



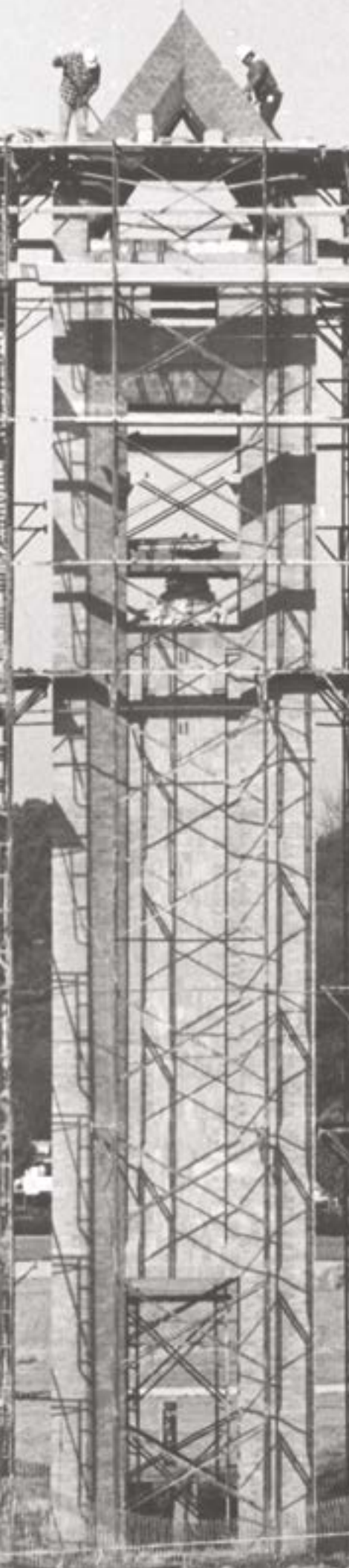
**LETOURNEAU  
UNIVERSITY**

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*the* **CHRISTIAN  
POLYTECHNIC  
UNIVERSITY**


**LeTourneau University's  
COVID-19 Plan for  
Reopening Campus**

Employee Guide | 2021-2022 Academic Year



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**Planning for the 2021-2022 academic year continues with an unwavering commitment to the health and safety of our students, faculty and staff, and in pursuit of the highest academic quality and LeTourneau ingenuity. With those foundational commitments at the forefront, LETU plans to be open this academic year offering face-to-face instruction. This year will look different from most previous years. The situation continues to evolve as is our understanding of all aspects of the coronavirus disease 2019 (COVID-19), and thus it is likely we will need to adjust our guidance as more information becomes available. The following is a general framework based on input of LeTourneau University’s Welcome Back Initiative Team and evidence-based public health protocols for the control of infectious disease.**

## Definitions

For clarity, the following terms in this document shall have the meanings set forth below:

- “Campus” refers to the physical facilities and grounds of LETU.
- “CDC” refers to the Centers for Disease Control and Prevention.
- “Face to face” or “f2f” refers to an environment where some portion of the courses are offered in person on Campus while others continue to be offered online, where offices are staffed with in person faculty and staff, and where existing residence halls are operating at some level of capacity in coordination with current guidance from federal, state and local public health authorities. This is not intended to reflect pre-COVID-19 operations where the Campus is open without restrictions, in person and with normal full staffing levels.
- “Isolation” refers to the separation of sick people with a contagious disease (such as COVID-19) from people who are not sick.
- “Quarantine” refers to separating and restricting the movement of people, while not yet ill, who might have been or were exposed to a contagious disease to see if they become sick.
- “Community” describes LETU’s students, faculty, and staff.

