



LeMoyne-Owen
COLLEGE

COVID-19 Protocols



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As we plan for the Spring 2022 semester, Moyne-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 COVID-19 Protocols 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 mandating the vaccination for everyone on campus, 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.

A COVID Task Force, a cross-section of administrators, faculty, and staff 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 guide 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:

- Cleaning procedures have been implemented and a contractor has been hired to provide on-going cleaning of the campus
- Daily checks including temperature and health screening will be initiated. The Daily Symptom Checker can be downloaded to any Apple or Android device.
- Class sizes will be reduced to approximately 50% capacity and subject to adjustments due to pandemic status.
- COVID-19 protocols and approval will be required for all LOC affiliated meeting and conference workspaces on and off campus.
- CDC recommended six feet of distance between individuals will be enforced

- Furniture in community spaces in the residence halls and in other campus buildings will be modified to encourage appropriate social distancing
- Communal spaces will be limited by capacity guidelines
- 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. Isolated and quarantined students must relocate according to their personal emergency plans. Students should develop a personal emergency plan to relocate in the event that 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. Contact tracing policies and procedures will be implemented per the Shelby County Department of Public Health.

All employees and students must sign the LOC COVID-19 Attestation Form (see Appendix) indicating that they understand the institution's policies, guidelines, and protocols regarding keeping the environment as safe as possible, COVID-19 testing, contact tracing, quarantine, and isolation procedures, and that they agree to try in good faith to abide by those policies.

- A student's refusal to complete the attestation or abide by the protocols will be considered in violation of the Code of Conduct as identified in the Student Handbook and subject to sanctioning.
- An employee's refusal to complete the attestation or abide by the protocols will be treated as a performance or standard of conduct issue and may result in corrective action per Faculty or Staff Handbooks.

Questions should be directed to the COVID-19 Coordinator, Daniel Evans.

Office Phone: (901) 435-1238

Email: COVIDresponse@LOC.edu

- 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.

As the novel coronavirus, known as COVID-19, has spread globally and in the United States, LOC has been and continues to follow the developments closely. We care about the health of the members of the LOC community and are working hard to keep our campus as safe as possible. If localized outbreaks emerge, tighter restrictions and reduced staffing may be implemented. The college will continue to monitor this situation, and updates will be provided regularly via the college's COVID-19 webpage <https://www.loc.edu/covid-19-information/>

What is the “coronavirus” and how is it transmitted?

The 2019 novel coronavirus (COVID-19) causes respiratory illness in people and can spread from person-to-person. According to the Centers for Disease Control and Prevention (CDC), the best way to prevent illness is to avoid being exposed to this virus. The virus is thought to spread mainly from person-to-person: between people who are in close contact with one another (within about 6 feet) and through respiratory droplets produced when an infected person coughs, sneezes or talks.

According to the CDC, people with COVID-19 have had a wide range of symptoms reported — ranging from mild symptoms to severe illness. Symptoms may appear 2 to 14 days after exposure to the virus. People with the following symptoms may have COVID-19 (this list does not include all possible symptoms):

- Fever or chills
- New loss of taste or smell
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

How can I help prevent the spread of respiratory viruses like the coronavirus?

Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use hand sanitizers containing at least 60% alcohol.

- Avoid touching your eyes, nose, and mouth with unwashed hands.
- Avoid close contact with people who are sick.
- Put six feet of distance between yourself and people who don't live in your household.
- Always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Immediately wash/sanitize your hands.
- Clean AND disinfect frequently touched surfaces daily. This includes tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, and sinks.
- Cover your mouth and nose with a cloth face cover when around others.
- Be alert for symptoms.
- If you are sick, stay home.

What is the difference between quarantine and isolation?

The CDC defines quarantine and isolation in the following ways:

- Quarantine keeps someone who might have been exposed to the virus away from others.
- Isolation separates people who are infected with the virus away from people who are not.

What do I do when I return from international travel in the last 14 days?

- Get tested with a viral test 3-5 days after travel AND stay home and self-quarantine for a full 7 days after travel.
 - Even if you test negative, stay home and self-quarantine for the full 7 days.
 - If your test is positive, isolate yourself for 10 days to protect others from getting infected.
- Self-monitor for COVID-19 symptoms; Isolate immediately and contact Coordinator for testing if you develop symptoms.

Steps that will be followed for employees/students who are returning from international travel

The employee/student:

1. Will call the COVID-19 Coordinator (901) 435-1238 within one business day of returning from international travel.
2. Provide of your arrival date. (Boarding pass or Passport Stamp with visible name and dates)
3. Must quarantine for 7 days after travel.
4. Must be tested for COVID 3-5 days after travel.
5. Call the Health and Wellness Center at (901-435-1577) to schedule your test.
 - If the Health and Wellness Center is closed, employee/students must remain in quarantine until the following business day when they can be tested. Employee/students should seek testing the next business day when the clinic opens, AND
6. Must provide a copy of his/her test results to the COVID-19 Coordinator within one business day of receiving the test results.
 - If the COVID-19 test result is positive, student will contact the COVID-19 Coordinator immediately to amend the Coronavirus Disease (COVID-19) Health Screening Form AND should follow LOC procedure for isolation for a positive COVID-19 case.
 - If the COVID-19 test result is negative, employee/student will contact the COVID-19 Coordinator immediately to amend the Coronavirus Disease (COVID-19) Health Screening Form.

- For students, Coordinator will notify the Director of Housing and Resident Life if the student is a resident and will execute the Housing's quarantine protocol by overseeing the student's relocation to LOC Apartments' designated quarantine space. If the student is a commuter, they must quarantine at their residence.

What should I do if I have had Close Contact with a positive case?

A person may be at risk for COVID-19 if they have been in “close contact” with or “exposed” to an individual diagnosed with COVID-19. The CDC defines “close contact” as:

- Someone who was within 6 feet of an infected person with or without a mask for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.
- providing care at home to someone who is sick with COVID-19;
- having direct physical contact (touched, hugged, or kissed) with someone who has COVID-19;
- shared eating or drinking utensils with someone who has COVID-19;
- having had someone who has COVID-19 to sneeze, cough, or somehow get respiratory droplets on you.

Infectious Period – The infectious period is 2 day (48 hours) prior to a symptom onset (or test positivity if not no symptoms at the time of diagnosis) and up to 12 days from symptom onset or test positivity.

Roommates and suitemates of residents and roommates of commuters who have been exposed to or tested positive for COVID-19 must quarantine/isolate and undergo the COVID-19 protocols as well.

Steps that will be followed for employee/students who have been in “close contact” (as defined above) with an individual diagnosed with COVID-19:

1. Employees/student calls COVID-19 Coordinator at (901) 435-1238 immediately for an assessment. Complete the Coronavirus (COVID-19) Health Screening Form based on the responses.
 - ❖ If the student lives on campus, COVID-19 Coordinator will notify the Director of Housing and Residence Life of his/her possible exposure.
2. If Coordinator determines the employee/student must quarantine, the employee/student must contact his/her supervisor or instructors to let them know he/she is in quarantine and must participate in class/work online, if possible
3. Coordinator will contact Facilities Management at (901) 435-1478 to have relevant spaces sanitized.

