A Message from the President

Hello LOC Community!

We know you have been anxiously waiting to be updated on our plans for the 2020-2021 Academic year, and we have been busy with preparations to be sure you will return to a welcoming and safe learning experience. We want to assure you and your families that we continue to monitor the guidance from local and national officials regarding the COVID-19 pandemic and while we have many safety procedures and protocols already in place, we will always make adjustments to our plans in the best interest of our students, faculty, and staff. (Please carefully read the attached information regarding our Reopening).

All Classes will resume on August 12th REMOTELY and we expect to begin a hybrid model of remote and in-person learning on September 8th, after Labor Day. During August, we will be asking students and faculty to give us feedback about what is working and ways we might improve the learning and student activity experiences for everyone, while maintaining your health and safety as a top priority.

Every LOC student will receive a Microsoft Surface Pro Laptop and we will mail or SCHEDULE drive by pick-up for August 6th - 8th. Training sessions for students on the best use of the technology equipment will occur August 10-11th. You will receive more information from our IT Department.

We will limit the number of students in our dormitory and expect to welcome back students who are staying on campus using a move-in schedule on September 2 – 5, pending advisements from the health department. We are excited about a new partnership with Methodist Le Bonheur Healthcare which allows us to offer testing and screening requirements located on our campus. IT IS VERY IMPORTANT THAT YOU READ THE ATTACHED DOCUMENT FROM OUR ACADEMIC and STUDENT SERVICES TEAMS, which applies to ALL students.

We have made many changes to the day-to-day operations of the campus related to sanitation, signage, masks, and limits to student gatherings. We hope and expect that you will join us in doing all you can to practice social distancing, wearing masks, and washing hands frequently. We are in this together and we look forward to a Magical year for everyone in the LeMoyne-Owen College community. Thanks for choosing LOC!

Gratefully,

Dr. Carol Johnson Dean
Carol Johnson Dean
Interim President
Executive Summary

As we plan for the beginning of the 2020-2021 academic year, LeMoyne-Owen College has been actively addressing the new realities related to the novel coronavirus (COVID-19) pandemic. In response to the pandemic the College has developed a Reopening plan that is based on guidance from the Shelby County Health Department (SCHD) and the Centers for Prevention and Disease Control (CDC). The central focus of this plan is to protect our students, faculty, and staff.

Our guiding principles are to prepare the campus to be a safe learning environment and workplace. We will accomplish this by managing and controlling access points, requiring facial coverings and physical distancing of all persons on campus (i.e., students, faculty, staff, administrators, contractors, vendors, and visitors), practicing social distancing, reducing touch points, providing alcohol-based sanitizer dispensers throughout the campus, and continually monitoring conditions and communicating changes to the campus community. The COVID Task Force, a cross-section of administrators, faculty, and staff appointed by the President, began work during the spring 2020 semester and will remain vigilant to enforce outlined protocols and practices to ensure the health and safety of the campus community. This plan is a living document that will be periodically updated to align with new guidance as it evolves.

Community mitigation strategies will remain important and will be based on updated guidelines in response to this fluid situation. The following precautions will be implemented:

- New cleaning procedures have been implemented and a new contractor has been hired to provide on-going cleaning of the campus
- Daily checks including temperature and health screening will be initiated. The Daily Questionnaire is included in the appendices
- Class sizes will be reduced to approximately 20% capacity
- Occupancy guidelines will be posted for meeting and conference workspaces
- New student, faculty, and staff orientations procedures have been developed to provide best practices for limiting the spread of COVID-19
- CDC recommended six feet of distance between individuals will be enforced
- On-campus housing will be assigned at reduced capacity and furniture in these areas will be modified to encourage appropriate social distancing
- Communal spaces will be limited by capacity guidelines
- New classroom protocols have been developed
- Face coverings will be required to be worn by all students, faculty, staff, and visitors

Personal responsibility is key to a successful reopening! Sick persons must stay home. Sick and quarantined students must relocate according to their personal emergency plans. Students should develop a personal emergency plan to relocate in the event they become ill.

Vulnerable populations with pre-existing medical conditions (i.e., hypertension, diabetes, asthma, obesity) will be encouraged to self-report and request accommodations according to applicable American with Disabilities Act (ADA) laws. Students should contact the Office of Disability Services. Faculty and staff should consult the Office of Human Resources. Contact tracing policies and procedures will be implemented per the Shelby County Department of Public Health.

