



# THE PIONEER PATHWAY

TUSCULUM  
UNIVERSITY  
ESTABLISHED 1794

SEPTEMBER 2, 2020

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Tusculum University  
Authored by: Reopening Task Force

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## Intent

The TU Reopening Plan (TURP) is designed to help Tusculum University community members return to work and school in a safe environment. The health and safety of the Tusculum community remains our No. 1 priority.

This plan was developed by Dr. Scott Hummel, TU's president; the university's executive cabinet; and the TU Reopening Task Force (the task force) with input from other Tusculum family members, health experts, state and local partners and federal guidance from the Centers for Disease Control and Prevention and the White House Coronavirus Task Force. It includes specific guidance that will allow TU to reopen in an effective and responsible way. This plan calls for a gradual process, which allows for maximum flexibility to change as the situation evolves.

As we implement this plan at Tusculum's three locations, it will require adjustments for everyone. We ask that everyone be patient with and respectful of other community members.

TU asks offices and employees to assist us with providing safe working conditions that protect community members' and visitors' health while providing an opportunity to reboot our institution to a full experience residential institution of higher education.

"You have demonstrated your commitment to our students and love for Tusculum, and I am grateful you are a member of the Tusculum family."

– Dr. Hummel

## The Pioneer Pathway

Individuals are expected to follow guidelines and principles that promote the health of the campus and community-at-large. These measures help protect one another and slow the spread of the virus. Because medical experts believe the continued spread of the virus is partially due to contagious people who have no symptoms, all faculty, staff, students and visitors are asked to adhere to the following guidelines:

- I. All Tusculum University employees and students are required to have a face covering with them at all times for use when required.**
- II. Individuals must wear face coverings in all common areas, hallways, classrooms, labs, designated athletic areas and any locations where physical distancing cannot be guaranteed.**
- III. Face coverings should be washed regularly. Detailed information is available at [CDC Mask Cleaning](#).**
- IV. Tusculum employees, students and visitors are encouraged to use the stairs if they are able. A maximum of two people may use an elevator at the same time; elevator occupants must leave as much space as possible between them and wear face coverings.**
- V. Tusculum employees and students are to inform their guests that they must have a face covering with them and follow the university's safety protocols.**
- VI. Employees or students who are particularly vulnerable to COVID-19, according to the CDC, are encouraged to work with their supervisors or course faculty to identify possible alternatives for work and academic instruction.**
- VII. Individuals should wash their hands more frequently, avoid touching their face and practice good respiratory etiquette.**
- VIII. Individuals should practice recommended physical distancing to the greatest extent possible.**



- IX. Individuals must adhere to notices and instructions posted around campus related to COVID-19 mitigation, comply with all directives given by health authorities and the university and follow the provisions of this plan.
- X. Individuals must abide by specific safety and health parameters that are outlined in this document and in future directives provided by the university.
- XI. Individuals should adhere to the following hygiene protocols.
  - A. Use at least 60 percent alcohol-based hand sanitizer or wash their hands for at least 20 seconds.
  - B. Avoid touching their face, eyes, nose and mouth with unwashed hands.
  - C. Avoid commonly touched surfaces.
  - D. Cover their mouth and nose with a tissue when coughing or sneezing or cough or sneeze into the crook of their elbow.
  - E. Throw away used tissues and wash their hands.

### Student Responsibilities

- I. **Overnight guests are NOT permitted.**
- II. A student should stay home or in their room when feeling ill **or** when exposed to COVID-19, such as a positive roommate case.
- III. All students will use the [Healthy Together mobile app](#) or [official form](#) to record daily temperature and responses to key questions pertaining to COVID-19 symptoms. Students must present the indicator on the mobile app or the signed official form calendar daily to enter classrooms, labs, cafeteria, practices and sport venues.

 <p><b>No test needed</b> July 21, 2020</p> <p><b>Today's Checkup Results</b> As of right now, your answers tell us you do not need to be tested for COVID-19.... <a href="#">View Details</a></p> <hr/> <p>Proceed with your day. Continue to follow safety protocols.</p>	 <p><b>Monitor</b> July 21, 2020</p> <p><b>Today's Checkup Results</b> As of right now, your answers tell us you do not need to be tested for COVID-19. Your symptoms do not indicate you are at risk for COVID-19 at this time.... <a href="#">View Details</a></p> <hr/> <p>Self-quarantine and monitor symptoms. Student: Contact Student Affairs Employee: Contact HR and supervisor</p>	 <p><b>Contact health program</b> July 21, 2020</p> <p><b>Today's Checkup Results</b> Because you answered that you have more than one of the symptoms of COVID-19, you should contact your healthcare provider to see if you should be test... <a href="#">View Details</a></p> <hr/> <p>Seek medical advice and self-quarantine. Student: Contact Student Affairs Employee: Contact HR and supervisor</p>
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- IV. Students who are diagnosed with a confirmed case of COVID-19 should notify the Office of Student Affairs by phone or email.

