



## Return to Campus FAQs • July 2020

Last month the Lipscomb community received information about new protocols and other details about operations in the Bisons Return to Campus plan. Over the last few weeks we have continued to refine that plan. Included in this document is additional information about Lipscomb's return to campus plans that we hope you find helpful. For more detailed information and to review previous return to campus information provided, please review this document or the [Return to Campus](#) website which will be updated over the weekend.

### Guidelines

We are following local, state and federal guidelines, as well as higher education specific guidance to create a safe campus environment for students and employees. 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](#).

These guidelines have 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.

**Respect Leads Community Value.** At Lipscomb University, we value and respect each person and take seriously our responsibility to do what is good for the general welfare of our community. And, if we all lead with respect for others, things will typically work out for the best. We all want to stay open for the fall semester and, while some of that may be out of our control with this pandemic, much of it is within the control of our community and how well we follow the health and safety protocols in place. We commit to approach situations of noncompliance with empathy and understanding and with a focus on education. However, cases of consistent policy violation will not be tolerated as it puts the whole community at risk of having to return to remote learning as well as risking the health of vulnerable individuals within our community. In those extreme cases where policies are consistently violated, there will be the possibility of disciplinary action. Failure to adhere to any requirement may result in disciplinary action, including up to expulsion or dismissal for students and termination of employment for employees, depending on the facts and circumstances.

## Academic Calendar

We are eager to welcome students back in the fall! The fall calendar is the same as originally published with fall classes beginning August 24 and the last day of finals on December 16. We anticipate and are committed to providing a full semester of academic coursework so you can continue your academic career path. Here are some specific dates and other information about the fall semester that may be helpful.

- **On-Campus Classes.** Undergraduate programs and most graduate programs will begin on-campus classes for the fall semester on August 24. A few graduate programs, such as pharmacy, will begin on campus fall classes on August 17, with new student orientations on August 12 and 14.
- **Thanksgiving Break Closure Dates.** The residence halls will be closed for the Thanksgiving break from Saturday, November 21 - Saturday, November 28. All residential students must vacate the dorms for these dates. Any exceptions must be approved in advance by the dean of housing and residence life.
- **Remote After Thanksgiving.** For undergraduate courses, the fall semester will continue with on-campus classes until Thanksgiving break and ***the last week of classes and finals will be delivered in a remote format.*** In an effort to be mindful of both additional travel expenses and individual student health concerns, residential students will have the option of staying home after Thanksgiving break and completing their coursework and finals remotely or returning to campus to complete the semester remotely. Room and board fees will not be adjusted if students choose to remain home following the Thanksgiving break.

The delivery format for graduate courses following Thanksgiving will be determined on a course-by-course basis by the department and following local guidelines in place at the time.

- **Fall Graduation.** We will monitor the regional guidelines to determine the format of the December graduation. At this time, we are planning for an in-person graduation program on December 19.

## Classroom and Teaching Plans

- **Online Class Options.** Given the unique and challenging health situations the COVID-19 pandemic presents, students with health concerns may want to request to take their coursework in an online or remote format. We are equipping our classrooms with technology that will enable students to participate in their traditional coursework either on-ground or virtually. Students who need to participate virtually in all coursework will move through an application process by completing this [Remote Coursework Request Form](#). More details provided on the [Return to Campus](#) website.
- **Student Accommodations.** As we continue to prepare for students to arrive on campus in August, it is important to us that we provide a safe, productive, and successful learning environment for you. If you have a documented need for accommodations, please contact the ACCESSability Program at [AccessAbility@lipscomb.edu](mailto:AccessAbility@lipscomb.edu) as soon as possible. More details provided on the [Return to Campus](#) website.

- **Tuition and Fees for 2020-21.** The institution has gone to tremendous efforts to respond to and prepare for the COVID environment we are all finding ourselves in. The millions of dollars we have invested will be evident in the enhanced resources, supplies, facilities, equipment, and staff needed to support and assist students as needed. We are pleased to inform you that the tuition and fees for the 2020-21 academic year *will not* increase due to incurring these unanticipated and additional costs. The tuition and fees paid by students are in exchange for learning, academic credit and certain non-academic services that will be provided and will be the same whether courses are provided on campus, in a hybrid environment or in an entirely remote or online format.

