

## **Facilities**

- HEPA Filters: 250 Air-purifiers equipped with Medical Grade HEPA Filters and UV-C lamps are being installed in every actively used auditorium and classroom on campus. We expect all 250 to be delivered by the end of this week (September 4, 2020). 09/03/2020. *Installation completed 09/04/20*
- Cleaning Supplies: Each Building Coordinator is responsible for placing a work order through facilities every two weeks for disinfectant wipes. A list of all Building Coordinators can be found at <https://www.tnitech.edu/safety/building-coord.php> 09/03/2020
- Outdoor Space: An order has been placed for fifty (50) picnic tables and fifty (50) tree surround benches. An expected arrival date has not yet been provided by the supplier; we will provide an update when it is received. Facilities will be placing these throughout the campus in a way that is minimally invasive to groundskeeping while providing the best possible distribution. 09/03/2020
- Personal Protective Equipment (PPE): PPE has been distributed to all students that arrived at the designated distribution centers. Surplus PPE will be delivered to colleges and departments for additional needs mid-September. 09/03/2020
- Humanity Shields: 600 Humanity Shields (face shields) were divided among the colleges for distribution to all faculty on-campus. 09/03/2020

## **ITS**

- Cameras: The 192 Poly Studio cameras ordered for teaching classrooms have arrived on campus and will be deployed as quickly as possible. ITS will be coordinating the deployment of these cameras with Department Chairs. If you have specific questions or concerns about your classroom, please work directly with your Department Chair. 09/03/2020

## **Enrollment Management**

- Preview Day: Dates have been set for September 26<sup>th</sup>, October 2<sup>nd</sup>, and October 3<sup>rd</sup>. Please see Appendix A and Appendix B for more detailed information. 09/04/2020

## **Appendix A**

### **Preview Day Email from Dr. Steve Keller to Deans on September 3, 2020**

The three Preview Day events (September 26, October 2, and October 3) are quickly approaching, and I would like to thank you for your steady willingness to support new student recruitment. It's a privilege to work with each of you.

Safety during these events is of the utmost importance. The attached document outlines all of the safety precautions that are currently underway. We are always open to additional safety precautions, so please let me know if you have any additions you would like us to implement. We will also be sharing this document with all department chairs on campus and will review it with them during our one-on-one Preview Day planning meetings over the next two weeks. Faculty members who have signed up to participate will also receive a copy directly from me.

#### **Relevant Preview Day Completed Activities:**

- Creation of an event landing page - <https://www.tntech.edu/previewday/>
- Sent invitations to prospective students including 5,000 mail invitations to top prospects
- Made location-specific safety plans for all event venues

#### **Upcoming Preview Day Action Items:**

- Admissions will meet virtually with each department chair to go over the new event schedule, discuss safety precautions, and offer program planning assistance
- Mandatory faculty virtual information sessions will be held on September 8 (11 - 11:30am) and September 16 (3 - 3:30pm). An email with the meeting link will be sent this afternoon.

What questions do you have? How can I help?

Thanks, again!

## **Appendix B**

### **Safety Measures for Preview Day(s) 2020, Updated August 31, 2020**

1. Three Preview Day events will be held instead of a single event to reduce crowd size and allow for social distancing
2. Each Preview Day event will have a capped attendance and students will only be allowed to bring a single guest
3. Preview Day students and guests will be divided into small groups who will remain together for the duration of the event
4. All guests will be seated individually by ushers during the opening session and lunch to properly distance all attendees
5. Each guest will be required to successfully complete a temperature scan before being allowed to enter the arena and attend the remainder of the event.
6. Instead of hosting all university programs on the Quad underneath tents, individual colleges will host smaller college fairs/demonstrations in venues across campus where each program can have sufficient space to spread out
7. Only a controlled amount of students and guests will be allowed in each small college fair at any given time. The flow of students and their guests will be controlled by tour guides who will direct each group.
8. There will be 15 minutes in between each visiting group of students to allow for all surfaces to be sanitized before new people will be allowed in each location
9. Social distancing circles and lines will be placed in front of each table/display and across campus wherever students may form a queue or gather around a display
10. Lunch will happen at different times and in different locations for different groups
11. Each group will be guided across campus using pre-defined routes to eliminate groups from coming into contact one with another as they move from one location to the next
12. All guests will be required to wear face coverings and strictly adhere to social distancing guidelines. Guests who are unwilling to wear face coverings will not be allowed to participate.
13. Hand sanitation stations will be strategically placed across campus
14. Each department on campus will be assisted by a member of Admissions during planning and implementation of the event to help support a consistent safety experience for all participating faculty and staff
15. Messages will be sent to each registered the day before each event asking for students or guests who have any illness symptoms to not attend
16. All registered student contact information will be shared with each college prior to each event