# Campus Preparation for Start of Fall 2021 Semester

**For the 2021-2022 academic year, LETU has continued to keep some COVID-19 protocols in place while removing other protocols that were implemented in the previous academic year. Campus will remain clean and personal protective equipment will remain accessible to faculty, staff, and students that request them.**

## In preparing facilities:

- Each learning space/classroom has been assessed to maximize distancing to meet allowable occupancy levels for each space in accordance with the current COVID-19 physical distancing guidance from public health authorities and not in violation of local city codes. In addition, assigned seating will be implemented for each class.
- Barriers and physical guides, such as tape on floors or sidewalks, dividers, and signage will remain where needed to facilitate and encourage the separation of individuals.
- Signage will remain throughout the facilities emphasizing the physical distance to be maintained (e.g., 6-foot interpersonal physical separation) and maximum capacity. LETU will provide editable templates to be used for most signage.
- LETU has evaluated HVAC systems:
  - › adjusted air circulation to increase outside air intake, where possible,
  - › evaluated air filtration systems for enhanced air quality,
  - › considered other solutions to reduce likelihood of viral exposure in buildings, if feasible and determined to be efficacious, like humidity and temperature set points.

## Supplies:

- LETU has procured additional disinfectant cleaning supplies for students, faculty and staff use.
- LETU supports healthy hygiene behaviors by providing adequate supplies, including soap, hand sanitizer with at least 60% alcohol, paper towels, tissues, and no-touch faucets where possible.
- LETU has procured COVID-19 antigen testing and necessary PPE to be able to test students and employees for active COVID-19 infections.

## Processes and Procedures:

- LETU has established a Welcome Back Initiative to work across campus to develop plans for specific events or departments related to COVID-19. The Welcome Back Initiative has been working together since Summer 2020.
- Protocols have been updated for handling exposure, infection, and sick leave.
- Institutional procedures in collaboration with local health officials are in place to facilitate timely contact tracing and testing if required per public health guidance.
- Instructors are encouraged to monitor class attendance and keep updated records.
- LETU has prepared a training module for faculty, and staff, as well as a public health campaign that started in late summer and continue throughout the academic year for the entire campus community.

## Employee Health and Safety Expectations

The virus that causes COVID-19 can be spread to others by infected persons who have few or no symptoms. Even if an infected person is only mildly ill, the people they spread it to may become seriously ill or even die, especially if that person is 65 or older with pre-existing health conditions that place them at higher risk. COVID-19 vaccines are available in East Texas and individuals should consider their own personal situations when deciding whether to receive one of the available vaccines. Please be vigilant regarding your own health and the desires of others as you interact with colleagues around campus. While vaccines have demonstrated effectiveness, it is still possible to transmit COVID-19 and/or get COVID-19 after being fully vaccinated. Please remember that COVID-19 Polymerase Chain Reaction (PCR) testing is available for free to LETU employees on campus if you have COVID-19 symptoms or have been exposed to someone that you believe has COVID-19. Please refer to the Temporary Sick Leave Addendum regarding testing and sick leave policies.

- A self-evaluation screening should be taken before coming to work (if symptoms are suspected, stay home and call your supervisor).
- If you feel sick while at work, inform your supervisor and go home immediately.
- Wash or sanitize hands on a frequent basis throughout the day.
- Use appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette.
- Schedule appointments with others across campus, do not just show up at other offices or workspaces.
- When scheduling meetings or group events, ensure that there is adequate spacing to allow for six feet of physical distancing between attendees.
- Maintain at least six feet of separation from other individuals when possible and appropriate. This includes on-site work areas and within campus buildings and offices.
- Face coverings are not required in buildings or outside. However, some individuals may choose to wear face coverings based on their personal situations. Please consider physically distancing and wearing a face covering when interacting with them. PPE will be issued and distributed upon request; the use of handmade face coverings is acceptable.



- When meeting in offices please follow the guidance of the office occupant. If the occupant requests that face coverings be worn, please respect that request and wear a face covering. Official office signage will be provided for those that wish to maintain face coverings and physical distancing in their office spaces.

If employees blatantly disregard the COVID-19 Safety Expectations, they may be subject to progressive disciplinary measures, including the possibility of: verbal warning, written warning, unpaid suspension, and/or final termination. Progressive discipline is coordinated through the employee's supervisor and with the Office of Human Resources.

Supervisors may send home any employee who has any of the following new or worsening signs or symptoms of possible COVID-19:

- › Cough
- › Shortness of breath or difficulty breathing
- › Chills, or Repeated shaking with chills
- › Muscle pain
- › Headache
- › Sore throat
- › Loss of taste or smell
- › Diarrhea
- › Feverish or a measured temperature greater than or equal to 100 degrees Fahrenheit
- › Known close contact with a person who was tested and confirmed to have COVID-19

## COVID-19 Employee and Workplace Process Map

Faculty and staff are advised when they leave the East Texas area they should be aware of their exposure to others and voluntarily place themselves in self-quarantine upon returning to the East Texas area if they are unvaccinated and believe they may have been exposed to COVID-19.

