The Plan for Safely Returning to LVC's Campus

August 13, 2020 | Version 2

Lebanon Valley College
## CONTENTS

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>INTRODUCTION</td>
<td>1</td>
</tr>
<tr>
<td>HEALTHCARE PARTNERS</td>
<td>2</td>
</tr>
<tr>
<td>GUIDING PRINCIPLES</td>
<td>3</td>
</tr>
<tr>
<td>SUMMER 2020 PHASED RE-OPENING</td>
<td>3</td>
</tr>
<tr>
<td>FALL 2020 SEMESTER</td>
<td>3</td>
</tr>
<tr>
<td>PHASED MOVE-IN</td>
<td>3</td>
</tr>
<tr>
<td>PENN STATE HEALTH ON DEMAND FOR STUDENTS</td>
<td>4</td>
</tr>
<tr>
<td>ACADEMICS</td>
<td>5</td>
</tr>
<tr>
<td>STUDENT LIFE</td>
<td>8</td>
</tr>
<tr>
<td>SELF-QUARANTINING &amp; HOT SPOTS</td>
<td>12</td>
</tr>
<tr>
<td>TESTING &amp; CONTACT TRACING</td>
<td>12</td>
</tr>
<tr>
<td>PHYSICAL DISTANCING</td>
<td>12</td>
</tr>
<tr>
<td>PERSONAL HYGIENE</td>
<td>13</td>
</tr>
<tr>
<td>SELF-MONITORING &amp; SYMPTOM TRACKING</td>
<td>13</td>
</tr>
<tr>
<td>POSITIVE COVID-19 CASES</td>
<td>15</td>
</tr>
<tr>
<td>NOTIFICATION, TRACING, &amp; SELF-ISOLATION SPACES</td>
<td>15</td>
</tr>
<tr>
<td>PERSONAL PROTECTIVE EQUIPMENT</td>
<td>16</td>
</tr>
<tr>
<td>COMMUNITY COVENANT</td>
<td>16</td>
</tr>
<tr>
<td>HAND SANITIZING STATIONS</td>
<td>17</td>
</tr>
<tr>
<td>CLEANING</td>
<td>17</td>
</tr>
<tr>
<td>VACCINATIONS</td>
<td>18</td>
</tr>
<tr>
<td>SIGNAGE &amp; EDUCATIONAL COMMUNICATIONS</td>
<td>18</td>
</tr>
<tr>
<td>FACILITIES</td>
<td>18</td>
</tr>
<tr>
<td>VENTILATION</td>
<td>18</td>
</tr>
<tr>
<td>COMMUNAL AREAS &amp; BATHROOMS</td>
<td>18</td>
</tr>
<tr>
<td>ASSUMPTION OF RISK</td>
<td>19</td>
</tr>
<tr>
<td>CAMPUS CLOSING</td>
<td>19</td>
</tr>
<tr>
<td>COMMUNICATIONS PLAN</td>
<td>20</td>
</tr>
<tr>
<td>EMPLOYEE POLICIES</td>
<td>20</td>
</tr>
<tr>
<td>EXTERNAL VISITORS/CAMPUS GUESTS</td>
<td>21</td>
</tr>
<tr>
<td>REFERENCES</td>
<td>21</td>
</tr>
<tr>
<td>CDC TRAVEL RESOURCES</td>
<td>22</td>
</tr>
<tr>
<td>LVC PRESIDENT’S STAFF</td>
<td>22</td>
</tr>
<tr>
<td>RETURN-TO-CAMPUS TASKFORCE</td>
<td>23</td>
</tr>
</tbody>
</table>
INTRODUCTION

The 2020–21 academic year will be different from any time in the history of Lebanon Valley College (LVC). The COVID-19 pandemic has required us to adjust the academic calendar, prepare to meet educational outcomes whether courses are delivered in-person or online, and re-envision how we learn, teach, work with, and support each other as a community. This plan for an in-person return to campus reflects, at its core, LVC’s commitment to delivering its hallmark high quality, engaging education that leads to career success while following all the state and federal public health recommendations.¹

Flexibility, creativity, and innovation will drive our approach during this unprecedented time. LVC’s plan builds on insights gained from the rapid pivot to remote learning in the Spring 2020 semester. The faculty will provide intensive time and attention to individual students and small groups, focus on high-impact experiences, and streamline technology across courses. Staff in academic support services, the Bishop Library, the Breen Center for Graduate Success, student affairs, counseling services, and athletics are all designing in-person and virtual student experiences to support students’ educational and personal success. Facilities has implemented protocols to support health and hygiene. Information Technology has prepared faculty to teach effectively in the online modality and is ready to support students in the fall.

