



# FISK UNIVERSITY REOPENING PLAN

*A guide for Fisk Students, Faculty, Staff, and Visitors*

**FISK BULLDOGS** *Let's Do Our Part*

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# A MESSAGE FROM PRESIDENT KEVIN D. ROME, SR., PH.D.



The SARS-CoV-2 virus (the “Coronavirus”) has caused a global pandemic and is responsible for causing the COVID-19 disease. The ramifications on life as we know it have been significant, and it has substantially altered how many organizations operate. Higher education is not immune to these changes. Given the angst, it is incumbent upon all organizations to help ease the anxiety and uncertainty, especially Fisk University.

First, I want to assure you that the health and safety of our students, faculty, staff, and visitors is our highest priority. In March, we established a COVID-19 Task Force and a Resumption of Normal Activities (RONA) Task Force to think critically about, and plan for, all the variables we need to consider in order to operate as safely as we can this academic year. Therefore, we have created the **Fisk University**

**Reopening Plan** to provide the necessary information and guidance to everyone in our Fisk Community. Our Plans have been informed and reinforced with guidelines from the local, state, and federal public health experts and through numerous sessions with officials at other institutions of higher education. We know many of these adjustments might come as an inconvenience, but safety and security is of utmost importance. Additionally, we know this is a very anxious and tense time, so please remember to be kind as we all adjust.

Each member of the Fisk Community has a critical role in helping us maintain a safe environment. So, we have created policies and procedures which require everyone’s collaboration to upkeep because our overall success depends on our community solidarity.

Because COVID-19 is very novel and complex, we may be required to make day-to-day adjustments to our plan. The plans contained in this document are, unfortunately, contingent upon the current information known and factors at play when published. We request your patience as we all deal with something that is foreign to humankind.

I want to thank everyone who served on the COVID-19 Task Force, the RONA Task Force, and anyone who has been working towards this unprecedented academic year for their dedication, diligence, and time in their composition of these plans.

## ***About Fisk University***

*Founded in 1866, Fisk University is a private, liberal arts university located in Nashville, Tennessee. Consistently recognized for its brand of academic excellence, Fisk is ranked No. 6 on the Top 10 Historically Black Colleges and Universities (HBCU) in the 2019 U.S. News & World Report. Fisk also ranked No. 1 in the nation among HBCUs for social mobility and No. 3 in the nation for research expenditures among small liberal arts colleges. Fisk university is deeply committed to student leadership, success and service. Fisk excels at preparing our highly motivated student body for elite graduate schools and outstanding careers. From the classroom to the boardroom, a Fisk education gives students the tools to turn their passions into careers and prepares them to make a difference in the world. To learn more about Fisk University, please visit [www.fisk.edu](http://www.fisk.edu).*

# FACULTY AND STAFF TRAINING

To view all the faculty and staff COVID-19 policies please follow this link: [Fisk Hub](#)

## Communicable and Infectious Disease Control

- Disinfection measures have been put in place and are taken routinely, based on frequency mentioned to disinfect workplace surfaces, chairs, tables, etc. and protect employees.
- All employees have an active part in disinfection
  - Good personal sanitary practices including washing hands after bathroom use are necessary and expected
  - Covering your cough, maintaining social distancing, and cleaning your work or other visited areas are important in keeping yourself and others safe
  - You will be supplied with wipes, sprays and/or other disinfectant to clean your area.



## Screening and Testing

- Screening protocols
  - Locations
  - Frequency
- Testing
  - Rotation after initial



## Personal Hygiene Tips



Wash your hands frequently with soap and water for at least 20 seconds



If you are unable to wash your hands with soap and water, use antibacterial gel with 70% alcohol



When sneezing or coughing, cover your nose and mouth with the inner angle or your arm or use a disposable handkerchief



Don't touch your face, including your mouth, ears, eyes and nose

## Face Masks and Face Coverings

- Davidson County directive
- When to use a face mask at Fisk
- Care and Use
- Acceptable face coverings



## Social Distancing

Social distancing is a simple yet very effective mechanism to prevent potential infection, that relies on simple distance to avoid infection.

In practice this means:

- Staying at least 6 feet from others as a normal practice
- Eliminating contact with others, such as handshakes or embracing coworkers, visitors, or friends
- Avoiding touching surfaces touched by others to the extent feasible
- Avoiding anyone that appears to be sick, or is coughing or sneezing



## Social Distancing Tips



Keep a distance of 6 feet between people



Avoid physical contacts such as hand greetings, kissing and hugging



Avoid going to crowded places, and if it's inevitable, don't take minors or older people with you



Avoid contact with anyone who is sick

## Workstations / Offices



Facility / Disinfectant Crew

- Common surfaces in the workstation disinfected at the end of the day, minimum
- All general walls and floors disinfected periodic, where frequently touched. Hard surfaces mopped daily
- Colleges have dividers when minimum distance can not be met
- Meeting rooms organized to hold no more than 10 chairs with appropriate spacing between people

All Employees

- When possible, use elbow to open doors or press buttons
- Self-cleaning of the workspace is encouraged multiple times during the shift with special attention of the most used surfaces such as keyboards, monitors, chair arm rest, desks, cubicle divider among others
- Avoid touching your face and wash thoroughly with soap and water several times during the work hours.
- Ensure social distancing is maintained

## Bathrooms



Facility / Disinfectant Crew

- Disinfectant supplies are provided for employees to clean up after themselves
- Bathrooms are disinfected at least twice per day
- Sinks are blocked off to maintain distance

All Employees

- Wash hands
- When possible, use elbow to open doors or press buttons
- Ensure social distancing is maintained

## Common Areas



Facility / Disinfectant Crew

- Provide supplies for employees to clean after themselves
- Tables and chair surfaces are cleaned generally 2 or more times per day to include after all breaks and meal breaks
- All general walls and floors disinfected periodic, where frequently touched. Hard surfaces mopped frequently
- Break times should be staggered to limit number of employees
- Limit number in the break room

All Employees

- Clean up after yourself and disinfect surfaces you touch
- Wash your hands or use hand sanitizer before and after lunch
- When possible, use elbow to open doors or press buttons
- Avoiding touching surfaces touched by others to the extent feasible
- Ensure social distancing is maintained
- Avoid non-essential gatherings
- Eliminate contact with others, such as handshakes or embracing coworkers, visitors, or friends
- Avoiding anyone that appears to be sick, or is coughing or sneezing

# STUDENT POLICIES AND PROCEDURES

Greetings!

Fisk University (“Fisk” or the “University”) wants to assure you of its continued commitment to maintaining a safe and healthy campus community and that we are taking additional measures to protect you, as much as we can. As part of these efforts, we are implementing a set of interim policies. Please read each policy carefully.

