



LETOURNEAU
UNIVERSITY

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UNIVERSITY

**LeTourneau University's
COVID-19 Campus
Operational Plan**

Student Guide | 2021-2022 Academic Year

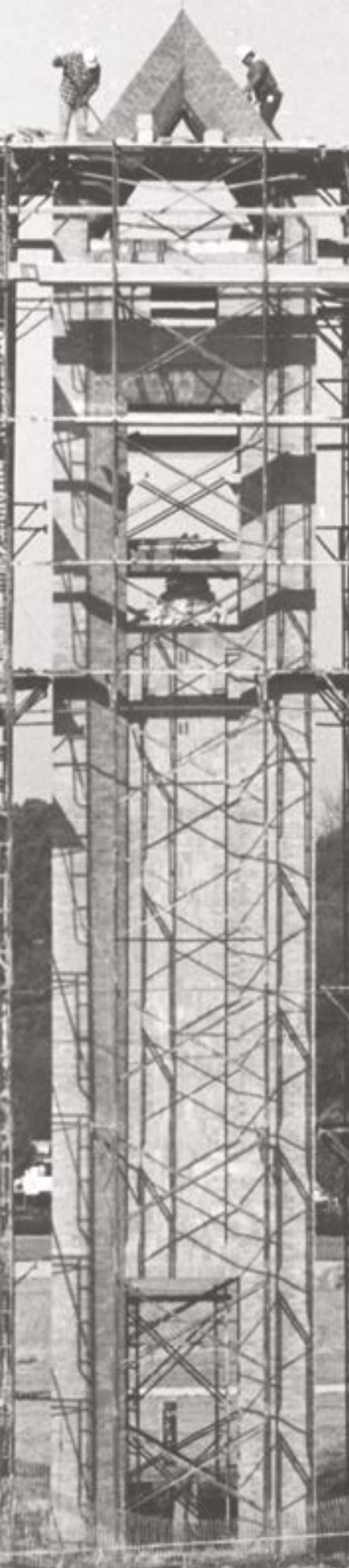



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Planning for the 2021-2022 academic year continues with an unwavering commitment to the health and safety of our students, faculty and staff, and in pursuit of the highest academic quality and LeTourneau ingenuity. With those foundational commitments at the forefront, LETU plans to be open this academic year offering face-to-face instruction. This year will look different from 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.

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 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-feet 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.
- 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 PCR 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, 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 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 5, 2021.

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 14, 2021.

Students at higher risk for severe illness from COVID-19 are advised to consider their risk before deciding whether to attend classes on 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.

All students are encouraged to receive a COVID-19 vaccine to prepare for return to campus. This will help reduce the spread of the virus on campus. Students who are fully vaccinated will not be required to isolate if they are exposed to someone with COVID-19. The best way to ensure that you will not miss classes, athletic events, and other important activities is to be fully vaccinated prior to return to campus.

All campus community members are encouraged to bring face coverings to campus. While they are currently not required, they may be needed in particular settings or in the case of outbreaks on campus. Everyone is encouraged to have 4-7 face coverings.



Student Health and Safety Expectations

Each student will have a continuing responsibility to monitor health symptoms 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.

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:

- Monitoring 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 COVID-19 and the flu to help reduce the number and severity of illnesses on campus

Conduct Process for COVID Policy Violations

LETU's COVID safety policies are an important part of protecting the health and safety of our community and our continuing ability to keep campus open for the hands-on, face-to-face experience we value.

Students who violate LETU's COVID safety policies are subject to the university COVID Conduct Process. An example of typical sanctions is described below. Please note that each situation is unique and will be handled with individual attention. The university response may differ based on the nature and severity of the violations.

First Offense: The student is issued a written warning letter from the Office of Student Life. This letter is kept on record.


Second Offense: The student will receive a second letter and will be charged a monetary fine.

Third Offense: The student will participate in an official conduct meeting with Student Life staff members. Disciplinary sanctions will be determined in response to what is learned through the meeting. Sanctions could include (but are not limited to) transitioning to virtual learning either temporarily or for the rest of the semester.

