BRING BACK THE BULLDOGS:

A Guide for Returning to Campus

This guide is continually updated. For the most recent version go to samford.edu/go/covidguide.

Revision History
View latest updates

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Guiding Principles

Samford’s response to the COVID-19 pandemic is focused on mitigating the risks for contracting and transmitting the virus among employees, students and others, while continuing to be a place of superior learning and personal development.

The health and welfare of everyone at Samford is a shared responsibility. Living, learning and working together this fall will require discipline and personal responsibility by everyone.

The university will be guided by the orders and ordinances of the City of Homewood, Jefferson County and the State of Alabama as well as recommendations of the Centers for Disease Control and Prevention, the Alabama Department of Public Health, the Occupational Safety and Health Administration (OSHA), the Jefferson County Department of Health, the United States Department of Education, the Equal Employment Opportunity, and Samford’s Pandemic Response Team and Continuity of Instruction Task Force, among others.

*Our knowledge and understanding of the COVID-19 virus continue to evolve and our plans will be updated as more information becomes available. Be sure to regularly visit [samford.edu/go/coronavirus](http://samford.edu/go/coronavirus) for new information.*

Return to Campus

Expectations and Guidelines

Every student, employee, campus contractor, vendor, volunteer or visitor must comply with the requirements set forth in this document. Failure to do so may not only increase the risk of viral transmission to you and others, but may also result in disciplinary action. Read this document thoroughly and carefully. We each have a personal responsibility to guard our health and the health of others.

Disclaimer of Contract

The Bring Back the Bulldogs manual is for information and instruction purposes only. It does not constitute a contract between Samford University and any student, employee, contractor, agent or other person or entity. None of its provisions are to be construed as or deemed to be contractual in nature.
**Scenario Planning**

As part of its planning process, Samford developed a generalized framework to help guide decision making based on the level of community spread of COVID-19 on campus and in our region. This framework defines four scenarios and applies more stringent protocols as community spread increases. For purposes of this guide, it is assumed that the campus will operate during the Fall 2020 semester under either the Safer SAM or the Contain SAM scenario. At any time, the university may adopt recommendations from multiple scenarios in order to help safeguard the campus community. You can read more about scenario planning at [samford.edu/emergency/information/coronavirus/planning](http://samford.edu/emergency/information/coronavirus/planning).

**Academic Calendar**

August 24 will be the first day of classes for the Fall semester for all students other than the Cumberland School of Law, where classes begin August 17.

All on-campus instruction will end prior to the Thanksgiving holiday in order to conclude personal interactions as soon as possible and to encourage students to limit weekend and holiday travel. Undergraduate students will complete the semester by Tuesday, November 24, and graduate programs will continue after Thanksgiving as determined by the respective schools and programs. Graduate students will hear directly from their academic dean or program director regarding their end of term schedules.

Labor Day and Fall Break will not be observed as holidays, and instead shall be regular class and work days for students and employees. This will allow for an earlier conclusion of the Fall semester.

**Classroom Setup and Practices**

Classrooms shall be governed by university standards for traffic flow, circulation, signage, maximum capacity and social distancing. Face coverings and social distancing will be required in all public spaces. Additional information for specific courses and classrooms may be provided in course syllabi.
COVID-19 Testing

Samford is participating in the GuideSafe™ entry to campus program. All Samford students returning for the Fall semester must complete a free COVID-19 test, supported by CARES Act funding through the State of Alabama. Students will receive specific information about testing via e-mail. Samford employees must also complete a free COVID-19 test; additional information about employee testing will be provided soon.

In order to identify COVID-19 hotspots across our campus, Samford will utilize sentinel testing which includes, random testing of a percentage of our students and employees on a weekly basis to provide insights to the prevalence of COVID-19 virus among our population.