4. Employee/students in quarantine:

- ❖ *For students living on campus, Coordinator will notify the Director of Housing and Residence Life of his/her exposure, who will begin to execute the Housing quarantine protocol by overseeing the student's relocation to designated quarantine space. Students who live on campus must relocate to the designated quarantine space immediately.*
 - ❖ must quarantine (from date of last contact), AND
 - ❖ must be tested for COVID-19.
 - If asymptomatic, must test on day 5-7 of quarantine/close contact. Quarantine can end after day 7, if a diagnostic specimen tests negative and if no symptoms were reported during daily monitoring.
 - must continue to conduct symptom monitoring with Health and Wellness Nurse through Day 14.
 - If symptomatic, must be tested immediately and complete a 14-day quarantine from date of symptom onset.
 - Testing is FREE! Health and Wellness Center at (901)435-1577.
 - If the Health and Wellness Center is closed, employee/student must remain in quarantine until the following business day when they can be tested. Employee/students should seek testing the next business day when the clinic opens, AND
 - ❖ Must provide a copy of his/her test results to Coordinator within one business day of receiving the test results. If the COVID-19 test result is positive, student will contact the Coordinator immediately to complete another Coronavirus Disease (COVID-19) Health Screening form, AND should monitor for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19
5. The Counseling Center will contact the quarantined employee/student to make them aware of the various counseling resources made available to them.
6. Employee/Student will text/email the Wellness Center Nurse to provide daily temperature reading and list of symptoms. (Each quarantine unit will be equipped with a thermometer).
7. Student will be given a menu for placing meal orders in advance. Cafeteria staff will deliver meals 3 times per day.
8. The Coordinator will send documentation to the employee/student with

- potential quarantine dates, follow-up date and possible return to class date.
9. Employee/student should notify their supervisor/instructor immediately via email quarantine or isolation notification.
 10. For students, Coordinator will notify the Director of Housing and Residence Life of the isolation/quarantine dates and when the student has been released from quarantine.

If the test result is negative:

11. Before returning to in-person work/class and/or the residence hall, the student who tested negative for COVID-19 and **did not have symptoms**:
 - must have completed the quarantine period, AND
 - must have been symptom-free during the 7-day quarantine period, AND
 - must contact Coordinator to complete the Coronavirus Disease (COVID-19) Campus Health Screening form, AND
 - must receive approval from Coordinator to return to in-person work/class and/or residence hall (if relevant).
12. Before returning to in-person class and/or the residence hall, individuals who tested negative for COVID-19 and **had symptoms**:
 - must have completed the 14-day quarantine period, AND
 - must be symptom free for 14 days since symptoms first appeared, OR must provide a doctor's note to Coordinator verifying that the employee/student is healthy and able to return to work/class and/or the residence hall, AND
 - must contact Coordinator to complete the Coronavirus Disease (COVID-19) Health Screening Form, AND
 - must receive approval from Coordinator to return to in-person work/classes and/or residence hall.
13. After an employee/student is re-screened:
 - ❖ Coordinator will notify the Director of Housing and Residence Life of their decision regarding the student's ability to return to in-person class and/or the residence hall, and the date the student is cleared.
 - ❖ If the student is not cleared, Coordinator will notify the Director of Housing and Residence Life of their decision and the

follow-up date.

- ❖ If the employee is not cleared, employee should notify their supervisor of their decision and the follow-up date immediately.

14. Students will contact their Coordinator if they need medical attention after hours. The Coordinator will contact the Director of Housing and Residence Life.

What do I do if I am having symptoms?

If you feel sick call COVID-19 Coordinator (901) 435-1238 or Health and Wellness Center Nurse (901)435-1577 immediately for an assessment.

Steps that will be followed for employee/students who have COVID-19 symptoms:

1. Employee/student must call COVID-19 Coordinator to report symptoms. Coordinator/nurse will complete the Coronavirus (COVID-19) Health Screening form based on the responses.
 - ❖ must quarantine immediately and complete a 14-day quarantine from date of symptom onset or provide medical documentation that the symptoms are not COVID related by Health and Wellness nurse or Primary Care Physician. AND
 - ❖ must be tested for COVID-19.
 - Testing is FREE! Health and Wellness Center at (901)435-1577.
 - If the Health and Wellness Center is closed, employee/student must remain in quarantine until the following business day when they can be tested. Employee/students should seek testing the next business day when the clinic opens, AND
 - ❖ Must provide a copy of his/her test results to Coordinator within one business day of receiving the test results.
 - If the COVID-19 test result is positive, employee/student will contact the Coordinator immediately to complete another Coronavirus Disease (COVID-19) Health Screening Form, AND should monitor for fever (100.4°F), cough, shortness of breath, or other symptoms of COVID-19
2. The Counseling Center will contact the quarantined employee/student to make them aware of the various counseling resources made available to them.
3. Employee/Student will email the Wellness Center Nurse to provide daily temperature reading and list of symptoms. (Each quarantine unit will be equipped with a thermometer).
4. Student will be given a menu for placing meal orders in advance. Cafeteria staff will deliver meals 3 times per day.
5. The Coordinator will send documentation to the employee/student with potential quarantine dates, follow-up date and possible return to class date.
6. Employee/student should notify their supervisor/instructor immediately via email quarantine or isolation notification.

7. For students, Coordinator will notify the Director of Housing and Residence Life of the isolation/quarantine dates and when the student has been released from quarantine.
 - ❖ If the student lives on campus, Coordinator will notify his/her Director of Housing and Residence Life of his/her possible exposure.
 - ❖ If Coordinator or Healthcare Specialist determines the student must quarantine and the student is a resident, they will notify the Director of Housing and Residence Life, who will begin to execute the Housing's quarantine protocol by overseeing the student's relocation to LOC Apartments' designated quarantine space. If the student is a commuter, they must quarantine at their residence.
 - ❖ Coordinator will notify the Director of Housing and Residence life of the isolation/quarantine dates, as well as the follow-up date.
8. Employee/student will email the Health and Wellness Nurse to provide daily temperature reading and list of symptoms. (Each quarantine unit will be equipped with a thermometer).
9. The employee/student:
 - ❖ If the student lives on campus, Coordinator will notify his/her Director of Housing and Residence Life of his/her exposure, who will begin to execute the Housing quarantine/isolation protocol by overseeing the student's relocation to designated quarantine/isolation space.
 - ❖ Commuters should quarantine at their residence.
 - ❖ The employee/student must contact his/her supervisor/instructors to let them know he/she is in quarantine and must participate in class/work online, if possible.
 - If experiencing fever only, must remain quarantined until without a fever (achieved without the use of medication) for 72 consecutive hours (3 days), AND contact his/her primary care physician's office or the Healthcare Specialist for further direction, AND
 - If experiencing other symptoms, must quarantine for 14 days (from the date symptoms first appeared), OR contact the Healthcare Specialist for further direction.

10. Before returning to in-person work/class and/or residence hall, an employee/student who had symptoms:
 - if fever only, must be without a fever (achieved without the use of medication) for 72 consecutive hours (three days), AND must provide a doctor's note to Coordinator verifying that the employee/student is healthy and able to return to work. AND
 - if non-fever symptoms, must be symptom free for 14 days since symptoms first appeared, OR must provide a doctor's note to Coordinator verifying that the employee/student is healthy and able to return to class and/or residence hall, AND
 - must contact Coordinator to complete the Coronavirus Disease (COVID-19) Health Screening form, AND
 - must receive approval from Coordinator to return to in-person work/classes and/or residence hall.
11. The Coordinator will send documentation to the employee/student with potential quarantine dates, follow-up date with Coordinator and possible return to class date.
12. After an employee/student is re-screened:
 - ❖ Coordinator will notify the Director of Housing and Residence Life of their decision regarding the student's ability to return to in-person work/class and/or the residence hall, and the date the student is cleared.
 - ❖ If the student is not cleared, Coordinator will notify the Director of Housing and Residence Life of their decision and the follow-up date.
 - ❖ If the employee is not cleared, employee should notify their supervisor of their decision and the follow-up date immediately.

What should I do if I test positive?