Because the safety of students, staff, faculty, and visitors is our top priority, we have developed this opening plan. We are excited to welcome you back to campus and we want to share the measures that we have implemented to keep you safe. We thank you for your patience and cooperation as we continue to adjust to the new normal necessitated by COVID-19.
Plan for In-Person Operations and Instruction

LeMoyne-Owen College will implement a phased return to normal operations in a thoughtful and careful manner to provide guidelines and protocols to protect our students, faculty, staff, and visitors. Working remotely and instruction may be available as an alternative learning and work option. It is understood that the College will conduct daily campus monitoring with guidance from the Centers for Disease Control and Prevention (CDC), federal, state, and local public health authorities. We are prepared should there need to be a return to remote instruction due to a change in local conditions, campus conditions, local health care capacity to absorb sick individuals from campus or reinstatement of Phase I (state of emergency) by the Governor or Mayor. Appropriate, continuous oversight and guidance will be provided by the College’s COVID-19 Task Force.

Faculty, staff, and students will return to an in-person campus environment that supports a strong detection and response framework as well as enhanced cleaning and social distancing protocols necessary to comply with health and safety best practices. All facilities have been surveyed to determine maximum capacity based on social distancing requirements of at least 6 feet. Each Division of the college will provide standard language for faculty to incorporate into their syllabi and class instruction regarding classroom protocols as it relates to assigned seating, social distancing, and class attendance. Individualized plans have been developed to promote safe in-person instruction. Plans for in-person instruction include the following (non-exhaustive):

- Modification to seating to reduce capacity in classrooms, lecture halls, conference rooms
- Assigned seating with class attendance recorded by instructor
- Installing sneeze guards and/or panels to separate adjacent areas in identified workspaces
- All persons on campus will be required to wear face coverings when at work or in class around other individuals or common spaces
- Removing/limiting shared workspaces and group/lab partner work assignments
- Every building will have clear signage to identify ingress and egress procedures
- Using floor decals and signage to direct traffic and maintain 6 feet distance
- Implementing elevator ridership limits, signage will be placed to indicate number individuals allowed to use elevator with priority given to disabled persons. Floor decals will be placed in elevator to indicate where to stand
- In-class gatherings/meetings must allow for a minimum of 6 feet distance between participants
- The College will continue to monitor local health conditions to make data-based decisions regarding campus operations. In-person classes will be suspended for a designated period if there is a campus outbreak
Health and Safety Measures

DEEP CLEANING AND DISINFECTION
Reducing the spread of a virus in public spaces through cleaning and disinfecting is key for prevention. Daily deep cleaning protocols have been established and campus-wide sanitation efforts have been revised in response to COVID-19. A new cleaning company has been employed with the capability to perform the deep cleaning necessary to combat the spread of the COVID-19 and other viruses.

FACILITIES/ADMINISTRATIVE SERVICES ARE RESPONSIBLE FOR:
• Routine cleaning of all buildings, facilities, and common/public restrooms on the campus.
• Routine cleaning of high touch surfaces: elevator buttons, light switches, countertops, handrails, door handles/knobs, and counter surfaces.
• Cleaning and disinfecting all public/common bathroom facilities twice daily with close attention to faucets, toilets, and sinks.
• After-hours electrostatic cleaning and foggers of high traffic areas such as Dining Hall, Student Center and Library.

INCREASED SANITATION
Access to hand sanitizing stations and disinfecting wipes has been increased throughout the campus. Hand sanitizers and/or disinfecting wipes will be placed in academic classrooms, as well as at building entrances, and high traffic areas.

The College will provide reusable masks and hand sanitizer stations have been placed throughout the campus. Students must always wear masks and are encouraged to carry hand sanitizer and disinfecting wipes while they are on campus throughout the day.

TEXT LOCSAFELY TO 72727 FOR UPDATES, SAFETY ANNOUNCEMENTS, AND LINKS TO RESOURCES
LeMoyne-Owen College cannot guarantee immunity from sickness. We will do our best to provide a healthy environment and adhere to the guidance of local, state and federal health officials.
The following list, non-exhaustive, of tasks have been completed or are ongoing to ensure the safety of the College community:

- Require the use of cloth face coverings.
- Ensure adequate supplies to support healthy hygiene. This includes hand sanitizer containing at least 60 percent alcohol, paper towels, disinfectant wipes, and disposable face coverings.
- Post signs in highly visible locations that promote everyday protective measures that describe how to stop the spread of germs by properly washing hands and wearing face coverings.
- Engaged new cleaning company to provide environmental cleaning.
- Ordered a sufficient stock of personal protective equipment (PPE) for faculty, staff, and students.
- Reduced capacity in residence hall.
- Identified dedicated staff to enhance cleaning and disinfecting measures.
- Will conduct daily screenings of faculty, staff, students, and essential visitors.
- Offer mental health support through EAP and Counseling Center.
- Maintain HIPAA & FERPA compliance and avoid stigmatizing persons who test positive for COVID-19.
- Vendors and contractors operating on College property must adhere to the same risks and mitigation guidelines.
- In the dining hall, buffet-style self-serve food and beverage stations will be eliminated and replaced with disposable pre-packaged options.
- Diners will wear face coverings when moving about the facility. These may be removed when eating.
- Physical distancing guidelines will be maintained: the number of tables and chairs in the dining hall will be limited to support occupancy guidelines.
- Visitation is prohibited in the residence hall until further notice.
- Furniture will be reconfigured to support physical distancing guidelines. There will be posted occupancy guidelines, and extra seating will be removed.
- Process developed for high risk individuals with pre-existing conditions to request special accommodations through the Human Resources Department (employees) and the Office of Disability Services (students).
- Events and social activities will be restricted; physical distancing of 6 feet will be required.
- Implemented a Laundry Room schedule to minimize transitions.
- Occupancy signage and floor prompts will be posted to remind everyone of physical distancing in queues.
- Staff will practice proper hand hygiene, clean, and disinfect frequently touched areas throughout the day and monitor symptoms. Their temperature will be checked before each shift by their supervisor.
- Completed staff training for COVID-19 infection, prevention, and safe utilization of personal protective equipment.
- Implemented administrative mitigation measures to screen all students for appointments and implemented a no walk-in policy.
- Scheduled Fall influenza shot clinics.
- Implemented environmental mitigation by reconfiguring waiting areas to support physical distancing, improved visit flow to separate respiratory and non-respiratory patients, and installed splash barriers.
- Support campus community with telehealth and other platforms.
Containment and Isolation Plan

LeMoyne-Owen College is committed to ensuring that all campus community members remain as safe and healthy as possible during the COVID-19 pandemic. Towards that end, the COVID Containment Plan is based on the latest guidance and considerations from state and local public health officials.

Definitions:
Isolation means to restrict contact due to confirmed illness.
Quarantine means to restrict contact with others due to confirmed exposure to illness.

Protocols:
Mandated Isolation: Involves remaining in your home or residence with zero public contact due to a positive COVID-19 test, with or without active symptoms. The amount of time in isolation will be dependent on the length of illness, presence of symptoms, and medical provider’s guidance.

Mandated Quarantine: Involves remaining in your home or residence with limited public contact due to confirmed exposure to COVID-19. This is usually determined by the Department of Public Health through investigation and surveillance of current active COVID-19 cases.

- Mandated Quarantine requires 14 days of isolation, symptom-free, from the date of exposure. A department of health official will inform you of how long you must quarantine.
- Students are responsible for informing Student Services of a positive COVID diagnosis or exposure by emailing studentservices@loc.edu. Student Services will coordinate meal delivery, outreach, and informing appropriate College personnel.
- Students in quarantine are expected to continue to participate in their coursework remotely.
- Students may not leave their rooms except to use the restroom.
- Students may not have visitors.
- Students are required to wear a face covering and maintain six (6) feet of distance when in the presence of others.
- Students are required to engage in a telehealth COVID screening and follow all recommendations of their health care provider.
- Students must be medically cleared by the campus nurse or the student’s personal medical provider to leave quarantine.
- Such mandated quarantine involves no less than 14 days of confinement.
All individuals living on or coming to campus are required to conduct a daily symptom self-assessment.

- All individuals are encouraged to take their temperature each day to monitor if they are becoming ill.
- Magic Stations, where health screenings are conducted and PPE is distributed, are strategically set up throughout the campus.
- Anyone with a temperature of 100.4 degrees or higher should not report to campus. Students living in residence halls must remain in their rooms.
- Faculty and staff who have a temperature of 100.4 degrees or higher, must also contact their health provider and inform their supervisor, division chair, or human resources. Students should contact the Dean of Students or designee at studentservices@loc.edu.
- In addition to a temperature check, all individuals must complete a daily assessment of symptoms, which include the following:
  - Fever
  - Cough
  - Shortness of breath or difficulty breathing
  - Fever
  - Chills
  - Muscle pains
  - Headache
  - Sore throat
  - Digestive issues or diarrhea
  - New loss of smell or taste
- For the latest symptoms of Coronavirus, frequently check the CDC website.
- If you have one or more of the symptoms identified — or if you otherwise feel ill for any reason — stay at home or in your room. Do not report to work or attend classes. If symptoms allow, complete your work remotely.

Before moving into the dormitory, all students are required to submit their COVID Positive Plan to Student Services and the Medical Assessment Form included in the On Campus Living and Learning Contract.