## Student Life

- **Housing Information.** For questions related to housing and residence life, email Laurie Sain, dean of housing and residence life, at [laurie.sain@lipscomb.edu](mailto:laurie.sain@lipscomb.edu).
  - **New Students REVISED Move-in Dates.** To allow for proper physical distancing, move-in for new students is scheduled over three days: August 17-19. New residential students recently received an email to their Lipscomb email address with specific move-in day instructions and information.
  - **Returning Students Move-in Dates.** Returning students are scheduled to move in over three days: August 21-23. Returning students recently received an email to their Lipscomb email address with specific move-in day instructions and information.
  - **Health and Safety Education.** Each student who will live on campus will be required to complete a health and safety education packet to be cleared to move on to campus. That packet will arrive soon at the student's Lipscomb email address. The packet will educate residents on required practices related to room arrangement, personal belongings, interpersonal interactions, cleanliness, sanitization, and the use of bathrooms, lobby areas, laundry rooms, hall kitchens, and study room spaces. It will also provide detailed instructions on how to respond to health concerns.
- **Dining Information.** Lipscomb's food services are provided by Sodexo. We have been working with Sodexo's leadership regarding the enhanced health and sanitation protocols used in the area of dining services. Sodexo's leadership is committed to not sacrifice food quality or service as they implement service changes to meet current health and safety needs. In general, Sodexo's sanitation standards will be enhanced with additional high-profile sanitation practices to include wearing gloves and masks, enhanced cleaning frequency and protocols in serving, daily staff symptom checks, and addition of plexiglass barriers at all food pick up areas, cashier stations and guest dining areas. In addition, dining locations on campus will observe social distancing in lines and seating capacity will be reduced by 50% and adjusted further if needed. For more information, please review the [Dining on Campus in the Now and New Normal](#). More details provided on the [Return to Campus](#) website.
- **Chapel Information.** We continue to require chapel attendance based on our belief that chapel can contribute to the positive spiritual formation of Lipscomb students. We will

require students to attend 80% of The Gathering opportunities on Tuesdays and 80% of a specific “breakout chapel” that students will have the opportunity to choose. More details provided on the [Return to Campus](#) website.

- **Community Life Information.** Lipscomb students will continue to enjoy many activities on campus although in a modified format. Activities will be limited in number and follow appropriate physical distancing and face covering protocols. In many cases, a single activity will be offered multiple times to allow for more students to join in other sessions. Additional student gathering locations will be created in outdoor spaces. Students are encouraged to bring a comfortable lawn chair with them so they can meet up with other students in these outdoor venues. More details provided on the [Return to Campus](#) website.
- **Bisons Student Care Plan.** The Bisons Student Care Plan will activate if a student needs to self-isolate or quarantine due to COVID-19 and will be administered by the student care coordinator in the Office of Student Wellbeing. The student care coordinator will contact each student who is in self-isolation to determine the level of services desired and needed. Basic services provided will include regular check-ins with students in isolation, assisting with student needs during isolation, and continued access to medical and mental health professionals. More details provided on the [Return to Campus](#) website.

## General Health Protocols

- **Mask & Face Covering Guidelines.** Medical experts have emphasized that wearing a face covering is a key preventative measure in reducing the risk of spreading COVID-19. Therefore, masks or face coverings will be required in all outside campus locations unless physical distancing is possible and inside campus buildings, including classrooms, unless you are in your personal office space or personal dormitory space/room. This policy is consistent with [Public Health Order 8](#) adopted by the Board of Health for Nashville and Davidson County. More details provided on the [Return to Campus](#) website.
- **Temperature Screening Locations.** Because a temperature is a common and leading symptom of COVID-19, we will have temperature screening devices at various locations around campus, especially where large numbers of people pass through such as the entrance to Bennett Campus Center. The temperature scanners are able to detect any individual with a temperature (100°F or higher) who will be discretely identified only to a screening agent via a device that is in the agent’s possession. Any individual who is identified with a temperature will be asked to go back through the screening process. If the temperature registers a second time, the individual will be escorted directly to the Health Center for further testing and assistance.
- **COVID-19 Positive Case General Guidelines.** Over the summer months, even with a much reduced population on campus, like so many other businesses and locations, we have had individuals test positive for COVID-19. We knew from the beginning that the

question was “when” not “if” a positive test would be on our campus or in our campus community. Fortunately, to date, every COVID case has responded well to treatments and all individuals have recovered. While no one was looking forward to these positive cases, they did allow us to test our guidelines and protocols as we walked out testing, isolating and treatment in these cases. ***Without a doubt, future positive cases of COVID-19 will be disruptive in our community and will impact participation in classrooms, community events and athletic events.*** And, when those cases happen, you can be assured that we have tested and verified guidelines and procedures to follow that everyone in the community can count on. These guidelines and procedures are based on advice and guidance from the CDC, the State of Tennessee and medical experts with whom we consult in matters such as this. We are using the best guidance available to protect our students and employees! So, when a positive COVID-19 case is identified within our community, we will follow these guidelines in ALL cases.