In developing this document, College leadership and a cross-functional Return-to-Campus Task Force followed guidance from Pennsylvania Department of Education (PDE) and Pennsylvania Department of Health (PDH) and the recommendations of the U.S. Centers for Disease Control, & Prevention (CDC). The team researched best practices, consulted with healthcare partners and legal counsel, and coordinated with staff and faculty across campus to develop detailed plans for an in-person Fall 2020 reopening of LVC. Additionally, four faculty task forces developed principles and plans to deliver an academic experience that meets stated learning outcomes. The following is an overview of the College’s plans and is intended to help students, their families, and LVC employees understand and make informed decisions about the policies, processes, and expectations for returning to LVC’s campus.

As outlined in the guidance provided by the PDE this plan includes:

- A strategy on how the institution will coordinate with local public health officials, or the equivalent thereof;

¹ Given the uncertainty and changing circumstances presented by COVID-19, this plan may be updated periodically.
A strategy to safely resume in-person instruction;
A strategy to monitor health conditions on its campus community;
A strategy to mitigate and contain the spread of the virus on campus, and to inform the Pennsylvania Department of Health if transmission occurs at the institution; and
A strategy to communicate accurate and timely information to students, faculty, staff, and the communities it serves.

Additionally, this plan describes how LVC will:
Reinforce practices related to hygiene, sanitation, and face coverings on campus;
Implement physical distancing interventions and make the necessary modifications to facilities that may create an environment conducive to healthy, safe, and inclusive learning;
Review and adjust attendance requirements, absentee policies, and non-essential travel for students, individuals at elevated risk of COVID-19, and personnel; and
Modify course modalities, schedules, and academic calendars to adapt to changing transmission levels and community spread of the virus.

HEALTHCARE PARTNERS
LVC is working with Penn State Health Milton S. Hershey Medical Center and WellSpan to manage COVID-19 care and advise the College to adapt plans as needed. These partners are:
Assisting with COVID-19 screening, testing, and contact tracing;
Reviewing and providing input on LVC’s policies and protocols for a safe return to campus (student and employee policies and protocol flowchart for employee exposure to COVID-19);
Confirming guidance and recommendations are consistent with CDC guidance;
Providing support for return-to-campus activities to enhance the safety of LVC students and employees; and
Offering urgent and follow-up care for those diagnosed with COVID-19.

These services will supplement the existing on-campus health center nursing support that LVC students have access to during regular hours. The hours for health services have been extended to meet the needs of students during the pandemic.
GUIDING PRINCIPLES

LVC is committed to:

• Delivering a quality educational and student experience across modalities;
• Taking steps to decrease health and safety risks presented by in-person instruction and residential living;
• Following and adopting guidelines from state and federal public health agencies;
• Preserving as many jobs as possible while protecting the financial health of the institution;
• Providing options for members of its community that require accommodations; and
• Adapting its response and planning as needed as the pandemic situation evolves and more information becomes available.

The LVC COVID-19 Academic Response Faculty Task Force has designed the fall academic experience according to principles emphasizing flexibility, clear course outcomes, faculty mentoring, personalized education, support for student success, and streamlined online learning processes.

SUMMER 2020 PHASED RE-OPENING

Each administrative division of the College has developed a phased-in return-to-campus plan to allow for the limited return of employees to ready the campus for fall opening. Physical distancing and personal hygiene practices are required. During this phased reopening, employees should work remotely whenever possible, and staffing will be staggered to reduce the number or people on campus at any time. Workspaces and pedestrian traffic flow through buildings are being configured to promote physical distancing.

FALL 2020 SEMESTER

PHASED MOVE-IN

On Aug. 5, 2020, LVC announced a phased move-in schedule for the Fall 2020 semester to reduce the number of students living on campus in the first weeks of the semester. First-semester first-year students and new transfer students, seniors’, resident assistants, first-year mentors, and other approved students will move into residence halls as planned ahead of the Aug. 24 start of classes, and sophomores and juniors will move back to campus Sept. 11–13.

From Aug. 24 to Sept. 11, sophomores and juniors can choose to commute to campus to attend classes in person, conduct lab and other hands-on work, and access available facilities
and technology until they are able to move in. Alternatively, sophomores and juniors can choose to take classes fully online until they have moved into residence halls or to participate in coursework online and in-person. Commuting students may attend in-person classes and use campus facilities as of Aug. 24.