The Dean of Students will monitor absenteeism and maintain an Incident Report Log. The Dean of Students will notify instructors that a student will be absent from class for a defined period. Students must develop a personal emergency plan to allow for relocation off-campus and should call the Dean of Students within 24 hours if they are symptomatic or test positive for COVID-19. Vulnerable populations with pre-existing conditions (hypertension, diabetes, asthma, obesity) and/or caring for a sick family member may self-report to the Office of Disability Services to request reasonable accommodations.

Test. Trace. Relocate.

Students who are sick with COVID-19 must isolate and relocate from the campus for the current recommended time of 14 days. Students who must quarantine due to exposure to COVID-19, such as roommates/suitmates, must also relocate from the campus for the currently recommended period of 14 days.

July 2020
FACULTY

Faculty are strongly encouraged to be tested for COVID-19. Faculty should monitor themselves for symptoms of COVID-19 and check their temperature daily. Faculty should seek medical care/evaluation from their health provider and provide a medical clearance letter/note indicating that they may return to work to Human Resources (hr@loc.edu).

Vulnerable populations with pre-existing conditions (hypertension, diabetes, asthma, obesity) and/or those caring for a sick family member may self-report to HR to request accommodations.

STAFF

Staff should monitor themselves for symptoms of COVID-19 and have their temperature checked daily upon arrival to campus. Supervisors and Vice Presidents will track staff attendance and report absences via payroll timesheets. Contact tracing will be implemented and the local Health Department will be contacted. Staff should seek medical care/evaluation from their health provider and submit a medical clearance letter/note indicating that they may return to work to Human Resources (hr@loc.edu). Staff should notify HR if their COVID-19 test is positive and work remotely, if feasible, during isolation or quarantine. Vulnerable populations with pre-existing conditions (hypertension, diabetes, asthma, obesity) and/or those caring for a sick family member may self-report to HR.

Faculty

In light of the COVID-19 pandemic, all faculty should prepare syllabi to deliver courses remotely if Tennessee implements Stay at Home Orders during the semester.

CLASSROOMS

- Class schedules have been modified. The traditional 3 credit hour classes will meet either on MW or on TR for 80 minutes each class period. Fridays will be reserved for meetings, office hours, and training sessions. Additionally, a deep cleaning of all public areas will occur on Fridays. For ASAP and other non-traditional 3-credit hour courses, see PowerCampus for the adjusted times/days.

  - The Academic Calendar has been modified.
    - Wednesday, August 12, 2020: First day of traditional classes
    - Thursday, November 12, 2020: Last day of traditional classes
    - Friday, November 13, 2020: Review day
    - Monday, November 16 through Thursday November 19, 2020: Final exams
    - Tuesday, November 24, 2020: Grades due by close of business
    - Wednesday, November 25 through Sunday November 29, 2020: Thanksgiving Holiday
    - Monday, November 30 through Friday December 4, 2020: End of semester reporting and Divisional tasks

- Hybrid mode of instruction: With the implementation of hybrid classrooms, classes will be taught remotely to the majority of the students enrolled, while a small percentage of students may attend class face-to-face (F2F). The remote and F2F sessions will be taught synchronously (at the same time) during the time slot published for the class in PowerCampus. Where offered, two sections of each course will be posted in PowerCampus (one remote and the other F2F). Students must be enrolled in the F2F section in order to attend in person. Seating will be limited, so students are encouraged to speak to their advisor or
division chair to request F2F instruction as soon as possible. In some cases, F2F instruction may not be possible for certain classes. Please consult with your advisor to develop a schedule that is best for you.

- Disinfecting wipes and hand sanitizers in classrooms: Sanitizing products will be provided in all classrooms. It will be your responsibility to wipe down your teaching area, including smart board controls, pens, erasers, etc as you enter the room prior to teaching each session. Students should be instructed to wipe down their seating area with wipes upon entry for each class session.

- Social distancing: Desks/tables/chairs will be placed in the classrooms in order to maintain at least 6ft apart at all times. Furniture placement will be marked on the floor and should not be moved. If an alternative configuration of the room is needed and the 6ft distancing guidelines can be maintained, furniture can be moved, but must be reconfigured to its original layout at the end of your class session.

- Faculty must maintain appropriate social distancing from the students in face-to-face class sessions and everyone in the room must wear a face covering at all times. Faculty will be provided face shields if they would prefer that method of face covering during teaching.

- Entry Processes will be in place for temperature checks to enter all academic buildings. Faculty must plan to arrive to campus with enough additional time to enter through a checkpoint to have their temperature checked and complete the health screening/questionnaire. This should take less than 10 minutes, but depending on the time of day, faculty should plan to allot up to 30 minutes to complete this process to allow for adequate time to arrive to class on schedule.