Symptom Monitoring

All Samford employees and students will be required to perform self-health checks daily and report any COVID-19 related symptoms via Samford HealthCheck. Instructions on how to access Samford Healthcheck will be provided soon. Prior to entering the campus or leaving your residence hall, everyone must screen themselves for COVID-19 symptoms. You should update your symptoms on Samford Healthcheck daily. You must be free of ANY COVID-19 symptoms in order to report to work, class or otherwise interact with others on campus. These symptoms include, but are not limited to, the following:

- 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

Students experiencing any of the above-listed symptoms must call University Health Services at (205) 726-2835 to be assessed. University Health Services will help you make arrangements for COVID-19
testing, if needed. Employees with any of the above-listed symptoms should contact their health care provider and be tested, if required.

ALL employees and students shall immediately report to Covid19health@samford.edu confirmed or suspected cases of COVID-19; or exposure to an individual with a confirmed or suspected case of COVID-19. Reports shall be made within two hours of first obtaining any reportable information.

**Quarantine and Isolation**

Employees, students, volunteers and regular campus contractors with confirmed COVID-19 must isolate for 10 days from the date of the positive COVID-19 test if asymptomatic, or for 10 days from the onset of symptoms, and be symptom free for 24 hours before returning to campus.

Students, employees, volunteers, contractors and visitors residing in a dwelling with a person who tests positive for COVID-19, regardless of whether there has been close contact, must quarantine for 14 days following last exposure. Students, employees, volunteers, contractors and visitors who have been in close contact with a person who tests positive for COVID-19 must self-quarantine for 14 days before returning to campus. Close contact is defined as any individual within 6 feet of an infected person for at least 15 minutes. Individuals in quarantine shall self-monitor their symptom development (check temperature twice daily) and keep a record of the results.

Anyone who is diagnosed (tests positive) for COVID-19 or is exposed to a person with diagnosed COVID-19 must isolate or quarantine at home if possible. A person in quarantine must remain exclusively in the assigned space for 14 days (no exceptions). Samford will have limited quarantine and isolation space on campus for residential students while they make plans to return home.

**Vulnerable Populations**

According to the CDC, individuals with certain conditions may have a higher risk for COVID-19 infection and severe symptoms. Those conditions include:

- **Older adults (among adults, the risk for severe illness from COVID-19 increases with age, adults aged 65 and older at highest risk).**

- **People of any age with the following conditions are at increased risk of severe illness from COVID-19:**
  - Chronic kidney disease
  - COPD (chronic obstructive pulmonary disease)
  - Immunocompromised state (weakened immune system) from solid organ transplant
• Obesity (body mass index [BMI] of 30 or higher)
• Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
• Sickle cell disease
• Type 2 diabetes mellitus

The CDC notes that there are limited data and information about the impact of underlying medical conditions and whether those conditions increase the risk for severe illness from COVID-19. Based on current knowledge, the CDC advises that people with the following conditions might be at an increased risk for severe illness from COVID-19:

• Asthma (moderate-to-severe)
• Cerebrovascular disease (affects blood vessels and blood supply to the brain)
• Cystic fibrosis
• Hypertension or high blood pressure
• Immunocompromised state (weakened immune system) from blood or bone marrow transplant, immune deficiencies, HIV, use of corticosteroids, or use of other immune weakening medicines
• Neurologic conditions, such as dementia
• Liver disease
• Pregnancy
• Pulmonary fibrosis (having damaged or scarred lung tissues)
• Smoking
• Thalassemia (a type of blood disorder)
• Type 1 diabetes mellitus

Students with any of the above-listed conditions should contact Disability Resources at disability@samford.edu or (205) 726-4078 for additional information.

