

# Office of Student Affairs

## COVID Student Handbook

### Addendum

In response to the Coronavirus (COVID) pandemic, new policies have been developed. These policies provide students information about changes that have been enacted to manage the COVID pandemic. This information will be updated as needed regarding any changes or developments in addressing the COVID virus. Updated on 01-6-2022.

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

*For any questions regarding COVID 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 among our community members. We are committed to providing you with a safe and healthy learning environment.

Andrew College strongly encourages all students and employees to get the COVID vaccine. Please note that Andrew College will most likely require all students and employees to obtain the COVID vaccine within four months of full FDA approval. The College is continuously monitoring the coronavirus disease (COVID) and following all guidance from local health officials as it moves forward with policies for this academic year. 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 changes, we will notify you by email of any updates in procedures for students.

Residential and Commuter Students on campus are asked to abide by the following procedures:

- 1) In order to be considered fully vaccinated you must meet the following requirements:
  - a. Two weeks after their second dose in a 2-dose series, such as the Pfizer, Moderna vaccines, **or**
  - b. Two weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine.

If you don't meet these requirements, regardless of your age, you are NOT fully vaccinated. Keep taking all precautions until you are fully vaccinated. Your vaccine status can be submitted by completing the **Social Contract and Initial Screening Questionnaire**.

- 2) **Social Contract and Initial Screening Questionnaire**: The Social Contract and Initial Screening Questionnaire is available online at <https://forms.gle/8LopFyPBbdR2qH3F8>.
  - a. **Social Contract**: All students are required to complete the Social Contract by *January 11, 2022*. This contract acknowledges a mutual agreement to be accountable for your actions in order to help reduce the spread of COVID.
  - b. **Initial Screening Questionnaire**: To support the safety of all students and the entire Andrew College community, the college has mandated an Initial Screening Questionnaire. This requires that all students;
    - i. Complete the one-time online questionnaire by January 11, 2022.
    - ii. Self-monitor daily for symptoms of the COVID virus before coming on campus. Please check the [CDC website](#) for the most current information regarding COVID symptoms.

- iii. If a student is experiencing emergency warning signs and 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.
- iv. Students who are not fully vaccinated should bring a personal thermometer to monitor their temperature daily as part of the self-monitoring 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. Digital thermometers are also available on the first floors of Old Main, Rhodes Hall, Fort Hall and Mitchell Hall.

### 3) **Face Coverings:**

- a. Andrew College requires **all students** (regardless of COVID vaccination status) to wear a cloth face covering or disposable mask on campus in the following areas:

Indoor public areas on campus, unless marked otherwise. This includes, but is not limited to, 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). Exceptions to this policy include:

- i. Fully vaccinated faculty members have the option of choosing whether to wear a mask while teaching when physical distancing can be achieved.
  - ii. Fully vaccinated faculty, staff or students who choose not to wear a cloth face covering or disposable mask in outdoor public areas on campus.
- b. **Not fully vaccinated students** are required to wear a cloth face covering or disposable mask in outdoor public areas on campus.

### 4) **Indoor Events:**

- Only fully vaccinated spectators may attend indoor athletic or social events.
  - i. Tiger Passes will be used for admittance to certain events.
- Coaches will advise athletes on requirements for masks during practices and games.

- 5) **Visitation:** Only fully vaccinated individuals can participate in residence hall and inter-hall visitation. This includes campus residents, commuter students, and off campus guests. All individuals are required to follow the face covering, campus guest and visitation policies.

6) **Per CDC’s recommendations, the following are in effect for students:**

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 including but not limited to:

<ul style="list-style-type: none"><li>• Fever or chills</li><li>• Cough</li><li>• Shortness of breath or difficulty breathing</li></ul>	<ul style="list-style-type: none"><li>• Muscle or body aches</li><li>• Diarrhea</li><li>• Nausea or vomiting</li><li>• Fatigue</li></ul>	<ul style="list-style-type: none"><li>• Headache</li><li>• Sore throat</li><li>• New loss of taste or 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.

7) **Student Housing Regarding COVID:** Students who are awaiting test results or who test positive for COVID are required to leave campus for the duration of the quarantine period. Local health professionals in coordination with Andrew College may deem it necessary for a student to be placed on isolation status. The at home isolation timeframe will be determined on a case-by-case basis by medical professionals. Students are required to follow these instructions for your own health and safety as well as that of the college community.

8) **COVID Policy on Refunds:** If a student’s COVID status requires assistance with completing coursework, they can contact their professors, Academic Affairs and the Office of Student Affairs for guidance. 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 from the 1<sup>st</sup> class day</b>	<b>Tuition Refund</b>	<b>Housing Refund</b>	<b>Board Refund</b>
0-2 Days	100%	80%	94%
3-7 Days	80%	80%	94%
8-14 Days	40%	0%	88%
15+ Days	0%	0%	Prorated By Week

9) **Medical Assistance:** Any student contacting a faculty or staff member regarding COVID symptoms (or other contagions) 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 symptoms, seek medical attention.**

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

**Care Connect Convenient Care – Cuthbert**  
**125 McDonald Ave, Cuthbert, GA 39840**  
**Phone: 229-732-6536**

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

**IN CASE OF EMERGENCY CALL: 9-1-1**

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 a clinic 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 Jaleesa Richardson, Dean of Student Affairs at [jaleesarichardson@andrewcollege.edu](mailto:jaleesarichardson@andrewcollege.edu) or (229) 732-5952.

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

Services:

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

**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 [jaleesarichardson@andrewcollege.edu](mailto:jaleesarichardson@andrewcollege.edu) or (229) 732-5952; 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 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 (Signature or E-sign required)**

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 receipt and review all COVID policies and procedures at <https://forms.gle/yRLXq5nnzD4cV6Bh7>*

A review of this document's policies and the completion of the student electronic signature is due by January 11, 2022. Returning students from Fall 2021 who previously completed the documentation would not need to resubmit.