

# Office of Student Affairs

## COVID-19 Student Handbook

### Addendum

In response to the Coronavirus (COVID-19) pandemic, new policies have been developed. These policies provide students information about changes that have been enacted to manage the COVID-19 pandemic. This information will be updated as needed regarding any changes or developments in addressing the COVID-19 virus. Updated on 8-7-20

*All COVID-19 policies and procedures requirements apply to all Andrew College property.*

*For any questions regarding COVID-19 policies or procedures contact [osa@andrewcollege.edu](mailto:osa@andrewcollege.edu) or call TIGER CARE at 229-310-0266.*

Welcome to the Andrew College Family!

Andrew College has guidelines in place to help prevent the spread of COVID-19 among our community members. We are committed to providing you with a safe and healthy learning environment.

Andrew College is continuously monitoring the coronavirus disease (COVID-19) and following all guidance from local health officials as it moves forward with policies for the fall. The health and security of all members of the Andrew College Family remains our top priority. Our administration is working on outlining protocols. As information is constantly changing, we will notify you by email of any changes in procedures for students.

Residential and commuter students on campus are asked to abide by the following procedures:

- 1) **Social Contract:** All students must complete the Social Contract by August 20, 2020. As students return to campus, it is important for them to act responsibly for the safety of themselves and others and to reduce the spread of COVID-19.
- 2) **Face Coverings:** Andrew College community and visitors are required to wear a cloth face covering or a mask (a disposable, or a surgical) that covers the mouth and nose while on campus. This includes the following areas:
  - a) Indoor public areas on campus, unless marked otherwise. This includes but is not limited to all non-private offices, common areas of the gym, classroom buildings, classrooms, labs, office buildings, restrooms, residential spaces such as lobbies, other common spaces in residence halls, conference rooms, break rooms, library, and the dining hall (except while seated and eating).
  - b) Faculty members can exercise their right to ask students to leave the classroom if they are not wearing a mask, unless where there is an exception for disability.
  - c) Coaches will advise athletes on requirements on masks during practices and games.

*Exceptions to this policy for a disability must be obtained in writing from the office of disability services at 229-732-5962 or [disabilityservices@andrewcollege.edu](mailto:disabilityservices@andrewcollege.edu).*

- 3) **Visitors:** For health and safety reasons, access to residence halls will be restricted. Only persons living in a residence hall will have access to that building. The only exception to this policy is during move-in day. Commuter students and off campus visitors will not have access to the residence halls. In addition, approved visitors must wear a mask and socially

distance while on campus. Visitors are approved to meet within the Student Center (located in the Old Main Building) and outdoor public areas on campus. Approved visitors must abide by the social distancing guidelines, the approval process for visitors and the self-screening tool on our website to determine if they are permitted to come on campus. Visitors must not come on campus if they are sick.

The self-screening tool can be found online at: <https://forms.gle/8LopFyPBbdR2qH3F8>

4) **Travel:** Per current CDC guidelines, students on campus should avoid all non-essential travel. This includes trips to and from their home residence. All students should follow state, local health department and CDC recommendations.

5) **Per CDC’s recommendations the following are in effect:**

1. Avoid large groups of people.
2. Avoid shaking hands.
3. Cover your mouth and nose with a cloth face covering, a disposable mask, or a surgical mask.
4. Stay more than 6 feet apart (2 arms’ lengths) from others.
5. Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer.
6. Avoid touching your eyes, nose, and mouth with unwashed hands.
7. Cover your cough or sneeze with a tissue, then throw the tissue away.
8. Remain alert for symptoms of COVID-19 including but not limited to:

<ul style="list-style-type: none"> <li>• Fever</li> <li>• Cough</li> <li>• Shortness of Breath</li> <li>• Nausea</li> </ul>	<ul style="list-style-type: none"> <li>• Chills</li> <li>• Muscle Pain</li> <li>• Repeated Shaking with Chills</li> <li>• Diarrhea</li> </ul>	<ul style="list-style-type: none"> <li>• Headache</li> <li>• Sore Throat</li> <li>• New Loss of Taste/ Smell</li> <li>• Congestion or runny nose</li> </ul>
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9. If you develop any of the above symptoms, call and speak with a medical professional before arriving at the health care facility.
10. If you feel sick, seek medical attention and contact TIGER CARE at 229-310-0266.

6) **COVID-19 Self-Screening:** To support the safety of all students and the entire Andrew College community, the college has mandated a Social Contract. This Social Contract requires students to self-screen daily for symptoms of the COVID-19 virus before coming on campus.

If a student is experiencing symptoms SEEK MEDICAL ATTENTION if needed, and contact the TIGER CARE number at 229-310-0266. Do not go to class if you are sick or exhibiting symptoms of COVID-19.

Students should bring a personal thermometer to daily monitor their temperature as part of the self-screening process (preferably this should be done at the same time each day). If a student needs their temperature taken they can contact the following offices: Office of Student Affairs at 229-310-0266, Academic Affairs at 229-732-5971, Admissions at 229-732-5938 or the Athletic Department at 229-732-5904.

The Self-Screening Questionnaire is available online at <https://forms.gle/8LopFyPBbdR2qH3F8>. Please check the [CDC website](#) for the most current information regarding COVID-19 symptoms.