Employees who have self-identified as being in a vulnerable category or who serve as a primary caregiver of someone in a vulnerable classification may request administrative or engineering controls by completing the survey provided by Human Resources. According to Occupational Safety and Health Administration (OSHA) definitions, most Samford job positions will have moderate or low risk of COVID-19 exposure, although some employees who have particular off-campus responsibilities (e.g. hospital clinical experiences) may have increased exposure risks. To address the needs of at-risk individuals and/or variable work conditions, administrative controls, engineering controls and additional safe work practices may be implemented.
Health and Safety Guidance

Personal Practices

Face Masks/Cloth Face Coverings

Face coverings are required in all public spaces on campus including classrooms, libraries, event venues, public or shared restrooms and dining facilities. Face coverings are critical in minimizing COVID-19 risks to you and those near you. Masks and cloth face coverings are not substitutes for social distancing. Samford will provide employees and students with one face mask. Students should purchase and bring to campus additional face coverings. A variety of masks will be available for purchase in the Samford Shop.

Exceptions: Face coverings are not required in the following limited circumstances:

• While alone in a confined room such as an office or a student’s assigned residence hall room or apartment (This does not include meeting rooms, break rooms, hallways or other shared spaces).
• When eating or drinking, while observing all otherwise applicable safety guidances.
• In open outdoor areas where social distancing is easily maintained (This does not include parking lots, sidewalks, building entrances, running/walking trails and other areas where individuals are likely to pass in close proximity).
• Approved face shields may be used by faculty during in-person lectures only.

Use and Care of Face Coverings

For additional information regarding cloth face coverings, including how to create, wear and care for homemade face coverings, visit the CDC website.

Putting on a face covering:

• Wash your hands or use hand sanitizer before handling the face covering
• Ensure that the face covering fits over the nose and under the chin
• Situate the face covering with the nose wire snug against the nose (where applicable)
• Tie straps behind the head and neck or loop around the ears
• Avoid touching the front of the face covering
Taking off a face covering:
- Do not touch your eyes, nose, or mouth when removing the face covering
- Loop your finger into the strap and pull the strap away from the ear or untie the straps
- Wash hands or use hand sanitizer immediately after removing

Care, storage and laundering a face covering:
- Keep the face covering stored in a paper bag when not in use
- Cloth face coverings should not be used more than one day without being washed daily
- Cloth face coverings should be laundered with a regular clothing detergent before the first use, and thereafter following each use
- Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated
- Disposable masks must not be used for more than one day and be immediately discarded if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated

Social Distancing
Maintaining space between you and others is one of the best ways to avoid exposure to COVID-19 and to slow its spread. Since the virus can spread by people before they have symptoms, it is important to maintain an appropriate distance from others at all times. Everyone on campus must practice social distancing by (1) staying at least 6 feet (about two arms’ length) from other people at all times and (2) staying out of crowded places and avoiding large gatherings.

Social distancing must be observed in classrooms, labs, gathering areas (indoors and outdoors), food venues, event and athletic venues, restrooms and conference rooms.

In some campus locations, such as some laboratory instruction, 6 foot separation may not be possible. Risks can still be minimized by limiting close contact to the fullest extent possible, using engineering controls such as physical barriers, and wearing personal protective equipment such as face masks, face shields, goggles and gloves.
Supervisors will evaluate individual offices within their respective areas of responsibility and other work areas to implement physical setups that facilitate social distancing.

In classrooms, offices and various other spaces, social distancing will be maximized by furniture placement and space configurations. Seating diagrams and maximum capacities will be displayed in each classroom. Reservations and assigned seating may be required in some facilities to aid sanitization and contact tracing, and to minimize the use of high-touch surfaces.

**Hand Washing**

Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands with the sanitizer and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash or sanitize your hands after touching your face. Hand sanitizer dispensers will be placed in building entrances and exits.

**Coughing/Sneezing Hygiene**

If you are in a private setting and do not have on your cloth face covering, you should still cover your mouth and nose with a tissue or the inside of your elbow when you cough or sneeze. Promptly dispose used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not available, clean your hands with an alcohol-based hand sanitizer that contains at least 60% alcohol.
Cleaning/Disinfection

Custodial services are performed in Samford buildings by SSC Services for Education, a subsidiary of Compass Group.