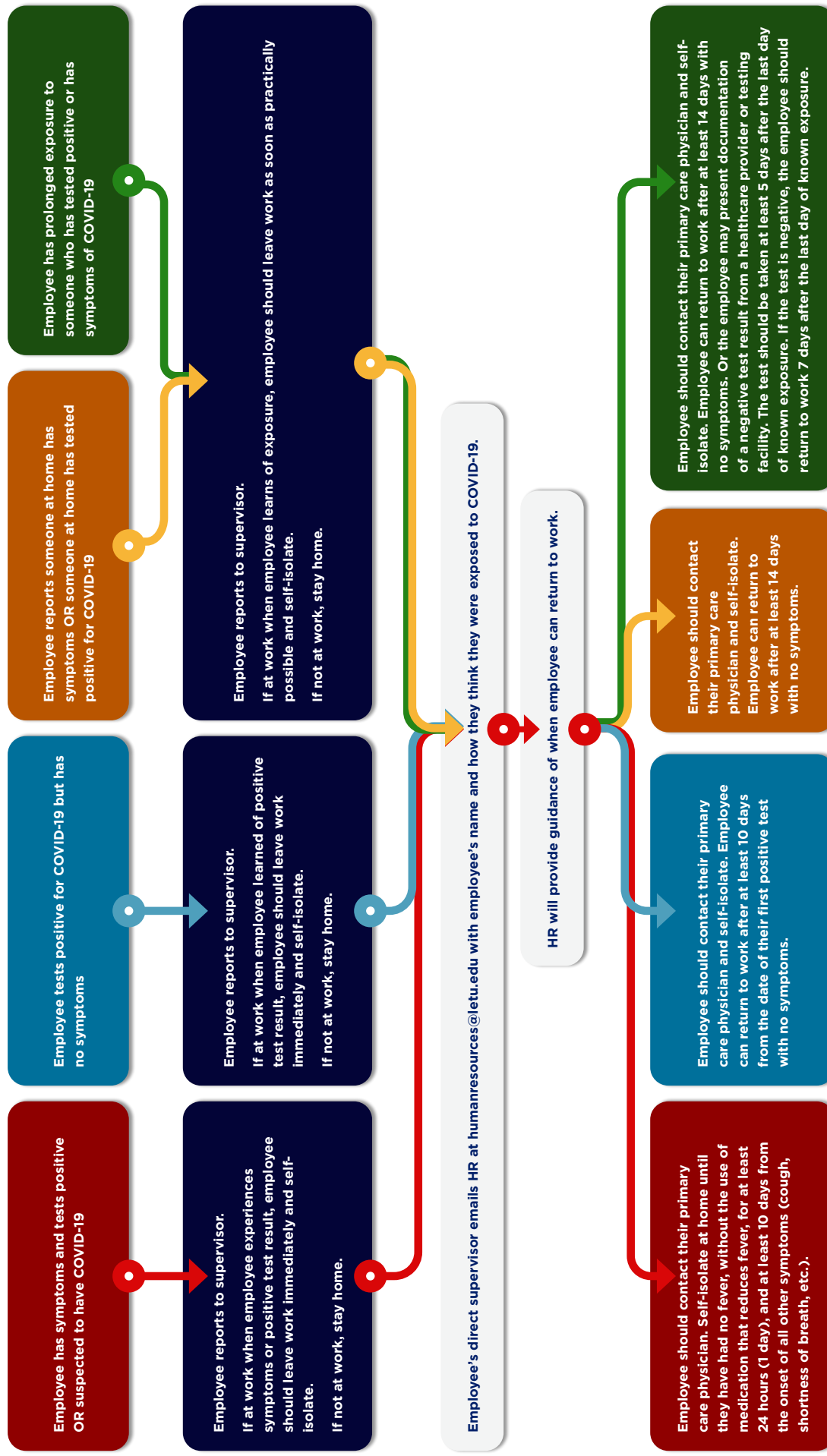
Throughout the academic year, on-campus testing will be focused on those that have not yet been vaccinated or have not tested positive for COVID-19 within the last 90 days. Those showing COVID-19 symptoms or those that have had known direct contact with someone that has tested positive for COVID-19 will also be eligible for COVID-19 testing on-campus. To be considered exposed to COVID-19, you need to have prolonged close contact with a person who has the virus for at least 15 continuous minutes or being in direct contact with secretions from the sick person.



