



**LETOURNEAU
UNIVERSITY**

the **CHRISTIAN
POLYTECHNIC
UNIVERSITY**

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

Student Guide | 2020-2021 Academic Year

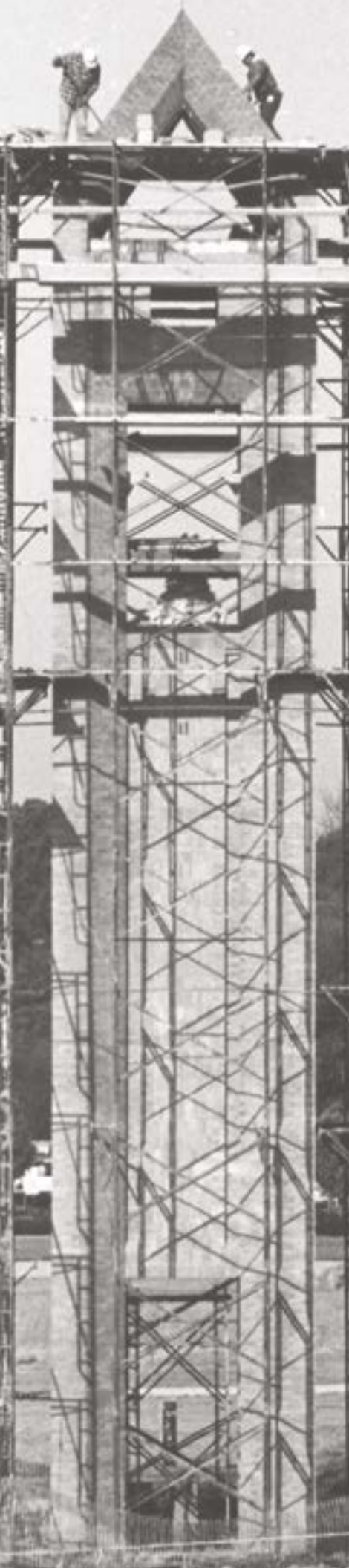


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Planning for the 2020-2021 academic year continues with an unwavering commitment to the health and safety of our students, faculty and staff, and in pursuit of the highest academic quality and LeTourneau ingenuity. With those foundational commitments 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 students who are returning to face-to-face classes 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.
- Campus housing space has been set aside that may be used for quarantine and/or isolation.

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 thermometers to be given to all students to assist in daily monitoring of symptoms.
- 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, including space for quarantine or isolation and notification procedures for those who may have been exposed, short-term class suspension.
- 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.

Student Preparation for Arrival to Campus

In preparation for student arrival on campus, students will receive a training course and a guide for COVID-19 Safety planning delivered to their email no later than August 1, 2020.

The training module for safe conduct regarding exposure to viruses is required for all students participating in the Longview campus and will be assigned to students via Canvas learning management system. Students must complete this module before their check-in date, no later than August 13, 2020.

LETU has structured the August return to Campus to assure that students will be placed into smaller groups with staggered schedules to maximize physical distancing during check-in, orientation, registration, and any other enrollment related activities that require their presence.

Students at higher risk for severe illness from COVID-19 are advised to consider their risk before deciding whether to return to Campus. The decision will solely be that of the student, although we may advise such students to remain at their permanent residence taking courses remotely.



Arrival on Campus

Arrival on campus has been carefully planned for students. All students enrolled in on-ground classes will be assigned a check-in time to report to campus prior to the start of classes on August 17, 2020. Students will be notified of their check-in time via LETU email. This check-in is mandatory for all students living on-campus and off-campus.

