



Employee Return to Campus Protocols

Guidelines

Lipscomb University follows local, state and federal guidelines to create a safe campus environment for students, employees and guests. Guidelines we are following include:

- Mayor John Cooper's [Roadmap to Reopening Nashville](#),
- Gov. Bill Lee's [Tennessee Pledge: Reopening Tennessee Responsibly Plan](#),
- Tennessee's [Access Guidelines for Higher Education](#),
- American College Health Association Guidelines: [Considerations for Reopening Institutions of Higher Education in the COVID-19 Era](#), and
- [Centers for Disease Control and Prevention](#).

In addition, we are fortunate to have **Dr. Kevin Eidson**, director of health and wellness, advising on all community health protocols. Dr. Eidson has been instrumental in creating our plans for and operating in the safest way possible so that we can all enjoy being a part of a healthy campus.

Health and Safety Protocols

We ask that everyone adhere to the following guidelines as they pertain to and apply to their work activities.

- **Enhanced Sanitization.** Cleaning and disinfecting protocols are key elements of our safe workplace initiative. Employees are responsible for the daily cleanliness of their office space, work areas and the equipment in their work environment. To support these efforts, the university has made a significant investment in purchasing specific disinfecting products which are EPA approved and CDC recommended in killing the virus and reducing the overall spread of COVID-19.

Service Operations personnel have been trained on the appropriate use of cleaning and disinfection chemicals and will be wearing masks and other personal protective equipment (PPE) while disinfecting high touch surfaces in offices, classrooms and all public spaces on a daily basis. Additionally, an innovative electrostatic spray technology, Clorox 360 System, will be used daily in high traffic areas and public spaces for those surfaces that may be hard to reach through normal cleaning protocols.

- **Physical Distancing and Directional Flow.** You will see some new signage around campus reminding us all of the physical distancing protocol and other best practices. Physical distancing may be the hardest change we all have to make. It is so natural for us in this community to reach out for a welcoming hug, hearty handshake, pat on the arm or back or some other greeting that requires close proximity. That's just who we are!

Well, in the post-COVID-19 world, those welcome greetings and other close proximity activities are discouraged. **The CDC encourages keeping at least 6 feet of space between yourself and other people as well as not gathering in groups, crowds, or mass gatherings.** Physical distancing is especially important with individuals who are at high risk for the COVID-19 illness. One way of converting the CDC's 6-foot separation criteria to occupant load is to simply calculate the area of a circle with a radius of 6 feet, which is equal to approximately 113 square feet per person.

Where feasibly possible, all work space environments will be planned with the appropriate physical distancing guidelines in place. This includes not only the 113 square feet per person but also seating arrangements, designated entrance and exit locations, walking flow designations to limit interactions and spacing in queuing situations.

When physical distancing is not possible, employees and supervisors should consider staggered work schedules with remote working options to reduce congestion and limit close interactions.

- **Hand Washing.** All members of the Lipscomb community and any guests are reminded to frequently wash their hands with soap and water. Hand sanitizer stations have been installed in entrances to most buildings.
- **Mask/Face Covering.** This may be the most controversial and disliked change. Masks can be difficult to wear, uncomfortable, hot and conceal facial expressions. And, in some cases, are seen as a political statement. However, the CDC and medical experts advise that wearing face coverings is a primary safety measure to prevent the spread of COVID-19. This is because many individuals who are infected with COVID-19 are asymptomatic but are still highly contagious. And, they unknowingly infect those around them. When a face covering is worn properly, it limits the exposure of others to a possibly infected individual. If we approach this from the Golden Rule perspective knowing that the wearing of a mask is to protect others -- not the mask wearer -- then we believe our community members will wear one at appropriate times to protect others and help us avoid campus closure.

The CDC recommends the wearing of cloth face coverings as feasible and notes that they are most essential in times when physical distancing is difficult. So, when physical distancing is not possible, all Lipscomb employees are encouraged and expected to wear a face covering. And, at times, masks or face coverings will be required when wearing one is in the best health interest of our entire community such as any situation where physical distancing is not possible or where a known health risk to an individual exists, such as in a classroom where a student and/or faculty member is in a high risk category.