## Employee/Workplace COVID-19 Process Map

If you have been fully vaccinated for COVID-19 or have had COVID-19 within the last 90 days, you are not considered exposed. To be considered exposed to COVID-19, you need to have prolonged close contact with a person who has the virus. Close contact includes living in the same household, caring for a sick person with the virus, being within 6 feet of a sick person with the virus for at least 15 continuous minutes, or being in direct contact with secretions from the sick person. Unless the employee has had direct close contact to someone that has tested positive for COVID-19 or is displaying symptoms of COVID-19, the employee is not considered "exposed" and should continue working.

If you have any questions, please contact Phyllis Turner 903-233-4171



# Temporary Sick Leave Policy Addendum

During the COVID-19 emergency and until otherwise discontinued by the University Cabinet this policy will stand as a temporary addition to the Sick Leave policy. Failure to follow the policy may result in disciplinary action up to and including termination.

- Employees that have been fully vaccinated for COVID-19 do not need to quarantine if they have been exposed to someone that has tested positive for COVID-19 or someone that has COVID-19 symptoms.
- Employees that have been fully vaccinated for COVID-19 but still display COVID-19 symptoms should get tested immediately and can return to work with a negative test result. If they receive a positive test result, they cannot return to work until they have had no fever, without the use of medication that reduces fever, for at least 24 hours (1 day), and at least 10 days from the onset of all other symptoms (cough, shortness of breath, etc.). Employee must provide positive test result or completed family medical leave documentation.
- If an employee has a positive test result for the COVID-19 virus and displays symptoms, they cannot return to work until they have had no fever, without the use of medication that reduces fever, for at least 48 hours (2 days), and at least 10 days from the onset of all other symptoms (cough, shortness of breath, etc.). Employee must provide positive test result or completed family medical leave documentation.
- If an employee has a positive test result for the COVID-19 virus but develops no symptoms, they may return to work after 10 days from the date of their first positive test. Employee must provide positive test result or completed family medical leave documentation.
- If someone in an unvaccinated employee's home has a positive COVID-19 test result, they will be asked to remain quarantined for at least 14 days from the individual's positive test result before returning to work, unless they develop symptoms of the virus, in which case the employee will need to seek medical treatment as necessary. Employee must provide positive test result or completed family medical leave documentation.
- If an unvaccinated employee has had known exposure to someone outside of their home with a positive COVID-19 test result, they will be asked to self-quarantine and take a COVID-19 test 5 days after the last day of known exposure. They must continue to self-quarantine until a COVID-19 test result can be obtained. If it is positive, see the above section of this policy. If it is negative the employee should return to work 7 days after the last day of known exposure.

For example, see the below table:

Last day of known exposure	Employee self-quarantines	Employee may take COVID-19 test	Employee self-quarantines	Employee may return to work if COVID-19 test result is negative
Day 0	Day 1, Day 2, Day 3 & Day	Day 5	Day 6 & Day 7	Day 8

- › If the employee chooses not to seek a COVID-19 test the employee shall remain quarantined for 14 days using vacation or unpaid leave.

Employees will use their accrued sick time for any time taken for COVID-19, any positive testing for COVID-19, exposure for someone in employee's home with COVID-19 or virus symptoms, or while waiting for COVID-19 test results. If employees use all their accrued sick time, then accrued vacation time will be used for any time taken for COVID-19.