We recognize that some students may need to live on campus at the start of the semester. These include international students, students with academic requirements that require their presence on campus, and students with circumstances that would interfere with their ability to take classes at home (family circumstances, internet access, food security, etc.). To request to live on campus, complete this form.

Sophomores and juniors who can commute to campus before Sept. 14 may use the College’s computers, printers, and wi-fi. Students who cannot commute to campus and need technology resources at home should contact the LVC Office of Information Technology at solutions@lvc.edu, 717-867-6072 (phone), or 717-685-5820 (text).

The College continues to monitor the situation and will communicate updates regularly. If the current plans change, LVC will communicate updates on or before Sept. 7.

**COMPLETE THE LVC SYMPTOM TRACKER THE DAY YOU ARE SCHEDULED FOR MOVE-IN**

Access the symptom tracker on myLVC, in the bottom right corner.

Report new or unexpected symptoms that could indicate COVID-19. If your symptoms are recurring or chronic (allergies or migraines) or if they are the result of non-COVID-19-related circumstances (a tough workout causing sore muscles, for example) you do not need to report them. The tracker refreshes every day at 5 a.m.

LVC staff will ask to see your day’s results when you arrive for move-in. If you have a green checkmark for the day, you will be permitted to move in your residence hall. If your day’s results show a red X, you will be directed to health center staff for further screening. The clinical staff will determine whether you will be permitted to move into your residence hall.

On the day you are assigned to move in, if you are experiencing any COVID-19 symptoms or have had a known, close exposure to a COVID-19-positive person in the past 14 days, do not come to campus. Instead, contact a healthcare provider for further guidance and alert information@lvc.edu that you will not be arriving as scheduled for move-in. If you are unable to move-in on your assigned date due to COVID-19 symptoms or are under self-isolation or self-quarantine, you can still start classes online. Notify your professors.
PENN STATE HEALTH ON DEMAND FOR STUDENTS
Students should create a Penn State Health On Demand account and download the app to their devices prior to arriving on campus so they can access the tool quickly if needed. This is a fee-for-service resource and the student and/or their health insurance may be billed.

ACADEMICS

ACADEMIC CALENDAR
The fall academic calendar has been adjusted to limit the times large numbers of students travel to and from campus to decrease the risk of exposure and infection. The semester will start one week early, with undergraduate and graduate classes beginning Monday, Aug. 24.

There will be no Fall Break. On-campus learning will end by Thanksgiving break and instruction will continue online through Dec. 4. Finals are Dec. 7–11. With approval, some students may remain on campus after Thanksgiving for clinicals or student teaching.

The Spring 2021 calendar has also been modified and will start one week later, on Jan. 26, with a single break March 31–April 6. The last day of classes is May 11, and Commencement will be Sunday, May 23, 2021.

WINTER TERM
There will be an optional winter term January 4–24. Students may take one course. All winter courses will be delivered 100% online. These courses are not included in the 2020–21 tuition.

See the full 2020–21 Academic Calendar.

Orientation & Convocation
New Student Orientation (Aug. 17–23) acclimates first-year and transfer students to the LVC community by helping them connect with their peers, resident assistants, and faculty and become familiar with campus and its resources. The format will include small, physically distanced groups, online options, and the use of outside spaces. Convocation (Thurs., Aug. 20) will be held online, with first-year students meeting to view the event in small groups arranged by major or program.

Class Schedules and Classroom Configurations
Classroom configurations and class sizes, schedules, and locations will be adjusted to allow for physical distancing in class and the transitions between classes. Faculty should eliminate the use of paper when possible.
**Music Instruction**
Ensembles, which include choir and marching band, will be adjusted to meet COVID-19 related modifications in accordance with guidance from the CDC, PDE, PDH, and healthcare partners. Musical performances will be made public online. Private music lessons will be held in-person and online when appropriate. Masking, physical distancing, sanitizing, and cleaning protocols will be in place.

**Laboratories and Research**
Teaching labs, research labs, stockrooms, and instrument labs will be adjusted to promote physical distancing when labs are in use. The maximum capacity for each space will be marked at the lab entrance. The College will adopt the following strategies regarding these spaces:

- Students will receive initial guidance (either by written or video instruction), before entering these spaces. Training will include general considerations for the use of Personal Protective Equipment (PPE) before entering the space and best practices for working there.

