talks. These droplets can land in the mouths or noses of people who are nearby or possibly be inhaled into the lungs. Spread is more likely when people are in close contact with one another (within about 6 feet).

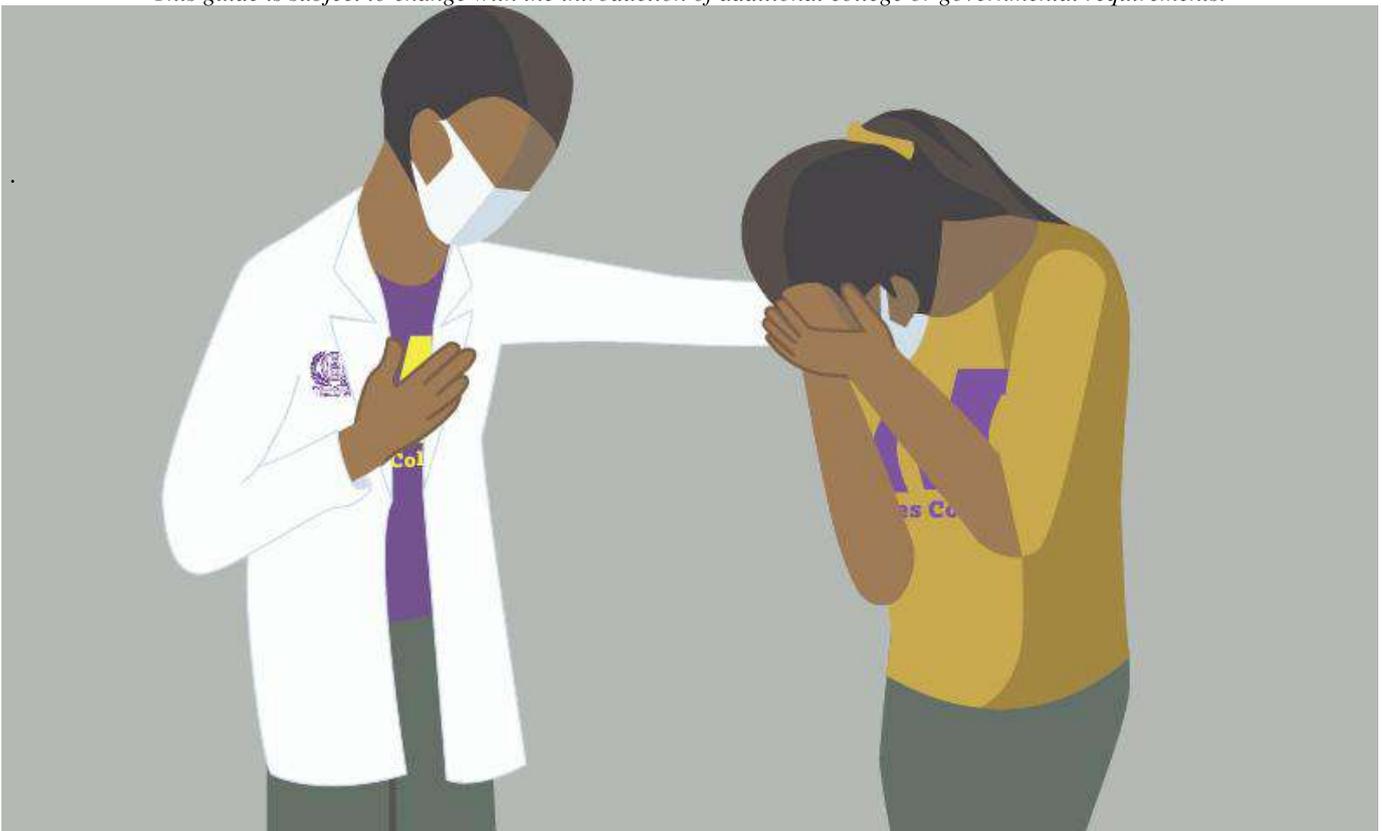
## ***Should I use soap and water or hand sanitizer to protect against COVID-19?***

Coronaviruses are generally thought to be spread from person to person through respiratory droplets. Currently, there is no evidence to support transmission of COVID-19 associated with food. Before preparing or eating food it is important to always wash your hands with soap and water for at least 20 seconds for general food safety. Throughout the day use a tissue to cover your coughing or sneezing, and wash your hands after blowing your nose, coughing or sneezing, or going to the bathroom.

## ***Can the virus that causes COVID-19 be spread through food, including restaurant take out, refrigerated or frozen food?***

Coronaviruses are generally thought to be spread from person to person through respiratory droplets. Currently, there is no evidence to support transmission of COVID-19 associated with food. Before preparing or eating food it is important to always wash your hands with soap and water for at least 20 seconds for general food safety. Throughout the day use a tissue to cover your coughing or sneezing, and wash your hands after blowing your nose, coughing or sneezing, or going to the bathroom.

*This guide is subject to change with the introduction of additional college or governmental requirements.*



**Employee support during COVID**

# RE-ENTRY GUIDING PRINCIPLES

Miles College's guiding principles are in response to the COVID-19 pandemic. Below are the five principles that will guide when and how faculty, staff, and students return to campus:

**1. Preserve the health of our college and the larger community that Miles College serves.** This principle reflects our commitment to an inclusive solution to do what is right for all constituencies. It also reflects our faith to serve others and be guided by our commitment to justice and fairness.