What do I do if I test positive for COVID-19? (With or without symptoms)

IMMEDIATELY ISOLATE

1. Employee/student calls COVID-19 Coordinator (901) 435-1238 to report his/her test results and submits a copy of the results to Coordinator. Coordinator will complete the Coronavirus (COVID-19) Health Screening form based on the responses.
 - If the student lives on campus, Coordinator will notify his/her hall manager of his/her exposure. The Director of Housing and Residence Life, who will begin to execute the Housing quarantine/isolation protocol by overseeing the student's relocation to designated quarantine/isolation space.
 - Commuters should isolate at their residence.
 - Roommates and suitemates of residents and roommates of commuters who have been exposed to or tested positive for COVID-19 must quarantine/isolate and undergo the COVID-19 protocols as well.
 - Persons who have tested positive for COVID-19 do not need to quarantine or get tested again for up to 3 months.
 - Individuals who test positive for COVID-19 must report this information to the Shelby County Health Department by calling 901-222-MASK (which is 901-222-6275) or by faxing the information to 901-222-8249. Individuals who test positive for COVID-19 must notify those who are known to have been in contact with them. See [FORMAL ISSUANCE OF HEALTH ORDER AND DIRECTIVE NO. 23](#)
2. A person may be at risk for COVID-19 if they have been in "close contact" with or "exposed" to an individual diagnosed with COVID-19. The TN State Department of Health defines "close contact" as:
 - Someone who was within 6 feet of an infected person with or without a mask for a cumulative total of 15 minutes or more over a 24-hour period starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to test specimen collection) until the time the patient is isolated.
 - providing care at home to someone who is sick with COVID-19
 - having direct physical contact (touched, hugged, or kissed) with someone who has COVID-19

- Shared eating or drinking utensils with someone who has COVID-19
- Having had someone who has COVID-19 to sneeze, cough, or somehow get respiratory droplets on you

Infectious Period – The infectious period is 2 day (48 hours) prior to a symptom onset (or test positivity if not no symptoms at the time of diagnosis) and then up to 12 days from symptom onset or test positivity.

3. Employee/student must provide a list of campus spaces he/she has utilized during the 48 hours prior to showing symptoms/being tested.

The employee/student:

1. **must go into isolation immediately.**
 - Employees/students will isolate at their permanent residence until meeting the requirements listed below), AND
 - must contact his/her supervisor/instructors to let them know he/she is in quarantine/isolation and must participate in work/class online, if possible AND
 - if **symptomatic**, must isolate until: (a) 3 days with no fever (achieved without the use of medication), and (b) respiratory symptoms have improved, and (c) 10 days since symptoms first appeared; AND
 - if **asymptomatic**, must isolate for 10 days (from the date of testing), AND
2. should contact his/her primary care physician's office or the Healthcare Specialist for further direction
4. The Coordinator will send documentation to the employee/student with potential quarantine dates, follow-up date with Coordinator and possible return to class date.
5. Employee/student will text/email the Health and Wellness Nurse to provide daily temperature reading and list of symptoms. (Each quarantine unit will be equipped with a thermometer).
6. The Counseling Center will contact the isolated employee/student to make them aware of the various counseling resources made available to them.

7. Coordinator will notify, via phone, the “close contacts” of the affected employee/student and have them complete the Coronavirus (COVID-19) Health Screening form.

If the employee/student reports their classes are amongst their close contacts:

The Coordinator will notify the department head of the need to close the affected department/rooms for cleaning and disinfection.

8. Coordinator will notify Facilities Management of the areas that need to be cleaned and disinfected.
9. Facilities Management will display the appropriate signage on the doors indicating entry is not allowed, will clean and disinfect the area, and will notify Coordinator when the work is complete.
10. Communications will email the “positive test” announcement to students.
11. Coordinator will contact the employee/student on the follow-up date to conduct a re-screening.
12. Before returning to work/class and/or the residence hall, an employee/student who has tested positive for COVID-19 and **had symptoms:**
 - must be without a fever (achieved without the use of medication) for 72 consecutive hours (3 days), AND
 - must have had an improvement in respiratory symptoms (e.g. cough, shortness of breath), AND
 - must be symptom free for 10 days since symptoms first appeared, AND
 - must contact Coordinator to complete the “Coronavirus Disease (COVID-19) Health Screening” form, AND
 - must receive approval from Coordinator to return to in-person work/class and/or the residence hall.
13. Before returning to in-person work/class and/or the residence hall, an employee/student who has tested positive for COVID-19 and **did not** have symptoms:
 - must have completed the 10-day isolation period (from the date of testing), AND
 - must contact Coordinator to complete the Coronavirus Disease (COVID-19) Health Screening” form, AND

- must receive approval from Coordinator to return to the work/classroom and/or the residence hall.
- After an employee/student is re-screened:
 - ❖ Coordinator will notify the Director of Housing and Residence Life of their decision regarding the student's ability to return to in-person class and/or the residence hall, and the date the student is cleared.
 - ❖ If the student is not cleared, Coordinator will notify the Director of Housing and Residence Life of their decision and the follow-up date.
 - ❖ If the employee is not cleared, employee should notify their supervisor of their decision and the follow-up date immediately.

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.

- 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
- 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

Vaccination Protocol

Taking into consideration the surge of COVID-19 Delta, Omicron and other variant cases nationwide and in Shelby County, LeMoyne-Owen College encourages vaccinations for students, faculty, and staff and including new

hires.

Personal Protective Equipment (PPE)

LOC will provide re-useable masks to all students at no cost to the student. All residents will be provided with welcome bags that will contain personal protective equipment to include masks, health and safety tips and a hand sanitizer. Hand sanitizer stations will be located at the entrance of all buildings. Residents' welcome back bags will be placed in their rooms.

Students can pick up their welcome packets from the Student Center during the first week of classes from 10AM – 12PM and 4PM-6PM.

Mask are REQUIRED! Neck Gaiters are NOT approved face coverings.

Masks with exhalation valves or vents are prohibited.

The purpose of masks is to keep respiratory droplets from reaching others to aid with source control. However, masks with one-way valves or vents allow air to be exhaled through a hole in the material, which can result in expelled respiratory droplets that can reach others. This type of mask does not prevent the person wearing the mask from transmitting COVID-19 to others.

Face shields cannot be used as a substitute for masks.

A face shield is primarily used for eye protection for the person wearing it. At this time, it is not known what level of protection a face shield provides to people nearby from the spray of respiratory droplets from the wearer. There is currently not enough evidence to support the effectiveness of face shields for source control. Therefore, CDC does not currently recommend use of face shields as a substitute for masks.

Appropriate use of face masks is critical in minimizing risks to others near you. It is possible to spread COVID-19 to others even if you do not feel sick

or have any symptoms, especially to those who are vulnerable due to underlying conditions or other risk factors. Please be respectful to your peers and their concerns by wearing your mask in all common areas, including hallways, restrooms, and classrooms. The mask is not a substitute for social distancing. Face masks must be worn for only one day at a time and must be properly laundered before use again.

While the college will provide cloth face masks to all students, we also recognize that students may want to wear their own face masks. They are encouraged to do so. If students purchase their own mask, they will need to be at minimum 2 ply.

Employee/students should adhere to the following guidance from the CDC on how to wear and care for face coverings properly:

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>

Mask protocol for those with medical conditions that prohibits wearing a mask

LOC will abide by the CDC guidance for those who cannot wear a mask due to a documented medical condition. A person who cannot wear a mask due to medical condition should contact the Director of Human Resources or the ADA Coordinator.

ADA Contact Information:

- Employees contact the Director of Human Resources at (901) 435-1591
- Students contact the ADA Coordinator – at (901) 435-1470

LOC ADA Statement

It is the policy of LeMoyne-Owen College to comply with Section 504 of the Rehabilitation Act of 1973, and with the Americans with Disabilities Act of 1990 in providing reasonable accommodations to qualified students with disabilities.

Daily Symptom Checks

All campus visitors are required to complete the online [LOC Daily COVID-19 Symptom Checker](#). Once the form has been completed, the individual will receive a reply based on responses:

- ❖ “DO NOT Proceed to Work/Class”
- ❖ “Proceed to Work”

NOTE: Take a “screen shot” of the Symptom Checker response to present to the screener when arriving at the building Magic Station.