Your signature indicates that you have received a copy of Fisk University’s COVID-19 Policies, and that you have read the policies, understand, and agree to comply with these Policies and the assumption of risks inherent with a physical presence. No statement or representation, oral or written, can supplement or modify these policies.

Government and public health guidelines, restrictions, and best practices regarding COVID-19 are changing rapidly as new information becomes available and further research is conducted. Fisk reserves the right to modify these policies at any time in its sole discretion to adapt to changing circumstances and business needs, consistent with its commitment to maintaining a safe and healthy campus community. Changes can only be made if approved in writing by the Office of Student Engagement.

You also understand that any delay or failure by Fisk to enforce any policy or rule will not constitute a waiver of the University’s right to do so in the future.

If you witness or become aware of any student or other individuals violating these policies, you are encouraged to report them to a representative in the Office of Student Engagement immediately.

Failure to comply with any of the policies may result in discipline, up to and including removal from campus and school. Fisk prohibits any form of discipline, reprisal, intimidation, or retaliation for reporting a violation of any policy or any other health and safety concern.

The full versions of each of the below policies can be viewed by students in the **Student Hub**.

The Fisk University COVID-19 Student Policies are enumerated below.

**COVID-19 Communicable and Infectious Disease Control Policy**

**COVID-19 Student Face Mask and Face Covering Policy**

**COVID-19 Screening and Testing Policy**

**COVID-19 Social Distancing Policy**

**COVID-19 Fisk Community Honor Code**

# COVID-19 COMMUNICABLE AND INFECTIOUS DISEASE CONTROL POLICY SUMMARY

## Overview

Fisk University's decisions involving persons who have communicable diseases shall be based on current and well-informed medical judgments concerning the disease, the risks of transmitting the illness to others, the symptoms and special circumstances of each individual who has a communicable disease, and a careful weighing of the identified risks and the available alternative for responding to a student with a communicable disease.

## Preventing the Spread of Infection in the Campus Community

Fisk will ensure a clean campus environment, including the regular cleaning of objects and areas that are frequently used, such as bathrooms, residence halls, dining center, common areas, door handles and railings. A committee will be designated to monitor and coordinate events around an infectious disease outbreak, as well as to create rules that could be implemented to promote safety through infection control.

### *Staying "Home" When Ill*

Many times, with the best of intentions, you will report to class even though you may feel ill. During an infectious disease outbreak, it is critical that you do not report to class, or leave your room (home), while you are ill and/or experiencing the symptoms. People with COVID-19 have reported a wide range of symptoms—ranging from mild symptoms to severe illness. The Centers for Disease Control (the "CDC") advises that COVID-19 symptoms may appear **2-14 days after exposure to the virus** and the following are some of the reported symptoms:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

This list does not include all possible symptoms. Students should consult the CDC's website as it will continue to update this list as more is learned about this disease.

Currently, the Centers for Disease Control and Prevention recommends that people with an infectious illness remain at home until at least 24 hours after they are free of fever (100 degrees F or 37.8 degrees C) or signs of a fever without the use of fever-reducing medications. If you report to class or any university activity ill, you will be sent home in accordance with these health guidelines.

*The Student Policies and Procedures are specifically applicable to Fisk University students. These policies have a lot of commonalities with the Faculty and Staff Policies, but are unique in many areas relevant to students*

### *Requests for Medical Information and/or Documentation*

If you are sick or show symptoms of being ill, it may become necessary to request information from you and/or your health care provider. In general, we would request medical information to confirm your need to be absent, to show whether and how an absence relates to the infection, and to know that it is appropriate for you to return to class and/or campus activities. As always, we expect and appreciate your cooperation if and when medical information is sought.

### *Confidentiality of Medical Information*

Our policy is to treat any medical information as a confidential medical record. In furtherance of this policy, any disclosure of medical information is in limited circumstances with relevant Student Affairs personnel, first aid and safety personnel, and government officials as required by law.

### **Communicable Diseases**

Fisk reserves the right to exclude a person with a communicable disease from the campus facilities, programs and functions if we find that, based on a medical determination, such restriction is necessary for the welfare of the person who has the communicable disease and/or the welfare of others within the campus community.

Fisk will comply with all applicable statutes and regulations that protect the privacy of persons who have a communicable disease. Every effort will be made to ensure procedurally sufficient safeguards to maintain the personal confidence about persons who have communicable diseases.

## **COVID-19 FACE MASK AND FACE COVERING POLICY SUMMARY**

### **The Need for Face Masks and Face Coverings**

The Centers for Disease Control and Prevention (CDC) and the World Health Organization (WHO) have found that face masks and other cloth face coverings can help prevent the spread of COVID-19. In addition, Metropolitan Nashville Davidson County's Roadmap for Reopening requires individuals to wear face masks or other cloth face coverings when interacting with members of the public and/or when social distancing of at least six (6) feet from anyone else cannot be accomplished.

This Face Mask and Face Covering Policy is a key part of our overall strategy and commitment to maintaining a safe and healthy campus community in light of the COVID-19 pandemic. We need your full cooperation and compliance with this and other health and safety campus policies to make them effective.

### **When Face Masks or Cloth Face Coverings Are Required**

Following the CDC's guidance, the WHO guidance, and the requirements of Metropolitan Nashville Davidson County's Roadmap for Reopening, Fisk requires that you wear a face mask or cloth face covering when:

- Attending in-person meetings in a conference room, private office, or other enclosed space.
- Using any common spaces or equipment, including hallways, stairways, breakrooms, rest rooms, lobbies, conference rooms, copy rooms, and other common areas and equipment.
- Interacting with other students when a minimum of six-foot social distancing cannot be achieved.
- In elevators.
- Meeting in-person with customers, clients, or vendors, wherever located.
- Working within six (6) feet of members of anyone else, wherever located.

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The University also requires all visitors to wear a face mask or cloth face covering under the same conditions as students when on Fisk's campus.

Wearing a face mask or cloth face covering is not a substitute for general hygiene and social distancing practices. All students and visitors are required to comply with this Policy and the University's Social Distancing Policy.

### **Acceptable Face Masks [or Face Coverings]**

The University will provide a face mask to all students on their first day back on campus at the Wellness Check-In tent located on 17th Avenue (Fisk Way) in front of Spence Hall. If you do not have a reusable mask, you will be required to wear a disposable mask provided by Fisk.

You may obtain disposable masks at Campus Safety, located in the lower level of Carnegie Hall.

Alternatively, you may use your own reusable cloth face covering if it complies with the CDC recommendations and Fisk policy. Based on current guidance, any cloth face covering must:

- Fit snugly but comfortably against the side of the face.
- Be secured with ties or ear loops.
- Include multiple layers of fabric.
- Allow for breathing without restriction.
- Be capable of being laundered and machine dried without damage or change to its shape.