**2. Maintain and deliver on our education, research, and community engagement by continuing to serve students enrolled in Miles College.** Continue to recruit students, and to teach those students within the Miles College atmosphere of caring for each student and helping them grow and develop intellectually, socially, and in their faith development. Further, this reflects our commitment to innovate and solve problems in the face of adversity always.

**3. Preserve and maintain college operations necessary to support mission-critical activities, both now and into the future.** This principle reflects our commitment to being good stewards of our resources and assets.

**4. Treat students, faculty, and staff fairly and equitably.**

As part of our historic mission to equal justice and value of each individual, this principle reflects our continuing commitment to respect one another and to ensure that the trust necessary for successful collaboration is an integral part of helping us to make the right decisions.

**5. Remain fiscally solvent now and into the future to deliver on mission-critical activities for the long term.** We need to maintain Miles College as an essential voice in our community, and a servant committed to the welfare of our students, faculty, and staff. This principle further reflects our commitment to being accountable to each other and to the many constituencies depending on Miles College to achieve its mission.





**Social Distancing**

## PERSONAL PROTECTIVE EQUIPMENT

Certain measures are needed to reduce the risk of exposure and spread of COVID-19. Essential personnel in Phase I are required to wear a mask or face covering at all times when on campus except at a workstation or private office that is in an enclosed space where no other personnel are present. Cloth masks or face coverings may be used to minimize the risks to others near you. You can spread COVID-19 to others even when you do not feel sick. Cloth face masks must be laundered each day. If you do not have one, a face covering or mask may be obtained from your supervisor. N95 masks should be limited to first responders, health care providers and employees working with materials that require N95 masks as part of their ordinary safety plan. See CDC guidelines for the use of cloth face coverings.

## SOCIAL DISTANCING

Keeping space between you and others is one of the best tools to avoid being exposed to the COVID-19 virus and slow its spread. Since people can spread the virus before they know they are ill, it is important to stay away from others when possible, even when you have no symptoms. Students, faculty and staff should follow these social distancing practices:

- Stay at least 6 feet apart (about two arms lengths) at all times.
- When in open spaces such as labs, hallways, lobbies, maintain social distancing of at least 6 feet apart.
- All workstations should be oriented to a minimum of 6 feet apart in all directions.
- If you work in a private office, keep your door closed.
- Do not gather in groups that cannot comply with social distancing.
- Stay out of crowded places, and avoid mass gatherings.
- Meetings should take place online instead of conference rooms, or in room large enough to maintain safe distance guidelines.

- If you must meet in-person, wipe down surfaces, chairs and equipment after each use, and maintain social distancing of at least 6 feet.
- Minimize the use of common breakrooms, coffee stations or refrigerators to store food.
- Rearrange furniture in common areas to maintain social distancing.
- Do not bring children, visitors, guests or pets to the workplace.
- Minimize non-essential movement around campus.
- If duties require movement to other physical areas on campus, practice social distancing and follow all health and safety guidelines for those locations.
- Some activities may require personnel to work within the 6-foot social distancing guidelines. It is critical to keep those interactions to a minimum.

### Hand Washing and Hand Sanitizers

Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, sneezing or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 70% alcohol. Hand sanitizers will be available at multiple locations in your building, and you should place a hand sanitizer in your workspace for easy access.

### Gloves/Goggles/Face Shields

The CDC indicates that gloves are not necessary for general use and do not replace good hand hygiene. Students, faculty and staff do not need to wear goggles or face shields as part of general activity on campus.

### Enhanced Environmental Health and Cleaning Procedures

Custodial and Physical Plant have enhanced their cleaning protocols for cleaning methods and frequency while using appropriate personal protective equipment. Supervisors should assist in identifying workspaces that should have the highest priority for cleaning and disinfection (e.g., door handles, railings, restrooms, breakrooms). Before starting work and before you leave any room in which you have been working, you must wipe down all work areas with sanitizing wipes. This includes shared space or equipment (e.g., copiers, printers, computers, keyboards, mouse, phone, equipment, coffee makers, desks and tables, light switches, doorknobs, etc.

### Restrooms

Use of restrooms should be limited based on size to ensure at least 6 feet between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

### Elevators

Unless otherwise indicated by signage, no more than two persons may enter an elevator at a time, so please use the stairs when possible. If you are using an elevator, wear your mask or face covering and avoid touching the elevator button with your exposed hand/fingers. Wash your hands with soap and water or use hand sanitizer upon departing the elevator.

### Meetings and Communication

Where possible, meetings and other communications should be held in whole or part using technology (telephone, Zoom, Google hangouts, Microsoft Teams, etc.). In-person meetings should be able to maintain the 6-foot social distancing guideline. Remove or rearrange the furniture to support social distancing.

### Meals and Catering

Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus. If food or drink is provided, it should be in individual containers with separate utensils for each person. If dining on campus, you should wear your mask/face covering until you are ready to eat and then replace it afterward. Eating establishments must meet requirements to allow at least 6 feet of distance between each customer including lines and seating arrangements. Staff are encouraged to take food back to their office area or eat outside if possible. If you are eating in your work environment (break room, office, etc.), maintain 6 feet between you and others. Individuals should not face each other, and only remove your mask/face covering in order to eat and then put it back on. Remove chairs/tables in break areas to support social distancing practices. Wipe all surfaces, including table, refrigerator handles, coffee machine, etc. after using common areas.