Upon arriving on Campus at the designated time, students will be provided:

- a daily self-monitoring checklist to monitor for symptoms (on-campus students will also receive a digital thermometer to assist with self-monitoring),
- instructions on actions to follow should symptoms develop,
- LETU's Covenant of Care specifying behaviors expected of them as they engage safely with others at LETU, and
- FDA-approved Polymerase Chain Reaction (PCR) testing for COVID-19. This test has a 99 percent accuracy rate of whether the virus is currently present. This PCR test is a gentle swab of the inner cheek rather than the more invasive nasopharyngeal procedure. These tests will be done at no charge to students. If a student would prefer to complete COVID-19 testing prior to their arrival on campus, a PCR test may be completed at a different medical facility within four days of arrival on campus. These results may be submitted upon arrival in lieu of testing on campus.
- Any student who does not participate in health check-in will be restricted from attending classes on campus until the health check-in is completed.

Student Health and Safety Expectations

Each student will have a continuing daily duty to track symptoms on a health monitoring app and to follow university guidance should symptoms arise or in the case of a known exposure to someone with active COVID-19 infection. Students will be subject to disciplinary action for providing false information or not complying with the expectations for self-monitoring. If a student is displaying any sign of illness, the student is asked not to attend classes or interact with others to reduce the spread of all illnesses on campus.

Students will be expected to abide by all health and safety guidelines and will be subject to disciplinary measures if found in violation of the guidelines. Students are encouraged to familiarize themselves with guidelines for residence halls, classrooms, and other spaces on campus.

In accordance with evidence-based public health protocols for the control of infectious disease, students will be encouraged not to leave Campus except for work and class activities such as clinicals and internships (e.g., do not return to permanent residences, nor travel to other communities, visit other university campuses, and avoid large gatherings) to limit exposure of friends and relatives at home and other locations, and/or reduce the likelihood of returning to LETU area with virus exposure from these locations.

Students are advised if/when they leave LETU environment they should be aware of their exposure to others and voluntarily place themselves in self-quarantine upon returning to LETU area if they believe they have been exposed to COVID-19 while away, as evidence-based public health protocols dictate.

In an effort to provide a safe learning and living environment for all members of our LETU Community, all members of our community are expected to abide by this Covenant of Care for the COVID-19 Pandemic.



Covenant of Care

For the LeTourneau University Community

Students will commit to the following safety practices:

- Wearing face coverings inside buildings and all shared campus spaces including classrooms in accordance with LETU's Face Covering Policy
- Monitoring and recording temperature and health symptoms each morning
- Staying home when exhibiting virus symptoms especially including fever
- Washing hands frequently (20 seconds with soap, six times per day) and using hand sanitizer often
- Maintaining six feet of healthy distance from other community members when feasible
- Participating in COVID-19 testing and contact tracing as appropriate
- Consider getting vaccinated for the flu to help reduce the number and severity of illnesses on campus
- Limiting travel and participation in off-campus activities outside of what is considered essential



Testing Positive for COVID-19

Throughout the academic year, on-campus COVID-19 antigen rapid testing will be offered. This 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 and based on testing strategies that will be implemented in accordance with public health and medical guidance. Those testing positive for COVID-19 should receive appropriate treatment and will be required to place themselves in self-isolation as dictated by evidence-based public health protocols for the control of infectious disease and consistent with CDC guidance.

Where possible, those testing positive for COVID-19 will complete their self-isolation at their permanent residence away from campus. Where self-isolation at a student's permanent residence is not feasible or poses risk of transmission to others, LETU will coordinate with the student to determine an appropriate location for self-isolation. Students requiring more extensive medical care will be treated as needed by medical professionals.

Students who test positive to COVID-19 may return to engagement in the LETU community only after being cleared by the Director of Health Services after meeting the guidelines established by the CDC.

