



**LETOURNEAU
UNIVERSITY**

the **CHRISTIAN
POLYTECHNIC
UNIVERSITY**

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

Employee Guide | 2020-2021 Academic Year

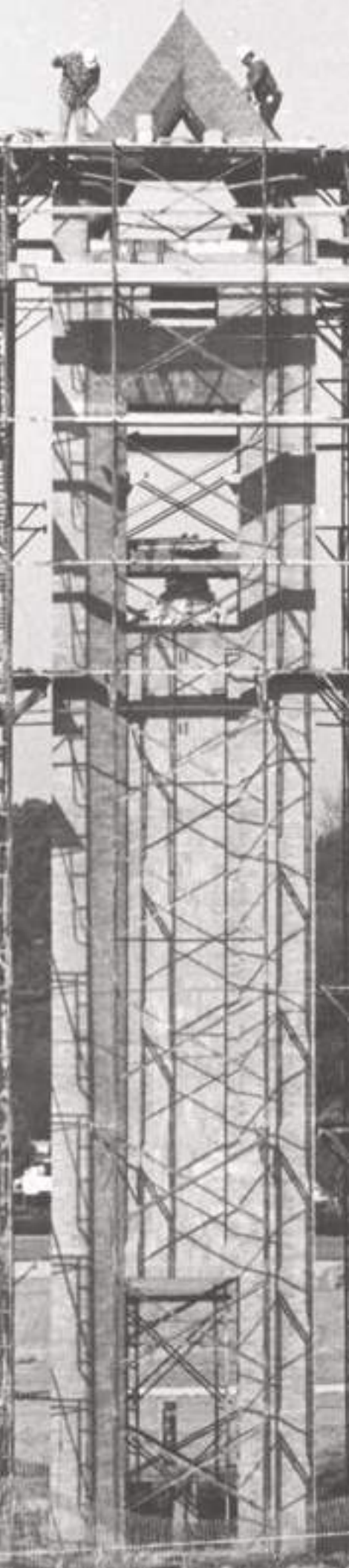


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Planning for the 2020-2021 academic year continues with an unwavering commitment to the health and safety of our students, faculty and staff, and in pursuit of the highest academic quality and LeTourneau ingenuity. With those foundational commitments at the forefront, LETU plans to open this academic year and resume face-to-face instruction.

It is clear that fall 2020 will not look like fall 2019. The situation is evolving 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.

These guidelines relate specifically to information that employees need to know as they return to work on campus.

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 2020 Semester

In preparation for the 2020-2021 academic year, LETU is preparing facilities, has obtained supplies and protective equipment, and has developed processes and protocols for implementation of this guidance.

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.
- Classroom, lobby, and cafeteria furniture will be removed or “blocked off” to meet city requirements; for example, limit seating to only the adjusted occupancy level and to encourage physical distancing. In addition, outdoor seating arrangements are being made for outdoor dining options.
- Barriers and physical guides, such as tape on floors or sidewalks, dividers, and signage will be added where possible to facilitate and encourage the separation of individuals.
- Signage will be placed 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 but samples from the CDC include:
 - › https://www.cdc.gov/handwashing/pdf/keep-calm-wash-your-hands_11x17.pdf
 - › <https://www.cdc.gov/coronavirus/2019-ncov/downloads/stop-the-spread-of-germs.pdf>
- 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.
- Existing patterns for foot traffic both inside and outside of facilities have been assessed and redirected as needed to maximize physical distancing.

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.
- Logistics and management of check-in and screening for all students in August 2020 have been established to allow for health screenings and reduced numbers of students at any location at the same time.
- A face covering policy has been implemented.
- 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 additional 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 will start 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. Because of the hidden nature of this threat, everyone should rigorously follow the practices specified in these protocols, all of which facilitate a safe and measured reopening of Texas. The virus that causes COVID-19 is still circulating in our communities. We should continue to observe practices that protect everyone, including those who are most vulnerable.

Employees at higher risk for severe illness from COVID-19 are advised to consider their risk and communicate with their supervisor before they return to Campus. Working remotely may be a consideration or staggered schedules and office hours within the department to reduce risk.

