Required Online Course for Return to Campus

Georgia Tech Human Resources sent an email to employees Aug. 11 notifying them of a required online course being administered as part of the return to campus. The course is titled Returning Safely to Campus and must be completed by Friday, Sept. 4.

Instructions to enroll in the Returning Safely to Campus course can be found in the attachment of this email. This course, which should take less than 15 minutes, must be completed by end-of-day Friday, Sept. 4.

To access the training module, visit training.hr.gatech.edu/d2l/home, select Course Catalog from the top menu bar, and search for Returning Safely to Campus.

If you have questions about the course or experience technical issues, email covid.recovery@gatech.edu.

Working and Learning Online During a Pandemic

Since the outbreak of Covid-19, universities across the country have pivoted to remote delivery and other technologies as a means to mimic the in-person setting. This transition was intended to prioritize safety while providing continuity of instruction, but it was not without challenges.

For the more than 14,000 learners in Georgia Tech’s Online Master of Science (OMS) programs, however, learning online is business as usual. These learners already carefully manage their time, adopt new technology, and take responsibility for their learning process.

They recently shared four tips for how to stay focused in a remote environment: Build a space conducive to learning. Manage your time wisely. Actively participate and leverage your community. Take care of your mental health. Read their full advice on the Professional Education blog at pe.gatech.edu/blog.
Returning to Campus Resources

Surveillance Testing Underway

Georgia Tech is taking an aggressive, multi-pronged approach for limiting the spread of the coronavirus on campus, a strategy that will depend heavily on support and participation from members of the campus community. The first part of Georgia Tech's strategy uses a surveillance program, which relies on a pooled testing approach that combines samples from multiple individuals and tests them as a group. Learn more about testing options at health.gatech.edu/coronavirus/testing-launched. Register for testing at mytest.gatech.edu.

Testing Notifications

All individuals who participate in the surveillance testing program will receive a notification that they are either recommended or not recommended for a follow-up diagnostic test. Add mytest@gatech.edu to your address book or email contacts list to avoid notifications being incorrectly filtered as spam. Those individuals who are recommended for a follow-up diagnostic test will receive a notification that the lab intends to use the sample they already provided. In some cases, an individual may be asked to return to a collection site to provide a new sample which will be used for the follow-up diagnostic test. Learn more at c.gatech.edu/notification.

Face Covering Distribution

Upon returning to campus, every employee will be given two reusable cloth face coverings. Employees should see their building manager to receive face coverings. All faculty, staff, students, and visitors should wear an appropriate face covering while inside campus facilities where 6 feet social distancing may not always be possible. Learn more about face coverings at hr.gatech.edu/face-coverings.
Aaron Fowler, director of Parking and Transportation Services, adheres physical distancing markers to the ground at the bus turnaround near the Student Center. The markers are one of several changes riders can expect to see on transit this semester.

Photo by Christopher Moore

More Recovery Resources

Employees should conduct a daily personal check before reporting for work. View the daily self-checklist at health.gatech.edu/coronavirus. Institute operations updates will continue to be shared via email and posted at health.gatech.edu/coronavirus/institute-operations.

View and download a pdf of employee resources to display in your office area at health.gatech.edu/coronavirus/employee-services-guide.

MARKING THE SPOT

Aaron Fowler, director of Parking and Transportation Services, adheres physical distancing markers to the ground at the bus turnaround near the Student Center. The markers are one of several changes riders can expect to see on transit this semester.
Fall Semester Comes With New Event Guidance

SPECIAL EVENTS AND PROTOCOL

Fall semester will not look the same. Event planners have the responsibility of determining when to move events online or bring them safely to campus.

If your event cannot move to a virtual format, planners are required to follow new temporary campus guidelines for any gathering other than academic classes, professional education programs, or department meetings.

Some details are outlined here. View the full fall campus event guidelines and a planner resource page at specialevents.gatech.edu/fall-2020-events.

Event Spaces

We strongly recommend that you plan in-person events in large outdoor spaces or spaces that are pre-approved and have a dedicated event coordinator to ensure that proper health and safety protocols are followed. Reservation requests outside of these spaces are subject to review by the Event Logistics Committee (ELC) to confirm their booking request.

Review and Approval Process

Information on the event review process is available on the Capital Planning and Space Management website and outlined in the full guidelines document.

Student Events

Additional guidance is available for student events. View the full guidance and resources for student groups at c.gatech.edu/studentorgevents.

Safety Protocols

Regardless of space selection, all events are expected to meet new safety protocols. View the full list of safety guidelines and download the full guidelines document, as well as resources and tips for meeting these protocols, at specialevents.gatech.edu/fall-2020-events.

Campus Buildings Update

To accommodate new cleaning schedules and hosting smaller classes, many buildings on campus will have revised availability this fall. Capital Planning and Space Management is in the process of updating this information, which will be shared at specialevents.gatech.edu and in Event Management System (EMS).

Campus Visitors

Departments hosting a campus visitor who is meeting with more than 15 people are responsible for maintaining information regarding whom the visitor came in contact with for a period of at least four weeks after the visit takes place.

FREQUENTLY ASKED QUESTIONS

Campus planners participated in a town hall Aug. 6 to ask questions about new procedures. Highlighted FAQs are below. Visit specialevents.gatech.edu/fall-2020-events for a link to the archived town hall presentation.

Should the event attendee number include event staff, caterers, or security?

If the staff member will be in the same space as the guests for the majority of the time, then yes. This would make them a part of your physical distancing calculations. Events often have staff members outside the event space for registration, setup, or security. Those individuals do not need to be counted, but must still adhere to physical distancing guidelines.

Am I required to check a guest’s temperature at an event?

No, temperature screenings are not required. It is one recommendation for health screening practices at an event.

What is the process of being invited to an ELC meeting? Do I need to schedule that?

Capital Planning and Space Management will reach out to you, if needed, when you request space in EMS. Not all events will require a presentation.

What qualifies as an event?

To slow the spread of the virus, we are looking at any function that has people gathering outside of class or professional education courses.

If someone has a high temperature, am I required to record it or report it to Stamps?

No, you are not required to report it. We do encourage you to have information on hand about testing at Stamps that you can offer the individual, but they are not required to take it. Planners cannot record an individual’s temperature and should not keep any records related to this.

What about events where a Georgia Tech staff member is not present?

Campus Services has event facilitators who will be available to attend student events. More information will be available on the Student Life website soon.

How can we learn about the new capacities for different spaces?

Planners can reach out to Maggie Nicholson in Capital Planning and Space Management (maggie.nicholson@cpsm.gatech.edu) or their building manager to learn new capacities. We are working on updating EMS and the Special Events website with this information as well.

How far in advance should we submit an event for approval?

We ask for a minimum of three weeks to allow the ELC to review the event.