If an employee uses all their sick time and vacation time and still needs additional time for a COVID-19 related absence detailed above, C19 hours shall be used in lieu of receiving no pay if the employee can show evidence of a current positive COVID-19 test result. No sick time or vacation time will accrue when using C19 hours. C19 hours will run concurrently with Family Medical Leave (FMLA) and will be utilized in the same manner as FMLA. Employees may have up to 480 hours or 12 weeks of C19 hours minus any time they have already used in the previous 12 months for



any other Family Medical Leave related issue. If an employee uses all 12 weeks in either FMLA or for COVID-19 related absences, and are still unable to return to work, their situation will be reviewed and separation from employment may be recommended.

## Campus Disclosure

LETU will disclose any known COVID-19 case only to members of the campus community who have a need to know while respecting the confidentiality of the individual employee.

## Employee Resources

Please visit Human Resources and the Welcome Back Initiative homepage for more resources and information

### **Phyllis Turner, Director of Human Resources**

903-233-4171 | [phyllisturner@letu.edu](mailto:phyllisturner@letu.edu)

### **Angela Clipperton, Director of Health Services**

903-233-4445 | [angelaclipperton@letu.edu](mailto:angelaclipperton@letu.edu)

### **National Crisis Text Line Text HELLO to 741741**

**For more information about quarantine or isolation, see these resources:**

**<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>**

## Contact Tracing

LETU will coordinate contact tracing with local health authorities and the Gregg County Health Department. Contact tracing for those who test positive for COVID-19 will be led as dictated by local public health officials. Any individual who has tested positive will be expected to provide an account of all individuals with whom they have interacted over the previous 48 hours.

## Academics

### Academic Calendar Adjustments

The academic calendar was adjusted to reduce opportunities for external exposure to campus. Please see the 2021-2022 Academic Catalog for the full semester calendar and key dates. <https://www.letu.edu/academics/academic-calendar.html>

### IT Capabilities

Faculty may require students at various times throughout the semester to attend class virtually, submit assignments online, etc. to promote a safe and healthy environment. Therefore, students will have access to common technology such as personal computers, internet access, webcams, or scanners (or phone scanning alternatives).



## Classroom and Lab Instruction

In most cases, classes and labs will be scheduled at reduced densities and configured to allow distancing. Due to the nature of the instructional work and/or room capacities, some classes or labs may not fully support physical distancing. Employees and students are encouraged to be mindful of others who may wish to distance in classes and labs.

### Specific Guidelines

- The use of face coverings in classrooms and labs is optional for faculty and students.
- Faculty and students should strive to achieve 6 feet of distance in classrooms/labs by moving furniture and/or skipping seats/rows.
- In view of the potential need to conduct contact tracing, faculty should establish a seating chart for their class and take regular attendance. The faculty may determine the easiest way to record and log attendance depending upon their class type and size. The record will not need to be submitted to campus health officials unless tracing becomes necessary.

LETU supports the concept that the primary academic medium this fall should be in-person instruction. Therefore, classes will be held in person in their scheduled locations and seating adjusted to promote distancing.

The Welcome Back Initiative's Academic Success and Ingenuity Team, with the help of leaders in Conference and Event Services and Facilities Services, has identified the highest-density classes and reassigned them to alternative locations to increase distancing capability. Faculty and students will be made aware of any official relocations.

In cases where reasonable distancing is not achievable or satisfactory, the instructor may elect to deliver the course using distance-learning, hybrid, or hyflex techniques. In collaboration with the faculty member, students will be offered a distance-learning or make-up option to complete their coursework should they fall ill or need to isolate or quarantine.

## Special Note for Faculty and Students in Clinical Programs and Operations

Special arrangements and precautions will be required for students and faculty engaged in clinical programs (e.g., nursing, student teaching, etc.). Arrangements and precautions are unique to the program and guided by the program's accreditation as well as medical and public health guidance. LETU will provide oversight of these arrangements.

## University Travel

All non-essential international travel continues to be suspended until further notice. However, regular domestic travel related to official university business will be

permitted at this time. Please see the COVID-19 Travel Suspension Policy for more details.