# STUDENTS, FACULTY, AND STAFF

Miles College will return students, faculty, and staff to campus in phases over time in a coordinated process to ensure appropriate social distancing, availability of personal protective equipment, and adequate testing capabilities for COVID-19.

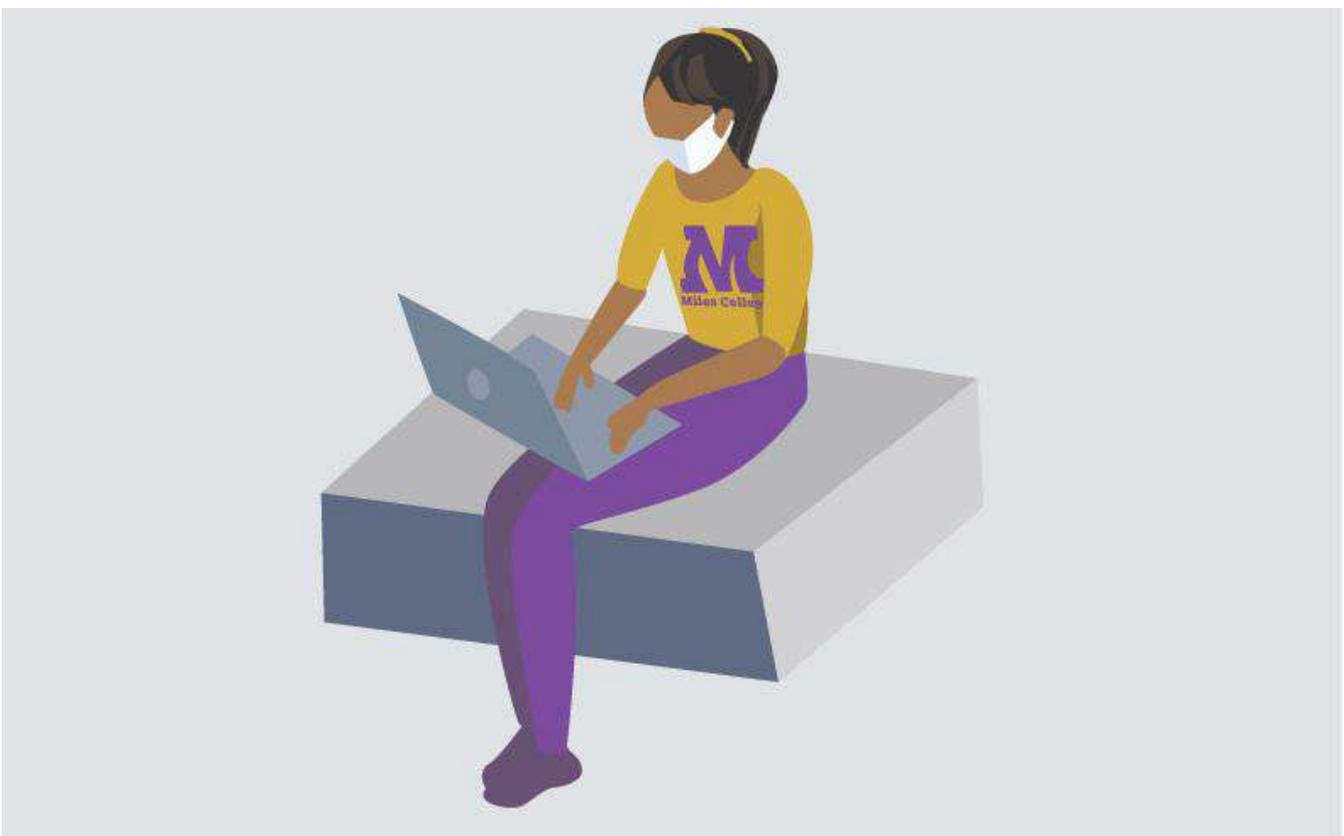
Miles College will assess expanded staffing based on mission-critical operations, the ability to control and manage specific work environments, and the necessity to access on-site resources. Each department or unit will develop an operational plan that must be approved by the applicable chair and dean or vice president. The need to reduce the number of people on campus (density) to meet social distancing requirements will continue for some time. Support units that can continue to work remotely effectively will likely continue to do so.

As staffing and learning on-site increases, and operations expand, leadership will closely monitor and assess the potential spread of the virus, as well as procedures and policies to mitigate it. Testing, continual symptom, and exposure tracking will be critical parts of assessing the impact of increased populations. If outbreaks emerge, tighter restrictions and reduced staffing and learners on-site may need to be implemented again.

**Staffing Options:** Bringing students, faculty, and staff back to campus in groups and stages will support Miles College's efforts to adhere to appropriate social distancing and sanitation procedures and reduce the risk of spreading COVID-19. When students, faculty, and staff return, there are several options that units should consider to maintain social distancing and reduce the density within workspaces.

**Remote Work:** Employees who completed the Staff Temporary Telecommuting Agreement when Miles College first began Limited Business Operations are permitted to continue working under those agreements until Miles College has fully transitioned back from its Limited Operations model. Non-exempt employees should record hours in Kronos and exempt employees in Workgroup A should complete the Progress Tracker on a weekly basis.