If an employee/student is ineligible to report to work due to symptom or temperature, the employee/student must call COVID-19 Coordinator immediately to complete the “Coronavirus Disease (COVID-19) Workplace HealthScreening” form and must notify his/her supervisor/instructor.

Daily Temperature Checks

Entry processes will be in place for temperature checks to enter all buildings. Employee/student must plan to arrive to campus with enough additional time to enter through a checkpoint to have their temperature checked and verify clearance from the Daily Symptom Checker.

Employee/student should have completed the online LOC COVID-19 Symptom Checker prior to coming to campus. All employees/students must show proof (screen shot) that they have been cleared upon entering the Daily Temperature Check Magic Stations.

In rare cases, when an employee/student cannot complete the Daily Symptom Check online or if a VISITOR, the screener will manually check for symptoms by asking the following questions:

- Have you been in close contact with a confirmed case of COVID-19 in

the past 14 days?

- Are you experiencing a cough, shortness of breath, or sore throat?
- Have you had fever in the last 48 hours or fever over 100?
- Have you had new loss of taste or smell?
- Have you had vomiting or diarrhea in the last 24 hours?
- Are you currently experiencing fever over 100, difficulty breathing or cough?
- Have you traveled internationally within the past 14 days and have not been cleared by the COVID-19 Coordinator?

If a YES response is given for ANY of these questions or temperature check indicates above 100, individual will need to exit the building/campus and contact the COVID-19 Coordinator or Health and Wellness Nurse immediately.



TEXT
LOCSAFELY
TO **72727**
FOR UPDATES, SAFETY ANNOUNCEMENTS,
AND LINKS TO RESOURCES

A vertical purple banner for "MAGIC STATION" featuring a star logo, a person with a thermometer, a smartphone, and the Le Moyne-Owen College logo.

MAGIC STATION

TEMPERATURE SCREENING
SYMPTOM CHECKS

TEXT
LOCSAFELY
TO
72727

LeMoyne-Owen
COLLEGE

Social Distancing

Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick.

- ❖ **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 a clear panel mask and face shields if they would prefer that method of face covering during teaching.
- ❖ Employees/students should follow these social distancing practices:
 - Social distance from other people at all times.
 - Adjust physical work locations to assure social distancing can be maintained.
 - Conduct/attend meetings electronically, when possible.
 - Do not gather in groups.
 - Stay out of crowded places and avoid mass gatherings.

Hand Washing

Employees and students should wash their hands often with soap and water for at least 20 seconds, especially after being in a public place, or after blowing their nose, coughing, sneezing, or touching their face. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands with the sanitizer and rub your hands together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

Gloves

Employees and students will be allowed to wear their personal gloves if desired, but the College will not furnish gloves. Washing your hands often is considered the best practice for common everyday tasks.

Goggles/Face Shields

Employees and students do not need to wear goggles or face shields as part of general activity on campus. Good hand-cleaning hygiene and avoiding touching your face are generally sufficient for non-healthcare environments.

Personal Disinfection Responsibility

Custodial crews will continue to clean classrooms and public spaces based on CDC guidelines. Disinfecting wipes and hand sanitizers in classrooms: Sanitizing products will be provided in all classrooms.

- **Faculty** responsibility is to wipe down your teaching area, including smart board controls, pens, erasers, etc. as you enter the room prior to teaching each session. Instruct students to wipe down their seating area with wipes upon entry for each class session.
 - ❖ 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
- **Students** should take additional care to wipe down commonly used surfaces. Before sitting in the classroom, students must wipe down their desk/table area with EPA-registered 60% alcohol solution.

Coughing/Sneezing Hygiene

If you are in your residence hall room, private office or private residence and do not have on your face mask, remember to always cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow. Throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

**ALWAYS WEAR
A MASK
WHILE ON CAMPUS**

**ONE
PERSON
MAX
IN THE
ELEVATOR**

**WASH YOUR
HANDS OFTEN**

LeMoyné-Owen
COLLEGE

Admissions/Recruitment Events

- Prospective students (individuals and groups) can request a campus visit using the form below.
- Prospects (individuals and groups) are required to:
 - go through the LOC screening process upon arrival (includes symptom checker and temperature check)
 - wear masks properly at all times during your visit to LOC
 - must maintain appropriate social distance at all times
 - provide a list of all participants and contact information for COVID contract tracing
- We continue to take into consideration the health and safety of our students, faculty, and staff as we return to in-person recruitment and admissions.



LeMoyne-Owen College Group Tour Request Form

Thank you for your interest in visiting LeMoyne-Owen College! Once this form is complete, we will arrange your tour and contact you via email with visit details. **You must provide an email address in order to book your tour.**

Before submitting the request form, please be aware of the following COVID requirements:

- All participants must wear masks properly at all times during your visit to LOC,
- All participants must go through the LOC screening process upon arrival,
- All participants must social distance 6ft at all times,
- Must provide a list of all participants and contact information for COVID contract tracing.

Again, please note that your visit is not guaranteed until you receive a confirmation email from us. We are excited to host your group, and if you have any questions, please email admissions@loc.edu or call 901.435.1500.

Date Requested	<input type="text"/>
School/Organization	<input type="text"/>
Address *	<input type="text"/>
City *	<input type="text"/>
State *	<input type="text"/>
Zip code *	<input type="text"/>
Country (if not in USA)	<input type="text"/>
Contact name *	<input type="text"/>
Contact email address *	<input type="text"/>
Contact cellphone on day of tour *	<input type="text"/> (ex. 123.456.7890)
Number of students *	<input type="text"/>
Number of chaperones *	<input type="text"/>
Demographic of student(s)/visitor(s):	<input type="radio"/> Transfer <input type="radio"/> High school <input type="radio"/> Middle school <input type="radio"/> Other <i>If other, please specify:</i> <input type="text"/>

Additional comments

Submit

Campus Events & Student Organizations

Step 1: (Only for Student Organizations) Coordinator of Special Programs and Campus Life approval

- 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.
 - If you need access to 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.
 - Capacity will depend on venue and type of event.
 - Social distancing, temperature, and symptom checks are 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 events no later than the 14th class day.
-
- Step 2: If approved through step 1, COVID-19 approval (See appendix)
 - On and off campus LOC affiliated meetings and events for student organizations are to be held only with approval from the Coordinator of Special Programs and Campus Life and the COVID-19 Coordinator.
 - Follow all LOC COVID-19 Protocols
 - Follow LOC Event Protocol
 - Create a COVID-19 Event Plan of Action

- Submit signed approval request by the advisor and organization president,
- Provide a list of participants with contact information to be held for 14 days to allow for contact tracing, if needed.

Off Campus Events

- **Off-campus event definition** – Any activity/event that takes place off-campus and is organized/funded/attended by an officially recognized campus related entity (student organization, faculty/staff group, etc.). This does not include official athletic events scheduled by the athletic conference.
- **Large events are prohibited.** To protect against the spread of COVID-19 all large gatherings are prohibited. This includes parties, out-of-town and off-campus parties, and large social gatherings of any other kind. For off-campus, approved events, capacity should be aligned with the venue and all applicable health and safety protocols. Max capacity is determined by venue and type of event.
- **Event registration and attendee lists are required.** All off-campus events must be registered with and approved by the COVID-19 Response Coordinator before plans are finalized. A detailed list of all attendees, including contact information, must be maintained by the organizer/host for at least 14 days.
- **Events must comply with current state and local health ordinances. The organizer/host must ensure that all current state and local COVID-19 ordinances are followed.**
- **Food and beverage provisions.** If food or beverages are provided at the event, they must be individual grab-n-go options. Except for seated meals prepared by a state approved business, any food or beverages provided during an event must be individual grab-n-go options.
- **Symptom screening must be in place.** Event organizers must incorporate symptom checking and temperature checks before entering event.