## Student Life

Co-curricular activities are essential to the holistic education of the student, and faculty and staff should encourage students to continue to engage in meaningful activity outside of the classroom when possible. To make that possible, LETU will continue to offer face-to-face programming where appropriate, with an emphasis on small group gatherings. All LETU sponsored activities will continue to follow our standard safety guidelines. Indoor activities and group gatherings will not exceed occupancy limitations as defined by LETU. Outdoor activities are encouraged when possible. Students are also encouraged to consider the use of online technologies to reduce the amount of face-to-face interaction required for planning and hosting events. Many traditional activities will not continue to happen in the fall or spring in their customary format, however we encourage students to consider new delivery formats that promote student safety. Student-led co-curricular activities organized or planned by any recognized student club or organization, student leader, or student employee are considered an official LETU event whether on or off campus and are expected to follow all LETU guidelines.

Physical activity and exercise has been demonstrated to have positive effects on students' physical, emotional, and academic health, and we encourage students to continue to seek out opportunities to remain active. The Solheim recreation and fitness center continues to remain open for student usage. Fitness classes will continue to be offered free to students with appropriate physical distancing and disinfection of shared equipment. Employees and their families are also encouraged to take advantage of the facilities and equipment in the Solheim Center, but must adhere to the safety guidelines.

## Chapel for Fall 2021 & Spring 2022

Current restrictions for gathering together require temporary modifications to the spiritual formation program for Fall 2021 & Spring 2022. Even with these modifications, we are genuinely excited about what this year holds for the spiritual formation of our campus as we seek to continue to strive to be a community of faith formed in the image of Christ.

At this time, all students, faculty, and staff are invited to attend chapel together. Please be aware of your proximity to others and respectful of those that wish to remain physically distanced.

Employees will be able to view Chapel recordings in the CHAP 2000 Canvas course, which should be in the Canvas Dashboard. Please contact Spiritual Life at 903-233-3122 or email Londa Mauriello ([LondaMauriello@letu.edu](mailto:LondaMauriello@letu.edu)) if you are interested in leading a life group.

## On-Campus Student Services

Faculty and staff should be aware that all campus services will be operating with some modifications to promote safety of students and employees. Students are



encouraged to call ahead to campus departments to determine whether to walk-in or request services virtually. All offices are able to meet many needs by phone or virtual meeting technology.

## Achievement Center

Employees should note that academic support and disability services for students are provided through the Achievement Center. Many services will be provided virtually to accommodate safety and scheduling needs of students.

Direct students to contact Debbie McGinness at [debbiemcginness@letu.edu](mailto:debbiemcginness@letu.edu) for any academic support services (tutoring, Supplemental Instruction (SI), or Math Lab).

Disability information can be found at [www.letu.edu/ada](http://www.letu.edu/ada), or by contacting Director for Student Achievement Vernessa Gentry at [vernessagentry@letu.edu](mailto:vernessagentry@letu.edu).

Faculty may direct students to the Writing Center for their composition needs. Students have the option of meeting in-person with writing tutors at the Writing Center (1st floor AFSC, Admissions Suite). Writing tutors may choose to wear face coverings and utilize plexiglass barriers while tutoring. Students also have the option of meeting virtually with a tutor on Microsoft Teams. Please visit [www.letu.edu/writingcenter](http://www.letu.edu/writingcenter) for updated information and instructions on tutor availability, both in person and online.

## Campus Store

Campus Store Hours will be 8:00 a.m. - 5:00 p.m. for the first two days of classes, which will allow students to pick up any textbooks that were delivered there.

- Normal business hours for the Campus Store will be 9:00 a.m. - 4:00 p.m. Monday through Friday.
- The store encourages the use of credit/debit cards, desiring to go as cashless as possible.

## Bon Appetit Dining Services

Dining Services will be available to students with meal plans as well as the campus community. The Corner Cafe will provide dine-in services only. The Hive in the Allen Family Student Center will provide dine-in and carry out options.

Corner Cafe Hours

Monday-Friday

Breakfast 7:30am - 9:30am

Lunch (M, W, F) 11:30am - 1:30pm

(T & Th) 10:50am - 1:30pm

Dinner 4:45pm - 7:00pm

Saturday & Sunday

Brunch 11:30am - 1:30pm

Dinner 4:45pm - 6:00pm

Hive Hours

Monday-Friday 6:30am-7pm.