**Work Schedules and Hours:** Departments have the discretion to set employee work schedules and hours as needed for operations. In returning from Limited Business Operations, departments should consider modifications to work hours to minimize the potential risk of infection, including social distancing and disinfection. Departments should also consider staggering reporting and departure times to reduce traffic in common areas to meet social distancing requirements.





## RESIDENCE HALLS

### Covid-19 Reopen Plan for Residence Halls (Housing) (Double Occupancy and Standard Occupancy Scenarios)

#### I. Summary

There are five buildings for Housing on the Miles College campus that make up six residence halls for oncampus students. Those buildings are: Pitts, Murchison, Bass, Stewart-Reddick, and Snorton Halls. The current total capacity of all the buildings is 881 students. These residence halls comprise a total of 379 dormitory rooms; the breakdown is below:

<u>Residence Hall</u>	<u>Total rooms</u>	<u>Capacity</u>
*Murchison Hall	70 rooms (Double Occupancy Only)	140
Pitts Hall (Female & Male)	72 rooms (Double Occupancy Only)	144
Bass Hall (Male)	74 rooms (Double and Triple Occupancy)	148/179
Stewart Hall (Female)	48 rooms (Double and Triple Occupancy)	96/108
Reddick Hall (Male)	48 rooms (Double and Triple Occupancy)	96/108
Snorton Hall (Female)	67 rooms (Suite style) (Four (4) Students per suite)	202

*\*Murchison Hall currently has 14 rooms offline due to renovation needs for the basement level of that building. Once renovated, the total rooms would increase to 84 rooms and the total capacity would be 168 male students. Renovating that floor completely will give availability for 28 occupants and bring the total capacity on campus from a total of 881 to 909 students based on standard rooming.*

**II. Action Plan:** (Based on Double Occupancy Only) By only utilizing double occupancy based on 379 dormitory rooms, the College will be able to house 758 students between the six (6) residence halls. Two rooms per residence hall, except Snorton Hall, would be taken offline; Snorton Hall would only have one (1) room taken offline. These rooms would be used as Quarantine Rooms in the case of a student contracting Covid-19 or showing any symptoms. This mean 11 rooms would be taken offline and reduce the Active Double Capacity (ADC) for residence halls to 736 prospective students and 368 dormitory rooms.

**III. Action Plan:** (Based on Standard Occupancy Only) By utilizing standard capacity based on 379 dormitory rooms, the College will be able to house 881 students between the six (6) residence halls. Two rooms per residence hall, except Snorton Hall, would be taken offline; Snorton Hall would only have one (1) room taken off-line. These rooms would be used as Quarantine Rooms in the case of a student contracting Covid-19 or showing any of the symptoms. This means that 11 rooms would be taken offline and reduce the Active Stand Capacity (ADC) for residence halls to 857 prospective students and 368 dormitory rooms.

#### **IV. Residence Hall Personal Protection Equipment**

**A.** All staff for Student Affairs will wear masks to protect themselves from student interactions and maintain CDC regulations. Plexiglass barriers will be ordered for each residence hall in order to provide a safe communicative interaction between staff, students, administration and any possible guests. All staff will be prompted to supply their own personal masks and Personal Protection Equipment (PPE). A designated PPE supply closet or room will be kept under lock-and-key by only the Dorm Director and Assistant Dorm Director to manage and distribute the PPE as needed throughout the day, week, and/or month to students.

**B.** Daily cleanings and disinfecting of high traffic areas and hard and soft surfaces will be sanitized. These areas and items include: elevator keypad, all entrance and exit doors, lobby areas, laundry areas, public restroom doors, hallways, and corridors.

**C.** Dorm Directors, Assistant Dorm Directors, and Resident Assistants (RAs) will do daily encouragement for students to maintain cleanliness and health standards within their dorm rooms by doing daily and/or 3x weekly room inspections that involve disinfecting the rooms. These persons will serve as monitors to ensure that the students are maintaining a clean and safe environment as much as possible.

**D.** A letter will be sent out by the Dean of Students from the Office of Student Affairs informing all returning students and prospective students that they will be provided two masks at registration upon the designated time.



# OUTDOOR CAMPUS SPACES

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## SIDEWALKS, CAMPUS PATHWAYS AND NEAR-BUILDING OUTDOOR AMENITIES

As mentioned in other sections, maintaining space between you and others is a best practice and is required on the Miles College campus to avoid exposure to the COVID-19 virus and to slow its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others whenever possible, even if you have no symptoms. Physical distancing is especially important for people who are at higher risk. Everyone on campus should follow these physical distancing practices:

- Stay at least 6 feet (about 2 arms length) away from other people.
- Do not gather in groups. Stay out of crowded places and avoid gathering.

In the interest of creating a culture where health and safety are promoted and realized, face masks/coverings must be worn by all individuals on campus in public settings (e.g., common workspaces, hallways, stairwells, elevators, meeting rooms, classrooms, breakrooms, campus outdoor spaces, in restrooms, etc.). Appropriate use of face masks/coverings is important in minimizing risk to the wearer and those around them. A face mask/covering is not a substitute for physical distancing. Additional criteria are being developed for outdoor spaces and will be updated in the near future. Be mindful to follow the directional signage and be prepared to change your daily routine to adhere to the new circulation patterns.