- 7) **Student Isolation Housing:** Students that test positive for the COVID-19 virus are required to go home for their recovery process. Local health professionals in coordination with Andrew College may deem it necessary for a student to be placed in isolation housing. Students are required to follow these instructions for your own health and safety as well as that of the Andrew College community. If isolation housing is recommended, the College reserves the right to move a student from their assigned residential space into isolation. The period of isolation will be determined on a case-by-case basis by medical professionals.
- 8) **COVID-19 Policy on Refunds:** If a student’s COVID-19 status requires assistance with complementing coursework, they can contact for guidance; their professors, Academic Affairs and the Office of Student Affairs. Moving to online classes and/or moving out of residential housing without withdrawing from the college, does not constitute a room or board refund. Moving from face to face classes to online classes does not constitute a tuition refund. If the student decides to withdraw from the college, they will receive a refund according to the college's withdrawal policy (please see table below).

<b>Date of Withdrawal</b>	<b>Tuition Refund</b>	<b>Housing Refund</b>	<b>Boarding Refund</b>
If enrolled 0-2 days from 1 <sup>st</sup> class day	100%	80%	94%
If enrolled 3-7 days from 1 <sup>st</sup> class day	80%	80%	94%
If enrolled 8-14 days from 1 <sup>st</sup> class day	40%	0%	88%
If enrolled 15+ from 1 <sup>st</sup> class day	0%	0%	Prorated by week

- 9) **COVID-19 Medical Assistance:** Any student contacting a faculty or staff member regarding having COVID-19 symptoms will be instructed to seek medical attention and to contact TIGER CARE (229-310-0266) for additional assistance.

IF YOU THINK YOU ARE SICK DO NOT GO TO CLASS OR ATTEND ANY CAMPUS ACTIVITIES.

**Students call 9-1-1 for all emergencies.**

**For all emergencies and COVID-19 symptoms, seek medical attention.**

The following medical facilities are in our area:

**Southwest Georgia Regional Medical Center EMERGENCY ROOM  
361 Randolph St, Cuthbert GA 39840  
IN CASE OF EMERGENCY CALL: 9-1-1  
Additional Emergency Room Phone Numbers: 229-209-1363 or 229-209-1233**

If you are not experiencing life threatening issues but want to seek testing, the following two agencies are available in our local area:

**Public Health Department  
207 N Webster Street, Cuthbert, GA 39840  
Phone: 229-732-2414**

**Randolph Medical Associates  
125 Mc Donald Ave, Cuthbert, GA 39840  
Phone: 229-209-1371**

- 10) **Health and Medical Care Services:** Well Tree On-Call provides limited medical services to Andrew College students. Students may consult with a physician or PA, free of charge, 7 days a week, 24 hours a day through Telemedicine, Health Advocate and Doctors Online. Students who wish to participate in the health program may enroll at the beginning of the Fall and Spring semester. Depending on the care needed, physicians may provide a prescription or refer the student to their primary physician.
- Should a student need medical treatment or need to see a doctor, there are doctors' offices and an emergency room within walking distance of campus; however, the student may receive treatment where he or she chooses.
  - The local Health Department is also available for student healthcare needs, which are subject to cost, and based on student income.
  - Andrew College is NOT responsible for any medical expenses occurred while at the College; and does not provide medical coverage or student health plan options.

If you need more information about Well Tree On-Call or how to enroll please contact James McCoy, Dean of Student Affairs at [jamesmccoy@andrewcollege.edu](mailto:jamesmccoy@andrewcollege.edu) or (229) 732-5950.

11) **Aspire Counseling:** Aspire provides Individual Counseling and Therapy as well as Peer Support. Aspire is focused on leading the community in hope and recovery. Their programs ranges from youth with mental health concerns, to adults in recovery from substance abuse. Aspire can assist with healing, and recovery or if you just need someone to talk with about your concerns.

Aspire's Services:

- In-Person Individual Counseling and Therapy Sessions
- Group Therapy
- Virtual Counseling and Therapy Sessions
- Peer Support
- Crisis Intervention
- Developmental Disability Services

**If you are in a crisis, please call 9-1-1.**

*For more information or to schedule an appointment, please contact the Dean of Student Affairs at [jamesmccoy@andrewcollege.edu](mailto:jamesmccoy@andrewcollege.edu) or (229) 732-5950; if after office hours then call the Office of Student Affairs duty phone at 229-310-0266 to speak with a staff member on-call.*

12) **Enforcement of COVID-19 Policies and Procedures:** Our plan relies on the full understanding, support, and cooperation of everyone at Andrew College. Anyone who fails to comply with College protocols, and policies will be in violation of the Code of Conduct.

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## **STUDENT SIGNATURE**

I, \_\_\_\_\_, agree to the above terms and guidelines.  
Cell Number: \_\_\_\_\_ Room Number: \_\_\_\_\_  
Emergency Contact Name: \_\_\_\_\_ Contact Number: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*All students are required to acknowledge receiving and reviewing all COVID-19 policies and procedures at <https://forms.gle/yRLXq5nnzD4cV6Bh7>*

A review of this document policies and the completion of student electronic signature is due before the first day of class.