## Health Services

Employees should be aware that LETU's Student Health Services has made the following adjustments to provide services to the entire LETU community for the Fall 2021 & Spring 2022 semesters:

- screening staff and students for respiratory symptoms and checking temperatures before entering the clinic
- setting up COVID-19 testing area and procuring testing equipment for members of the community who are symptomatic or who have been exposed to a confirmed COVID-19 case
- creation of COVID-19 Ready Guide to be sent early August by email to all students
- advising students to make appointments online or call before coming to the health center for an in-person visit
- utilizing telemedicine or telehealth visits through BuzzCare.care when appropriate
- developing illness, quarantine, and isolation protocol
- posting information online and signage at clinics that provide guidance on the safety precautions in effect
- developing protocols for managing patients with acute respiratory symptoms and transporting patients in need of a higher level of care
- developing processes for Health Monitoring App usage and follow-up
- adjusting hours of operation to include telephone triage and follow-up for students

## Mail Center

The Mail Center will be open 10:00 a.m. – 4:00 p.m. Monday through Friday.

Due to COVID-19, the following will be required at the Mail Center:

- Only one individual allowed at the counter at a time.
- To reduce the number of people handling the scanners used for packages, Individuals will no longer sign for packages.
- Individuals must pick up their own packages unless the Mail Center is notified in advance. The person picking up the package must show an ID.

## Margaret Estes Library

The library will be open for regular operating hours to faculty, staff, and students to utilize materials and equipment as safety protocols allow. The library provides digital resources including articles, ebooks, videos, etc. from our discovery search box on our website.

All research and instructional assistance may be provided in-person or virtually by using our 24/7 chat services. If you need help locating items that we do not have in our collection, use our interlibrary loan service or inquire about purchasing materials. Contact the Margaret Estes Library for any questions or special accommodations via email [library@letu.edu](mailto:library@letu.edu) or chat service located on our website at [letu.edu/library](http://letu.edu/library).

## Solheim Athletic Center

Solheim Athletic Center follows state and local guidelines for space capacity and physical distancing, along with health screening of patrons and sanitization of facilities and equipment.

The following are the health protocols for individuals that use the LETU Solheim Center. These minimum health protocols are not a limit on the health protocols that individuals may adopt. Individuals are encouraged to adopt additional protocols consistent with their specific needs and circumstances to help protect the health and safety of all the LETU community.

- All individuals will be asked to self-screen before going into the Solheim Center for any of the following new or worsening signs or symptoms of possible COVID-19. Individuals will not be allowed to enter with symptoms of COVID-19 or known close contact with a person who is lab confirmed to have COVID-19.
- Individuals should avoid being in a group larger than 10 individuals and maintain a physical distance of at least 6 feet between individuals within the group and outside the group.
- Disinfect any equipment before and after use, including exercise machines and dead weights.
- Wash or disinfect hands upon entering the Solheim Center or class and after any interaction with employees, other users, or items in the Solheim Center.
- Wear gloves that fully cover from the wrist to the fingers while exercising.

## Athletics

The American Southwest Conference Council of Presidents voted to resume conference-scheduled competition and championships beginning January, 2021. All LETU sponsored sports including cross-country, soccer, volleyball, basketball, baseball, softball, tennis, golf, and track and field will resume practices and begin conference competition. All NCAA designated Tier I individuals (including student-athletes, coaches, and athletic trainers) will be COVID tested according to NCAA guidelines assigned to their sport - high risk, medium risk or low risk. All Tier I individuals must be tested prior to traveling or competition.

The health and safety of our student-athletes remains our highest priority, so we will continue to monitor NCAA, state and local guidelines to ensure this safety.

## Use of Facilities by Outside Groups

Use of university or agency facilities by outside groups must be approved by Conference and Event Services and should only be approved if the use advances the mission of LETU. Safety requirements and recommendations established by local health authorities and university/agency policies in effect at the time of the event will be observed (e.g., gathering size, physical distancing, face coverings, etc.).

## Visitors to Campus

All employees should continue meeting virtually with external partners whenever possible. All visitors are expected to observe safety requirements and recommendations established by local health authorities and university/agency policies in effect at the time of the visit (e.g., meeting size, physical distancing, face coverings, etc.) and declare they have not been determined to be COVID-19 positive, do not have COVID-19 symptoms, and have not been in the presence of anyone they knew to be COVID-19 positive in the last 10 days.



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