Reporting Illness

Students who test positive for COVID-19 or are made aware that they have been exposed to COVID-19 are required to report this information using the Student COVID-19 Notification Form. This information will be made available only to members of the campus community who have a need to know. Students are asked to provide the following information:

1. Are you reporting that you have been exposed to a known COVID-19 case? If so,
 - When were you exposed?
 - Are you experiencing any COVID-19 symptoms?
2. Are you reporting that you suspect that you may have COVID-19? If so,
 - What are your symptoms?
 - When did your symptoms start?
 - In what locations have you been present at LETU within the last 14 days?
 - Who have you been in direct contact with at LETU, i.e., been with for 15 minutes or more at less than 6 feet distance?
3. Are you reporting that you have tested positive for COVID-19? If so,
 - What are your symptoms?
 - When did your symptoms start?
 - In what locations have you been present at LETU within the last 14 days?
 - Who have you been in direct contact with at LETU, i.e., been with for 15 minutes or more at less than 6 feet distance?

Student Life and/or Health Services personnel will follow up quickly on all reports.

QUARANTINE & ISOLATION PROTOCOL

Quarantine is used to keep someone who is at higher risk of having been exposed to COVID-19 away from others. Quarantine helps limit further spread of COVID-19. (source: CDC)

Quarantine means staying in a specific designated location (i.e., campus housing or student's own home) and staying separated from others. People in quarantine limit movement outside of their home or current residence. They monitor their health status for the development of symptoms. Typically, a COVID-19-related quarantine lasts for a 14-day period.

Quarantine is used for people who are not sick and is similar to, but not the same as, isolation, which is used when a person is sick.

Who should quarantine? You may be instructed by a healthcare provider, a local health official, or LETU to self-quarantine because of close contact with someone who has lab-confirmed COVID-19.

Steps for Self-Quarantine:

If you have had close contact with someone who has tested positive for COVID-19 or who is being tested after a suspected exposure to COVID-19, you are required to self-quarantine and to report immediately using the COVID-19 Student Reporting Form. For students who reside in campus housing, your options for quarantine locations will be evaluated.

- Stay in your self-quarantine area until 14 days after the date of your last known exposure and limit movement outside of your self-quarantine area.
- Follow the rules while you are in self-quarantine. You can still connect with friends and family via computer and phone. However, it's important you do not break quarantine until after 14 days is over.
- Do not leave your quarantine location for any non-essential reason. For on-campus quarantine, specific information will be provided to you regarding where you may and may not go outside your campus living quarters.
- Do not use public transportation or go to shopping centers.
- Maintain physical distance (at least 6 feet) from others at all times.
- Avoid contact with people at higher risk for severe illness.
- Self-monitor for symptoms. Check temperature twice a day. Watch for fever above 100.0 °F, cough, or shortness of breath. Follow CDC guidance if symptoms develop and report the onset of symptoms immediately to Health Services at 903-233-4455.
- If you are allowed to quarantine in campus housing, additional rules will apply.
- LETU may require that you use certain entrances/exits at your residence.
- While it is expected that you will limit your movement outside your residence during self-quarantine, you may be required to stay completely away from certain areas of the campus where physical distancing may be more difficult to maintain. For example, you may not go to the Margaret Estes Library, Allen Family Student Center, Solheim Athletic Center, Corner Café, or other campus buildings.
- Do not have friends or family with you in your quarantine room or apartment, unless they have been approved by the Director of Health Services.
- Wear a face covering if you need to use a shared bathroom, go to a healthcare appointment, etc.





How LETU will assist you during self-quarantine in campus housing:

LETU has procedures in place to safely and appropriately assist students residing on campus who are self-quarantining, while simultaneously safeguarding the health and well-being of the broader community. In addition to the self-quarantine rules outlined above, the following apply to students who are quarantined in campus housing:

- You must stay in separate campus quarters with separate bathroom facilities.
- Food and other essential supplies will be delivered to the person's room if needed.
- Garbage should be bagged and left outside by the door of the quarters for routine pick up. Special handling is not required.

Regardless of where you quarantine, returning to face-to-face classes and other campus activities after quarantine is strictly prohibited until you have been provided written permission to do so from the Director of Health Services.

ISOLATION

Isolation is used to separate sick people from healthy people (source: CDC).

Who should isolate?