The entire campus will be sanitized using electrostatic sprayers and CDC/EPA approved products prior to the Fall Semester. Thereafter, all common areas, classrooms, shared bathrooms, locker rooms, meeting spaces, etc., will be sanitized using electrostatic sprayers twice daily.

Residence halls are cleaned by SSC according to university standards. High touch surfaces in common areas such as doorknobs, handrails, and elevator buttons are cleaned twice daily. Shared or community bathrooms are cleaned with an electrostatic sprayer or comparable method at least twice daily.

Students should clean their personal spaces and items daily, giving particular attention to high touch items such as light switches, cell phones, doorknobs, furniture handles, bathroom sinks, toilets and bathing areas.

Employees should sanitize their office spaces and high touch surfaces in their offices twice daily (in the morning and before lunch). This includes desks, computer keyboards, staplers and surfaces on the desk, light switches, doorknobs, copy machines, phones and cell phones. Cleaning supplies can be requested from supervisors or the Purchasing Department.

Students and employees should maintain disinfectant wipes and hand sanitizer for their personal use. Disinfectant wipes and hand sanitizer will be available for purchase in the Samford Shop. Employees may also request those supplies through the Purchasing Department.

Enter/Exit Control

Entry to campus buildings will be restricted. Your Samford Identification Card may be required for entry to some buildings. Exterior doors may not be held or propped open for any reason.

Familiarize yourself with campus signage that identifies building access points. Building occupants must observe instructions regarding traffic flow directions, building entrances and exits, elevator usage and room capacities.

Please read before entering.

- Face coverings are required in all public spaces on campus.
- Do not enter and contact your health care provider if you have:
  - Fever
  - Cough
  - Shortness of Breath
- Please keep 6 feet between yourself and others.

Physical distancing and sanitization practices are in compliance with CDC guidelines.
Food Service

Food service will be provided by Sodexo pursuant to applicable government health standards, including those for ServSafe operations, and university requirements, including the following:

- **High touch surfaces in dining areas will be sanitized at scheduled intervals throughout the day.**
- **Food service operations will comply with university standards for traffic flow, pedestrian circulation, signage and social distancing.**
- **A reservations system for dining in the Caf, facilitated by the Grubhub app, will be utilized.**
- **Stanchions, hand sanitizers, plexiglass, signage and other controls will be installed in queue areas and other locations in the Caf.**
- **When practicable, contactless service techniques will be used, such as cashless payment, card “tap,” wireless payment technologies, and door props.**
- **Food service hours will be extended to align with extended class schedules.**
- **Students and employees shall wear face coverings when standing or moving about food service areas or when queueing for entrance. Face coverings may be removed and properly stored while eating.**
- **Personal Protective Equipment (PPE) is required for all food service employees, including gloves and face coverings. Face shields are also required for front-line Sodexo employees with direct customer contact.**
- **Food service employees will receive specific COVID-19 training.**

Menus and Food Distribution

- **Dining patrons are encouraged to order take-out food for all meals. Grab-and-go menu options will be expanded.**
- **New food distribution points will be established, such as food trucks, food lockers, concession areas and catering.**
- **Grocery boxes will be available for sale that will allow students to prepare their own meals.**
- **Self-service food and drink stations will be closed. Utensils, plates, cups and condiments will be single-use and disposable.**
Health and Wellness Resources

**University Health Services**

Samford University Health Services will be open by appointment only for students and employees Monday-Friday 8:00 a.m. to 4:30 p.m. If after-hours care is required, patients should contact St. Vincent’s Urgent Care or their preferred health care provider.

**IMPORTANT** If you have symptoms of COVID-19, or believe you have been exposed to COVID-19, then CALL University Health Services at (205) 726-2835. **DO NOT** visit the clinic without first calling for an assessment and instructions. If you believe you have been exposed to COVID-19 email Covid19health@samford.edu.