****Final approval of an event may be denied, canceled, or revoked by the COVID-19 Response Coordinator up to the day of the event. Any actions, contracts, deposits, or expenses associated with an event are incurred at the**

risk of student groups and will not be factored into the approval/denial or cancellation/revocation decision. **



- 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 will 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/2019ncov/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 the 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 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.

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.

All in-person educational workshops will follow strict COVID-19 guidelines. Masks must be always worn during in-person sessions and educational workshops.

Counseling Center Staff Contact Information:

- Shalunda Askew-Elliott
 - (901) 435-1733
 - Shalunda_askew@loc.edu

- Brene Moore
 - (901) 435-1738
 - Brene_moore@loc.edu

Resources for 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):

- Counseling Center Staff will work with students on a case-by-case basis to find counseling services in the state where they are residing. The student must contact a counselor for assistance.

- Students residing in the Residence must be vaccinated and submit proof of vaccination.
- Upon return to the Residence Hall after Winter Break, students must show proof of negative COVID-10 test.
- Student housing will be assigned by Housing staff to best meet COVID-19 protocols and student safety.
- 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.
- Common spaces and the computer lab will be closed.
- Students must utilize laundry room on floor of residence hall assignment.
- For the health and safety of our residents, visitors will not be permitted in in residence hall.

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 family 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.

The 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, discretely advise person that permission to access the building is denied and have resident contact the COVID-19 Coordinator or nurse immediately to report COVID-19 symptom.
- 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 Affairs.
- 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 and in person advising and counseling sessions will be available.
- We will continue to connect students with academic, wellness and financial resources.

Monitoring, Reporting and Contact Tracing

Consistent with COVID-19 guidance from Equal Employment Opportunity Commission (EEOC) for complying with American with Disabilities Act (ADA) and the Rehabilitation Act, and for the safety of the LOC community, LOC requires all students to self-report if he/she displays signs or symptoms of COVID- 19 illness and/or has tested positive for COVID-19.

Students who live on campus and/or attend class in person are required to:

- Contact Coordinator if:
 - experiencing COVID-19 like symptoms;
 - they have been in “close contact” with someone who has COVID-19 (even if not experiencing symptoms).
 - diagnosed with COVID-19;
 - returned from international travel within the last 14 days.

Contact Tracing for Positive Cases

To help determine the risk of potential exposure to others on campus, Coordinator will conduct contact tracing with students who test positive for COVID-19. Exposed individuals will be given the name of the individual who tested positive so that their risk can be assessed; however, the actual test result (and any other protected health information) will not be disclosed. The objective is to inform individuals of known exposures and to closely monitor each individual to ensure that any signs of infection are addressed early.

Coordinator will call the individual(s) who have had “close contact” with a COVID- 19 positive person within 24 hours of the confirmed case to inform him/her of the situation and to have them complete the “Coronavirus Disease (COVID-19) Health Screening” form.

- Individuals who test positive for COVID-19 must report this information to the Health Department by calling 901-222-MASK (which is 901-222-6275) or by faxing the information to 901-222-8249. Individuals who test positive for COVID-19 must notify those who are known to have been in contact with them. [FORMAL ISSUANCE OF HEALTH ORDER AND DIRECTIVE NO. 23](#)

APPENDIX



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Shelby County Health Order and Directive 23 ----- 49



LeMoyne-Owen
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LOC ATTESTATION FORM

In efforts to ensure that we keep our LOC community safe this semester, LOC has updated the COVID-19 Protocols for employees and students. All employees/students must read carefully the LOC COVID-19 protocol guidance ([link here](#)) and on the LOC website for all updates and additional expectations regarding safety and wellness. As we actively monitor the COVID-19 pandemic, the protocols will continue to be updated and amended based on CDC and Tennessee mandates and guidelines.

- Employees and students are expected to monitor their temperature and symptoms daily, and record it through the online [Daily Symptom Checker](#).
- Employees and students are expected to enter and exit all building via the designed doors and comply with entrance through building Magic Stations for temperature and symptom checking.
- Employees and student are expected to wear masks at all times while in buildings and when unable to socially distance 6ft outdoors.
- Employees and students are expected to use proper hygiene in public and private spaces. This includes using proper sanitization in bathroom and private dwellings. *Employees and students in private dwellings such as apartments and private homes must provide their own cleaning supplies to ensure proper cleaning.
- Students are encouraged to have a COVID overnight bag that has items and toiletries should they test positive and must be relocated to an isolated room. (see sample checklists)
- Employees and students agree to comply with ALL LOC COVID-19 protocols.
- Employees nor students should not hold the college liable for any damage to personal items in the event that additional sanitizing methods are needed as a result to a positive COVID case.
- Employees and students should not hold the college liable if they test positive for the COVID-19 virus.

Date _____

Employee _____ Student _____

Name _____

Department/Office or Room Assignment _____

DAILY SYMPTOM CHECKER

All employees/students are required to complete the online [LOC Daily COVID-19 Symptom Checker](#)

prior to returning to campus. Once the form has been completed, the employee/student will receive a reply based on responses:

- ❖ “DO NOT Proceed to Work/Class”
- ❖ “Proceed to Work”

NOTE: Take a “screen shot” of the Symptom Checker response to present to the screener when arriving at the building Magic Station.

If an employee/student is ineligible to report to work due to symptom or temperature, the employee/student must call COVID-19 Coordinator immediately to complete the “Coronavirus Disease (COVID-19) Workplace HealthScreening” form and must notify his/her supervisor/instructor.

Daily Temperature Checks

Entry Processes will be in place for temperature checks to enter all buildings. Employee/student must plan to arrive to campus with enough additional time to enter through a checkpoint to have their temperature checked and verify clearance from Daily Symptom Checker.

Employee/student should have completed the online LOC COVID-19 Symptom Checker prior to coming to campus. All employees/students must show proof (screen shot) that they have been cleared upon entering the Daily Temperature Check Magic Stations.

In rare cases, when an employee/student cannot complete the Daily Symptom Check online or if a VISITOR, the screener will manually check for symptoms by asking the following questions:

- Have you been in close contact with a confirmed case of COVID-19 in the past 14 days?

- Are you experiencing a cough, shortness of breath, or sore throat?
- Have you had fever in the last 48 hours or fever over 100?
- Have you had new loss of taste or smell?
- Have you had vomiting or diarrhea in the last 24 hours?
- Are you currently experiencing fever over 100, difficulty breathing or cough?
- Have you traveled internationally within the past 14 days and have not been cleared by the COVID-19 Coordinator?

If a YES response is given for ANY of these questions or temperature check indicates above 100, individual will need to exit the building/campus and contact the COVID-19 Coordinator or Health and Wellness Nurse immediately.



LeMoyne-Owen
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COVID-19 EVENT PROTOCOL – USER AGREEMENT

The College adopted this protocol to be in full compliance with current state and local orders and consistent with existing federal and state guidance. The President’s Executive Council may issue updated protocols, which become effective upon adoption, to comply with changes in state and local orders, to be consistent with new federal and state guidance, or to adapt to changing conditions on campus. Please watch for updates to these protocols and regularly check the LOC COVID-19 website for news and other important information.

I. Introduction

LOC is restricting in-person events and meetings to mitigate the potential for spread of COVID-19 on campus. We are providing requirements and resources to engage and build community and a sense of belonging while still minimizing the spread of the virus. Due to the limited amount of on-campus space and the prioritization of available space for student learning, events will be handled pursuant to the following procedures, which will be in place until further notice, unless state or local ordinances require us to further limit attendance or change other aspects of our current Phase III plan. These procedures are in addition to the requirements of state and local public health orders and state and local guidance.