Any student who:

- Develops fever, cough, or other symptoms listed under the Health and Safety Protocols section.
- Has tested positive for COVID-19.

Steps for Isolation

Students who meet the criteria for isolation must immediately self-isolate, then complete the COVID-19 Student Reporting Form. Student Life and/or Health Services personnel will respond quickly to this report.

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 student.

Location of Isolation

Every student is asked to have a plan for off-campus isolation (including private transportation), should it become necessary.

If undergoing isolation at your permanent residence is not possible due to extraordinary circumstances, LETU may agree to provide appropriate isolation accommodations and other assistance listed above, if your symptoms are less severe and you can provide self-care during the isolation period.

- You must not go to the Margaret Estes Library, Allen Family Student Center, Corner Café, Solheim Athletic Center, or other campus buildings.
- You must not use public transportation or go to stores or shopping centers.
- You must not have friends or family with you in your isolation room or apartment, unless they have been approved by the Director of Health Services.
- The university may require you to comply with other rules during on-campus isolation.

Hearing that you are “being isolated” or asked to “self-isolate” may feel scary. Remember, the goal of isolation is to give you the space and time to recover, while also protecting others from exposure to illness. However, you can still connect with friends and family via social media and phone.

Regardless of where you isolate, returning to face-to-face classes and other campus activities after quarantine is strictly prohibited until you have been provided written permission to do so from the Director of Health Services.

Everyone reacts differently to stressful situations that require changes in location or behavior. When you are in quarantine or isolation, you may experience a range of feelings, including:

- Anxiety, worry, or fear related to your health status or that of others
- Feeling special; like you’re having an adventure
- Anger or resentment of the inconvenience
- Worry about not having your things with you or not doing your usual routine
- Uncertainty or concern about how long you will need to remain in this situation
- Excitement to have some alone time to rest and catch up on reading
- Loneliness or feeling cut off
- Boredom and frustration
- Sadness or depression

Student Resources

Dr. Kristy Morgan, Vice President for Student Life

903-233-4410 | kristymorgan@letu.edu

Dr. Steve Conn, Dean of Students

903-233- | steveconn@letu.edu

Julie Moore, Director of Health Services

903-233-4455 | juliemoore@letu.edu

LETU Center for Counseling

903-233-3490 | counseling@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

Students may be required at times to attend class virtually, submit assignments online, etc. to promote a safe and healthy environment. Therefore, students will need 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 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.





Residence Life

Residence Halls

On campus residence halls, apartments, and campus houses will be open and operational for Fall 2020 with new protocols in place.

Move-In

Move-in will take place over an extended time period with fewer students permitted to move in per time frame. Physical distancing procedures for students and staff will be in place.

Students are limited to no more than two guests during move-in. For the safety of our campus community, students and guests must self-screen within 24 hours prior to coming to campus, using the following criteria:

Do you have new or worsening onset of any of the following symptoms?

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Repeated shaking with chills
- Muscle pain
- Headache
- Sore throat
- Loss of taste or smell
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.0 degrees

Have you tested positive for COVID-19 OR have you been tested for COVID-19 and are currently awaiting results?

Have you been in close contact with someone who is lab-confirmed positive for COVID-19?

If you answer YES to any of these questions, please do not come to campus to assist students.

Residence Hall Protocols for Fall 2020

LETU has determined appropriate safety precautions for the residence halls using evidence-based public health protocols for the control of infectious disease. LETU will leverage when possible reduction or alternative management of student capacity, restroom/shower facilities utilization, cleaning protocols, ventilation, etc.

Common spaces in the residence halls will be limited to use by those students living in the hall. In addition, spaces such as restroom facilities, lobbies, shared kitchens, etc. may have reduced or designated furnishings to encourage physical distancing and will be disinfected regularly. Specific guidance is communicated in Residence Life COVID training as a part of hall meetings at the start of the year. Disinfectant

cleaner will be readily available in the residence halls for residents to wipe surfaces before and after use.