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- **Daily Screening.** One of the most important factors in limiting a COVID outbreak is early detection of the virus in the community. Daily temperature checks may not be a favorite thing to do, but this activity alone has proven to identify the early existence of the virus. And, daily monitoring of all COVID symptoms is a “best practice” from both the CDC and the state of Tennessee’s Higher Education guidelines.

All employees on campus shall affirm that they have self-checked that day **before** coming to campus for the following COVID-19 symptoms: any temperature above 100.4, cough, shortness of breath or difficulty breathing, chills, repeated shaking with chills, muscle pain, sore throat, new GI symptoms and new loss of taste or smell. Upon arrival, guests will answer screening questions and/or complete a questionnaire regarding the COVID-19 symptoms and temperature check. **Anyone experiencing COVID symptoms should not come to campus.**

- **LipscombReady App.** You will be receiving information soon regarding a new app entitled **LipscombReady** that is available for download through the App Store. The LipscombReady app will be a vital part of our community’s risk management and support resources. It will replace the current Bison Alert texting system for emergency notifications and will be means to quickly access many resources including emergency contacts, requesting assistance, reporting an incident and accessing information such as student support services and campus maps. In addition, we will be adding information regarding overall health and safety resources pertaining specifically to COVID-19 as well as Lipscomb’s guidelines and protocols. The app will also have the ability to assist employees with a daily self-assessment using a screening tool to report daily temperature readings and symptoms to the Office of Health and Wellness.

FAQs

What do I do if I have a fever or show other COVID-19 illness symptoms?

Stay home or in your dorm room if you are sick or have any COVID-19 symptoms (cough, shortness of breath or difficulty breathing, fever over 100.4, chills, repeated shaking with chills, muscle pain, sore throat, new GI symptoms and new loss of taste or smell). [Report your illness](#) to the medical clinic. Students report their illness to their RA/HRA and employees report to their supervisor. The Office of Health and Wellness is in the process of creating an App that will be used to report any illness symptoms so they can monitor the health and well-being of our campus community.

What do I do if I come in contact with a person who is later diagnosed with COVID-19?

If you have come into direct contact with a person diagnosed with COVID-19, you must self-isolate off campus for 14 days after your last exposure. Notify your supervisor or RA/HRA for students and [report to the medical clinic](#) that you are self-isolating because you have had direct contact with a person who has a confirmed COVID-19 case. Employees should contact their primary health care provider for advice. Students should call the medical clinic immediately and not report back to their dorm or attend classes. The medical clinic will work with the students to help them self-isolate until the student can make arrangements to leave campus and return home.

What do I do if I am in a high risk category and need an accommodation?

Employees in a high risk category should contact the Office of Human Resources to request an accommodation. You can email hr@lipscomb.edu or contact Lynn Chappin at 615-966-7015. Once your accommodation is approved by human resources, a human resources staff member will notify your supervisor of the approved accommodation and you and your supervisor will create a viable work plan for you.

Will there be any changes to our work environment?

Yes. Following best practices, each work environment will be evaluated for appropriate changes needed for the health and safety of our community members. These changes may include:

- Using physical distancing strategies with others to stay at least 6 feet apart and be mindful of enclosed spaces.
- Disinfecting work spaces thoroughly and regularly (service operations and employee shared responsibility).
- Staggering employee work times or days in shared office spaces or spaces where congestion can be limited.
- Changing in office layout of furniture and flow of traffic to create natural separation of a minimum of six feet.
- Continuing to use remote meeting options when possible.
- Wearing face coverings when meeting in person and when physical distancing is not possible.
- Adding other protective measures, such as plexiglass dividers, where frequent meetings take place.
- Adding signage to help with physical distancing and good health practice reminders.

Will food services be open in the summer months?

Starbucks and Creekstone will be open with limited hours for food services. Chic-fil-A plans to reopen on August 1 with a full service menu. Additional information about on campus food service options after August 1 will be announced later.

Questions?

Please email COVIDquestions@lipscomb.edu.