Do not share your face covering(s) with any other individual.

Face coverings shall not contain any offensive, harassing, or discriminatory words, terms, logos, pictures, cartoons, slogans, or writing or images and must comply with Fisk's Dress Code and Personal Appearance Policy and its Anti-Harassment Policy.

You should also avoid the use of face masks that are constructed with exhalation valves – these are not appropriate for use as they do not provide the needed protection to others. If you use one and utilize the valve while on campus, you will be subject to dismissal. If your face covering does not comply with this policy, and all other applicable student handbook policies, Fisk will provide you with a face mask for your use until you present with a policy-compliant face covering.

### **Proper Face Covering Removal and Disposal/Washing**

When removing the face covering:

- Untie the strings behind your head or stretch the ear loops.
- Handle only by the ear loops or ties.
- Fold the outside corners together.
- Do not touch your eyes, nose, or mouth when removing the face covering.
- Dispose of the face mask by placing it in a trash receptacle after leaving the campus community and when you are able to socially distance from others.
- Wash your hands or use hand sanitizer immediately after removing or disposing of it.
- Wash a reusable cloth face covering after each use.

To wash the face covering:

- Place it in a washing machine, touching the mask as little as possible. Use the hottest temperature appropriate for the material used.
- Alternatively, handwash the face covering by:
  - o soaking it in a bleach solution mix comprised of 1/3 cup household bleach per gallon of water or four teaspoons household bleach per quart of water; and
  - o rinsing it thoroughly with cool or room temperature water.

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- Dry the face covering thoroughly before wearing it again either by:
  - putting in a dryer at the highest temperature appropriate for the fabric; or
  - air drying it, preferably in direct sunlight.

## **COVID-19 SCREENING AND TESTING POLICY SUMMARY**

### **Overview**

Effective immediately, all Fisk students and visitors must undergo screening for COVID-19 before entering campus, either by a Student Affairs staff member, a member of Campus Safety, or a designated Fisk staff member. From time to time, Fisk will also require students to undergo testing or screening for the COVID-19 virus. This policy describes Fisk's policies and procedures with respect to screening and testing for COVID-19.

### **COVID-19 Symptoms**

People with COVID-19 have reported a wide range of symptoms—ranging from mild symptoms to severe illness. The Centers for Disease Control (the “CDC”) advises that COVID-19 symptoms may appear 2-14 days after exposure to the virus and the following are some of the reported symptoms:

- Fever, chills, or coughs
- Shortness of breath or difficulty breathing
- Fatigue and muscle or body aches
- Headaches
- New loss of taste or smell
- Sore throat, congestion, or runny nose
- Nausea, vomiting, or diarrhea

This list does not include all possible symptoms. Students should consult the CDC's website as it will continue to update this list as more is learned about this disease.

### **Fisk's Screening Procedures**

All Fisk students and visitors arriving on campus are to be screened for COVID-19 symptoms. Students are required to answer certain questions by a designated Fisk representative to screen for COVID-19 symptoms, including having their temperature taken as a precautionary measure to reduce the spread of COVID-19 (“In-Person Screening”). Thereafter, each student is required to self-monitor for these symptoms by taking their temperature at in their residential space and check for other symptoms.

Until further notice, In-Person Screening shall be conducted at the Wellness Check In tent located on 17th Avenue (Fisk Way) in front of Spence Hall upon each guest's arrival on campus and before each student attends class or visits any designated facility.

For In-Person Screening, each person will be screened privately by a Student Affairs staff member or a designated Fisk employee, using a touchless forehead/temporal artery thermometer. The person's temperature and their answers to COVID-19 symptom screening questions will be documented, and the record will be maintained as a private medical record.

Time spent waiting for the health screening will not be considered as an excuse for tardiness to class or academic appointment. Please plan ahead.

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Any student who has a fever at or above 100.4 degrees Fahrenheit or who is experiencing coughing or shortness of breath or any other COVID-19 symptom will be sent to an isolated residential space. The student should monitor their symptoms and call a doctor or use telemedicine if concerned about the symptoms. The student should also contact Dr. Natara Garvin, Dean of Student Engagement, at [ngarvin@fisk.edu](mailto:ngarvin@fisk.edu).

A student sent to an isolated residential space can return to activity when:

- They have 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; AND
- They are cleared by a medical professional.

A student may return to class earlier if a doctor confirms the cause of an student's fever or other symptoms is not COVID-19 per CDC Guidelines and releases the student to return to class in writing or if the student obtains a negative result for COVID-19.

Any student who experiences fever and/or respiratory symptoms while "home" should not report to class. Instead, the student should contact his or her Residential Director for further direction.

### **COVID-19 Testing**

From time to time Fisk will conduct COVID-19 testing for its students at its sole cost. Students are required to take COVID-19 testing when selected by the University and any student who fails to do so may be removed from campus immediately in the University's sole discretion.

### **Privacy of Information**

In the process of screening and/or testing for COVID-19, Fisk may collect certain personal information about you including:

- Personal identifiers and contact information, including physical description
- Family information
- Information of friends, co-workers and other people whom you have been in contact with over the past 14 days
- Protected classifications (i.e., race, gender, age, disability, etc.)
- Medical and health information

Fisk's purpose in collecting this information is to reduce the spread of COVID-19 in and through its campus, to protect students and visitors from exposure to COVID-19, to comply with best practices and guidance from the CDC, the World Health Organization, and state and local authorities, to identify symptoms linked to COVID-19, to permit contact tracing, and to communicate with students and visitors who have been potentially exposed to COVID-19 to help prevent further spread of the virus and, if necessary, obtain treatment.

All information collected in connection with this policy will be maintained under conditions of confidentiality.

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# COVID-19 SOCIAL DISTANCING POLICY SUMMARY

## Overview

The Centers for Disease Control and Prevention (CDC) has found that one of the most effective ways of preventing the spread of COVID-19 is limiting face-to-face contact with others, known as social distancing or physical distancing. In addition, Metropolitan Nashville Davidson County's Road to Reopening requires that we implement social distancing measures as a condition of reopening our campus.