- 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 upon entering the building, and on a frequent basis throughout the day.
- Use appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette.
- Limit face-to-face interaction as much as possible.
- Schedule appointments with others across campus, do not just show up at other offices or workspaces.
- Maintain at least six-foot separation from other individuals as often as possible. This includes on site work areas; as well as, within campus buildings and offices.



- Wear a face covering that covers the nose and mouth while inside building shared spaces (hallways, breakrooms, etc.), working in teams, and/or around other people. Initial PPE will be issued and distributed upon request; the use of personal made face coverings is acceptable. Please see the LETU Face Covering Policy for more information.
<https://www.letu.edu/wbi-face-covering.pdf>
- Traveling in the same vehicle is not permitted unless the six-foot distancing can be achieved, and the individuals are wearing face coverings (maximum of 2). This mostly applies to the larger capacity custodial vans.
- Frequently disinfect workspaces and university vehicle touch points. This may include door handles, technology, chairs, etc. This is the responsibility of the employee occupying the workspace. *
- Disinfect each shared technological device after each use. This includes but is not limited to copy machines and fax machines. This is the responsibility of the employee that uses the device. *

***Further guidance regarding the cleaning and disinfecting of technology can be found in the LETU IT Knowledge Base.**

<https://wiki.letu.edu/display/itkb/Disinfecting+Technology>

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

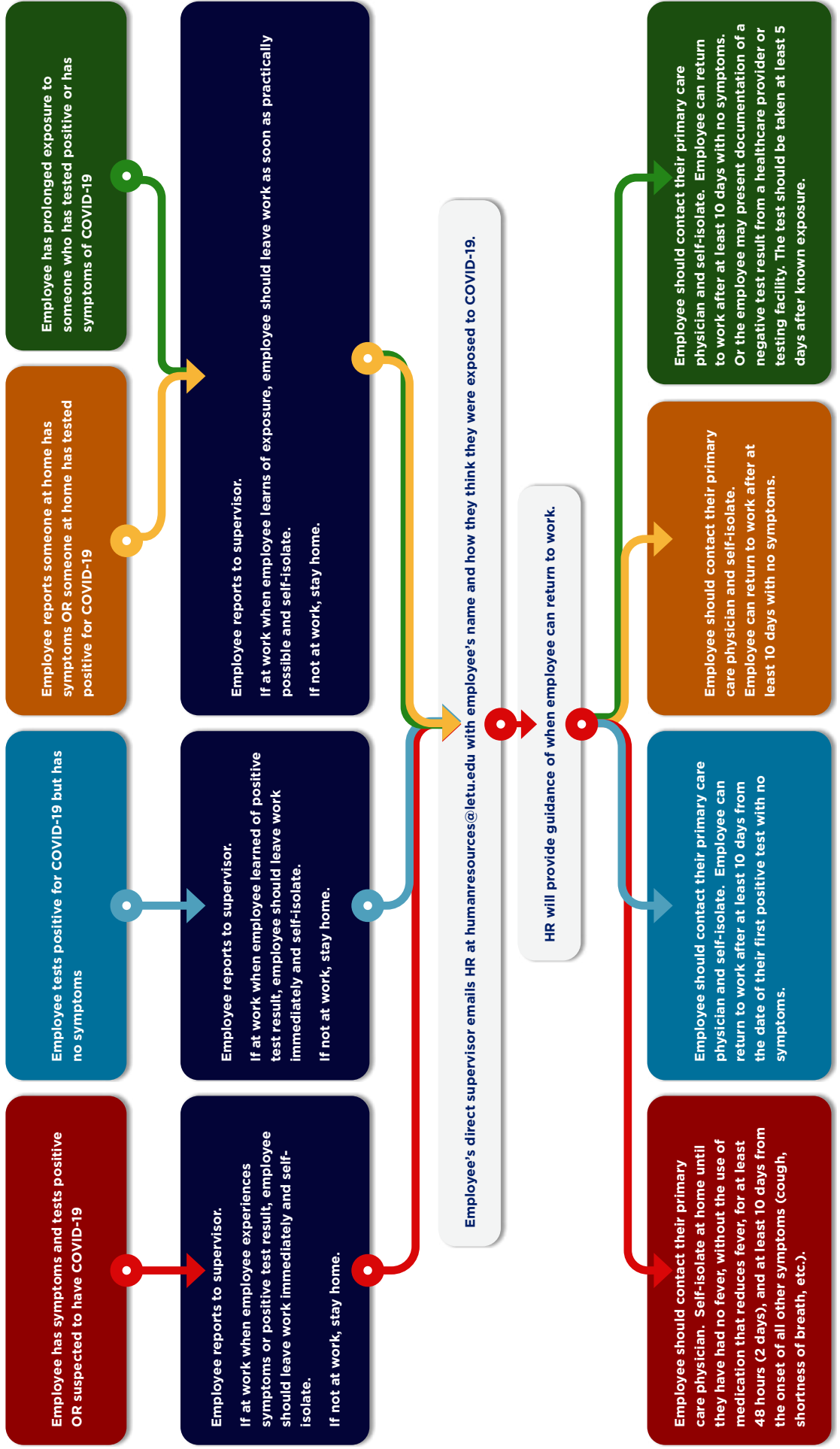
COVID-19 Employee and Workplace Process Map