### MAILROOM

All patrons visiting Mailroom to collect or send package(s)/mail will be required to wear a face mask/covering. While standing in line, stand on decals signifying 6 feet of distance from the person in front and behind.

### BOOKSTORE

All patrons visiting the Miles College bookstore are required to wear a face mask/covering. Follow directional signage and stand on decals signifying 6 feet of distance from the person in front and behind while in line.

### ADDITIONAL BUILDINGS

Additional criteria are being developed for other buildings on campus and will be updated in the near future.

### VISITORS TO CAMPUS

Visitors and guests are not allowed in campus buildings during this time. Invited guests (e.g., contractors) are allowed only with explicit permission and are expected to abide by all campus wide and building-specific protocols.

### PUBLIC TRANSPORTATION

If you must take public transportation, wear a face mask/covering before entering the bus or train and avoid touching surfaces with your hands. Upon disembarking, wash your hands or use hand sanitizer with 70% alcohol as soon as possible and before removing your face mask/covering.

### PARKING

Faculty, staff, and students with parking permits should park in their designated areas. If a campus-parking permit is needed, please contact Campus Security.





## CLASSROOM AND COMPUTER LABS

- All students, faculty, and staff members (contract workers) will be issued a Miles College official ID badge for identification.
- Computer labs will be sanitized two times daily using the Electrostatic Disinfection method. An electrostatic sprayer is an electrically charged machine, allowing the appropriate sanitizers, to wrap around and evenly coat all types of surfaces such as keyboards, mice, desks, and chairs.
- Each computer station will be sanitized after every use. Computer labs where it is challenging to provide 6ft of space will be outfitted with Plexiglass sneeze guards/barriers to prevent transmission of viral particles. Physical guides, such as signs and tape on floors, will guide the direction for placement of usable computer stations.

### LABORATORIES AND RESEARCH

Laboratory sections in Biology, Chemistry, Environmental Science, Geology, and Physics:

- Students will receive guidance from course instructors or the Division Chair regarding the delivery of these labs. Students will move to virtual labs using LABSTER. LABSTER gives students access to a realistic lab experience that will let them perform experiments and practice their skills in a fun and risk-free learning environment. With virtual labs, science education can take place anywhere, anytime. LABSTER provides students with a virtual version of the lab practicum to use before, teaching them the

techniques, skills, processes, protocols, and underlying theory. Students can learn from trial and error. If students have questions regarding their labs, they should first contact the instructor for the course, then the Program Coordinator.

- Smaller class sizes will make it possible to maintain physical distancing protocols.
- Lecture halls and auditoriums will be used for larger general education classes to maintain social distancing protocols.
- Split scheduling to include alternating days of the week or times of the day is under development as a way of limiting the number of students physically on campus.
- Time will be given at the beginning and end of each class period for students, and faculty, to wipe down their desks when they arrive and also before they depart.
- Faculty will have a list of the symptoms and will ask students to self-report if they are feeling sick.
- A list of the symptoms should be included in all syllabi, and occasionally reviewed throughout the semester.

# ENHANCED CLEANING PROTOCOLS

Miles College Physical Plant has enhanced cleaning protocols for cleaning methods and frequency while using appropriate personal protective equipment. Miles College's Physical Plant Department will be using the COVID-19 Prevention Enhanced Cleaning and Disinfection Protocols to ensure our campus is as clean and safe as possible. As mentioned in other sections of this document, all students, faculty, and staff members (contract workers) will be issued a Miles College official ID badge for identification.

## ON-GOING CLEANING

Many of the custodial services you have seen in the past in public spaces will continue as normal, including:

- Daily or more often cleaning of restrooms
- Lobbies and break rooms
- Dusting and vacuuming
- Glass cleaning
- Emptying and relining trash and recycling receptacles
- Extra cleaning and sanitization

## PUBLIC AREAS

Public areas will be cleaned 5 days per week, including:

- Remove trash
- Wipe down all touch points
- Clean adjacent restrooms and monitoring throughout shifts
- Disinfect elevators
- Clean entrances and glass
- Disinfect with misting machine spray at least 2 times per week
- Lounges/break rooms and conference rooms to be treated on continual basis

## CLASSROOM & LECTURE AREAS

Classrooms and lecture areas will be cleaned 5 days per week.

- Remove trash
- Vacuum at least 2 times per week
- Disinfect desks, workstations and chairs
- Disinfect using misting machines as much as possible



## CORRIDORS

Main corridors will be cleaned 5 days a week.

- Dust mopping
- Spot damp mopping
- Wipe down touch points
- High dusting, where possible

## STAIRWELLS

Stairwells will be cleaned 5 days per week.

- Dust mopping
- Wipe down touch points
- High dusting, where possible

## LABS

Labs will be cleaned 3 days per week.