## Social Distancing Measures

Following the CDC's guidance and the requirements of the Metropolitan Nashville Davidson County's Road to Reopening, Fisk requires that you comply with the following protocols and procedures while on campus:

- *Large Gatherings Prohibited:* Large in-person gatherings and in-person meetings of more than ten (10) people are prohibited on campus further notice.
- *Meeting Restrictions:* Limit in-person meetings to the extent possible and where absolutely necessary. If meeting in-person:
  - o maintain at least a six-foot distance between participants;
  - o comply with new capacity limits for conference rooms and other public spaces which can be found on the wall;
  - o use alternate spaced seating arrangements across tables or desks to avoid direct face- to-face positioning/seating next to another person;
  - o you must wear a face mask during the meeting; if you do not have or forget your face mask during the meeting, the University will provide you with one at the following location: Campus Safety;
  - o you must engage in regular hand washing or use of hand sanitizer;
  - o accommodate reasonable student requests to participate remotely or from a private workspace in the office to the extent feasible; and,
  - o do not attend if you are experiencing any COVID-19 symptoms or have knowingly been exposed to COVID-19.
- *Six-Foot Distance:* Maintain a six-foot distance from others when crossing paths or walking near others' desks, etc. Observe all space markings and traffic flow directions, including:
  - o six-foot distance reminders on floors or walls in locations where students traditionally have gathered or may need to wait for entrance to a space or for equipment use; and
  - o newly designated one-way pathways between desk clusters and other areas where six- foot distancing is not possible with two-way traffic flow.
- *No Physical Greetings:* Do not shake hands or greet others in any manner that requires physical contact. In the "new normal" elbow bumps are considered polite, not rude whereas a request to shake hands is deemed rude and unsanitary.
- *Common Spaces Restricted:* Common spaces may be used only in designated areas and in compliance with the above social distancing guidelines. Do not use shared appliances, such as microwaves, refrigerators, or vending machines without wearing gloves or cleaning touched surfaces with disinfectant wipes before and after each use.
- *Visitor Limitations:* All personal visitors are prohibited until further notice, except in cases of emergency. All other visitors are prohibited unless their in-person presence are essential to operations, cleaning, repair, or otherwise essential to the business.

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- *Shared Supplies and Equipment:* Do not share personal supplies and equipment. Notify your Resident Assistant if you need equipment that was previously shared, such as staplers, scissors, or other personal office equipment. Limit the use of shared electronic and other equipment, such as printers, copiers, and scanners, to the extent possible. If you need to use this equipment:
  - maintain a six-foot distance from others when waiting to use the equipment;
  - use hand sanitizer, available in the immediate surroundings, before and after each use;
  - use disposable gloves; and,
  - disinfect equipment with wipes, available in the immediate surroundings, before and after each use on all touch surfaces.
- *Elevator and Stairway Use:* Comply with building personnel instructions and limitations regarding elevator and stairway access. Exercise caution when making physical contact with elevator buttons or stairway doors to minimize risks. At no time should there be more than one (1) person on an elevator at any given time.
- *Consult Posted Notices:* Comply with all posted and distributed notices throughout the campus community reminding students about social distancing, hand washing, and reporting illness and other safety and health protocols.
- *Be Flexible:* Adhere to new guidelines as they emerge, as this issue is new and evolving.

## **Fisk Community COVID-19 Honor Code**

We all live in a close community at Fisk, and we all want to stay as healthy as possible. We are asking that all students agree to a Fisk Community COVID-19 Honor Code.

The Fisk Community COVID -19 Honor Code includes an expectation to follow a 6' physical distancing in all activities, wearing a facial covering/when in the presence of others, to practice frequent handwashing and respiratory hygiene practices, such as coughing and sneezing into arm or elbow. We also require students to be current in immunizations including flu shots. While these requests may seem inconvenient, Fisk is committed to implementing the best practices of health and safety on campus.

As the effects of this pandemic impact our friends, our families, and our world, we must work to protect the health and safety of every member of our campus community. Failure to comply with directives provided by university officials will result in a violation the student handbook. While we are adapting to the conditions created by being in a COVID-19 environment, and out of care and concern for colleagues and students, we ask that you commit to the Fisk Community COVID-19 Honor Code.

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## Fisk Community COVID-19 Honor Code

***In order to ensure the well-being of myself and others, I will commit to:***

- Participating in testing, screening, and contact tracing to preserve the wellness of the community;
- Greeting without shaking hands;
- Wearing an appropriate face mask and other protective gear;
- Respecting personal space and practicing the six-foot physical distancing;
- Washing my hands often, for at least twenty seconds, with soap and water or using hand sanitizer;
- Practicing good hygiene (handwashing, coughing and sneezing into bend of the arm or tissue);
- Regularly disinfecting of my living space and personal items;
- Keeping my clothing, belongings, personal spaces and shared common spaces clean;
- Working to mitigate spread of germs on doors, railings, and other high contact areas;
- Daily self-monitor and if exhibiting COVID-19 symptoms, staying home or in your Residence Hall room and reporting to Dr. Natara Garvin, Dean of Student Engagement, at [ngarvin@fisk.edu](mailto:ngarvin@fisk.edu);
- Monitoring for the symptoms of COVID-19 and reporting to a medical doctor if I experience fever of 100.4 F (38 C) or higher, dry cough, difficulty breathing, chills, repeated shaking with chills, muscle pain, headache, sore throat or loss of taste or smell.
- Carefully observing instructional signs and following directions;
- Prioritizing virtual or outdoor meetings with social distancing;
- Maintaining appropriate social distancing, especially in classroom settings or in the presence of older members of the community;
- Staying home if I feel ill or after exposure to someone who is ill or has tested positive for COVID-19;
- Wearing an appropriate face mask and other protective gear; and
- Extending grace, love, and care to me and others.
- **Fisk Today. Fisk Tomorrow. Fisk Forever!**

**Printed Name:** \_\_\_\_\_ **Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

# TESTING SCHEDULE

## Introduction

Fisk University is very appreciative of the partnership with Meharry Medical College (MMC) in our joint effort to combat the spread COVID-19 in North Nashville. Fisk has created a testing schedule in an effort to ensure we establish a safe environment for all campus inhabitants (students, faculty, and staff). We have been regularly communicating with students, parents, faculty, and staff about our anticipated testing schedule. Our goal is to be clear as to what our community can expect in regards to COVID-19 testing at Fisk University.

## Students

We have communicated the expectation for undergraduate and graduate students to be regularly screened and tested periodically. I will not review the screening in this proposal as it is outside the scope. Fall semester will be bifurcated into two separate sections, Quarter 1 (Q1) and Quarter 2 (Q2). The Quarter 1 move-in date is July 30 and Quarter 2 move-in date is September 27. We have encouraged students to ensure they have a negative COVID-19 test on file within seven (7) days before they move-in/arrive on campus. If they do not, upon arriving in Nashville they must take a COVID-19 test and must make alternative lodging arrangements until proof of a negative result is provided to the Office of Student Engagement. Commuter students will follow the process of on-campus students. Graduate students will be included in the faculty and staff testing. All students will need to socially isolate themselves for a two-week period upon arrival to campus (they will be in online classes during this time specifically). At the conclusion of the two-week period they will take another test ahead of their participation in in-person classes (August 14 and August 17, respectively). After that point, they will be placed into a rotational schedule whereby they will receive one final test for the remaining total four-week period on campus.