- Only approved students who receive proper training and permission will be permitted in these spaces.

- In a research laboratory, students will be assigned a primary workspace where they should conduct as much of their work as possible.

- After receiving guidance and permission to work in these spaces, students who wish to enter a research lab space will first notify their research mentor or department chair.

- Lab equipment, moveable benches, and chairs will be configured to support physical distancing.

- If labs support multiple students, schedules will be established to minimize the number of people present in the lab at one time. Students are prohibited from using the labs outside their scheduled times and from exceeding the posted room occupancy.

- Students must always wear appropriate PPE in labs.

- Each person using lab instruments, supplies, reagent bottles, or any other lab equipment is required to wipe down those items with a sanitizing cleaner before and after use.

- Students will be educated to avoid cross-contamination and will wipe down all common surfaces such as door handles, bench surfaces, and hood sashes.

- If students are using multiple spaces during one lab session (i.e. research lab and instrument room or stockroom), they must notify their research mentor and department chair to avoid conflicts with other users.
• Teaching labs, research labs, stockrooms, and instrument labs will remain locked when not in use.

• In the event of a chemical spill or other emergency, students must leave the lab immediately and notify their research mentor or department chair.

**Clinicals & Student Teaching**
Students participating in clinical education or student teaching experiences must follow LVC, academic department, and clinical/educational site guidelines. Students will only be allowed to participate after they receive proper permission, training, and initial guidance (either by written or video instruction) before starting their experience. Training will include general considerations for using appropriate PPE at the site. If students change locations mid-term or participate at multiple sites, they will be required to meet the guidelines and protocols of each site.

**Internships**
While LVC students are not required to have an internship before graduation, specific majors do require internships as part of the degree path. Students must receive approval from their faculty supervisor and academic department prior to beginning an internship. Interns must follow College and employer policies and wear appropriate PPE while at the internship site. There must also be a designated employer supervisor the faculty member can contact as needed. If a student wants to obtain a virtual internship, or if workplaces shift to remote status, the Breen Center will provide needed support.

**Academic Support Services**
The Center for Academic Success provides academic coaching, writing guidance, and tutoring services for all LVC students taking classes in person or online. Students can schedule an appointment with an academic coach to work on time management or organization skills, request a tutor, or sign up for a study pod for help in a specific class or request a writing tutor to get help with a paper. All tutors can meet students in a Zoom room for study pods or tutoring and can make virtual appointments with their academic coach. The Center for Academic Success and the Breen Center for Graduate Success will also hold a workshop series to help students connect the dots between skills that lead to success in the classroom and the workplace. These workshops will be recorded so that students can reference them whenever needed.

**Faculty Advising & Office Hours**
For office hours and advising appointments, faculty members may meet with students in departmental offices, at outside locations on campus, or virtually over Zoom. Students can always request to meet virtually. When meetings occur in person, appropriate physical distancing and other community guidelines will be observed.
Accessibility Services
Students with disabilities who seek accommodations must initiate the process by submitting a request for accommodations to the LVC Center for Accessibility Resources. The request must identify the student's disability, state the requested accommodations, and include supporting documentation. Students may initiate the process at the Center for Accessibility Resources or via the College website. Information and resources are available for students, parents, and faculty. The center has been reconfigured to promote physical distancing. Sanitizing and cleaning protocols have been established. Contact Erin Hannaford, director of accessibility resources (hannafor@lvc.edu or 717-867-6071).

Meetings can occur with the director of accessibility resources in-person or via videoconferencing, whichever is more appropriate for those involved. The testing center has been reconfigured to promote physical distancing. It will be open for use by students with testing accommodations.

The Breen Center for Graduate Success
For students seeking in-person career and internship guidance, the Breen Center has been reconfigured to allow for physical distancing and will have sanitizing and cleaning protocols in place. Online options include virtual appointment platforms, information sessions, workshops, job fairs, and networking events. Off-campus immersive experiences, such as internships, study abroad programming, service-based opportunities, and research projects will continue to be offered when safety risks can be reasonably managed. If circumstances require, the center will connect students with alternative experiences.

STUDENT LIFE
Student Emergency Plan
All students have been required to complete a personal Student Emergency Plan to identify issues that must be considered should it be necessary to close the College and vacate campus. Students will not be permitted to return to the College without having completed this Student Emergency Plan. To access the form, click on the “MyInfo for Students” link in myLVC and sign in. Once on the students page, in the MANAGE MYINFO section, click the “Student Emergency Plan” link. Students should complete their plans by Aug. 15.