**University Counseling and Support**

University Counseling services are offered to all Samford students. All sessions will be virtual this fall and by appointment only. If you have questions about your eligibility for services or need to speak with a counselor, contact the University Counseling staff at counseling@samford.edu or 205-726-4083.

The CARE Team is available to support students with academic and personal concerns. If you or someone you know might benefit from contact with the CARE Team, please submit a CARE form to initiate support.

The Office of Spiritual Life staff are also available to students and employees for pastoral support and spiritual encouragement. You can reach them at osl@samford.edu or 205-726-2825.

**Residence Life**

**Limiting COVID-19 in Residence Halls**

In order to mitigate the spread of COVID-19, the Office of Residence Life is implementing the following practices:

- **Social distancing** will be required during move-in, including, but not limited to, social distancing, extended schedules to minimize populations and proximities in hallways and stairwells, and baseline health checks.
- **Triple occupancy** will not be allowed. Double occupancy of some rooms may be reduced to single occupancy.
• Social distancing will be required in all common spaces in residence halls, including lobbies, hallways, stairwells and other shared restrooms. Shared spaces that cannot accommodate social distancing will be closed or have maximum occupancies.

• Only students who live in a residence hall will be admitted to the building.

• Visitation in private rooms is prohibited.

• Face coverings are required throughout all residence halls, except when a student is in his or her assigned room or apartment.

• Temperature checks may be required.

• Ice machines and water fountains without touchless fill stations will be turned off.

• Students may be required to get an influenza vaccine once available.

Healthy Habits in Residence Halls

• Students should open windows and doors daily to allow fresh air in buildings where possible.

• Hand sanitizers will be placed in building entrances and exits.

• No touch entries for hallway and stairway doors will be provided as possible.

• Upon request, students in double occupancy residence hall rooms will be provided a clear curtain room partition.

• Plexiglass will be installed in Residence Life offices and may be installed in shared spaces.

• Resident Assistants (RAs) will be trained to recognize COVID-19 symptoms.

• Students should perform self-health checks daily and report any COVID-19 related symptoms via Samford HealthCheck.

• Residential students should have hand sanitizers, cloth face coverings, a thermometer and disinfectant wipes. These supplies will be available for purchase in the Samford Shop.

• Scheduled use of community bathrooms may be required to reduce occupancy and promote social distancing.

• Students should keep personal logs of off-
campus activities and locations traveled.

- Healthy Habit signage will be prominently displayed.
- Residential students will receive training on Healthy Habits.

**Quarantine and Self-isolation for Residential Students**

- Students must self-isolate and quarantine according to Samford COVID-19 protocols.
- If exposed to COVID-19 students should return to their homes to quarantine. Residential Life will offer a limited number of short term quarantine spaces while students make arrangements to return home. If a student is exposed to or tests positive for COVID-19, he or she should return to and isolate at home, considering guidance provided by the Jefferson County Department of Health (JCDH). Campus housing charges are not refundable for students who leave campus to quarantine or isolate.
- Students identified by the JCDH or public health agency as a contact to a person with confirmed COVID-19, and asymptomatic students sharing spaces with those confirmed cases or exposure, may be required to relocate to a different housing location (on or off campus) for an indeterminate amount of time.
- Samford may close a portion or all of a residence hall if one or more incidents of COVID-19 in the facility are classified as moderate or substantial spread or if closure is deemed necessary by the JCDH or Samford.
- Samford will endeavor to provide for the basic needs of students who must quarantine or isolate on campus such as food, wellness checks and mental health support.

**Guidance for Workplace Scenarios**

**Working in Office Environments**

If you work in an open environment, maintain at least 6 feet distance from others. If possible, have at least one workspace separating you from a co-worker. Wear a face mask or face covering at all times while in a shared work space or work room.

Open work environments and meeting rooms will be individually assessed for protective measures such as configurations and maximum capacities that promote social distancing among occupants.

Visual cues such as floor decals, colored tape, or signs may be used to indicate appropriate spacing while waiting in line.