- Classroom management: Traditionally, the primary responsibility of all faculty members is to impart knowledge to our students in their field of expertise. However, in this time of pandemic, we are calling on faculty to assist in managing the classroom setting regarding social distancing. This includes modeling appropriate behavior and managing student entry and exit from the classrooms.
Student Activities

STUDENT ACTIVITIES AND CAMPUS LIFE:

Student Organizations
• Meetings and Events for campus organizations are to be held virtually. Utilize Microsoft Teams and Zoom to conduct meetings.

Restrictions on events and social activities are as follows, per current physical distancing guidance:
• Each organization must submit a general outline of all student programs, activities, events, etc., to the Coordinator of Special Programs and Campus Life by the 14th class day. The Student Activity Event Form must be submitted at least two weeks before the activity is to occur.

• Events and Activities should be virtual. If you need access to a reserve a room on campus to conduct a presentation, notice must be received in the Office of Campus Life within two weeks of the event. Advisor approval is needed, a notice to explain why access to the space is needed and the number of people expected to be present must be included. No more than ten people will be allowed in the space for the event. Social distancing is required and masks must be worn.

• Each organization that sponsors an activity must have at least one advisor present or the Dean of Students or designee may cancel the activity. An organization’s advisor may designate an individual (on campus faculty or staff person or outside authorized organization advisor) to be present during the advisor’s absence, provided the name, address and phone number of that individual has been submitted in writing to the Coordinator of Special Programs and Campus Life within one week (seven days) of the scheduled event.

• Assistance with ideas for conducting virtual events will be published. Student Organizations should develop their calendar of virtual events no later the 14th class day.
STUDENT CENTER

- Personal face coverings are required in common areas. Individuals found in locations without face coverings will be given a mask. If individuals do not wear face covering, they will be asked to leave the premises by a security officer.

- Frequent reminders of proper hand hygiene (verbally, posters, videos) with hand sanitizer are widely available in common areas and rooms.

- Enhanced cleaning will be conducted in all common areas in the Student Center (Room 209, Dorothy Harris Lounge, Bookstore, and the Little Theater) and of high touch surfaces, consistent with enhanced cleaning practices of other non-residential areas such as academic buildings. Custodial workers should be provided appropriate PPE and training consistent with their duties. See CDC guidelines for cleaning and disinfecting facilities (available at: https://www.cdc.gov/coronavirus/2019n cov/community/reopen-guidance.html).

- Widely shared/posted information in common areas about COVID-19 prevention. CDC provides communications resources such as posters, videos, and more at https://www.cdc.gov/coronavirus/2019ncov/communication/index.html.

- Videos/Television Stations related to Pandemic will be displayed on the televisions in the Student Center. Viewing of stations non-related to COVID-19 is prohibited.

- All posted information will be updated as appropriate or with significant changes.
- Building Access to guests should be prohibited.
- Seating has been reconfigured in common areas to ensure proper physical distancing.
- If the facility is rented during hours after 5:00 pm, additional cleaning staff must be provided to ensure that the building is cleaned after hours.

The Office of Special Programs and Campus Life will be accessible by appointment only and limited to individual appointments for face-to-face and multiple person appointments through Microsoft Teams. To schedule an appointment please email campuslife@loc.edu.

COUNSELING
The Counseling Center provides a comprehensive set of interrelated services, activities and referrals which focus on the holistic development of our students. Counseling is a growth process through which students are helped to define goals, make decisions, and solve problems related to personal, social, and academic concerns.
Confidentiality Statement:

Counseling often deals with personal and private issues and is predicated on the principle of confidentiality that is established by law and professional ethics. Disclosure of information to third parties without the consent of the student/client is prohibited. However, when necessary to protect the student and/or other person’s safety, disclosure of information about the student/client by faculty and staff to professionals within the college who have cause to know and are in professional positions to assist that student/client is acceptable.

- For the safety of our students, faculty, staff, and visitors, all in-person counseling sessions and educational workshops are suspended until further notice as part of the public health response to COVID-19. LeMoyne-Owen College counselors are available by phone Monday-Friday, 9a-3:30p. We will continue to provide mental health services to students through tele-mental health (telephone or video conference). Additional wellness content will be shared with students via our website.

- LOC counselors will be notified by phone and will make an in person visit ONLY in cases where a student exhibits signs of a psychiatric emergency and are in danger of harming themselves or others. Counselors MUST wear PPE during the entire visit and must properly dispose of PPE after the visit and before meeting with other students.