### **Employee Responsibilities**

- I. A person should stay home when feeling ill; when exposed to COVID-19, such as a positive household member case; or if diagnosed with a confirmed case of COVID-19. To reinforce individual responsibility, faculty members must demonstrate flexibility with students who are absent from class due to illness or quarantine. Likewise, supervisors must be flexible with employees who are absent due to illness or quarantine.
- II. Employees who are diagnosed with a confirmed case of COVID-19 should notify the [Human Resources Department](#) and their supervisor by phone or email.

### **Employees and Offices**

- I. Supervisors will approve employees to work on campus based on the needs of the institution, employee vulnerability and physical distancing guidelines.
- II. Employees who feel sick should stay home or be sent home.
- III. Tusculum will provide flexibility for employees who might need to work remotely if they or an immediate family member is at high risk for the coronavirus, as defined by the CDC. Supervisors should explore options for those employees to work remotely and develop options for staffing rotations in offices for those who will work on-site to meet physical distancing requirements.
- IV. Departments and offices should be mindful of the need for cross-training and planning for continuity of services should a faculty or staff member become ill.
- V. Some faculty and staff members in our health profession programs or elsewhere in the university work in or visit health care facilities off campus as part of their duties or to retain their credentials. They also might serve in an on-campus clinic. They will adhere to all COVID-related protocols outlined by those facilities as well as Tusculum.
- VI. Work study recipients can work but must adhere to all safety protocols.

## Procedures for Having Employees Work on Campus

### Supervisor Responsibilities

- I. Ensure all employees self-screen daily by using the [Healthy Together mobile app](#) or utilize the [official form](#). If the answer to any of these questions is yes, the employee must contact [Human Resources](#) and their supervisor by phone or email, self-isolate and seek medical care and/or COVID-19 testing.

- A. Are you experiencing any of the following symptoms?

1. Fever of greater than 100.4 degrees
    2. Cough
    3. Difficulty breathing
    4. Muscle aches
    5. Runny nose
    6. Sore throat
    7. Headache
    8. Loss of taste or smell
    9. Vomiting or change in bowel habits



- B. Direct any employee who exhibits COVID-19 symptoms (answers yes to any of the screening questions found in the [Healthy Together mobile app](#) or the [official form](#)) to leave the premises immediately and seek medical care and/or COVID-19 testing, per CDC guidelines. Employers should maintain the confidentiality of employee health information.

### Employee Responsibilities

- I. Self-screen daily using the [Healthy Together mobile app](#) or the [official form](#) before reporting to work. Contact your supervisor by phone or email, and stay home if the answer to any of the following questions is yes.

- A. Are you experiencing any of the following symptoms?

1. Fever of greater than 100.4 degrees
    2. Cough
    3. Difficulty breathing
    4. Muscle aches

5. Runny nose
  6. Sore throat
  7. Headache
  8. Loss of taste or smell
  9. Vomiting or change in bowel habits
- B.** Stay home when feeling ill; when exposed to COVID-19, such as a positive household member case; or when diagnosed with a confirmed case of COVID-19. Employees who are particularly vulnerable to COVID-19, according to the CDC (for example, due to age or underlying conditions), are encouraged to work from home.

## Travel

- I.** Outgoing university-related domestic travel is suspended, including travel for participation in conferences, symposia and other events. Travel by vehicle within the region (typically covered by blanket travel authorizations) for reaching TU sites is permitted. Other regional travel, which may include local visits to donors by advancement staff, visits to schools by admissions team members or official business conducted by university officials, is permitted with prior authorization by the appropriate vice president or the president. Limited exceptions for other domestic travel may be authorized by the appropriate vice president or the president.
- II.** All outgoing university-related international travel is suspended.
- III.** All study abroad and other international programs for TU students are suspended.
- IV.** When more than one individual is sharing a vehicle on university business, everyone must wear a face covering.
- V.** When using a van for university business, passengers should load from the back forward and unload from the front backward.
- VI.** Occupancy of vans or other large transport vehicles for university business should be no more than 50 percent capacity, with every effort to maintain physical distancing.