- **Symptoms Identified.** Any person experiencing COVID-19 symptoms should stay home, consult a medical professional and be tested for COVID-19. Students and employees may contact the Lipscomb Health Center for a COVID-19 test. The COVID-19 test in the Health Center provides a very quick response, usually within one hour. To contact the Lipscomb Health Center, email [healthservices@lipscomb.edu](mailto:healthservices@lipscomb.edu) or call 615.966.6304.
- **Medical Care.** The Lipscomb Health Center is available to any student experiencing any illness symptoms and will provide appropriate medical care and supplies. Students who need more extensive medical care than can be provided by the Health Center will be referred to a local hospital or other medical facility.
- **Positive COVID-19 Test.** Any employee or student who receives a positive COVID-19 test must report the results to the Lipscomb Health Center. [Report an Illness](#)
  - **Quarantine/Self-Isolation.** Any person who tests positive with COVID-19 must self-isolate for a minimum of 10 days and must be asymptomatic (no symptoms) for three days prior to ending isolation.
  - **Students.** Before returning to normal community activities, students must receive an official note of clearance from their medical professional or the Health Center.
  - **Employees.** Employees may return to work once cleared through the Office of Human Resources.
- **Contact Tracing.** When a person in the Lipscomb community (student or employee) tests positive for COVID-19, the Lipscomb Health Center will conduct contact tracing to identify any person within the Lipscomb community who may have been in contact with the positive COVID-19 case. Contact tracing goes back 48 hours from when symptoms were first exhibited, is done in compliance with HIPAA and helps to ensure a safer environment within our Lipscomb community. In addition, public health officials will contact the individual with the positive case and will ask about activities before and after the illness symptoms appeared in order to conduct a contact tracing in the larger community.
- **Direct Contact with a Positive COVID-19 Case.** Following contact tracing protocols, if you have been in direct contact with a person who has tested positive for COVID-19, you need to report your exposure to the Health Center

and consult a medical professional or the Lipscomb Health Center for testing. You may be isolated for up to 14 days. [Report an Illness](#)

- **Quarantine/Self-Isolation.** **Following contact tracing guidelines, Health Center staff will determine if self-isolation for 14 days from the date of the last exposure to the positive individual is required.** If no symptoms appear within that period, you may return to normal activities after the 14-day period.
- **Report.** Report any positive COVID-19 tests or exposure to a confirmed COVID-19 case to the Lipscomb Health Center using the [Report an Illness](#) link.
  - **Students Report.** Students who are in self-isolation should report their status to the student care coordinator in the Office of Student Wellbeing by emailing [studentlife@lipscomb.edu](mailto:studentlife@lipscomb.edu) as well as to EACH of their instructors to request remote learning options.
  - **Employees Report.** Employees who are in self-isolation should report their status to their supervisor and contact the Office of Human Resources by emailing [hr@lipscomb.edu](mailto:hr@lipscomb.edu) or contacting **Lynn Chappin** at 615.966.7015.
- **Student Self-Isolation Plans.** After being confined all spring, none of us is looking forward to more isolation. But we know that there will be times when a period of isolation is the best advice from the CDC, the State of Tennessee guidance and other medical experts. In those cases when isolation is in the best interest of the health and wellbeing of our entire community, we will expect students and employees to comply. It is in these situations that isolation is a key strategy to isolate those who test positive with COVID-19 or those who have had direct contact with a positive COVID-19 case in order to keep other members of the community healthy. Students who are in a period of self-isolation will be contacted by a team member from the Office of Student Wellbeing to assist the student during the isolation period.

Each on-campus resident needs to have a plan for self-isolation to use if it is determined that it is needed: Where would you go? If you have not already done so, please let Student Life know your isolation plans. **All students are encouraged and expected to go home for the isolation period, or to the home of a friend or relative.** Lipscomb will have only a limited number of on-campus isolation options for students who cannot return home due to extreme circumstances. It is important to know that students who request isolation on campus will be reassigned to an isolation room and will be restricted to their assigned isolation room for the full self-isolation period recommended by the CDC (i.e., typically 14 days). Students in on-campus isolation who are feeling “well” and showing no symptoms will be offered limited daily hours for outside access or exercise opportunities. **Space for self-isolation on campus is limited and not guaranteed.**

It is important to note that the institution is not a medical facility nor equipped to be able to respond to ongoing, acute care medical needs. As such, students with more extensive medical needs will need to return home for self-isolation or seek medical attention at a hospital or other medical facility.

We encounter similar situations many times a semester when a student becomes sick or needs medical attention in the middle of a semester and can't remain within the

community. In most of these cases, students typically go home or to an appropriate other location (friend's or family member's home) to recover and recuperate. More details provided on the [Return to Campus](#) website.