## Faculty and Staff

We have communicated the expectation for faculty and staff to be regularly screened and tested periodically (for the purposes of the testing schedule, graduate students will be included in the faculty and staff group). I will not review the screening in this proposal as it is outside the scope. Our first group of faculty and staff returned to campus on July 13 and our second group will arrive on July 20 (graduate students will arrive on campus August 1). Faculty and staff were required to provide proof of a negative COVID-19 test prior to being authorized to come to campus. All faculty, staff, and graduate students will be placed in a rotational schedule to be tested for the next several weeks.

## **Break Down**

- I. **Quarter 1**
  - a. Students
    - i. Fisk University will test students after a two-week self-isolation period of their arrival. The entire group will then enter a rotating testing schedule within a three-week period between the dates of August 24 and September 11. Our schedule calls for Q1 students to receive two tests total when on campus.
  - b. Faculty and Staff
    - i. Fisk University will test faculty and staff through a rotating testing schedule within a three-week period between the dates of August 24 and September 11. Our schedule calls for faculty and staff to have one test per quarter (faculty and staff get one test immediately prior to the quarter start).
- II. **Quarter 2**
  - a. Students
    - i. Fisk University will test students after a two-week self-isolation period of their arrival. The entire group will then enter a rotating testing schedule within a three-week period between the dates of October 19 and November 6. Our schedule calls for Q2 students to receive two tests total when on campus.
  - b. Faculty and Staff
    - i. Fisk University will test faculty and staff through a rotating testing schedule within a three-week period between the dates of October 19 and November 6. Our schedule calls for faculty and staff to have one test per quarter (faculty and staff get one test immediately prior to the quarter start).

## **Testing Cohorts**

- I. **Testing Cohort A** – Resident Assistants (30 students)
- II. **Testing Cohort B** – All Quarter 1 & All Quarter II Students (On-Campus Freshman, On-Campus Upperclassman, and Commuter) (430 students)
- III. **Testing Cohort 1** – August 24 – August 28 (200 students, faculty, and staff)\*\*
- IV. **Testing Cohort 2** – August 31 – September 4 (200 students, faculty, and staff)\*\*
- V. **Testing Cohort 3** – September 7 – September 11 (200 students, faculty, and staff)\*\*
- VI. **Testing Cohort 4** – October 19 – October 23 (200 students, faculty, and staff)\*\*
- VII. **Testing Cohort 5** – October 26 – October 30 (200 students, faculty, and staff)\*\*
- VIII. **Testing Cohort 6** – November 2 – November 6 (200 students, faculty, and staff)\*\*

*\*\*200 students, faculty, and staff is broken down into approximately 150 students and 50 faculty and staff. The blue highlights indicate the testing we need MMC to help with.*

### Proposed Schedule

Month	Date(s)	Quarter	Students		Faculty and Staff	
			Testing Cohort	Location	Testing Cohort	Location
July	July 21	Q1	A	Drive Through Testing	N/A	N/A
	July 31	Q1	As needed	Wellness Tent (Spence)	N/A	N/A
August	August 14	Q1	<b>B</b>	Wellness Tent (Spence)	N/A	N/A
	Week of August 24	Q1	<b>1</b>	TBD (MMC Feedback)	<b>1</b>	TBD (MMC Feedback)
September	Week of August 31	Q1	<b>2</b>	TBD (MMC Feedback)	<b>2</b>	TBD (MMC Feedback)
	Week of September 7	Q1	<b>3</b>	TBD (MMC Feedback)	<b>3</b>	TBD (MMC Feedback)
	September 21	Break	N/A	N/A	<i>Cohort I*</i>	Drive Through Testing
	September 27	Q2	<b>B</b>	Wellness Tent (Spence)	N/A	N/A
	September 28	Q2	N/A	N/A	<i>Cohort II*</i>	Drive Through Testing
October	October 9	Q2	<b>B</b>	Wellness Tent (Spence)	N/A	N/A
	Week of October 19	Q2	<b>4</b>	TBD (MMC Feedback)	<b>4</b>	TBD (MMC Feedback)
	Week of October 26	Q2	<b>5</b>	TBD (MMC Feedback)	<b>5</b>	TBD (MMC Feedback)
November	Week of Nov 2	Q2	<b>6</b>	TBD (MMC Feedback)	<b>6</b>	TBD (MMC Feedback)

*\*\*Cohorts I & II and Cohorts 1, 2, 3 etc. are distinctly different. Cohorts I & II are for internal purposes and are italicized to help indicate that.*



# SCREENING

Part of maintaining a safe environment is monitoring for symptoms of COVID-19. All students, faculty, staff and visitors will be required to undergo regular screening at the Wellness Tent. The Wellness Tent process includes a temperature check and a questionnaire. It will operate every morning Monday through Friday. Screenings for students will operate on a cycle of Cohorts A, B, and C.



# CLEANING

Regular and rigorous cleaning is another way to effectively mitigate virus spread. Our cleaning schedule in combination with our other measures further emphasize our commitment to a safe environment to learn and work. We have partnered with Aramark to provide our facilities maintenance services. Facilities maintenance includes the oversight and personnel that work to maintain the safety, aesthetic, and viability of the campus buildings and grounds. Part of that maintenance includes cleaning of buildings.

## **Campus-wide**

Aramark is committed to ensuring the safety and well-being of its employees, clients, and customers, as well as complying with all applicable laws. In their efforts to help prepare the campus to return to a new normal, important information on topics such as employee wellness, facial coverings, health screenings, cleaning, social distancing, and other steps Aramark is taking to help control the spread of COVID-19 are paramount.

The following universal measures are confirmed throughout the facilities where Aramark manages Custodial Services. The below measures will be performed daily during the cleaning process.

Aramark will utilize appropriate cleaning products and procedures and provide standard cleaning and disinfection practices which are critical in preventing the spread of infections. Thorough environmental cleaning and disinfection with special attention to frequently touched surfaces (such as door handles, toilet flush handles, light switches, restroom counters, elevator buttons, etc.) will be performed routinely with a disinfectant.