- Please call (901) 435-1733 for more information, or send an email to counseling@loc.edu

Students in Crisis:

- After hours, to speak directly with a crisis counselor (24/7):
  - Call (901) 274-7477 – Memphis Crisis Center or
  - 1-800-273-TALK (8255) – National Suicide Prevention Lifeline
  - (901) 577-9400 (Alliance Health Care 24-hour Crisis Line)
  - Text HOME 741741

New requests for counseling (if campus closes due to another “Safer at Home Executive Order” being issued):

- If you are not going to be in Tennessee: We will work with you to find services in the state where you are residing. The student must contact a counselor for assistance.
- If you will be in Tennessee, please text (901) 231-9416 to schedule a tele-mental health appointment.
- In general, we will be offering problem-solving “one-time” appointments—not traditional on-going weekly counseling sessions.

Counseling requirements to implement plan:

Private spaces are available in the following buildings (equipped with a desk, chair, desktop with video and audio capability, headphones, and sanitizing wipes for individuals to wipe down all items in the location after use. Students will gain access to these spaces from the front desk at each location) 1. Saxon Dorm 2. Library.

- Students must present their student ID at the beginning of each session.
- Signage will be posted to promote public health reminders regarding physical distancing.
- Seating will be limited to every other seat in larger areas.
- Virtual student activities will be hosted.
- Limited capacity in Student Center will be enforced.
- Spacing for physical distancing will be incorporated.
GYM/WEIGHT ROOM

- Fitness equipment will be separated to ensure 10 feet of separation between patrons, members, and guests using the equipment.
- Number of participants in all group or fitness activities will be limited to 50% capacity.
- Instructors and trainers must have at least 10 feet of distance between themselves and clients.
- Hand sanitizer stations will be provided at the entrances and exits where shared fitness equipment is utilized.
- Students must wipe down equipment with disinfectant wipes after using the equipment. Facilities will clean and disinfect equipment and the fitness center daily.

Personal Safety and Safety Precautions

FACE COVERINGS

- ALL students, faculty, staff, contractors, vendors, and visitors must wear facial coverings per current Tennessee guidelines.
- Face coverings (of nose and mouth only) are required in public, classrooms, meeting rooms, common areas, hallways, dining hall except once seated, sports activities, all meetings, and events. Exceptions – anyone who has trouble breathing, is unconscious, incapacitated, or otherwise unable to remove the mask without assistance.

PHYSICAL DISTANCING

- Allow 6 feet of separation whenever possible and wherever possible.
- Continue to offer virtual student services and virtual organizational meetings, as feasible.
- Remain 6 feet apart at all in-person gatherings, events, meetings, competitions, and other areas where students congregate.

HAND WASHING

- Wash your hands often with soap and water for at least 20 seconds.
- Use alcohol-based hand sanitizers.
- Soap dispensers and hand sanitizers will be available throughout the campus.

Residential students should bring a personal thermometer, facial coverings, over the counter cold medicines, hand soap, sanitizer gel, and disinfectant supplies and wipes when they return to campus.
Residence Halls

Room occupancy has been limited to 50%. Students will be assigned to a combination of single and double rooms. Smaller rooms that are typically used as doubles will serve as singles. Quads will not be available. Residential spaces in LeMoyne-Owen College residence halls will either have:

- Enough square footage per person (at least 113 square feet) to allow for a radius of 6 feet per person.
- Bed placement that will allow for at least 10 feet head-to-head, when measured 1 foot from the headboard.

Signage will be posted throughout the residence hall to remind occupants to practice social distancing, promote effective hygiene practices, and the requirement of masks in common areas. Placement signage will be used to demonstrate six feet of spacing in high traffic areas of the residence halls. Students must reserve time to use shared common spaces, such as the laundry room and computer lab, to maintain appropriate social distancing occupancy levels.

For the health and safety of our residents, visitors will not be permitted in residents’ living units during social distancing.

Staff and vendors will always be required to wear personal protective equipment (PPE) and engage in proper handwashing. Added sanitation stations will be placed throughout all buildings to include lobbies, restrooms, entrances/exits of stairwells, elevators, trash rooms, and study areas. On-going staff training will be conducted. Other essential equipment may include thermometers, cameras, plexiglass shields, etc. Public restrooms and community bathrooms in residence halls will be cleaned and sanitized based on CDC cleaning guidelines.

During move-in (by appointment only), social distancing guidelines will be implemented, consistent with current CDC and Department of Health guidelines. The student and one other person will be allowed in the room during move-in. We will enforce visitor regulations. PPE requirements, such as masks, gloves, hygiene reminders, etc., will be followed. Traffic flow and amenities operations procedures will be in place to reduce risks. Appropriate hygiene and cleaning protocols will be provided.