II. Event Operations and General Guidelines

A. Definitions For purposes of this protocol, the following terms have the definitions set forth below:

- a. Events are defined as any gathering of 6 or more attendees:
 - whether faculty, staff, students, or visitors, guests and alumni;
 - on College property or premises;
 - for purposes including but not limited to social, programmatic, organizational operation, or training-based needs;
 - whether sponsored by the college, schools, departments, units, or student-organizations.
- b. College property or premises means all land, buildings, facilities, or other property in the possession of or owned, used, operated, or controlled by the College

B. Workflow for Event Approval

An event host should submit a request to Facilities Management at least 2 weeks prior to the date of the event to allow sufficient time for the review process and for responses to work orders.

Once Facilities Management approves the initial event location, send your COVID-19 plan and signed user-agreement to the COVID-19 Response Coordinator.

III. Basic Requirements for All Event Types

A. Maximum Event Size



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COVID-19 EVENT PROTOCOL – USER AGREEMENT

The College is following the guidelines set by the State of Mississippi for outdoor events. Maximum capacity as been determined for indoor facilities/classrooms.

- B. Time between Events
The College will not allow events to be scheduled back-to-back in the same location to allow for building cleaning.
- C. **Minimum** staffing levels for events
The College requires clients/advisors to provide staffing to monitor COVID -19 protocols compliance.
- In large venues where seats are marked for social distancing, a staff person must be identified for each section to oversee compliance of social distancing and mask requirements.
 - For smaller venues, a staff person must be identified at a 1:10 ratio to oversee compliance of social distancing and mask requirements.
- D. Events must be designed to limit or avoid all sharing of objects. Objects that must be shared among participants must be cleaned between users. All event staff and participants must wear face coverings, maintain social distancing, utilize the College's screener system and use hand sanitizer stations provided at the venue.
- E. Event staff must place floor markings at the entry to promote social distancing during check-in.
- F. Participants must not share handheld or lapel microphones. All speakers must wear a face covering while speaking regardless of how far they are from the audience. The podium and any attached microphones must be cleaned between speakers. Each speaker must bring their own remarks to the podium.
- G. The COVID-19 Response Coordinator will work with students, employees and visitors to help them adapt and provide supportive and educational opportunities to respond to a missed requirement. Event staff are encouraged to include a summary of these COVID-19 requirements in the invitations and confirmation details to increase transparency about the College's expectations and response. Event staff are asked to use the following progressive measures to address non-compliance: ask for compliance and provide a face covering if a guest is not wearing one; if they refuse to comply, ask the individual to leave the event; call a supervisor to make a more formal request to comply or leave; and as a last resort, alert campus police. If a number of attendees are refusing to comply, the event should be paused, postponed or canceled. Compliance responsibility and enforcement is set forth for students, employees and visitors in the College COVID-19 Responsibility and Enforcement Protocol.

IV. Food Service Modifications

Attendees from different parties/households must social distance. The spacing of tables may need to be 3 feet apart or more to allow proper physical distancing between diners from



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COVID-19 EVENT PROTOCOL – USER AGREEMENT

different parties/households. Limit party size to eight or fewer people. Minimize objects touched by multiple patrons including discontinuing use of tablecloths or move to single use. No shared utensils or service vessels are permitted; flatware should be rolled up in napkins or individual cutlery packets provided. Coffee, beverages and other break items should be attended to by a server unless individual bottled beverages and pre-packaged snacks are provided for guests. A gloved server should provide attendees with a cocktail napkin with their beverage. Gloved servers will serve bread, and condiments served should be disposable, individual packets or sanitized individual containers.

V. Specific Event Type Requirements and Guidance

A. Indoor Events

- Classrooms and most event spaces have been setup for academic course instruction. Max capacity is noted outside each classroom.
- Room capacities have been adjusted to allow social distancing and approximately 50% capacity.
- Furniture must not be moved; room must be used as-is.
- AV technology has been upgraded in most spaces to allow virtual connections for events and activities.
- Maintain social distance between all employees, customers, contractors and visitors.
- Create a queue at entrances and exits that provides for physical distance between individuals and stagger entry and exit to prevent congestion.
- When at capacity, operate on a one-in-one-out basis.
- Establish single-direction traffic flow in and out of the venue and seating areas. Consider designating separate entrances and exits.
- Provide hand sanitizing stations at entrances and in high-traffic areas. The College will provide sanitizing products in all classrooms. Participants should wipe down their area before taking a seat.

VI. COVID 19-Plan (Email plan to COVIDresponse@LOC.edu)

A. Check list:

- ✓ Symptom checking (symptom checker or verbal), including temperature checks
- ✓ Face coverings must always be worn while indoors and must be worn outdoors when social distancing measures are difficult to maintain
- ✓ Ensure that face coverings are available
- ✓ Minimize face-to-face contact, assign tasks that allow these individuals to maintain a social distance from other employees or customers
- ✓ Comply with distancing and hygiene guidelines

B. Physical Distancing:



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COVID-19 EVENT PROTOCOL – USER AGREEMENT

Social Distancing is strongly recommended between household groups at all times, including while seated. Congregating at any point is strongly discouraged. Please describe your plan to maintain appropriate physical distancing throughout the event.

C. Attendees at Increased Risk for Severe Illness from COVID-19

Please describe your plan to accommodate higher-risk attendees, such as setting an established window of time for higher-risk groups to come in without pressure from crowds and/or separate entrances and queues.

D. Signage

Post signage listing COVID-19 symptoms, asking attendees with symptoms to stay home, and encouraging physical distancing. Please describe your plan to maintain signage, including the number of anticipated signs and their locations.

E. Payment Options

Encourage contactless payment; disinfect between transactions at facility stores/gift shops, and comply with other retail recommendations. Please describe your plan for payment if relevant.

F. Hygiene & Sanitization

Please describe your plan to provide hygiene and regular sanitization throughout the event.

G. Additional Safeguards

Please share any additional planned safeguards or measures being enacted at the event.



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COVID-19 EVENT PROTOCOL – USER AGREEMENT

(Sponsoring Organization)

(Event Location)

(Contact Name)

(Home #) (Cell #) (Work #) (Fax #) (Email Address)

Event Title: _____

Event Description: _____

Event Date(s): _____

Will Food/beverages be part of the event? Yes _____ NO _____

I HAVE READ AND UNDERSTAND "USER AGREEMENT" concerning the LOC COVID-19 protocol for events.
AGREED AND ACCEPTED:

Client/Advisor Signature Required Date

Student Organization President Date

Dean/Supervisor Date

COVID-19 Response Coordinator only:
Approved Dates: _____
Copies Sent: _____

NOTICE: You must first be approved by Facilities Management prior to seeking COVID-19 Response Coordinator approval. If COVID-19 Event Protocol- User Agreement is not received prior to your scheduled event, the event will not be approved.

Email your COVID-19 plan and user agreement to:

Daniel Evans – LOC COVID-19 Coordinator

Office Phone: 901-435-1238 |

COVIDresponse@loc.edu | www.loc.edu



Employee Request for Exemption from COVID-19 Vaccination

Name _____

Employee ID _____ Classification _____

Employee Phone _____ Employee e-mail _____

It is the policy of LeMoyne-Owen College to require all faculty and staff to be fully vaccinated from COVID-19 for the Fall 2021 semester. Exemption requests will be evaluated on an individual basis. A request consists of this completed form, any supporting documentation, and the certified written statement from a licensed healthcare provider who is a non-relative of the requestor.

All requests will be reviewed by the COVID-19 Coordinator and Director of Human Resources. Once your request has been reviewed and vetted, you will be contacted via email.

An approved exemption will eliminate the requirement of the COVID-19 vaccination. It does not alleviate the additional requirements crafted by the college to promote a safe and healthy environment for all college constituents. Exempt employees must comply with all COVID-19 protocols as identified by the college protocols. Employees who are exempt will not be permitted to attend face-to-face classes/work or campus activities.