Residence Halls & Houses
College housing policies require residential students to adhere to personal hygiene, physical distancing, and mitigation practices. These practices may change depending on circumstances. Most rooms will be double occupancy. Furniture configurations in residence hall rooms/spaces may have changed to optimize physical distancing. All furniture is expected to remain as placed before students arrive. In addition, students may not bring any personal furniture, add additional furniture into their residence hall room/space, or remove furniture from their residence hall room/space.
To create room for isolation beds, LVC has temporarily extended the Housing Exemption process to allow current residential students the opportunity to live off-campus in the local community, and expanded the commuting radius to allow current residential students who live beyond 30 miles of campus the opportunity to commute for the 2020–21 academic year.

Commuting Students
Commuting students can take advantage of a variety of spaces for studying between classes and activities. All gathering spaces will have signage directing physical distancing, and students will be required to follow those directives. Additionally, commuters are encouraged to use outdoor spaces for study or relaxing between classes including the Mund College Center patio, Peace Garden, Yuhas Commons plaza, and green spaces such as the Academic and Social quads. Commuting students must register their vehicles with public safety and can park in the Green Lots (Summit Street along the railroad tracks) and Mund College Center parking lot. Overflow parking is available in the North parking lots.

Dining Services
Our dining services team is preparing venues to serve members of the campus community in accordance with health and safety protocols.

- All dining staff must always wear face masks and gloves while working and interacting with the public.

- Dining services staff must follow infection prevention guidelines including staying home when ill; practicing physical distancing whenever possible at work; practicing proper hand hygiene; avoiding touching the eyes, nose, and mouth with unwashed hands; cleaning and disinfecting frequently touched surfaces throughout the workday; and undergoing temperature checks before shifts.

- All diners must wear face masks or coverings while in a dining space. Masks should be worn during movement within the dining facility and can only be removed when sitting and dining.

- The capacity of the primary dining hall, Lehr and Phillips Dining Hall, will be decreased to allow for physical distancing in seating configurations. Once at capacity new diners will only be allowed to enter after others have left.

- Self-serve food options will no longer be available in the primary dining hall; dining services staff will prepare and serve all meals to students. Beverage dispensers will be cleaned regularly, and adaptations are being designed.

- The meal exchange option will be extended to other venues on campus and a newly created take-out location will be established. The main dining hall will serve kosher, vegetarian, and vegan options.
• Take-out service is encouraged, as is the use of outdoor seating during peak dining service hours.

**Athletics**

After careful consideration of internal and external circumstances and with the health and well-being of each campus and community in mind, the Middle Atlantic Conference (MAC) Presidents decided to suspend all intercollegiate athletics competition through the fall semester in response to the COVID-19 pandemic.

The MAC Presidents are well aware of the important role athletics plays in the lives of student-athletes and are committed to exploring creative approaches and alternatives that will provide future competitive experiences for fall sport student-athletes in the spring semester as circumstances allow.

The MAC Presidents, athletic directors, and the MAC COVID-19 Advisory Group will continue to evaluate the athletics landscape through the 2020-21 academic year to address:

- Engaging fall, winter, and spring sport student-athletes in the fall term with coaches following all institutional, local, and national health and safety guidelines
- Shifting fall sport competitive seasons to the spring, insofar as possible
- Scheduling winter sports competition beginning in 2021
- Implementing league-wide and campus safety measures for practices and competitions when they do occur
- Developing league-wide and institutional personal and professional development programming

**Shroyer Health Center & Student Health Services**

Shroyer Health Center will be extending in-person service hours and increase clinical staff to respond to health issues and concerns in Fall 2020. Students should call health services at 717-867-6232 before reporting to Shroyer for instructions regarding appropriate response and care. Depending on need and safety concerns, health center visits may be handled by one or more of the following methods: in-person, telephone, or virtually. Students with COVID-19 symptoms should follow the Protocol for Symptomatic Students (below).

**Counseling Services**

For the 2020–21 academic year, counseling services will relocate to the second floor east end of the Vernon and Doris Bishop Library. Students can find clinicians and the 50/50 Peer Helpers in the space directly above Bishop Brews coffee shop. To schedule an appointment, students can email counselingservices@lvc.edu, call 717-867-6232, or visit during open hours weekdays (in-person), 11 a.m.–noon or online noon–1 p.m.
**Student Travel & Social Expectations**

LVC highly encourages students to remain on campus during the academic year. The spread of COVID-19 can take place anywhere groups congregate. We strongly advise students against home and weekend visits or leaving campus to attend social events or visit other colleges and universities.