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.

Throughout the academic year, on-campus testing will be focused on those showing COVID-19 symptoms or those that have had known direct contact with someone that has tested positive for COVID-19. 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 without the use of a face covering, or being in direct contact with secretions from the sick person.

Employee/Workplace COVID-19 Process Map

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.



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.

- 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 employee's home has a positive COVID-19 test result, they will be asked to remain quarantined for at least 10 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 employee has had known prolonged 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 as soon as possible. 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 immediately.
 - › If the employee chooses not to seek a COVID-19 test the employee shall remain quarantined for 10 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 an employee uses all their sick time and needs additional time for a COVID-19 related absence detailed above, C19 hours shall be used in lieu of receiving no pay. (Except were the employee chose not to take a COVID test). 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

Julie Moore, Director of Health Services

903-233-4455 | juliemoore@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/prevent-getting-sick/social-distancing.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. The Fall 2020 traditional (residential) semester is now starting August 17th, eliminates Fall Break, and is ending before Thanksgiving. Please note that nontraditional (online) courses have not changed. Please see the 2020-2021 Academic Catalog for the full semester calendar and key dates.

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

With the mandated face covering policy in place, each classroom/lab will be configured with as much distance between individuals as possible even if a 6-foot span is not always achievable due to room capacity or the nature of the instructional work.



Specific Guidelines

- Hand sanitizer should be used before entering the room, along with the standard daily health check protocols outlined by LETU.
- Faculty and students must wear face coverings in classrooms/labs unless they are in the act of lecturing (or formal presentation by students) and can maintain a 6-foot distance from others or have been granted an exemption to the face covering policy.
- Faculty may choose the most appropriate type of face-covering or alternative safety measure to utilize in the act of teaching and leading in the classroom/lab. Examples include, plexiglass barriers, face shields, etc. Faculty may also determine that extra precautions beyond a face-covering may be appropriate depending on the nature of the instructional exercise.
- Faculty and students should strive to achieve 6 feet of distance in classrooms/labs by moving furniture and/or skipping seats/rows. In classrooms/labs where 6 feet of distancing is not possible, active measures should be taken to create maximum distance between individuals. All such changes and modifications to classroom/lab configurations should be done in consultation with Facilities Services and Conference and Events Services.
- 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 with a backup distance-learning option provided for nearly every class (distance learning may not be possible in some labs, clinicals, etc.). Therefore, classes will continue as scheduled in their current locations and adjusting seating to maximize 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, need to isolate or quarantine, or feel uncomfortable in the in-person setting. Academic advisors should help students adjust their course schedules as needed if they are not comfortable with a given classroom/lab density.