- Remove trash
- Dust mopping
- Damp mopping
- Restock paper or soaps
- Additional services, including
- Use of disinfecting mist
- Machine, available by request



# PRIVATE OFFICES

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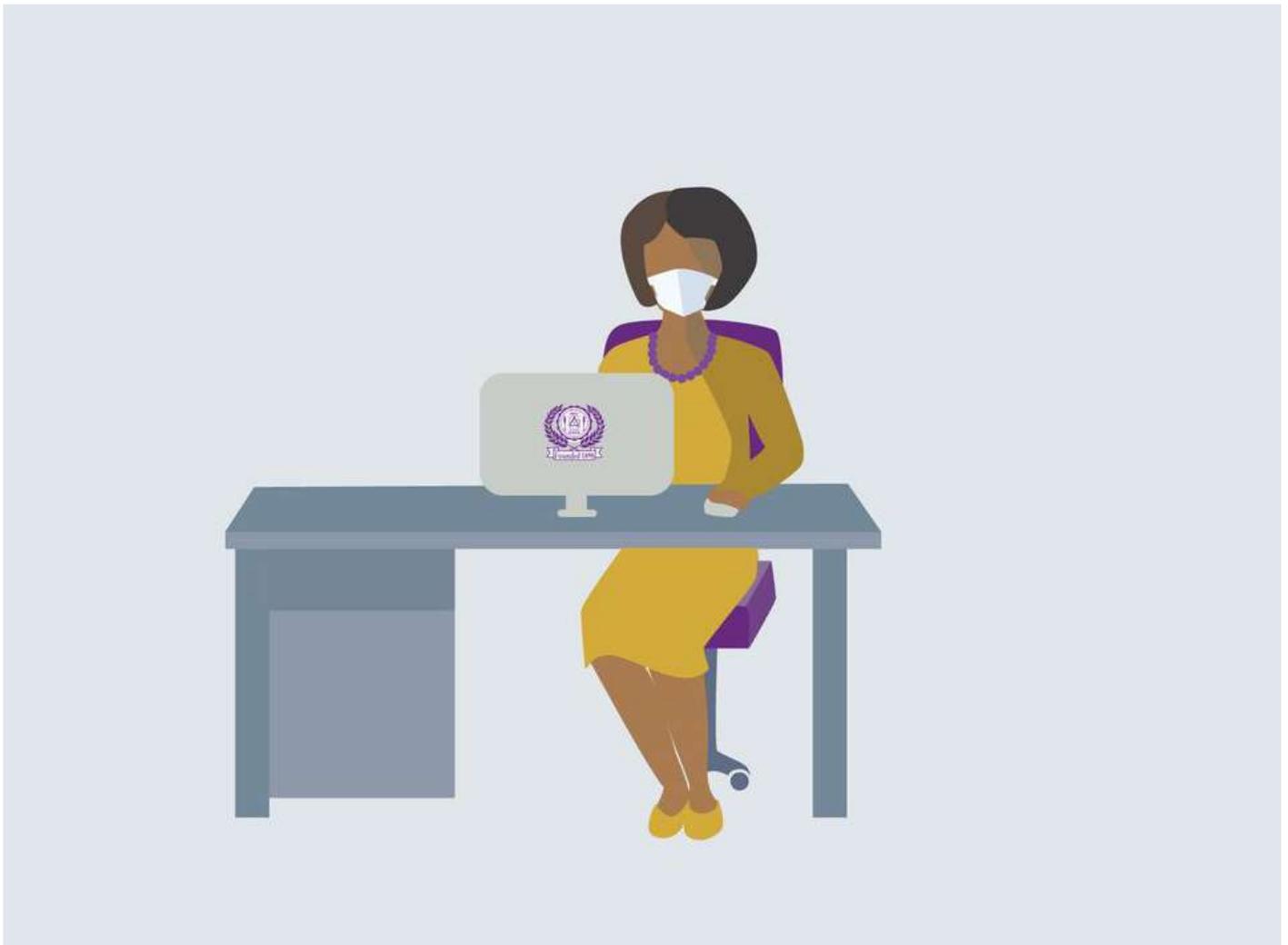
## PRIVATE OFFICES

As students and employees re-enter campus, private office spaces will need to be cleaned by the user(s). To allow for the time spent disinfecting in public areas, less time will be spent cleaning private office spaces. Other than a monthly vacuuming, Miles College Physical Plant will continue to respond and address emergency issues as in the past. The time saved not servicing private offices will enable Omega Services to provide the safest, virus free environment possible.

## HOW YOU CAN HELP

To the best of your ability, you should clear desk and table surfaces in personal offices and workstations to aid in thorough cleaning. Using a hand sanitizer that contains at least 70% alcohol is also effective after contacting commonly used surfaces.

- Place waste receptacle in the corridor outside your office for it to be emptied and relined
- Utilize office waste receptacles for food waste and wet trash to control odors
- Use provided cleaners to sanitize office space (i.e., keyboards, desk space, doorknobs, phones, etc.)
- Wipe door handles
- Wipe light switches
- Wipe chair arm rests



# ATHLETICS AND CHEERLEADING

The Miles College athletic program follows the guiding principles of the campus to maintain and deliver on our education, research, and community engagement by continuing to serve students enrolled in Miles College. The health and safety of student-athletes and staff is our foremost concern as we return to play. The following protocols are created in accordance with State, Federal, NCAA & SIAC Guidelines. The aim of this student-athlete reentry plan is to:

- A. Create safe areas for student athletes to prepare for the fall season.
- B. Develop processes and protocols to avoid the possibility of cross-contamination of student-athletes; and
- C. Collaborate with the local health professionals and the campus re-entry team to update protocols throughout the fall semester.

Phased re-entry allows for lower exposure to COVID-19. The return of student athletes that creates the lowest-risk for exposure protects the campus from mass exposures. Coordination of a phased re-entry with the sports medicine team allows the school to establish a baseline. The phase re-entry will create manageable working groups and ensure that any one with a positive COVID-19 test can be managed and control the possible impact to others.

