Dear LeMoyne-Owen College Students:

I hope you and your family are staying safe. The start of the Fall 2020 semester is quickly approaching! Whether it is your first semester as a Magician or you are beginning your final year of studies, we know that you are very anxious to hear about the Fall 2020 semester and what the College has done to prepare for your return. While there is still a great deal of uncertainty and there will be dramatic differences in how we operate, we want you to know that we have spent countless hours reevaluating, developing, and implementing strategies to ensure a safe learning and living environment for each of you.

The safety of the entire College community is our chief concern and one that requires the active participation and commitment of every community member. With the safety of our community members in mind, you should expect the following when you arrive for the fall semester:

**Class Offerings**

Fall classes begin on August 12, 2020. From August 12, 2020 through September 6, 2020, all classes will be held remotely. Classes will be a mix of face-to-face and remote offerings. More details will be provided from the Office of Academic Affairs.

**Microsoft Surface Pro Tablets**

This year, we are excited to announce that we will provide Microsoft Surface laptops for all new and returning students. You must be enrolled in classes and have completed the validation process to receive a laptop. **If you have not registered for classes or completed validation, we urge you to do so immediately.**

We have established pick up times for students who live in the greater Memphis area on Thursday, August 6, 2020 and Friday, August 7, 2020. Specific pick up times will be sent to each student. Laptops will be shipped to students who live in other areas the week of August 3, 2020. We will work with you to identify the address to ensure safe delivery to your home address. Each student will be required to complete a Surface Laptop Agreement for appropriate use, care and security of the technology provided by the College.

**Technology Training**

Once you receive your laptop, you must join a training session on the Surface device. Training sessions will take place on Monday, August 10, 2020 and Tuesday, August 11, 2020, to ensure that you take full advantage of all features and are able to use the laptop efficiently when classes begin on August 12, 2020. Times for Surface training will be sent to each student and will be posted in the MyLOC portal.

**Strict Adherence to COVID-19 Procedures and Processes**

Violations to COVID-19 Procedures and Processes will be considered a breach of the Student Code of Conduct, which could result in immediate disciplinary action including and up to expulsion from the College.
**Physical Distancing, Personal Protective Equipment (PPE) and Cleaning/Sanitization**

- For everyone’s safety, the College will **strictly adhere to physical distancing guidelines** issued by the Center for Disease and Prevention Control (CDC).
- Classroom furniture, laboratories, and other student spaces (i.e., cafeteria, library, Student Center, etc.) have been sanitized and rearranged to safely maximize capacity while adhering to social distancing guidelines.
- **Everyone (faculty, staff, students) will be required to wear face coverings** in the classroom and all public settings. Failure to do so will result in **conduct sanctions**. Feel free to “bling” or “swag” out your facemasks, especially to show your love for LOC – but obscene or lewd images and language are prohibited.
- Each student will be provided with **2 complimentary reusable masks** and **hand sanitizer**. You should arrive with your own PPE for your and our community’s protection. There are sanitization stations located throughout campus.
- Signs will be placed throughout campus to detail proper hygiene techniques, physical distancing requirements, maximum occupancy levels (within specific areas), the appropriate use of protective equipment (e.g., masks, thermometers), and other safety items.
- As is the case for faculty and staff, while in public spaces, you must **adhere to the physical distancing signs posted, stay behind sneeze guards, and keep business transactions brief**. Drop in visits are strongly discouraged. This requirement is **campus wide**, including Student Services. I know this will be difficult for returning students who have grown accustomed to getting a hug or stopping by for a word of encouragement. The Student Services staff will still give virtual hugs and will be available for virtual sessions and phone calls as needed.
- There will be inaccessible areas and requirements for scheduling appointments with staff whose locations are too small for even the smallest gatherings. As you have probably noticed, the campus culture has adeptly moved to a model whereby most of the College’s business can be conducted online or virtually. For everyone’s safety, we **encourage you to email or upload paperwork and schedule a virtual or phone meeting with the appropriate person for follow up discussion in Microsoft Teams, as needed**.
- Large gatherings will not be allowed. In some cases, where an approved and managed program is needed, participants are still expected to all safety protocols. The approval process for large gatherings will be presented when the campus fully reopens.
- There are continuous and repetitive disinfecting protocols for workspaces, restrooms, classrooms, dining halls, gathering spaces, and housing common areas that will be in place daily and class-to-class.

**Residential Life**

- Residence halls will operate at **reduced capacity** to adhere to public health guidelines.
- A **limited number of Quarantine facilities** have been identified for isolation of students who test positive for or are exposed to COVID-19 after the start of school. However, we recommend that local students who become ill should plan to move home.
- Campus move in dates are **September 3, 2020 for new students** and **September 4-5, 2020 for returning students**.
- To de-densify campus during this heavily trafficked time, move in will be conducted by **appointment only**.
- Additional information and details will be provided to residential students by the Dean of Students.
**Dining Services**

- The cafeteria hours of operation will be modified to accommodate only students with a meal plan.
- Self-service food stations are suspended until further notice and will be replaced with pre-boxed meals.
- Seating in dining halls will be reduced to promote safety and physical distancing.

**Modified Student Services**

- We fully recognize that highly engaging student activities are essential to your college experience. We intend to offer a limited number of student programming and activities but only in modified and safe ways. Because of safety adjustments, very few activities will look as they have in the past. Our goal is to have activities that connect out students to the College and students to each other, while maintaining a high level of safety.
- We are working with student leaders to explore ways to ensure that #TheMAGICNeverStops this academic year while still protecting the community and avoiding the potential for community spread. Because we are all in this together, if you have suggestions, please reach out to members of the Student Government Association (SGA) and Campus Activity Board (CAB) leaders. We certainly want and value student input. Feel free to email suggestions to locsga@loc.edu or studentservices@loc.edu.
- Remote financial aid advising, tutoring, and counseling sessions will continue in the fall, through the appropriate office.
- We will continue to connect students with academic, wellness, and financial resources.

Finally, we advise any student at higher risk for severe illness from COVID-19 to discuss with your family and medical provider and consider the personal risk before deciding whether to continue to your classes remotely or participate face-to-face classes. Although the decision is solely yours to make and we will do everything to accommodate your continued enrollment at LeMoyne-Owen College, we totally understand any decision you will make to remain at your permanent residence and take fall courses remotely.

Continue to stay safe and enjoy the remaining few weeks of summer. As always, monitor your LOC email, the College’s website, and social media pages for updates.

Best regards,

Teresa A. Jones, Ph.D.
Vice President, Student Services