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

Business travel is limited to essential travel only (please see COVID-19 Travel Suspension policy) to assure the continued safety of the Campus or university community. Employees should consult with their appropriate supervisor before engaging in university sponsored travel. Employees engaged in essential business-related and personal travel who suspect they have been exposed to COVID-19 while away from LETU are required to notify their supervisor and place themselves in self-quarantine for a period of time in accordance with current CDC guidance.

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 (usage of face coverings, physical distancing, occupancy in rooms). 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 this fall 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 2020

Current restrictions for gathering together require temporary modifications to the spiritual formation program for Fall 2020. Even with these modifications, we are genuinely excited about what this semester 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.

Chapels will feature LETU faculty, staff, and students as the main speakers and will be on the theme, "RE: Purpose," exploring together our individual and corporate Christian calling. Chapels will be recorded (one per week) and uploaded into the CHAP 2000 course in Canvas. All faculty and staff will be enrolled and can view each chapel through Canvas.



All students will be assigned to a chapel pod, which will be led by a faculty or staff person. Chapel pods are small groups for prayer and discussion of that week's chapel and will meet once a week via Microsoft Teams during one of the regularly scheduled chapel times. More information about becoming a chapel pod leader will be distributed to faculty and staff. Please contact Spiritual Life at 903-233-3122 or email Londa Mauriello (LondaMauriello@letu.edu) if you are interested in leading a chapel pod.

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 for any academic support services (tutoring, Supplemental Instruction (SI), or Math Lab).

Disability information can be found at www.letu.edu/ada, or by contacting Director for Student Achievement Vernessa Gentry at 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 will be equipped with masks and will maintain six feet physical distancing and observe other guidelines. Students also have the option of meeting virtually with a tutor on Microsoft Teams. Please visit 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 resume with modifications for safety and compliance with state guidance for food services establishment.

The Corner Café will serve 19 meals per week, and has added mobile ordering service for those who prefer not to dine in. Other changes include the use of disposable containers and utensils, take-away options, Plexiglas barriers and PPE for employees, elimination of self-service, and limited seating consistent with the accepted standards in place at the time. Those dining in the Café will be limited to groups of 6 or fewer dining together and should maintain a distance of six feet from any other groups of diners. Additional outdoor seating will be available with the addition of a shaded patio outside the Corner Café and outdoor dining tables added throughout campus.

The Hive will be available for coffee bar and Grab N' Go service only. All Dining Services operations will be cashless, accepting only student meal plans or credit/debit cards for payment. Dining will be closed to outside visitors unless they are accompanied by a member of the LETU community.

Faculty and staff are welcome to dine at the Corner Café or Hive, but should consider dining before or after student peak mealtimes to allow for proper student service and spacing within the facilities.

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 2020 semester:

- 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:

- Face covering must be worn when at the counter.
- Individuals should use hand sanitizer before ringing the bell for service.
- 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 offer limited in-person services in accordance with LETU's health and safety guidelines. The facility 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 will be provided virtually using our 24/7 chat service. 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 or chat service located on our website at letu.edu/library.

Solheim Athletic Center

Solheim Athletic Center will resume fall operating hours on August 10 following state and local guidelines for space capacity and physical distancing, along with health screening of patrons and sanitization of facilities and equipment.

All individuals must wear a face covering (over the nose and mouth) upon entering the building and in shared spaces. All individuals must wear a face covering while exercising wherever it is not feasible to maintain 6 feet of physical distancing from another individual not in the same household or, for those exercising outdoors, wherever the individual is not able to maintain a safe physical distance from others not in the same household.

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 delay fall conference-scheduled competition and championships to spring 2021. The delay includes the fall sports of cross country, soccer and volleyball. Practice, strength and conditioning, and other team activities will proceed throughout the fall. Winter



and spring sports of basketball, baseball, softball, tennis, golf and track and field will also proceed with practices and team workouts as permitted by NCAA policies.

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. LETU will limit external guests to those considered critical to the mission of LETU. Exceptions to this policy must be approved by the appropriate LETU cabinet member. All visitors should be 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.

While Fall 2020 is not without its challenges, LeTourneau University is grateful to serve our students in a Christ-centered environment.

We look forward to re-opening our campus where we can live, learn and work together in Christian community.



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