- VII. Disinfection of all vans and other transport vehicles used for university business must take place prior to and after a trip.
- VIII. The recommendation for personal travel and international students traveling to TU is to follow the most current guidelines listed in this document and appropriate government agencies.

### **Academic Instruction**

- I. Whenever possible, academic instruction will be offered in a format to allow students an opportunity for direct faculty-to-student interface.
  - A. Faculty should be flexible in their approach to using the limited classroom space in a way that works best for the specific course and adheres to the physical distancing requirements.
  - B. Because of classroom occupancy limits, not all students may be able to attend every course session. Each course (except for fully online courses) will have a plan for an equitable rotation schedule for students able to attend face-to-face sessions. Faculty will notify students of the plan via the course Canvas site and via a Canvas announcement at least one week prior to the start of the term.
  - C. All face-to-face classes will have assigned seating to assist with contact tracing, if needed.
  - D. Faculty members are required to wear a face mask in the classroom. The only exception is in instructional spaces that will accommodate a 12-foot distance between the instructor and students. In those spaces, instructors must begin the class with a face mask, but after everyone is seated, they may remove the mask and utilize a face shield. Faculty members must remain at least 12 feet from students while wearing a face shield and are to again wear a face mask whenever they approach the 12-foot barrier with students and during student dismissal.
  - E. Students who self-identify as high risk, exhibit symptoms of illness or are unable to travel to the United States will have the opportunity to attend most courses remotely. Students who wish to be exempted

from in-person class attendance must apply [here](#) and be approved.

**Students who live on campus do not qualify for this exemption.**

- F. Students who are approved to attend all classes remotely will work with their faculty members and adviser to determine the best method to complete activity course and science laboratory requirements.
- G. Science labs, physical activity courses and clinical courses do not have an option for remote attendance; students in these courses must attend face-to-face. Faculty should work with students who are impacted by isolation or quarantine to complete their work. All other courses will be offered in one of three formats:
  - 1. Fully online
  - 2. Hyflex – a face-to-face class with a remote attendance option
  - 3. Hyflex Hybrid – a hybrid course with a remote attendance option for face-to-face sessions
- II. **Students, faculty and staff are required to wear face coverings as instructed earlier in this document.**
- III. **All individuals in laboratory settings should wear appropriate personal protective equipment (PPE), including masks (They need not be medical masks; any face covering [double-ply] will suffice.), reusable eye protection and gloves while working in the labs.** Individuals working at off-campus field sites should wear PPE appropriate for working conditions and practice physical distancing.
- IV. Physical distancing should be practiced as much as possible; hand washing, use of hand sanitizer and other hygienic methods are best practices at all times.
- V. Every classroom will have limited occupancy to adhere to physical distancing requirements as recommended by the CDC. The Tusculum facilities team has determined the appropriate number of seats per room and will make adjustments, such as removing chairs and marking seats that cannot be used, for ensuring occupancy limitations.



- VI. Faculty will record class sessions in hyflex and hyflex-hybrid courses and make them available for any student who has a documented absence or is approved to be exempted from in-person attendance.
- VII. Classroom exit strategies will be employed for all classrooms, with faculty dismissing students based upon their proximity to the exit.
- VIII. **All classes must end on time. Students and faculty members must exit the classroom as soon as class ends to allow facilities management staff to sanitize the room before the next class begins.**
- IX. Hallways are to be used for traveling from one space to another and not for congregating in groups. Students, faculty and staff should maintain physical distancing whenever possible in hallways and common spaces.
- X. Experiential learning in the community is possible on a program-by-program basis in partnership with community sites, with approval by the college dean and in accordance with physical distancing guidelines. Examples may include clinical rotations, internships, externships and service learning. Travel to and from experiential learning activities must be in accordance with the guidelines outlined in this document.



## Student Services

- I. An individual who is exhibiting symptoms of illness, has been exposed to anyone with COVID-19 in the past 14 days or has self-identified as high risk should use the [virtual options available for student services](#).
- II. All faculty office hours for student interaction must be virtual.
  - A. Each faculty member will host a minimum of five office hours a week.
  - B. A minimum of two of the five hours will be “drop-in” Zoom office hours.
  - C. Faculty office hours will be listed in the course syllabus.