Type of COVID-19 Exemption requested:

_____ Medical Exemption

_____ Religious Exemption

By requesting an approved exemption, you are adhering the following requirements set by the college. Your initials indicate your compliance.

___ I understand and assume all risks associated with non-vaccination.

___ I have requested to be exempt from the COVID-19 vaccine for my own health and wellness. I will comply with additional COVID-19 testing requirements set by the college.

___ Should a COVID-19 or variation breakout occur, I will comply with the college requests to ensure the safety of the college community.

___ Should I contract COVID-19 or any variation, I will contact the college immediately and will comply with all isolation and quarantine procedures set by the college.

My signature indicates that I understand and agree to the above information.

Signature _____

Date _____



LEE HARRIS
MAYOR

SHELBY COUNTY HEALTH DEPARTMENT

LA SONYA HARRIS HALL, MPA, PHD
INTERIM DIRECTOR

BRUCE RANDOLPH, MD, MPH
HEALTH OFFICER



Public Health
Prevent. Promote. Protect.

July 8, 2021

(effective July 10, 2021 at 12:01 am until August 7, 2021 at 12:00 pm)

FORMAL ISSUANCE OF HEALTH ORDER AND DIRECTIVE NO. 23

Pursuant to the Declarations of a State of Emergency
by Shelby County Mayor Lee Harris
and the Necessity of a Communicable Disease Control Threat Procedure
by the Shelby County Health Department¹

TO: Residents, Visitors, and Owners/Operators of Services, Facilities, and/or
Businesses in Shelby County, Tennessee

FROM: Lee Harris, Shelby County Mayor
Bruce Randolph, M.D., M.P.H, Shelby County Health Officer
LaSonya Harris Hall, M.P.A., PH.D., Interim Shelby County Health Director

RE: Public Health Announcement on COVID-19 Response

The majority of this document is helpful guidance for assuming personal responsibility for yourself, family, friends, and neighbors in preventing the spread of the COVID-19 virus. We should get vaccinated and encourage our family and our friends to do so. We should continue to get tested for COVID-19 when experiencing symptoms of the virus. Testing is free and so is the vaccine. In summary, we urge you – everyone – to continue to be considerate and responsible, not only for your own health, but also for the well-being of those you love and the entire community.

¹ Pursuant to the emergency management authority vested in Shelby County, Tennessee, for coordination of relief efforts in the event of a countywide emergency that may result in substantial injury or harm to the population, and the necessity to respond to public health emergencies vested in the Shelby County Public Health Department ("the Department"), this Health Order and Directive ("Directive") is being issued to protect the public health for all citizens and businesses in Shelby County, Tennessee.

All persons age 12 and older are eligible to receive the Pfizer vaccine.

All persons age 18 and older are eligible to receive the Moderna and Johnson & Johnson/Janssen vaccine.

Everyone should get vaccinated as soon as possible.
For current eligibility, check here: www.shelby.community/covid-19-vaccine

Key Things to Know About COVID-19 Vaccines
www.cdc.gov/coronavirus/2019-ncov/vaccines/keythingstoknow.html

What You Can Do When You're Fully Vaccinated
www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html

This Directive provides guidance on:

- A. Wearing Face Masks/Face Coverings;
- B. Preventive Measures for Individuals; and
- C. Preventive Measures for all Services and Businesses.

A. Wearing Face Masks/Coverings:

Guidance for Wearing Masks

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html.

Requirement for Face Masks on Public Transportation Conveyances and at Transportation Hubs

www.cdc.gov/coronavirus/2019-ncov/travelers/face-masks-public-transportation.html.

CDC requires wearing of face masks while on public transportation and at transportation hubs

www.cdc.gov/media/releases/2021/p0130-requires-face-masks.html.

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1. Masks **must** be worn in Shelby County in the following circumstances:
 - a. You are awaiting, boarding, disembarking, or traveling on public airplanes, ships, ferries, trains, subways, buses, taxis, and ride-shares as they are traveling into, within, or out of the United States and U.S. territories. This includes hubs, airports, terminals, stations, and ports of entry.
 - b. You are entering property on which a public authority (local, state, or federal) has a propriety interest, and that authority requires you to wear a mask while in the property and has posted “mask required” notice signs at frequently used entrances.

Judges with courtrooms in Shelby County buildings retain the discretion to require the use of masks within their courtrooms, and the judge must post a “mask required” notice sign at the entrance doors to his/her courtroom.

2. Masks are **recommended** in any of the following circumstances if you are not vaccinated:
 - a. You are in a public setting around people who don’t live in your household, especially when indoors and when it may be difficult for you to stay six feet apart from people who don’t live with you.
 - b. You are around people who don’t live with you, regardless of whether you are inside your home or inside someone else’s home.
 - c. You are inside your home with someone who is sick with symptoms of COVID-19 or has tested positive for COVID-19.
 - d. You are engaged in outdoor activities *and* physical distancing of six feet or more from persons who are not members of your household is not feasible, regardless of crowd size.

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B. Preventive Measures for Individuals:

Individuals should follow CDC guidance on preventive measures and personal practices that can be taken to prevent themselves and others from becoming infected by the COVID-19 virus: www.cdc.gov.

1. Individuals must cooperate with the Department on contact tracing and case investigation.
2. Individuals who test positive for COVID-19 must report this information to the Department by calling 901-222-MASK (which is 901-222-6275) or by faxing the information to 901-222-8249. Individuals who test positive for COVID-19 must notify those who are known to have been in contact with them.
3. Individuals who test positive for COVID-19 must isolate in accordance with CDC Guidance, and individuals who have been in close contact with someone with COVID-19 must quarantine if you have not had COVID-19 in the past three months or have not been fully vaccinated.

Isolate if You are Sick

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html.

When to Quarantine

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html.

An isolation and quarantine calculator can be found here:
covid19.tn.gov/prevention/quarantine-isolation-calculator/.

C. Preventive Measures for all Services and Businesses

The following preventive measures are **required**:

1. Cooperate with health authorities' efforts to prevent and control the spread of COVID-19.

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2. Report to the Department any employee who has had contact with a person who tests positive for COVID-19 by calling 901-222-MASK (which is 901-222-6275) or by faxing the information to 901-222-8249. For employers needing after-hours assistance, please call 901-232-4036.
3. Comply with all federal and state business COVID-19 safety requirements, such as the Occupational Safety and Health Administration requirements (OSHA and TOSHA) by providing employees with a workplace free from recognized hazards likely to cause death or serious physical harm.
4. Place prominent signs at entrances and high-traffic areas notifying employees, customers, and visitors if masking is required or recommended.
5. Require all workers to stay home if they are sick pursuant to the following CDC guidance. Workers who meet CDC criteria or symptoms for COVID-19 should be directed to leave the premises immediately and seek medical care and/or COVID-19 testing.

How to Protect Yourself and Others

www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html.

What to Do if You are Sick

www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html.

6. If an employer is informed that an employee has tested positive for COVID-19, the employer must close the areas where the employee worked for cleaning and disinfecting pursuant to CDC and OSHA guidance:

Toolkit for Worker Safety and Support

www.cdc.gov/coronavirus/2019-ncov/communication/toolkits/employees-and-worker-safety.html.

CDC Guidance on Workplaces and Businesses

www.cdc.gov/coronavirus/2019-ncov/community/workplaces-businesses/index.html.