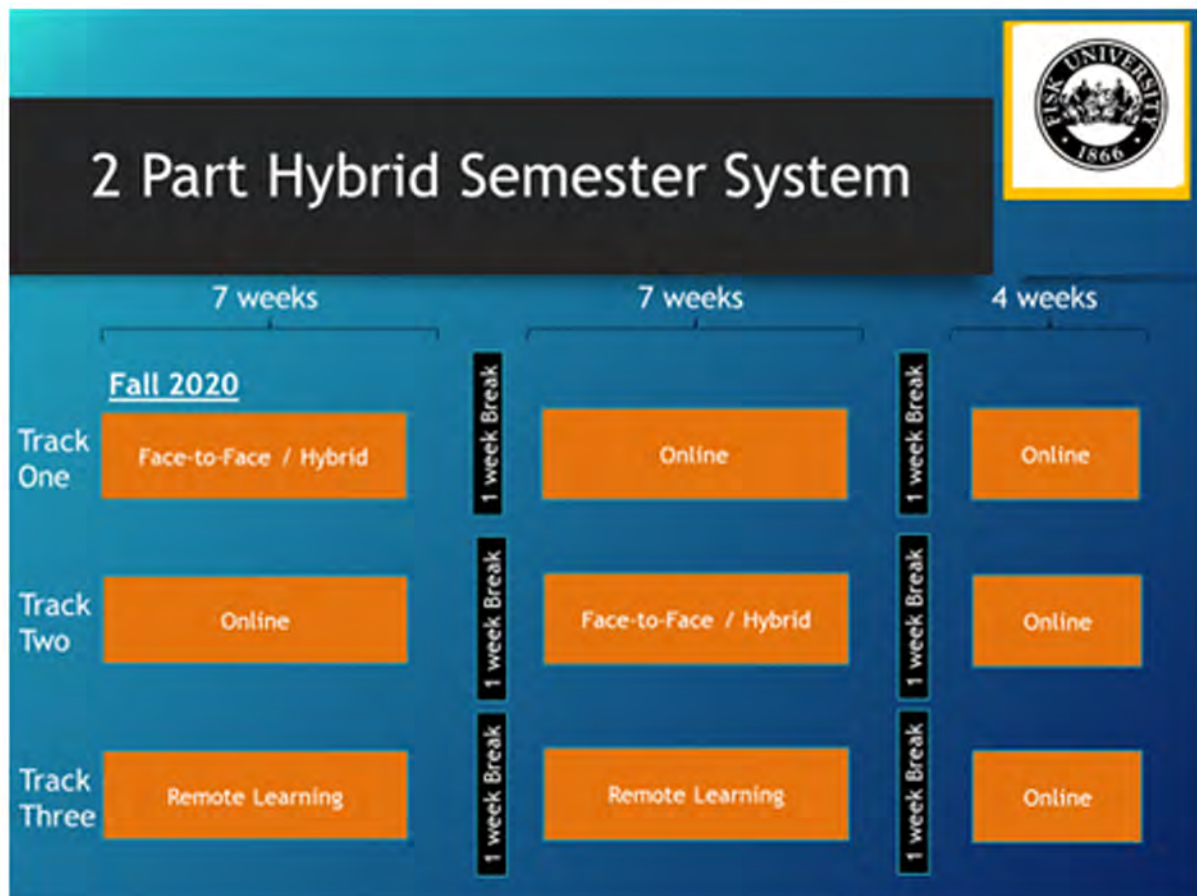
In addition to the increased cleaning of both high touch items and areas, all Aramark employees will be properly trained on use of all required Personal Protective Equipment (PPE) for all available cleaning products. The products will be ordered via an in-depth review of the safety data sheet (SDS) for any non-routine cleaning chemicals to ensure hazards have been identified. Aramark will also, ensure the proper training for donning and removing of PPE.

## **Faculty/Staff Offices**

In addition to Aramark's cleaning schedule, Fisk University will provide each administrative/academic office with a bucket/or suitable container that contains large sanitizing cleaning wipes, anti-viral cleaning spray, rubber gloves, as well as other cleaning supplies. Although we have taken steps to reduce the need for in-person contact through technological efficiencies, there may be times where in-person meetings occur. The provision of supplies is designed to assist administrative/academic faculty and staff to sanitize, disinfect, and clean all office surfaces within their specific work areas. We encourage our faculty and staff to clean their workspaces at regular intervals given the supplies provided.

# RESUMPTION OF NORMAL ACTIVITIES (RONA)

The Division of Academic Affairs has been busy at work since March 2020 making preparations to welcome our new and returning students back into the classroom. Two committees called Resumption of Normal Activities (RONA) committees were formed. RONA I was tasked with developing an academic plan for the resumption of normal activities. Additionally, the RONA I committee developed two plan options, a two mini-mester system and a two part hybrid semester system. Ultimately, President Rome in concert with the University Senior Leadership Team decided on a two- part hybrid semester system (below)



In the 2-Part Hybrid Semester System, Freshman, Select Athletes, Residential Assistants, and Ensemble Members will live in the residence halls. After the first 7 weeks, freshman will leave and then upperclassmen will move into the residence halls. The semester will begin on August 3, 2020 and conclude on November 13, 2020. Please see the entire RONA presentation for more information. Graduate students will take hybrid courses all semester. In addition, a remote option is available on a limited basis for students identified as part of a vulnerable population or students experiencing extenuating circumstances.

The RONA II committee was convened to develop COVID-19 Academic Affairs Policies and Procedures. The committee developed the procedures focusing on distance learning, faculty and staff responsiveness to emails, office hours, and basic distance learning principals to ensure that no matter the delivery method every student receives a Fisk Education. As part of these initiatives, a responsiveness reporting system is being developed whereby students can alert the Office of Academic Excellence and Student Performance (AESP) to the student's concerns and work with both the faculty/staff member and student to resolve issues. The committee has developed a series of policies for the faculty and staff of Academic Affairs. Both committees worked diligently through the summer to ensure that students would be able to return to campus this Fall.



# MOVE-IN AND MOVE OUT

## New Students / Transfers / Approved Early Returners – Hybrid Session 1

- The new students will be allowed to move-in on Thursday, July 30, 2020.
- The new students will be allowed to move-in from 9:00 am - 5:00 pm.
- The new students will report directly to their pre-assigned residence hall.
- New and returning international students will be allowed to move in on July 30, 2020.
- Men's Soccer and Women's Volleyball will be allowed to move in on July 30, 2020.
- The Jubilee Singers will be allowed to move-in on July 30, 2020.
- Select student leaders will be allowed to move-in on July 30, 2020.
- Resident Assistants will be allowed to move-in on July 21, 2020.

## Arrival Safety Pre-Cautions

- All students will only be assigned to single room.
- All students should have a negative COVID-19 test result upon arrival to campus.
- New students and support units will be required to wear masks.
- New students and support units will be recommended to wear gloves.
- All students and support units will be screened upon arrival to campus.
- Once screening is complete, new students and support units will be directed to their residence hall.
- Move-in will be contactless. Moving bins and dolly's will be provided.
- The student and two other people will be allowed in the room during move-in.
- Fisk Student ID CARDS for incoming freshmen will be printed and delivered to the residence halls for distributions with room keys.
- Residence Life and Campus Safety will coordinate directional traffic flow and amenities.
- It is critical that families follow the instructions that will be provided to them ahead of time.