- D. Faculty are encouraged to choose a variety of times throughout the week for office hours to accommodate students' varied schedules.
- III. Advising will be conducted virtually using phone or Zoom.
- IV. Tutoring will occur through a mix of modalities.
  - A. Tutoring sessions will be available using various digital platforms.
  - B. In-person tutoring sessions are available and will follow all applicable physical distancing guidelines.
  - C. Library classrooms will follow the same guidelines as outlined in the academic instruction section. Common spaces in the library will follow physical distancing guidelines.

## Athletics

- I. Activities including meetings, strength and conditioning sessions and practices may occur on a modified schedule in accordance with guidelines issued by the NCAA and South Atlantic Conference.
- II. Any event that would include spectators requires an event safety plan approved in advance.
- III. View the [athletics plan](#).

## Residence Halls and Dining Services

- I. Residence hall assignments are in accordance with physical distancing recommendations. Physical distancing will be enforced in residence halls. Any person not following physical distancing requirements may face removal from university property.
- II. A [staggered move-in plan](#) has been formalized to facilitate physical distancing.
- III. The dining hall is open, and physical distancing is required. A [formal plan](#) for the dining hall has been adopted.
- IV. The dining hall will have no self-serve options for patrons.
- V. Grab-and-go meal options are available.

## Student Life and Campus Services

- I. The Office of Student Affairs has created a comprehensive [plan](#) that provides guidance for our students for a safe return to campus.
- II. Student support services will be provided remotely where possible, including tutoring, disability services, academic advising, financial aid and counseling. [View key contacts.](#)
- III. The Thomas J. Garland Library is open to faculty, staff and students with physical distancing measures in place. All individuals are encouraged to use services and collections available online.
- IV. The weight room, IPF and pool are open with limited operations and physical distancing and enhanced sanitation measures in place.
- V. Intramural sports will be limited to those activities deemed as no contact and that foster physical distancing measures, such as badminton, table tennis, kickball, disc golf and cornhole.
- VI. Additional student engagement activities will be planned and structured to promote physical distancing recommendations.
- VII. All students must sign and adhere to the [Tusculum Student Pledge](#).

## Visitors to Campus

- I. **All visitors, including vendors, are required to have a face covering with them at all times and follow the safety protocols outlined in this document.**
- II. **Overnight visitors are NOT permitted.**
- III. **All campus events, including camps, conferences, meetings of outside groups, entertainment, etc., will require a reservation. Organizers must agree to abide by all the safety protocols outlined in this document and must work with the university's Reopening Task Force on a safety plan.**
- IV. In general, events will be allowed on campus with groups of fifty (50) or less.



- V. Festivals, camps, and conferences may operate on a limited basis but must ensure physical distancing.
- VI. Participants in campus tours must sign the [liability waver](#).

### **Safety, Health and Security**

- I. **Individuals must wear face coverings in all common areas, hallways, classrooms, labs, designated athletic areas and any other locations where physical distancing cannot be guaranteed.**
- II. **All faculty, staff and students are strongly encouraged to obtain a flu vaccination once made available on campus.**
- III. **All faculty, staff and students are strongly encouraged to obtain a COVID-19 vaccination once available and federally approved.**
- IV. **Tusculum recommends all faculty, staff and students wear face coverings when exiting a building during fire alarms. They should not delay their exit or re-enter a building to retrieve one.**
- V. Heightened cleaning will occur in academic spaces and other public spaces.
- VI. Tusculum employees and students should use Zoom or another form of technology to facilitate meetings and provide services.
- VII. Crowd control and waiting line measures will be in place to promote physical distancing (plexiglass at select service windows and spaced marks on floors).
- VIII. **Process for handling suspected illness**
  - A. Contact the Office of Student Affairs immediately if a student believes he or she is sick or anyone believes a student is ill.
  - B. Contact the [Human Resources](#) Department immediately if anyone believes an employee is ill.
  - C. Inquire and prepare a written statement about the discussion with the suspected sick person and any other information obtained. Submit the statement to [Student Affairs](#) (student-related) or [Human Resources](#) (employee-related).
  - D. Use a health care organization to screen the student or employee if that person has symptoms of the coronavirus. Call the Knox County Health Department at 888-288-6022, the Northeast Regional Health

Office at 423-979-3200 or Ballad Health Nurse Connect at 833-822-5523 or visit the [Covenant Health Support Center](#).