## Employees

- **Request Accommodations.** Employees who have a health condition that may require an accommodation should contact the Office of Human Resources by emailing [hr@lipscomb.edu](mailto:hr@lipscomb.edu) or contacting **Lynn Chappin** at 615.966.7015. In the event an accommodation is approved, a human resources staff member will work with the supervisor and employee to create a viable work plan.
- **Sick Employees Stay Home.** Employees who are sick should stay at home except to get medical care. Do not go to work, school or public areas. If you knowingly come to work sick, you may be subject to disciplinary action. This is an effort to keep your co-workers healthy. Please review this [guidance for what to do if you are sick](#).
  - **Report Your Status.** Employees with COVID-19 symptoms and those with confirmed COVID-19 cases must report their illness to the [Lipscomb Health Center](#). Employees who are in self-isolation and will not report to campus should report their status to their supervisor and to the Office of Human Resources by emailing [hr@lipscomb.edu](mailto:hr@lipscomb.edu) or contacting **Lynn Chappin** at 615.966.7015.
- **Shared and Congested Work Spaces.** We recognize that some suites and work space areas are more congested than others and when fully occupied present challenges to remain physically distanced in hallways, lobbies, and other work areas. In addition, some employees' daily work takes place in a shared office space where two employees share an office and which poses similar physical distancing challenges. In these situations, supervisors may offer a staggered on campus work schedule in order to lessen the congestion and share the workspace with the other employees. Staggered hours may be either alternating mornings/afternoons (such as work mornings on campus and afternoons remotely or vice versa), alternating work days (such as work Mondays, Tuesdays and Fridays on campus and Wednesdays and Thursdays remotely), or some combination of these options.

**Supervisors recommending any form of work-from-home schedule for any employee after July 31 must request approval through the Office of Human Resources.** Supervisors should make requests as soon as possible by emailing [hr@lipscomb.edu](mailto:hr@lipscomb.edu). In your request, please include the employee's name and position, the reason for the work-from-home request, the expected time period for the remote work situation and the expected work schedule for remote and on-campus work. Unless a work-from-home arrangement is approved by the Office of Human Resources, all employees are expected to report to work on campus as normally scheduled.

- **Employee Cohorting.** Even as we take every precaution with enhanced cleaning methods, wearing face masks, maintaining physical distancing and meeting virtually when possible, there is no way to guarantee a COVID-19 free environment. As we have already seen on campus over the summer months, as personnel numbers increased on campus, so did the number of COVID-19 instances. As the full university returns to campus, this will be an even more difficult situation to navigate especially for small offices and offices whose presence on campus to serve students is of utmost

importance. To help limit a situation where a whole office is isolated to remote work due to exposure to COVID-19, **every manager should assess his/her office area and create an appropriate remote-staggered work schedule that would help to protect workers and maintain a healthy workforce to be present in the office.** Under the remote-staggered work schedule, the manager would designate a rotating schedule of 1-3 office staff a week who would work remotely for the week as “the remote worker safety net.” This way if a COVID-19 case is present in the office during the week and those in the office must go into a self-isolation protocol, the 1-3 workers who were working remotely would still be able to come into the office to assist students and others as needed.

- **Office Sign-In Sheets.** In order to facilitate contact tracing, each office should designate a person responsible to manage a sign-in sheet for all visitors. This list should include date of visit, name and phone number. Should a COVID-19 case be positive in the office, this list would be most helpful in contact tracing to know the other people who need to be notified to self-isolate.
- **Reporting Time During COVID Isolation/Illness.** In this unique and rapidly changing situation, the institution has established the following personnel policies to help employees and the institution during periods of COVID required self-isolation or illness. In general, employees in self-isolation who feel well and who can work remotely are expected to coordinate their daily work duties with their supervisor and to work remotely during the self-isolation period, to the extent their job responsibilities permit. Generally, employees who are in self-isolation and/or who are not feeling well will either work remotely and clock hours normally or report sick leave. More details are provided below. If you have any questions about your specific work situation or need to request workplace accommodation, please contact the Office of Human Resources by emailing [hr@lipscomb.edu](mailto:hr@lipscomb.edu) or contacting **Lynn Chappin** at 615.966.7015. Family and Medical Leave (FMLA) or accommodations under the Americans with Disabilities Act Amendments Act (ADAAA) will be offered to employees as applicable in these situations. Please review the [CDC guidance for high-risk groups and special populations](#). More details provided on the [Return to Campus](#) website.
- **Event Management Protocols.** All Lipscomb University events whether hosted on campus or off campus will comply with all local guidelines and follow the specific guidance provided by
  - CDC [Considerations for Community-Based Organizations](#) and
  - Tennessee’s [Access Guidelines for Higher Education](#).

Additional guidelines for event management can be reviewed [here](#). To ensure compliance with the most up-to-date guidelines, please consult with the Lipscomb University event management team before planning or hosting any Lipscomb related event.