It is critical that families follow the instructions provided to them ahead of time.

**Director of Residential Life or designee will enforce the following:**

- Temperature checks of each person using a no touch, thermal scan device.
- If temperature reading is 100.4°F or above, discreetly advise person that permission to access the building is denied.
- Visitors, during move in and move out, must wear a facial covering before entering the building and during the entire visit.
- No in-room visitation.
- Students will sign up for a move-in registration time with options spread out over several days to keep the population density low.
- Complimentary LeMoyne-Owen College health care packages to promote health awareness and social distancing, and appropriate PPE will be provided to students when they arrive to campus.
- Further details concerning move-in will be provided to students by the Division of Student Services.
- Student experience, sense of belonging, and holistic support will continue to be provided to students as they adjust to unforeseen changes.
- Plans are in development to continue to foster a sense of community and belonging for all students.
- Remote advising and counseling sessions will continue.
- We will continue to connect students with academic, wellness and financial resources.
RESIDENTIAL LIFE
- Residence halls will operate at reduced capacity to adhere to public health guidelines.
- Quarantine areas have been identified for isolation of students who have tested positive for or been exposed to COVID-19.
- Campus move in dates have been expanded to de-densify campus during this heavily trafficked time.
- Additional information and details will be provided to residential students and student staff (RAs) by the LeMoyne-Owen Housing Department.

DINING SERVICES
- To help limit density, food service provision and schedule in the Café will be modified to accommodate only students with a meal plan.
- Self-service food stations are suspended until further notice.
- Seating in dining hall will be reduced to promote physical distancing.
- All on-campus dining facilities will be open to students, faculty and staff.
- Dining tables and chairs will be sanitized more frequently by dining hall staff.
- Community members will also be expected to sanitize dining tables and chairs after each use.
- Student Services is exploring additional dining options including food trucks, meal delivery services and dedicated pick-up stations.
- As an institution we are increasing community standards for cleanliness with increased focus on sanitization.

SANITIZE YOUR HANDS BEFORE AND AFTER USE

LeMoyne-Owen College

July 2020
COVID-19 Faculty, Staff, and Administrator Checklist

**FACULTY**
- Know the signs of COVID-19: cough, sore throat, muscle aches, headache, fever and/or chills, fatigue, shortness of breath or difficulty breathing, nausea/vomiting, and/or diarrhea, and new loss of taste or smell.
- IF SICK, STAY HOME & CALL YOUR IMMEDIATE SUPERVISOR.
- Maintain 6 feet of distancing, as feasible.
- Wear face coverings (covering nose and mouth only) when in public spaces, hallways, bathrooms.
- Wash your hands with soap and water for 20 seconds or use alcohol-based hand sanitizer.
- Cover coughs and sneezes with tissue. Discard the tissue in the trash and sanitize hands.
- Use appropriate disinfectant wipes on phones, workspaces, computer keyboards, and other equipment used regularly at the start of each day and repeat as needed throughout the day.
- Organizational meetings should be virtual, when feasible.
- In-person meetings must comply with physical distancing of 6 feet and reduced capacity.
- Arrive early for all in-person classes to wipe down your assigned desk and for temperature checks at the entrances of buildings. If temperature is 100.4°F or above, then discretely leave the area and call your immediate supervisor or faculty member for instructions.

**CLASSROOM**
- Everyone should sanitize hands at entrance.
- In-person classes must comply with physical distancing of 6 feet apart and reduced capacity guidelines.
- Students will use disinfectant wipes (provided) to sanitize their seating area at the start of class.
- Faculty should assign seating using a grid and record attendance each day.
- Faculty should conduct virtual office hours, when feasible.

**SUPERVISORS**
- Conduct daily attendance check for faculty, staff, and administrators.
- Conduct daily temperature checks of each person using a no touch, thermal scan device, OR employee may use their personal digital thermometer to show temperature to supervisor or supervisor’s designee.
- If temperature reading is 100.4°F or above, then discretely excuse the person to leave work and follow up with their primary care provider.
- Confirm assigned workstations comply with physical distancing of 6 feet.
- Conduct virtual meetings, when feasible.
- In-person meetings must comply with physical distancing of 6 feet and reduced capacity.
- Individuals with positive test results will be contacted by the Shelby County Health Department for contact tracing.
- Individuals who test positive must work remotely or remain off campus until medically cleared by their physician.
COVID-19 Campus Visitors Checklist

**ENFORCED:**
Campus access is restricted to vendors and scheduled visitors.
- Temperature checks of each person using a no touch, thermal scan device.
- If temperature reading is 100.4°F or above, discretely advise person that permission to access the campus is denied.
- Visitors must wear a facial covering before entry.
- All visitors will sanitize hands at entrance.
- Visitors will sign-in using visitor protocols.
- Visitors agree to 6 feet of physical distancing.