## Move Out / Transition to Hybrid Session II

- The Residence Halls will be closed for Fall Break from September 21 – 25, 2020 for intensive cleaning.
- All students are required to vacate the premises.
- The new students/transfers are required to move out of the Residence Halls by Sunday, September 20, 2020 at 5:00 pm.
- Resident Assistants are required to move-out by Monday, September 21, 2020.
- Resident Assistants are required to arrive back to campus by Friday, September 25, 2020, at Noon.
- Residence Halls will open for returning students on Saturday, September 26, 2020 at 9:00 am.

***Social distancing guidelines will be employed, consistent with current Center for Disease Control and the Tennessee Department of Health guidelines. All visitors will be screened and approved, prior to entrance of campus. All visitors will also be required to wear mask.***



# CONFIGURING SPACES

Space configuration can be an asset in ensuring the campus community adheres to social distancing. The Senior Leadership Team conducted a campus walk through to identify ways we can safely socially distance by reconfiguring campus spaces. A few of the solutions that were identified can be found below.

- Converted the Residential Life on-campus housing options to single occupancy
- Reduced the maximum in-person class size to 15 students
- Installed sneeze guards in high traffic areas and that could not easily be reconfigured.
- Where spaces were not conducive to effective social distancing for faculty and staff, we have converted to reduced faculty and staff presence in shared spaces through staggered scheduling
- Office and space seating capacity has been reduced through the removal of additional seating. Office furniture has been rearranged to create a six-foot distance where formerly the arrangement was less than six-feet
- Where, in our estimation, spaces are entirely not conducive to social distancing we have closed off those spaces.
- We have installed maximum occupancy signs in all meeting rooms.
- Directional flow signs have been installed to create a one-way traffic flow where appropriate and feasible.
- Installed “stand here” floor signs to indicate where individuals should stand to effectively socially distance

# SUPPLIES PURCHASED

To help protect the campus community we have purchased various supplies. Some of the supplies include the below. All Fisk students, faculty, and staff will be supplied with a single cloth face mask. Our purchases are fluid and will continue to update in real-time, thus, the supplies listing here will only expand.

Each student will receive a back to school safety kit that will include: rubber gloves, a no touch tool, a reusable thermometer, a gold cloth mask, and sanitizing wipes and gel.

- The purchase of Heavy Duty Move In Carts
- The purchase of 30 Touchless Automatic Hand Sanitizers to Add our to Existing inventory of Sanitizers
- The purchase of thousands of Medical Face Masks
- The purchase of thousands of Disposable Face Masks
- The purchase of hundreds of cloth face masks
- The purchase of thousands of disposable gloves
- The purchase of Face Shields
- The purchase of Surgical Gowns
- The purchase of Body and Surface Temp Thermometers
- The purchase of Shoe Covers
- The purchase and installation of Sneeze Guards and Plexi Barriers
- The purchase of Hand Held UV Light Sanitizer Wands
- The purchase of UV Light Sanitizer Towers

# THIRD-PARTY PARTNERS

Fisk University has partnered with a couple of global companies with strong brands to deliver hospitality and facility services. Our partners have decades of experience and hundreds of higher education clients.

Aramark is now our facilities partner. You can see their COVID-19 information here: <https://www.aramark.com/landing-pages/covid-19>.

"To learn more about Aramark's facilities maintenance click here." This is Aramark's page: <https://www.aramark.com/industries/education/colleges-universities/facilities-services>

Sodexo is now our hospitality partner. You can see their COVID-19 information here: <https://www.sodexo.com/about-us/what-we-do/safety-culture/actions-to-mitigate-impacts-of-coronavirus.html>."

"To learn more about Sodexo's dining services click here." This is Sodexo's page: <https://go.sodexo.com/Dining-Solutions>

# SOCIAL DISTANCING TECHNOLOGY SOLUTIONS

The COVID-19 Task Force technology subcommittee has worked throughout the summer to develop a paperless campus plan. This plan involves identifying the areas on campus that have the most student foot traffic including the Registrar's Office, Academic Excellence and Student Performance, Financial Aid, Bursar, Student Life, and the Provost's Office. Forms and processes for each of these offices have been identified and prioritized for automation. The goal of automation is to allow students to initiate digital forms and circulate them automatically and virtually. The technology committee also investigated where issues originate and how they might be resolved without the need of additional forms. For example, changes have been made to the admissions process that will automatically assign students to particular advisors so that the advisors can handle most occurrences that would send students to the Registrar's Office.

Other upgrades include identifying EAB iFisk as the centralized communication tool between students, staff, and faculty. EAB iFisk will allow students to schedule an appointment with their advisor or any student support area. EAB iFisk kiosks will be set up in high traffic student areas that will allow students to sign up for an appointment.

Software for various classes have been upgraded to allow student access from any location. Course delivery software have been updated and expanded on campus to ensure that faculty have all the resources they need to deliver an engaging hybrid course.

For information on our various technologies and software, and instructions on how to access and use them, please go to the **Student Hub**



# SOCIAL DISTANCE GUIDELINES

Fisk University is practicing social distancing by providing guidelines for how to safely socially distance. According to the CDC, social distancing “also called ‘physical distancing,’ means keeping space between yourself and other people outside of your home.” We will also abide by methods to ensure the mitigation of COVID-19 through adapting behaviors and requiring face masks.

How will Fisk University implement social distancing and face masks?

- I. We will require everyone to remain six feet apart
- II. We will require the use of face masks
- III. We will strategically place sanitation dispensers with instructional signs in areas of high traffic and use
- IV. We will install floor markers and traffic flow signs indicating proper directional flow in buildings

What has Fisk University done to help facilitate social distancing and mitigation of virus spread?

- I. Single room occupancy for students
- II. Reconfigured offices to increase distance between desks and entry points
- III. One-way directional signs
- IV. Purchase and storage of face masks and hygienic supplies
- V. Staggered employee schedules to reduce density
- VI. Reduced seating capacity across campus
- VII. Use of space monitors in high traffic areas
- VIII. Increased cleaning schedule
- IX. Rearranged high touch areas for safety
- X. Reduced use of elevators

What does non-adherence to social distancing look like?

- I. Non-adherence means willfully or otherwise repetitiously failing to strictly adhere to the outlined guidelines on several occasions
- II. Including but not limited to not wearing a face mask, not standing six feet apart, ignoring directional signs, or clustering in groups

What should be done if someone is observed to be in non-compliance?