- E. Recommend the person for a COVID-19 test if that person meets the screening criteria. Ensure the person is quarantined until the results are received.
- IX.** Process based on test outcomes (The process is subject to change depending on specific individual circumstances and advice from a health care professional.)
- A.** Negative
    - 1. Potentially self-quarantine and continue following Tennessee public health orders. Do not return to campus without permission from the dean of students (students) and Human Resources (employees) in consultation with the university's health officer.
  - B.** Positive (students)
    - 1. Leave campus if he or she is physically capable, unless advised by a health official not to travel.
      - a. Arrange for parent(s) or other family member(s) to pick up the student, if at all possible.
      - b. Provide guidance for traveling safely.
    - 2. Isolate students who cannot travel in a location designated by university officials.
    - 3. Return to campus or leave the isolation location after a minimum of 10 days and once a person is symptom-free for one day and appropriate documentation is noted by the university in consultation with the institution's health officer.
- X.** Contacts (students)
- A.** Quarantine immediately upon learning of a person with whom they have had sufficient contact (within 6 feet for 10 minutes or more) has tested positive or is demonstrating symptoms of the coronavirus.

- B.** Notify Student Affairs upon direction from a public health official to quarantine or request from a public health official or Tusculum representative to receive a test.
- C.** Encourage departure from campus if he or she is physically capable, unless advised by a health official not to travel.
  - a.** Arrange for parent(s) or other family member(s) to pick up the student, if at all possible.
  - b.** Provide guidance for traveling safely.
- D.** Quarantine students who cannot travel in a location designated by university officials.
- E.** Cannot test out of quarantine requirement.
- F.** Return to campus or leave quarantine 14 days after the infected person has completed his or her isolation or from last date of contact. (14-day quarantine clocks restarts if a second household member with whom contact is still residing develops symptoms or tests positive during original isolation period.)





**G. Positive (employees)**

1. Ensure the employee is aware of provisions in the CARES Act and any other federal or state law regarding PTO during the recovery process. View the Tusculum University [Human Resources policy](#).
2. Complete any sick forms required. In relation to COVID-19, supervisors who receive a call-out sick notice, shall complete a PTO form for each call-out. If an employee is going to be out for 14 days, the supervisor shall fill out the form for 14 days and then complete additional forms in three-day intervals after that. All forms shall be provided to HR in a timely manner. **If employees are approved and able to work remotely, they will not be required to use PTO time.**
3. Return to campus or leave a isolation location after a minimum of 10 days and once a person is symptom-free for one day, is deemed contagion-free by a public health professional and is cleared by the Human Resources Department in consultation with the institution's health officer.

**XI. Contacts (employees)**

- A. Quarantine immediately upon learning of a person with whom they have had sufficient contact (within 6 feet for 10 minutes or more) has tested positive or is demonstrating symptoms of the coronavirus.
- B. Notify Human Resources and supervisor upon direction from a public health official to quarantine or request from a public health official or Tusculum representative to receive a test.
- C. Cannot test out of quarantine requirement.
- D. Return to campus or leave quarantine 14 days after the infected person has completed his or her isolation or from last date of contact. (14-day quarantine clocks restarts if a second household member with whom contact is still residing develops symptoms or test positive during original isolation period.)

EMPLOYEE

# PIONEERS CARE

All of us, working together, can prevent the spread of COVID-19 and protect our campus community.

Have you traveled to an area that is prevalent with COVID-19 or been exposed to anyone with COVID-19/coronavirus in the past 10 days?



FOR MORE INFORMATION: [WWW.TUSCULUM.EDU/CORONAVIRUS](http://WWW.TUSCULUM.EDU/CORONAVIRUS)

## XII. Enforcement

- A. All employees have a responsibility to respectfully correct violators of this plan. If someone is unwilling to comply, employees should contact Campus Safety at 423-636-7318.**
- B. University functions and gatherings must comply with other provisions of this plan and any Tusculum policies and must incorporate the principles of physical distancing, respiratory etiquette and hand hygiene.**
- C. Violators of this plan are subject to disciplinary measures, up to and including removal from campus, loss of Tusculum employment and expulsion as a student.**

## Nondiscrimination Standards

This virus knows no geopolitical boundaries. All Tusculum employees and students should make every effort to dispel misinformation that COVID-19 is linked to individuals of a specific ethnicity, race or national origin. Xenophobic discrimination will not be tolerated at Tusculum. The university is committed to creating and maintaining an environment in which all members of the community (students, faculty and staff) are respected and treated with dignity, free from bias and harassment. Individuals who experience discrimination should report the incident to the appropriate authorities and to one of the university's [Title IX co-coordinators](#).