**Screening questions** (deny entry if positive response to any):
- Do you have a fever (100.4°F or higher)?
- Are you coughing?
- Are you experiencing shortness of breath?
- Do you have a sore throat?
- Are you experiencing muscle aches?
- Are you experiencing nausea/vomiting or diarrhea?
- Are you experiencing recent loss of taste or smell?

Security will provide a VISITOR PASS with details of who, where, and nature of visit.

COVID-19 Student Responsibilities

- **Know the signs of COVID-19**: cough, sore throat, muscle aches, headache, fever and/or chills, fatigue, shortness of breath or difficulty breathing, nausea/vomiting, and/or diarrhea, and new loss of taste or smell.
- **DEVELOP A PERSONAL EMERGENCY PLAN FOR OFF CAMPUS ISOLATION AND QUARANTINE.**
  - Maintain 6 feet of distancing, as feasible.
  - Wear a face covering (covering nose and mouth only) when in public spaces, hallways, bathrooms, and within 6 feet of others.
  - Wash your hands with soap and water for 20 seconds or use alcohol-based hand sanitizer often.
  - Cover coughs and sneezes with tissue: discard the tissue in the trash, then sanitize your hands.
  - Use appropriate disinfectant wipes on phones, workspaces, computer keyboards, and other equipment used regularly at the start of each day and repeat as needed throughout the day.
  - Organizational meetings should be virtual, when feasible.
  - In-person meetings must comply with physical distancing of 6 feet and 50% capacity.
  - Arrive early for all in-person classes to wipe down your assigned desk and for temperature checks at the entrance of buildings. If your temperature is 100.4°F or above, then discretely leave the area and contact the Division of Student Services at studentservices@loc.edu.
COVID-19 Testing Resources

Revisions and changes to this policy will be made based on state and local Phased Reopening Guidelines, evidenced based best practices, and the evolving science regarding testing and management of the Coronavirus (COVID-19).

Appendices

In order to help prevent the spread of new coronavirus in our community and reduce the risk of exposure, we are asking that every employee on campus follow this process:

Employee: Please self-check prior to arriving on campus. If your temperature is 100.4°F or higher, please contact your immediate supervisor and/or your respective ET member and stay home. Consult your physician as necessary.

ET Member/Manager: Check each employee’s temperature and ask the following questions upon arriving daily. If their temperature is 100.4°F or higher or if any answer is a yes, please send them home. They may not return to work until their temperature is normal for a minimum of at least 24 hours. Please be sure to answer these questions honestly. Please scan form to HR if there is a yes or if an employee is sent home. Thanks.

1. Have you been in close contact with a recent confirmed case of COVID-19? Yes or No
2. Are you experiencing a cough, shortness of breath or sore throat? Yes or No
3. Have you had a fever in the last 48 hours? Yes or No
4. Have you had new loss of taste or smell? Yes or No
5. Have you had vomiting or diarrhea in the last 24 hours? Yes or No
6. Have you traveled nationally or internationally in the last 14 days? Yes or No
7. Have you been in contact with someone who has traveled in the last 14 days? Yes or No

This form may be sent to the Health Department if you are symptomatic and/or have been exposed to someone with the virus.

Please remember that the CDC’s guidelines are as follows: social distancing - staying 6 feet apart, wearing a face mask in common areas at all times, washing your hands and/or using sanitizer frequently, and no gatherings of more than 20 people in a closed setting.

Thank you for your cooperation in helping keep LOC safe!

<table>
<thead>
<tr>
<th>Employee/Contractor Name: Please Print</th>
<th>Contact Phone Number:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Temperature Reading Over 1004°F? Yes or No:</td>
<td>Recorded by: Please print and initial</td>
</tr>
<tr>
<td>Temp Reading Date:</td>
<td>Temp Reading Time:</td>
</tr>
</tbody>
</table>

**Self-Declaration**

- □ No symptoms

If you have any of the following symptom(s), please check:

- □ Fever
- □ Cough
- □ Body Aches
- □ Sore throat
- □ Recent Loss of Taste or Smell
- □ Runny Nose
- □ Tiredness
- □ Headaches
- □ Shortness of Breath
- □ Nausea/Diarrhea

July 2020

LEMOYNE-OWEN COLLEGE 2020-2021 CAMPUS REOPENING PLAN