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Five Things You Should Know This Week

University Communications and Marketing

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## Five Things You Should Know This Week

Georgia Southern University

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Jan. 25, 2021

In accordance with our Return to Campus plan, here are **Five Four Things You Should Know This Week**:

**1. The latest information on vaccines**

The Georgia Department of Public Health is reporting that vaccine supply is very limited. Public health departments are scheduling vaccines by appointment only, as are most other providers. Depending on vaccine supply allocations from the federal government, it may be weeks before additional providers will have vaccines available for quicker and more widespread distribution. For up-to-date COVID-19 information in Chatham and Liberty counties, visit <https://covid19.gachd.org/>. In Bulloch County, find out more at <https://www.sehdph.org/interested-in-receiving-your-covid-19-vaccine/>.

Georgia Southern continues our plans to be a provider of the vaccine for our students, faculty, staff and immediate families in accordance with the phased approach established by the CDC and Georgia Department of Public Health. When details and/or vaccines are available, information will be emailed directly to those who qualify. In support of our employees being vaccinated against COVID-19, we are asking supervisors to be as flexible as possible with employee work schedules to allow everyone the opportunity to receive both doses of the vaccine. While supervisors and employees must still report time accurately, it is appropriate to allow employees to flex their schedule to accommodate appointments for vaccinations. In many cases, individuals will be notified with short notice that a vaccine appointment is available for them and we should be as accommodating as possible.

**2. COVID-19 testing availability continues in our region**

Mako Medical has contracted with the Georgia Department of Health to provide COVID-19 testing services in our area for anyone who wants a test for any reason. To register for Mako Medical COVID-19 testing in Bulloch and Chatham county locations, please visit <https://mako.exchange/splash/GAmakotesting/>. The Georgia Department of Public Health will continue to offer free COVID-19 testing in other areas. To schedule an appointment at one of these COVID-19 testing sites, call 1-855-473-4374 or visit [covid19.dph.ga.gov](https://covid19.dph.ga.gov) for all other public health testing locations.

**3. The annual performance evaluation process is underway**

All full-time Georgia Southern Staff will be evaluated annually on their work performance. Performance evaluations should be used for supervisors and employees to further communicate about performance, as well as set goals, expectations and development opportunities for the coming year. That process began for staff employees this month. The evaluation will be based on performance between January 1, 2020 – December 31, 2020. The forms are available at <https://jobs.georgiasouthern.edu/pd/evaluations/>. Completed and signed evaluations and position descriptions are due by Feb. 26 through an HR MyHelp Ticket or by emailing [hrservice@georgiasouthern.edu](mailto:hrservice@georgiasouthern.edu).

**4. Please remain vigilant with public health guidelines**

Help prevent the spread of the virus by practicing social distancing, both inside and outside of the classroom. When inside campus buildings, maintain at least six feet of distance and wear a mask when conversing with others. Georgia Southern continues to prioritize the health and safety of students, faculty and staff, and help ensure the well-being of the community. Everyone at the University has an individual responsibility to contribute to proper behavior and to adhere to public health guidance to protect themselves and others as well as to help contain the spread of the virus. Institutional controls are only as effective as the willingness of individuals to carry them out. Find out more at <https://www.georgiasouthern.edu/covid-19-information/campus-health-faculty-staff/>.