## Key contacts

Campus Safety: 423-636-7318

Student Affairs COVID-19 Hotline: 423-636-0500

Student Affairs Office: 423-636-7315, [studentaffairs@tusculum.edu](mailto:studentaffairs@tusculum.edu)

Human Resources: [humanresources@tusculum.edu](mailto:humanresources@tusculum.edu)

Counseling and ADA Services: [counselingandadaservices@tusculum.edu](mailto:counselingandadaservices@tusculum.edu)

Financial Aid: [financialaid@tusculum.edu](mailto:financialaid@tusculum.edu)

Academic Advising: [tuadvising@tusculum.edu](mailto:tuadvising@tusculum.edu)

Student Support Services: [sss@tusculum.edu](mailto:sss@tusculum.edu)

Tutoring: [tutoring@tusculum.edu](mailto:tutoring@tusculum.edu)

Library: [library@tusculum.edu](mailto:library@tusculum.edu)

Business Office: [business@tusculum.edu](mailto:business@tusculum.edu)

Registrar: [registrartu@tusculum.edu](mailto:registrartu@tusculum.edu)

Admission: [admission@tusculum.edu](mailto:admission@tusculum.edu)

Title IX Co-Coordinators: [titleix@tusculum.edu](mailto:titleix@tusculum.edu)



## Frequently asked questions

**Q:** If I am a student, how will a diagnosis of COVID-19 or the need to isolate due to my contact with someone who has been diagnosed impact my studies?

**A:** Tusculum is focused on enabling students in these circumstances to stay on track with their studies and continue on a path toward graduation. The Tusculum reopening plan and the university's administration have made provisions for alternative learning options, such as participating in classes remotely, to maintain progress. Students should work directly with their professors to make these other arrangements. It is important to note, however, that Tusculum expects students to continue their studies during this time.

**Q:** If I am an employee and need to isolate because I have tested positive for COVID-19 or potentially been in contact with someone who has tested positive, how will this impact my PTO?

**A:** The Human Resources Department is an excellent resource to assist and can be reached at [humanresources@tusculum.edu](mailto:humanresources@tusculum.edu). Provisions of the federal Families First Coronavirus Response Act allow for paid sick leave or expanded family and medical leave for covered employees for specific reasons, such as self-quarantining or seeking a medical diagnosis for COVID-19 symptoms. Further information is available in the [Human Resources plan](#).

**Q:** Where can I be tested for the coronavirus?

**A:** There are multiple options for testing. You can seek testing from a private organization, such as Ballad Health, or a health department in any county. Requirements, hours and cost for testing might vary, so it would be wise to contact the preferred organization in advance or check its website prior to heading there. For further assistance from Tusculum, please contact Campus Safety, the Office of Student Affairs or the Human Resources Department.

**Q:** Will a positive coronavirus test prevent me from ever returning to campus?

**A:** No. Once a person has recovered, completed the required time frame away from campus or in isolation and been cleared by a medical professional, he or she can return to campus -- as long as the campus is open at that time.

**Q:** If I am a foreign residential student and I cannot return to the United States or would prefer not to return, may I complete my courses online?

**A:** Yes, you can. However, you should consult with your adviser to discuss your class options and ensure all needed classes are available online. You will also want to speak with your adviser about the potential impact on your visa.

**Q:** If I live in the United States and have been a residential student but would prefer not to return, may I continue as a student and take courses online instead?

**A:** Yes, you can. However, you should consult with your adviser to discuss your class options and ensure all needed classes are available online.

**Q:** If we return for classes as a residential student and the university needs to convert again to solely online instruction and close the residence halls, will I receive a discount again for housing and meals?

**A:** If the university should happen to close its residence halls for any COVID-19-related issues, Tusculum will re-evaluate the situation at that time to consider possible room and board credits. This will largely rely on if Federal Care Funds will be made available to the university.



## Definitions

**COVID-19:** The novel coronavirus disease, a respiratory illness that can lead to serious illness and even death

**Confirmed positive case:** Confirmation of a positive COVID-19 test in an individual

**Isolation:** Remaining in a residence hall, separate Tusculum building or a permanent residence if diagnosed with COVID-19 or upon close contact with someone who has been diagnosed with COVID-19 until meeting all requirements from health authorities to return to public interaction; designed to prevent further spread of the coronavirus.