Testing Positive for COVID-19

Throughout the academic year, on-campus COVID-19 PCR testing will be offered. This testing will be focused on those showing COVID-19 symptoms 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 available on the LETU Health Services web page. 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 10-day period, which may be shortened by receiving a negative result for a PCR test taken 5-8 days after exposure.

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.

Students who have been fully vaccinated and provided documentation of vaccination to Health Services will not be required to isolate as long as they do not exhibit symptoms. Documentation of COVID-19 vaccination can be uploaded to the Student Immunization Record in MyLETU.



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 cleared by the Director of Health Services (typically 10 days unless symptoms or other factors necessitate a longer quarantine.)
- 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 cleared by Director of Health Services.
- 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 903-233-4445.
- 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

903-233-4431 | steveconn@letu.edu

Angela Clipperton, Director of Health Services

903-233-4445 | angelaclipperton@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/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 from 48 hours prior to symptom onset until the point the person who is positive is fully isolated from others.

Academics

Academic Calendar Adjustments

The academic calendar was adjusted to reduce opportunities for external exposure to campus. Please note that nontraditional (online) courses have not changed. Please see the 2021-2022 Academic Catalog ([click here to view 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

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 may choose to wear face coverings in classrooms/labs.
- 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 assigned them to appropriate locations. 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. Students who are fully vaccinated for COVID-19 may continue attending class if they have been exposed. Vaccinated students will not need to be placed in isolation unless they develop COVID-19 symptoms.

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 2021 & Spring 2022 with new protocols in place.

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 2021-2022

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. Residents may visit halls they are not assigned to, and visitation for men and women's areas will resume during its scheduled weekend hours, but there will be no overnight guests allowed in rooms. In addition, spaces such as restroom facilities, lobbies, shared kitchens, etc. may have reduced or designated furnishings to encourage physical distancing. 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.

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. 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

We are excited to offer a full chapel experience without the restrictions of the past two semesters. Our Chapel theme this semester is "All Things New," based on 2 Corinthians 5:17. It will be a time to offer our lives in renewal to Jesus Christ, and it will be a time to rediscover normal. Some of you may be wondering what a "normal" chapel experience looks like. Here is how it is described in the Chapel policy:

Through a variety of chapel programming, including guest and faculty speakers, music and drama programs, and student-led services, an environment is provided which enhances fellowship and worship while encouraging one's growth in relationship with God. Chapel gatherings are also times where the LeTourneau Community assembles to experience a variety of worship experiences, to celebrate community victories, and to mourn community losses. Corporate chapel services are held in the Belcher Chapel and Performance Center from 10:35 to 11:35 am.

With the compressed fall calendar, there will be corporate Chapel services on 5 Mondays, every Wednesday, and 4 Fridays. Additionally, there will be 7 opportunities for Life Groups on Monday. The 3 Academic Chapels will fall on Monday or Friday. The Chapel schedule is on the Chapel website: <https://www.letu.edu/spiritual-life/chapel.html#ContentBlock-3-1>





We are excited about the Chapel lineup. It will include Dr. Rebecca Josberger speaking during Spiritual Emphasis Week, musical artists, Matt Maher and Drakeford, spoken word poet, Lo Alaman, and some of your favorite LETU faculty and staff.

What is the impact on your student experience?

1. Each student will need to earn 25 Spiritual Formation Credits. There will be no graded credits this semester since we are offering a complete Chapel schedule.
2. The simplest way to earn Spiritual Formation Credits is to attend Chapel. Students also may choose to join a Life Group and/or participate in service projects and earn up to 7 SFC.
3. Chapels will be in the Belcher Center, and everyone will attend all together. Masks will not be required, and there will be congregational singing.
4. Faculty and staff will be able to join the students for Chapel. It is a blessing to have our whole community worshipping together!
5. If a student is required to quarantine, then the makeup system in canvas can be utilized to receive Chapel credit.

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 for 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 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

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-feet 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 2021 & Spring 2022 semesters.

- 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 Daily Health Survey 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 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 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 or chat service located on our website at 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 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 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 for updated information and instructions on tutor availability, both in person and online.

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 to 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.



Student Travel

All non-essential international travel continues to be suspended until further notice. However, regular domestic student travel related to university courses or business will be permitted at this time. Please see the COVID-19 Travel Suspension Policy for more details.

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 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 14 days.



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