Students living in the residence halls will be prohibited from day or overnight visitors in their rooms. Only those residing in a particular building will be permitted access to that building. Residential living students will also be strongly discouraged from leaving LETU area during the semester to limit exposure to those they visit elsewhere and limit the exposure they may bring back to the residence hall. If students do leave the residence hall and suspect they have been exposed to COVID-19 (defined as within less than six feet without a mask for 15 minutes or longer), the student will be required to report this exposure through the Reporting Form and may be required to place themselves in self-quarantine for a period of time in accordance with current CDC guidance.

Although LETU has taken many steps to mitigate the potential spread of COVID-19, students who develop symptoms will typically be required to isolate off-campus. Students should have a plan for alternate accommodations and transportation off campus, should this occur. Room and Board refunds will not be given for time during which a student may need to quarantine or isolate off campus.

Student Life

Co-curricular activities are essential to the holistic education of the student, and we 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.

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 100 course in 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 attendance tracking and earning spiritual formation credits will be coming soon from the Office of Spiritual Life.

On-Campus Student Services

All campus services will be operating with some modifications to services 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

Academic support and disability services are provided through the Achievement Center. Many services will be provided virtually to accommodate safety and scheduling needs of students.

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.

Campus Store

Hours from the Campus Store 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 with priority service for LETU students.

Career Services

LETU Career Services will continue to offer career development and preparation to undergraduate, graduate students, and alumni. Appointments will be offered both in person and virtually using Handshake to schedule appointments. To schedule an appointment, please do so at www.letu.joinhandshake.com or email us at careerservices@letu.edu.

For in-person appointments, at least 6-foot physical distancing is required, and the office will have designated markings. Face masks/coverings while waiting for the

appointment will be required and at any time when physical distancing cannot be maintained.

Visit the Career Services website www.letu.edu/careerservices for Student Resources and follow LETU Career Services on Facebook for additional career tips and information.

Center for Counseling

Students will have the option of meeting in person or virtually for counseling sessions through the LeTourneau University Center for Counseling. All counseling rooms have been set up for six-foot physical distancing. Clients may choose whether or not to wear a face covering during in-person sessions and will be asked to sign a statement indicating their decision. Counseling appointments may be made by calling 903-233-3490 or emailing counseling@letu.edu

Computer Labs

Computer labs will be available for student use with appropriate distancing.

- All users of the labs are encouraged to read guidance on disinfecting technology on campus at <https://wiki.letu.edu/x/2ICBC>
- Users of shared technology (including labs) should use the provided disinfectant in each space to clean technology before and after using it.

Health Services

LETU's Student Health Services has made the following preparations for the Fall 2020 semester:

- 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
- screening staff and students for respiratory symptoms and checking temperatures before entering the clinic
- developing protocols for managing patients with acute respiratory symptoms and transporting patients in need of a higher level of care
- 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
- 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.
- Students should use hand sanitizer before ringing the bell for service.
- Only one student allowed at the counter at a time.
- To reduce the number of people handling the scanners used for packages, students will no longer sign for packages.
- Students 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 students that use the LETU Solheim Center. These minimum health protocols are not a limit on the health protocols that students may adopt. Students are encouraged to adopt additional protocols consistent with their specific needs and circumstances to help protect the health and safety of all LETU students.

- All students 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. Students 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.

Writing Center

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.

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.

Student Travel

University sponsored student travel is limited to essential travel only (please see COVID-19 Travel Suspension policy) to assure the continued safety of the Campus. If students travel and suspect they have been exposed to COVID-19, the student will be required to report this exposure to the appropriate university advisor and may be required to place themselves in self-quarantine for a period of time in accordance with current CDC guidance.

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

LETU will limit external guests to those considered critical to the mission of LETU as approved by LETU's governing body. 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 14 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 welcoming our students back to campus where we can live and learn together in Christian community.



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