**Self-isolation:** Separating oneself from others

**Quarantine:** Separation of a person or group of people, reasonably believed to have been exposed to COVID-19, but not yet symptomatic, from others who have not been exposed to prevent possible spread.

**Self-quarantine:** Maintaining no contact with other individuals to observe whether any symptoms of COVID-19 will arise after potential exposure

**Contact:** A person who may have come into contact within 6 feet of an infectious person for more than 10 minutes

**Contact tracing:** Identifying and monitoring people who may have come into contact with an infectious person

**Face covering:** a covering over the nose and mouth that helps prevent the spread of respiratory droplets that could lead to the infection of another person

**Respiratory etiquette:** Wearing a face covering; covering one's mouth and nose with a tissue when coughing or sneezing; throwing used tissues in the trash; coughing or sneezing into one's elbow, not hands, when tissue is unavailable; and immediately washing one's hands after blowing one's nose, coughing or sneezing.

**Screening:** Inquiring about symptoms and potential exposure before testing for the virus.

**Physical distancing:** Maintaining at least 6 feet distance between two individuals and avoiding mass gatherings

**Face-to-face course:** A class attended by a student in a classroom with the professor present

**Online class:** A class completed without appearing physically in person in a classroom

**Hyflex:** A face-to-face class with a remote attendance option

**Hybrid course:** A class with a mixture of online teaching and in-person instruction

**Hyflex-Hybrid course:** A hybrid course with a remote attendance option for face-to-face sessions



## Task Force members

- Doug Jones, vice president of athletics and university initiatives; chairman
- Dr. Lori Anderson, former dean of College of Nursing and assistant vice president of interprofessional education
- Josh Ealy, assistant athletic director for operations and development
- Jon Gresham, chief of campus safety
- Chad Grindstaff, facilities management manager
- Dr. Blair Henley, former vice president of information services and chief information officer
- Dr. Heather Henson-Ramsey, dean of the College of Science, Technology and Math
- Dr. Tricia Hunsader, provost and vice president of academic affairs
- Dr. Lisa Johnson-Neas, associate vice president for student affairs and retention and dean of students
- Chris Lenker, head athletic trainer
- Kelsey Trom, associate professor of English
- Dr. Susan Wall, interim dean of the College of Nursing
- Dr. Ramona Williams, vice president of enrollment management and financial aid
- Jim Wozniak, director of communications

## Subcommittees

**Academic Affairs:** Lisa Chiapputo, Chad Grindstaff, Dr. Blair Henley, Dr. Heather Henson-Ramsey, Kathy Hipps, Dr. Tricia Hunsader, Dr. Jill Oberfeiting, Sheryl Robinette, Kelsey Trom and Dr. Ramona Williams

**Athletics:** Michael Hawkins, Chris Lenker, Ryan Poss and Jana Teague

**Compliance:** Dr. Lori Anderson, Matt Bible, Josh Ealy, Ashley Edens, Jon Gresham, Doug Jones, Chris Lenker, Danelle Sells, Dr. Susan Wall and Jim Wozniak

**Student Life:** Chad Grindstaff, Dr. Lisa Johnson-Neas, Jessup Peterson, Jimmy Sams, Jason Shutts, Chuck Sutton and Dr. Ramona Williams

## Contributors

- Nick Forsberg, university director of creative media and athletic marketing
- Laralee Harkleroad, director of marketing
- Brooke Wedding, creative and social media manager
- Kathryn Carter, assistant web and graphic designer
- Carrie Maggert, director of financial services and operations
- Dean's Council
- Facilities Management team
- Campus Safety officers

## Resources

- Dr. David Kirschke, medical director, Northeast Regional Health Office
- Dr. Daniel Lewis, chief medical officer, Greeneville Community Hospital East and Greeneville Community Hospital West
- Jamie Swift, RN, CIC, FAPIC, director of infection prevention, Ballad Health
- Centers for Disease Control guidelines
- Greene County Health Department
- Greeneville/Greene County Office of Emergency Management & Homeland Security
- The Chronicle of Higher Education
- Tennessee Department of Health (tn.gov)
- U.S. Department of Health and Human Services
- Local government and health officials
- NCAA/SAC webinars
- East Tennessee State University
- University of Tennessee
- Milligan University