OSHA Guidance on Preparing Workplaces for COVID-19

www.osha.gov/sites/default/files/publications/OSHA3990.pdf

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The following preventive measures are **recommended**:

1. Place prominent signs at entrances and high-traffic areas that state that workers, customers, and visitors should not enter if they are sick or currently have signs or symptoms of COVID-19.
2. Ensure proper ventilation in all indoor areas of any business location:
Ventilation in Buildings
www.cdc.gov/coronavirus/2019-ncov/community/ventilation.html.
3. Continue promoting frequent and thorough handwashing by providing workers, customers, and visitors a place to wash their hands or use alcohol-based hand sanitizer at or near entrances to a facility and other high-traffic areas. It is strongly encouraged that CDC handwashing guides be placed in all bathrooms and near any handwashing sink.
Wash Your Hands! (sign)
www.cdc.gov/handwashing/pdf/wash-your-hands-poster-english-508.pdf.
4. Develop a plan on how to communicate with workers/customers/visitors if they are exposed to someone who tests positive for COVID-19.
5. Discourage workers from using other employee's phones, desks, offices, or other work tools and equipment, when possible. When this is not possible, sanitizers should be used both prior to use of communal items and immediately after, and care should be taken not to touch the face.
6. Increase regular housekeeping practices for all areas, including routine cleaning and disinfecting of surfaces, equipment, high-touch areas, work areas, break rooms, bathrooms, common areas, and any other areas of the work environment.
7. If feasible, implement contactless transactions.
8. Indicate where lines may form at a facility, marking 6-foot increments as guides for where individuals should stand to maintain social distancing.

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9. Provide a hand sanitizing station (with adequate signage) at buffets for customers to use prior to and after serving themselves and require customers and employees to wear a mask while at a buffet. The sanitizing station must be properly distanced from any food in compliance with food permit restrictions on keeping chemicals away from food.
10. Regularly clean/disinfect restrooms, lounges, gyms, and shower facilities.
11. Encourage the use of outdoor space for the provision of services, where practical. Restaurants in particular are encouraged to provide an outdoor dining option.
12. Consider creating a plan to limit the communal use of items and products, such as eating or writing utensils and condiment containers.

Event planners for large-scale festivals, fairs, parades, sporting events, and community events may, but are not required to, seek the Department's feedback for their event plan(s) if such technical assistance is desirable.

Shelby County Buildings that house individuals, including the Walter Bailey Criminal Justice Complex, the Shelby County Division of Corrections and Detention Facilities shall follow all safety precautions as stated in any executive order by Mayor Lee Harris.

Long Term Care Facilities and Assisted Living Centers:

Nursing Homes and Long-Term Care Facilities

<https://www.cdc.gov/coronavirus/2019-ncov/hcp/nursing-home-long-term-care.html>.

The Department shall have unrestricted access to the facility where such access is determined necessary by the Department for purposes of investigating COVID-19 cases and testing all personnel for COVID-19, and in such circumstances, the operator and administrator shall cooperate fully to facilitate such testing. Any positive test result shall be reported to the Department of Health by 5:00 p.m. of the day following receipt of such test result. Consistent with CDC guidance, facilities must inform residents and their representatives within 12 hours of the occurrence of 1) a single confirmed infection of COVID-19 or 2) three or more residents or staff with new-onset of respiratory symptoms

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that occur within 72 hours. Updates to residents and their representatives must be provided weekly and after each subsequent time a confirmed infection of COVID-19 is identified or whenever three or more residents or staff with new onset of respiratory symptoms occurs within 72 hours. Updates should include information on mitigating actions implemented to prevent or reduce the risk of transmission including whether normal operations in the facility will be altered.

Lessors of Residential Properties

HUD and its PHA and private landlord partners have been taking steps to mitigate the impact of COVID-19 as each state reopens its economies. Keeping people in their homes and out of crowded or congregate settings — like homeless shelters — is a key step in helping to stop the spread of COVID-19. The best option for all is for renters to pay (or be able to pay) their rent.

Tenants and landlords may submit applications for the [COVID-19 Emergency Rental & Utility Assistance Program](http://www.home901.org/covid-resources/): www.home901.org/covid-resources/.

The displacement of COVID-19 positive citizens from their homes pursuant to a writ of possession, upon the filing of eviction proceedings, without notice of available assistance by the local health department is precluded by local health directive, its authority vested in state regulations regarding communicable diseases, including quarantine and isolation.

All inhabitants, present and/or readily available, of the dwelling which is the subject of eviction proceedings must be provided informational resources for rental assistance, food and housing instability, employment, and general health from the Shelby County Health Department and Shelby County Division of Community Services to further mitigate the secondary effects of the COVID-19 pandemic. Property owners, landlords, or their hired agents must distribute the following notice concurrently with the service of process of a Forcible Entry and Detainer Action (or Summons and Complaint) to any individual against whom an FED or other eviction action is filed. The notice must be provided in **English** and in **Spanish**:

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Emergency Utility, Rental/Mortgage, Medical/Prescriptions, and Family Support Assistance is available.

- If you or anyone in your household are currently quarantined or are in isolation due to COVID-19 and are unable to secure housing at this time, please notify the Shelby County Health Department by calling 901-222-MASK (which is 901-222-6275) or by faxing the information to 901-222-8249. Temporary housing support may be available.
- If you are behind on your rent or utilities, you may be eligible for relief for up to 12 months of your payments, made directly to your landlord or MLGW.
- Eligibility is determined by income, and residents must also be able to demonstrate that they had an income loss due to COVID-19.
- Legal assistance may be available for eviction/FED cases in court.
- To apply, visit www.shelbycountyttn.gov/247/Community-Services-Agency or www.home901.org/covid-resources or text “home901” or “casa” to 21000.

COVID-19 Asistencia Urgente para pagar su renta o servicios públicos (Emergency Rent Assistance).

- Si usted o una persona en su hogar está en cuarentena o aislado debido a COVID-19 y no sea posible obtener una vivienda en este momento, por favor notifica al Departamento de Salud de Shelby County por llamada a 901-222-MASK (901-222-6275) o por fax a 901-222-8249. Asistencia temporal de vivienda puede ser disponible.
- Si debe en alquiler o servicios públicos, puede ser elegible para asistencia de emergencia hasta 12 meses de pagos, pagado directamente a su dueño o MLGW.
- Elegibilidad esta basada en sus ingresos, y es necesario demostrar que haya perdido ingresos debido a COVID-19.
- Asistencia legal puede ser disponible por desalojos/FED en la corte
- Para solicitar, visita a www.shelbycountyttn.gov/247/Community-Services-Agency o www.home901.org/covid-resources o mandar por text “casa901” a 21000.

For purposes of ensuring the public health safety of all residents and visitors in Shelby County, executions of any writs of possession cannot occur unless:

- 1) This notice has been provided to the tenant(s) or resident(s) of the subject premises either with the service of process of the eviction notice or at least two weeks before execution of a writ of possession, whichever is shorter. An example of proof of notice that can be used can be found here: www.shelbytnhealth.com/AssistanceNotice; and

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- 2) Proof of this notice is provided to the Department via email to COVID@shelbycountyttn.gov or fax to 901-222-8249.

In those cases when the Shelby County Sheriff's Office (SCSO) provides service of notices of writs of execution or assists in executing such writs, SCSO has previously implemented a process for providing this notice before executing all writs of possession. Private process servers should also implement a procedure for providing the notice. Courts and clerks who assist in FED action may also provide information about the notice requirement to private process servers. The failure to provide this notice may result in temporarily halting a private process server's authority to participate in executions of writs of possession for impeding the Health Department's obligation to protect public health.

Please contact the Department if you require technical assistance regarding any preventive measures.

Requirement to Collect Demographic Data

Any health care providers located in Shelby County, Tennessee that provides COVID-19 testing or clinical care shall provide to the Department, as requested by the Department, demographic data regarding individuals vaccinated, tested, or cared for by the provider. Such data shall be in such forms, formats and/or schedules that the Department will reasonably specify to the provider by written guidelines, including by way of example and without limitation the following data: gender, race, ethnicity, date of birth or other indicia of age, and such other demographic-based clinical information that the Department deems relevant and necessary to respond to and serve the needs of Shelby County related to the COVID-19 pandemic.

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Approved and adopted by:

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