- I. Contact Denise Ragland or Thedric Brackett in Human Resources for faculty and staff
- II. Contact Dr. Natara Garvin for students

What happens if someone does not abide by the social distancing rules?

- I. An message will be sent as a warning to the alleged non-compliant party
  - a. The email will contain this document reiterating our rules of social distancing
- II. If the alleged non-compliant party is in violation of our social distancing rules there will be gradually increasing consequences

# EVENT/GROUP GATHERING GUIDELINES

Group gatherings play an essential role in communication and is sometimes the most effective way to share information. Groups gatherings can include events, meetings, clustering of people, athletic events, etc. These guidelines exclude classrooms because the university has additional safeguards for that environment. This document intends to outline the guidelines for gathering in groups until such time that these guidelines are no longer needed as indicated by Fisk University.

Group gatherings cannot begin until further notice to ensure we have conducted enough testing and temperature checks. Event requests forms are required. Please submit event requests through the link below.

[https://fisk.formstack.com/forms/event\\_request\\_student](https://fisk.formstack.com/forms/event_request_student)

The below information are guidelines for how to conduct safe events after the August 14, 2020 date. Fisk University has a social distancing policy and not abiding by the below is in violation of that policy which exists in the student, faculty, and staff handbooks.

## Guidelines

1. Must wear face covering
2. No groups larger than 10 people
  - a. The only exception is if you are participating in a Fisk University Athletics sanctioned activity with a coach present
3. Recommend meeting in outdoor spaces
4. Must be six feet apart
5. Recommend videoconferencing options
6. Recommend certain spaces (examples need to be provided)

If you have any questions about group gathering guidelines, excluding classroom learning with a professor present, please contact Katara Grissom in the Office of Events Management at [kgrissom@fisk.edu](mailto:kgrissom@fisk.edu).

<https://www.fisk.edu/about/administration/division-of-chief-of-staff/office-of-event-management/>

# ASSUMPTION OF THE RISKS

COVID-19 is an extremely contagious disease that has been declared a worldwide pandemic. COVID-19 is a novel coronavirus, meaning it has not been previously identified. Scientists are racing across the globe to learn more about this disease, however it is believed to spread through person-to-person contact, mainly through respiratory droplets produced when an infected person coughs, sneezes, or talks. A COVID-19 infection can result in severe illness, requiring hospitalization, admission to an intensive care unit, long-lasting or permanent new health conditions, and even death. Many teenagers and young adults mistakenly believe that they are not at risk for a severe COVID-19 infection and that they will only have mild symptoms, if any. In fact, younger persons can experience severe illness or die as a result of COVID-19, even if they are otherwise healthy.

Not all people exhibit symptoms of the disease even though they are infected and highly contagious, making it impossible discern whether it is safe to be around someone who does not appear sick. Because there is not yet a vaccine to immunize against the virus and because it is impossible to discern who may or may not be infected, federal, state and local governments and numerous businesses have taken measures to prohibit or restrict events, gatherings and activities that would involve or permit close contact.

Fisk dedicated significant resources to develop and implement preventative measures and best practices to help reduce the risk of COVID-19 on campus. But, preventative measures will only work to limit an outbreak on campus if everyone strictly follows all of the policies and protocols the University has implemented, without any exceptions. Even with Fisk's preventative measures in place, it is impossible to guarantee that no one on campus will become infected or spread the disease to others, resulting in an outbreak. **Any student or guest that is physically present on Fisk University's campus or who interacts with anyone else in-person places themselves at an increased risk of being infected by COVID-19 since Fisk's physical campus is a shared setting. ACCORDINGLY, ALL PERSONS WHO ARE PHYSICALLY PRESENT ON FISK'S CAMPUS MAY BE EXPOSED TO AND CONTRACT COVID-19 AND VOLUNTARILY ASSUME ALL RISKS OF EXPOSURE TO COVID-19, INCLUDING SEVERE ILLNESS, RESULTING HEALTH COMPLICATIONS OR CONDITIONS, HOSPITALIZATION, PERMANENT DISABILITY, AND DEATH, AND ALL COSTS OF CARE.**

# COMMUNICATION

The **Fisk COVID-19 Communication Hub** is the centralized resource of all COVID-19 related information for General Fisk Community. COVID-19 is a fluid, complex public health pandemic. Much like the events of the spring semester, circumstances change rapidly. Fisk University is committed to clear and rapid communication dissemination through this website, email, and social media outlets. The Fisk COVID-19 Communication Hub will remain the official communication mechanism for general COVID-19 related communications. However, ALL updates pertaining to incoming and returning students will be shared via **The Student Hub**.

## The Student Hub:

The Student Hub is the official site for all **student specific** information. This page will be focused on the updates and resources Fisk students will need to stay up-to-date on the ever changing COVID-19 pandemic. The Student Hub will have the most current and accurate information for returning and incoming students. It should be referred to when looking for official University updates. Fisk will also continue to communicate with students via their Fisk email so please stay alert and continue to check your emails.



# OUR COMMITTEE MEMBERS

## COVID-19 Taskforce

- Joseph Watkins (Chief of Staff and Operations) - Chair
- ClarLynda Williams-DeVane (Associate Professor Computer Science, Chair Data Science and Bioinformatics) -Co-Chair
- Dr. Vann Newkirk (Provost and Vice President for Academic Affairs)
- Willie Jude (Vice President for Student Affairs)
- Willie Hughey (Vice President for Finance and Chief Financial Officer)
- Mickey West (Chief of Campus Safety)
- Dr. Natara Garvin (Assistant Vice President and Dean of Student Engagement)
- Dr. Arnold Burger (Vice Provost for Faculty Initiatives)
- David Cobb (Director of Facilities Development)
- Brian Garner (Director of Information Technology Systems)
- Dr. Sajid Hussain (Associate Vice Provost for Innovation & Information Technology (CTO) and Discipline Coordinator of Data Science)
- Dr. Antwain Leach (Interim Assistant Dean, School of Humanities)
- Laura Purswell (HR Consultant)
- Jermaine Fisher (Executive Coordinator, Shared Services)
- Madeline Guinee (Director of Marketing and Communications)

## Resumption of Normal Activities (RONA)

- ClarLynda Williams-DeVane (Associate Professor Computer Science; Chair Data Science and Bioinformatics) - Chair
- Dr. Antwain Leach (Interim Assistant Dean, School of Humanities)
- Dr. Holly Hamby (Associate Professor of English; Chair, Arts and Literature)
- Dr. Shelia Peters (Associate Professor of Psychology)

[www.fisk.edu](http://www.fisk.edu)