One-way directional signage will be used in large open work spaces with multiple through-ways to increase distance between individuals moving through the space.
Certain stairways will be dedicated for one-way traffic (up or down) if the building design allows.

No more than one person should be in a single office unless 6 feet of distancing can be consistently maintained. If more than one person is in an office, face coverings should be worn at all times. A face covering is not required if you are working alone in a confined office space (does not include partitioned work areas in a large open environment). Face coverings should be worn by all employees working in a reception or receiving area. Face coverings should be also used in any facility where others are present, including hallways, break rooms, conference rooms and other meeting locations.

**Restrooms**

Maximum occupancy of restrooms will be based on the number of sinks. Wash your hands thoroughly after using the restroom to reduce the potential transmission of the virus. Face coverings should be worn in restrooms occupied by more than one person.

**Stairs and Elevators**

Use stairs whenever possible. Look to see if a stairway is marked for one-way travel (up or down), and if so, comply with the directional signage. Elevators should be used sparingly to avoid close proximity with others. While on stairs or in elevators, face coverings are required if you are alone or with others. Avoid touching the elevator buttons with your exposed hand or fingers. Wash your hands using soap and water or an alcohol-based hand sanitizer with greater than 60% alcohol after departing an elevator.

**Meetings**

Congregating in groups increases the risk of viral transmission. Meetings should be held to the fullest extent possible using one of the many available collaboration tools such as Zoom, WebEx, Microsoft Teams and telephone conferences. In-person meetings are subject to the restrictions imposed by local, state and federal orders, which vary from time to time and are also dependent upon the size of the meeting venue. Meeting attendance should not exceed the social distancing room capacity, which requires individuals to maintain 6 feet of separation for social distancing requirements. All shared spaces such as conference rooms have been setup for proper social distancing and chairs and tables should not be moved. All attendees must wear a face covering while sharing space in a common room. Employees should communicate with colleagues and supervisors by email, instant message, texts, telephone or the afore-mentioned collaboration tools rather than face-to-face.
**Travel**

Students and employees should not travel internationally within 14 days prior to their initial arrival to campus for Fall 2020.

Only essential business travel shall be permitted for employees and paid by Samford. For their personal well-being and in consideration of the health of others in the campus community, students and employees are strongly encouraged to refrain from personal travel outside of the United States throughout the Fall semester.

Employees and students traveling internationally during the Fall 2020 semester are required to self-quarantine at their expense for 14 days in an off-campus location upon returning to the United States. If significant community spread occurs either on-campus or in proximity to campus, quarantine requirements may be revised.

The CDC no longer requires a 14-day quarantine for individuals arriving to the U.S. from international locations. However, all Samford employees and students are encouraged to follow normal preventative steps including social distancing, masking and handwashing, and monitor their health upon returning from international travel.

**Events and Visitors**

In order to mitigate COVID-19 related risks, all external events, other than a limited number of previously contracted wedding ceremonies in Reid Chapel, are not being scheduled at this time.

Internal events must be limited to small groups, and face coverings and social distancing are required. When feasible, events should be held remotely using the previously mentioned collaboration tools. In person gatherings will be limited in accordance with applicable local, state and federal requirements and should not exceed the established social distancing maximum occupancy, with individuals maintaining 6 feet of separation.

Until further notice, visitors are not allowed on campus. Exceptions include family members assisting with move-in day, prospective students registered for campus tours through the Office of Admission and approved vendors.
Resources

University Resources

Samford Coronavirus Website
Bring Back the Bulldogs Planning and Recommendations
Academic Calendar
Athletics
Bookstore (Samford Shop)
Counseling Services
Dining
Disability Resources
Faculty Success Collaborative
Financial Services (Samford One Stop)
Greek Life
Health Services
Human Resources
Spiritual Life
Technology Services
Transportation Services

External Resources

Centers for Disease Control (CDC)
Alabama Department of Public Health
Jefferson County Department of Public Health