**Arnold Sports Center**

The fitness center and pool will be open on a first-come, first-served basis with limited capacity to LVC students, faculty, and staff. Students, faculty, and staff will be able to reserve spaces in the arena. Community members who are not students, faculty, or staff may not enter the Arnold Sports Center.

**Student Employment**

Student on-campus employees should follow the same protocols and policies required for LVC’s faculty and staff. Students working off-campus should wear masks and follow all hygiene guidance from CDC, PDH, and their employers.

**Student Guests**

Students may not host off-campus guests in their residence hall or house, including in their rooms or communal areas. Guests include but are not limited to non-LVC persons such as parents, guardians, siblings, extended family, partners, and friends. This prohibition includes short visits, periods of time to study, socialization, and overnight stays.

Additionally, LVC students may only enter their assigned residence hall (e.g. they may NOT enter a residence hall in which they are not living).

Students may socialize only in outdoor public spaces and must maintain physical distancing.

**Exemptions**

- Students who require medical assistance may request visitation by a parent or guardian responding to assure the wellness of the student. Affected students or their parent/guardian must obtain prior permission for visitation by an administrator from the student affairs division. Call 717-867-6233 for permission.

- Personal care attendants for students with disabilities are permitted on campus and in facilities as needed.

- Up to two visitors may assist students during move-in and move-out as established by College policy but are not permitted to remain on campus after completing move-in/move-out.

All students are subject to College policy and the [Student Conduct Code](#). This code includes additional expectations to mitigate the spread of COVID-19.
Administrative Gatherings and Meetings
Online meeting platforms such as Zoom and WebEx will be used whenever possible for administrative meetings even when the participants are on campus. All in-person gatherings will be restricted in size in accordance the limits imposed by the Health & Safety Protocols guidance from PDE.

SELF-QUARANTINING & HOT SPOTS
PDH recommended in July 2020 that anyone who has been in states with hot spots of COVID-19 outbreaks should self-quarantine for 14 days. Students, faculty, and staff coming to campus from a hot spot or have been in one in the last two weeks are required to quarantine for 14 days before arriving on campus.

The College defines self-quarantining as staying at home and not interacting with anyone except the members of your household. Quarantining includes not going to your place of work and not socializing with friends or family outside of your immediate household. The other members of your household may go to work but should be diligent about wearing a mask, hand washing, and physical distancing.

Students who have work or other obligations that prevent them from completing a full 14-day quarantine prior to arriving on campus should email information@lvc.edu. If students come from a state that is designated as a hot spot and are unable to complete the 14-day quarantine prior to the start of the semester, they cannot be physically present on campus until the 14-day quarantine is complete. During that time, they must take courses online.

TESTING
The College’s healthcare partners currently recommend testing only individuals who are symptomatic. LVC plans to conduct on-campus testing of symptomatic students using self-swab tests that will be picked up daily and tested by a healthcare partner. Students can perform the self-test in their residence halls or at home with remote guidance from a Shroyer Health Center clinician. Protocols and practices will be established based on guidance from healthcare partners, the CDC, PDH, Lebanon County health officials, and the American College Health Association.

PHYSICAL DISTANCING
All classes, athletics, social activities, events, meetings, performances, and co-curricular activities must follow physical distancing guidelines issued by the CDC and PDH. Available seating in communal areas will be properly designated via signage or reconfiguration to ensure recommended physical distancing.
PERSONAL HYGIENE
Each member of the LVC community must follow these hygiene and health practices:

- Do not shake hands
- Limit the touching of one’s eyes, nose, and mouth
- Wash hands vigorously, frequently, and thoroughly
- Shield coughing and sneezing

SELF-MONITORING & SYMPTOM TRACKING
LVC’s digital symptom tracker informs student health services about possible COVID-19 cases on campus. Daily results are either a green checkmark or a red X. The symptom tracker refreshes every day at 5 a.m.

Student Symptom Tracker Usage
Students have been instructed to complete the tracker daily starting Aug. 1. College staff will monitor the data and contact students of concern. Students with symptoms should follow the Protocol for Symptomatic Students (below).

Faculty and Staff Symptom Tracker Usage
Faculty and staff should complete the symptom tracker any day before they come to campus. If their results are a red X, they should not come to campus and should follow Human Resources policies and protocols. Faculty who have a red X or who have to self-quarantine should stay home and deliver classes online if possible. To cancel a class, faculty should follow standard protocols for notifying the registrar and their department chair.