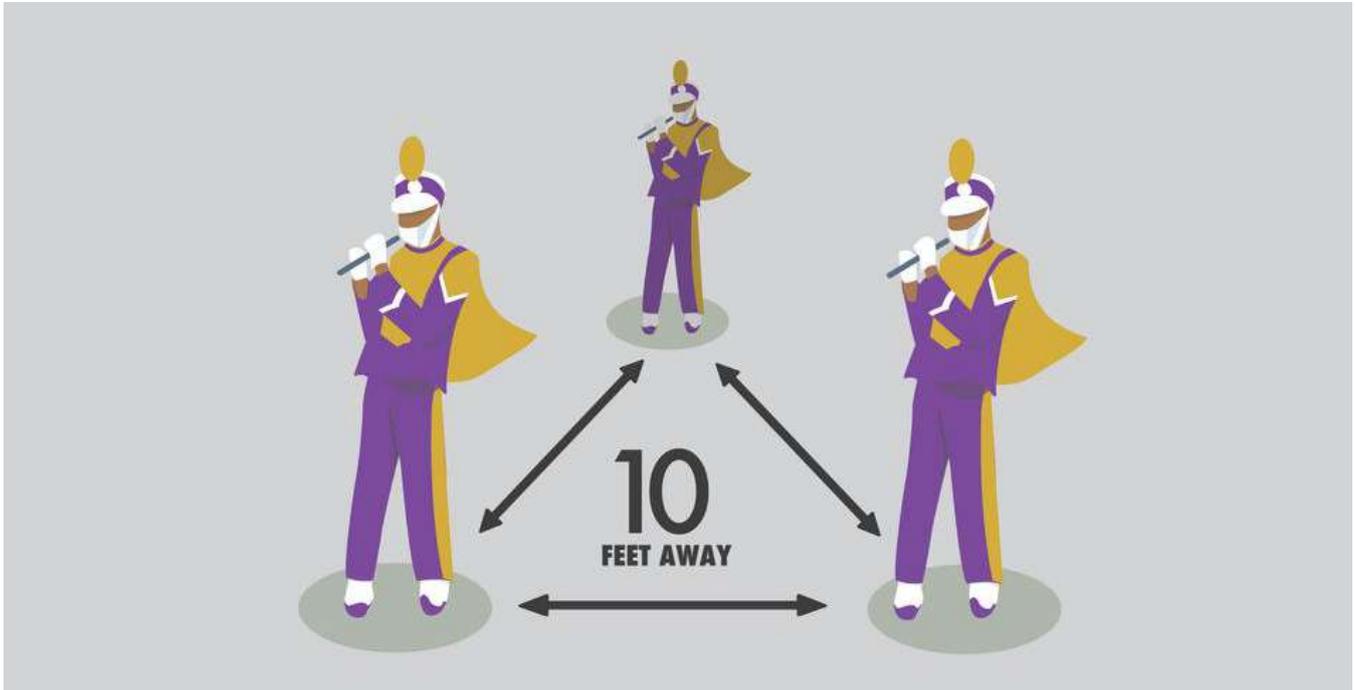
## PRIOR TO VOLUNTARY WORKOUTS AND CAMPUS ENTRY

1. All students and staff are required to complete a COVID-19 screening form and take a COVID-19 test prior to campus return.
2. Students and staff may have their temperature checked daily at assigned checkpoints.
3. Students and staff must have appropriate daily wristbands (to indicate they have been cleared prior to entering campus) and face covering.
4. Student-athletes will be escorted to and from the training facility and within all facilities.
5. All student-athletes cleared to work out will be on a roster at the checkpoint with a report time; student-athletes not on that roster or who fail to report at the correct time will not be granted access to the facility
6. All student-athletes, coaches and staff will be subject to COVID-19 protocols and standards no exceptions.



Students and staff may have their temperature checked daily

# THE PURPLE MARCHING MACHINE



## FULL BAND REHEARSAL LOGISTICS

**The Purple Marching Machine (PMM)** pre-drill has been postponed. To meet and exceed social distancing protocols, full band rehearsals\* will allow at least ten (10) feet of distance between students and staff member:

- Flutes, Clarinets, and Trumpets will rehearse in Pearson Hall
- Saxophones and Mellophones will rehearse in Pearson Hall
- Trombones and Euphoniums will rehearse in Pearson Hall
- Percussions will practice in the Miles College Gym
- Sousaphones will practice in the band room;
- Dance Team will practice on side A of the Authur Means Jr. Building
- Flag Team will practice in the Miles College Gym

## INDOOR & OUTDOOR CLEANING/DISINFECTANT LOGISTICS

Before and after each rehearsal, each band member and staff member will be required to thoroughly clean his/her personal equipment and area. In this unprecedented time, campus health and safety are top priority. These protocols will be consistently reviewed to ensure the safe return of faculty, staff, and students to band-related activities. For more information, please contact the band director.