Symptom Tracker Protocol for In-person Classes
Students with symptoms should call Shroyer Health Center. The digital tracker adds another layer of data for monitoring. Health center staff will review the results for red X’s and contact students of concern.

Faculty members must confirm that every student in the classroom has a green checkmark for the day for two very important reasons: 1) so that students can less easily skip reporting for a day and b) so that a potentially symptomatic student is not in the classroom.

- Students should complete the symptom tracker once a day.
- Students must show that day’s green checkmark on their device to the faculty member before class begins. This may be done during attendance taking, before students enter a room if physical distancing is possible outside of the room, or in a way that suits the classroom setup and class size and format.
• **Students with a red X are not permitted in classrooms** and should follow the College’s Protocol for Symptomatic Students (below).

• The expectation is for all students to complete the symptom tracker before arriving to class. If a student has not completed the symptom tracker that day, they must complete it before the start of class.

# PROTOCOL FOR SYMPTOMATIC STUDENTS OR STUDENTS WITH A RED X

**STEP 1: Self-quarantine**

Stay in your room if you are a residential student or at home if you are a commuter, practice physical distancing, wear a mask, and wash your hands often. Do not attend in-person class. Take your classes online if you are well enough to do so. Notify your professors. Drink plenty of fluids and rest. Residential students may order meals online from Metz and have a friend or student affairs staff member deliver the meals to their door.

*Self-quarantining includes not going to your place of work and not socializing with friends or family outside of your immediate household or roommate. The other members of your household or your roommate may go to work but should be diligent about wearing a mask, hand washing, and physical distancing.*

**STEP 2: Contact a healthcare provider for further guidance.**

8 a.m.–8 p.m., Monday–Friday:

Contact Shroyer Health Center at ext. 6232 or 717-867-6232.

Outside of these hours:

First, contact LVC Public Safety to report your symptoms at ext. 6111 or 717-867-6111. Public Safety will record your contact information and assess whether you need emergency care.

Then, use [Penn State Health On Demand](https://www.pennstatehealth.org/ondemand). Students should create a Penn State Health On Demand account and download the app prior to arriving on campus so they can access the tool quickly if needed. This is a fee-for-service resource and the student and/or their health insurance may be billed.

If at any time you or someone you know is experiencing severe or life-threatening symptoms, call 911 immediately (bluish lips or face, extreme difficulty breathing such as gasping for air or being unable to talk without catching your breath, severe and constant dizziness or lightheadedness, too weak or dizzy to stand, or serious disorientation).
STEP 3a: Return to class and end your self-quarantine if your healthcare provider clears you to do so.
If a healthcare provider advises you that you may return to class, provide documentation to the Shroyer Health Center and complete the symptom tracker. If your results show a green checkmark, you may stop self-quarantining and return to in-person classes.

OR

Step 3b: If your healthcare provider does not clear you to return to class and/or end your self-quarantine, continue to seek for further treatment and guidance. Notify your faculty that you will be learning online or absent from class.

STEP 4: If you test positive or are suspected of having COVID-19:
If you test positive for COVID-19 or your healthcare provider believes your symptoms warrant self-isolation, you must self-isolate for a period of time to be determined by your healthcare provider. In most cases, you will be asked to return home. If you are unable to go home for self-isolation, contact student affairs at stu-affairs@lvc.edu or 717-867-6233.

If Your Roommate Has COVID-19 symptoms
If your roommate shows COVID-19 symptoms, they should contact a healthcare provider (see STEP 2 above). If you are not experiencing symptoms, you should self-quarantine in your own room. You may use the bathroom in your residence hall, be vigilant about wearing a mask, practice physical distancing, and wash your hands often. LVC staff will follow up with you. If you begin to experience symptoms, follow the College’s Protocol for Symptomatic Students (above).

POSITIVE COVID-19 CASES

NOTIFICATION, TRACING, & SELF-ISOLATION SPACES
The College will report presumed and confirmed cases to public health authorities. If there are any positive COVID-19 cases in the campus community, an alert will be issued to employees and students via email and text through the College’s emergency alert system (Omnilert) and posted to the LVC website and social media. The College’s healthcare partner will assist trained LVC staff with contact tracing. Anyone designated by contact tracing as having had potential COVID-19 exposure will be required to self-isolate at home or in their residence hall for an amount of time determined by their healthcare provider.