*\*To conduct full band and sectional rehearsal, we would need to utilize the app Acapella. This would enable us to rehearse in small and large ensembles (to include our Steaming Flags and Golden Stars Auxiliary Lines)*

# THE PURPLE MARCHING MACHINE *(continued)*

## DISTANCE & ONLINE LEARNING

The band staff will continue to monitor and develop the skills of students enrolled in the band classes through individual skill tests and small group sessions, various music applications, and social media platforms. These steps will include but are not limited to:

- Assessing individual student skill and goals through virtual interview
- Creating individual student improvement plans with focused benchmarks
- Monitoring benchmarks for each student to meet their goals
- Training for music education majors

For the purposes of distance and online learning, the following music applications are available but not limited to:

- Pyware drill writing software
- Finale notation software (music composition and arranging)
- Smart Music
- Tonal Energy (TE) Intonation Trainer
- Alfred's Theory Training



# CHOIR

**The Miles College Choir** will return to campus on Saturday, July 25, 2020 for new choir members and July for returning choir members. The choir room will be taped off to ensure social distancing. When and where possible, the choir will move to a larger location for practices. The choir will follow the Center for Disease Control and Prevention (CDC) "*Interim guidance for communities of faith*" that advises the following:

- Take steps to limit the size of gatherings in accordance with the guidance and directives of state and local authorities.
- Promote social distancing at services and other gatherings, ensuring that clergy, staff, choir, volunteers and attendees at the services or performances follow social distancing to lessen their risk.
- Consider holding performances, services and gatherings in a large, well-ventilated area or outdoors, as circumstances allow.
- Consider appropriate mitigation measures, including taking steps to limit the size of gatherings maintaining social distancing.
- Provide physical guides, such as tape on floors or walkways and signs on walls, to ensure that choir, staff and the a remain at least 6 feet apart in lines and at other times (e.g. guides for creating “one-way routes” in hallways).

*Reference: [www.cdc.gov/coronavirus/2019-ncov/community/faith-based.html](http://www.cdc.gov/coronavirus/2019-ncov/community/faith-based.html)*



# MILES COLLEGE RE-ENTRY TASK FORCE

**Bobbie Knight, *President***

**Andrew Sewell, *Taskforce Project Coordinator***, asewell@miles.edu  
**Jarralynne Agee, *Provost and Senior Vice President***, jagee@miles.edu  
**Sydnee Bender, *Director Human Resource***, sbender@miles.edu  
**Larita Brewster, *Director of Technology***, lbrewster@miles.edu  
**Arthur Brigati, *VP of Institutional Advancement***, ajb@miles.edu  
**Kenneth Coachman, *Chief-of-Staff***, kcoachman@miles.edu  
**Diana Knighton, *VP of Finance***, dknighton@miles.edu  
**Reginald Ruffin, *Athletics Director and Head Football Coach***, rruffin@miles.edu  
**Michael Johnson, *VP of Student Success***, majohnson@miles.edu  
**Charles Stallworth, *Dean of Student Affairs & Alumni Relations***, cstallworth@miles.edu  
**Shelja Anand, *Taskforce Assistant***, sanand@miles.edu  
**Walter Rice, *IT***, wrice@miles.edu  
**Leon Moody, *Webmaster***, lmoody@miles.edu  
**Ashley J Sutton, *Director of College Relations***, asutton@miles.edu  
**Jacqueline Gray Miller, *Professor and Academic Affairs Communications Director***, jmiller@miles.edu  
**Vidal Adadevoh, *Dean, Miles College Online***, vadadevoh@miles.edu  
**Amara Chekwa, *Instructor and Major Advisor of Graphic Design***, achekwa@miles.edu  
**Miquelle Jones, *Project Assistant***, mjones@miles.edu  
**Alan Tharpe, *Associate Professor and Division Chair***, atharpe@miles.edu  
**Charles C. Woods, *Division Chair & Professor***, cwoods@miles.edu  
**Anthony C. Greene, *Interim Division Chair of Education/CAEP Coordinator & Assistant Professor***, agreene@miles.edu  
**Erika Williams, *Director of Social Work***, ewilliams@miles.edu  
**Hazel Germany, *Project Assistant***, hgermany@miles.edu  
**Osman Bannaga, *Professor***, obannaga@miles.edu  
**Bala Baptiste, *Division Chair Associate Professor***, bbaptiste@miles.edu  
**Marcedia Bolden, *Budget and Sponsored Program Director***, mbolden@miles.edu  
**Darlene Mitchell, *Housing & Student Activities***, dmitchell@miles.edu  
**Fred Watson, *Head Basketball Coach***, fwatson@miles.edu  
**Yoruba Marshall, *Director of Student Enrichment***, ymarshall@miles.edu  
**AA Moore, *Sports Information Officer***, aamoore@miles.edu  
**Larry Batie, *Dean of Chapel***, lbatie@miles.edu  
**Veronica Harris, *Miles College Choir Director***, vrharris@miles.edu  
**Willie Snipes, *Miles College Band Director***, wsnipes@miles.edu

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Photographs: Leon Moody

Original Illustrations and Graphic Design: Amara Chekwa

Editors: Jarralynne Agee, Amara Chekwa, Jacqueline Gray Miller, Andrew Sewell, and Erika Williams



**This guide is subject to change with the introduction of additional college or governmental requirements.**

## **Miles College**

5500 Myron Massey Blvd  
Fairfield, Alabama 35064  
www.miles.edu  
(205) 929-1000

Miles College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award baccalaureate degrees.

**Contact Ashley J Sutton, *Director of College Relations***, [asutton@miles.edu](mailto:asutton@miles.edu) for more information about this document.