Students exhibiting COVID-19 symptoms will be housed temporarily in one of the College’s dedicated isolation beds, and most will be asked to return home to self-isolate. Self-isolation means you should stay in your assigned isolation room or at home until otherwise notified. You
must stay away from others and use a separate bathroom and continue to wear a mask and practice good hygiene.

Students in self-isolation should continue classes online if able. Those in self-isolation on-campus can order meals through Metz and have a friend or student affairs staff member deliver the meal to their door (see Protocol for Symptomatic Students, above). Appropriate cleaning procedures will be followed.

COVID-19 positive students can only return to their residence halls and in-person classes after receiving clearance from a physician and providing documentation of this clearance to the Shroyer Health Center. Faculty and staff should follow LVC Human Resource policies.

PERSONAL PROTECTIVE EQUIPMENT

Face Coverings
Coverings of the nose and mouth are required. They should be worn by all students and employees in all classrooms, communal areas, and public shared spaces on campus, and in areas where physical distancing cannot be observed. As a courtesy, LVC will distribute one cloth (washable and reusable) face mask to all students at the beginning of the Fall 2020 semester. Students and employees may use their own cloth face coverings. The College will provide additional face masks (as needed) to employees where frequent face mask use is required. LVC has secured a stock of disposable face masks if someone has forgotten or misplaced their own.

Barriers
LVC will adapt spaces to promote physical separation in areas where faculty, staff, or students interact closely or exchange materials such as payments or documents, as well as areas with high volumes of interactions.

Gloves
Gloves will be provided where the use of gloves is a requirement of the job function. In general, the use of gloves for repeated tasks unrelated to housekeeping is not recommended.

COMMUNITY COVENANT

All members of the LVC community are expected to follow the Community Covenant:

It is a privilege to be a member of the Lebanon Valley College community of learners. The foundation of our community rests upon the principle that we are only as good as the sum of our parts. For this reason, we embrace our responsibilities to support, assist, challenge, and hold each other to account. As we prepare for a new academic year during this pandemic, let us reaffirm our beliefs and values, both personal and communal, to foster a safe, healthy, and high-quality educational environment.
By engaging as a member of the College community, each of us commits to uphold the policies, procedures, and mitigation strategies set forth by Lebanon Valley College:

- Self-monitor for symptoms.
- Refrain from behaviors that will compromise my health and the health of others within our community to include adhering to traffic flow guidelines, guest and visitation policies, any directives to self-isolate as appropriate, and limit my exposure to others who choose to do otherwise.
- Adhere to safe practices such as wearing face coverings, practice physical distancing, employ good hygiene practices such as frequent handwashing and use of hand sanitizer, and greet others without shaking hands.
- Regularly clean and disinfect my personal space and items.
- Prioritize virtual or outdoor meetings with physical distancing.
- Communicate potential health concerns, including COVID-19 symptoms, to appropriate personnel in Shroyer Health Center (students) or my personal physician (employees), and to report all health-related issues as instructed by College policy.
- Hold others accountable to uphold these standards as members of the LVC community.
- Demonstrate care and concern for others.

Those who do not follow the College’s employee and COVID-19 policies or the Student Conduct Code will be prohibited from campus property. LVC policies and protocols may be stricter than county color-status guidelines.

HAND SANITIZING STATIONS
Hand sanitizing stations will be placed throughout campus to support good personal hygiene.

CLEANING
CDC and PDH have indicated that the COVID-19 virus is easily killed via the use of standard disinfectants and normal use of a washing machine. All cleaning solutions LVC currently uses have gone through testing and been approved for emerging pathogen use.

Housekeeping procedures follow guidelines and recommendations from the CDC and PDH, focusing on frequent cleaning of high-touch and communal areas, including bathrooms, elevators, classrooms, and doorknobs in student-facing areas. Housekeeping staff will be provided with appropriate PPE for cleaning and disinfecting non-clinical spaces per CDC guidelines.
Cleaning supplies will be provided so that employees will be able to clean surfaces in their offices. Instructions on the proper use of the cleaning supplies will also be provided.

**VACCINATIONS**
The CDC recommends routine annual influenza vaccinations for anyone more than six months of age who does not have contraindications. The College strongly recommends all employees and students obtain the influenza vaccination in addition to all other vaccinations recommended by public health officials.

**SIGNAGE & EDUCATIONAL COMMUNICATIONS**
The College will post signage highlighting pedestrian flow, proper hygiene and handwashing, symptoms checklists, proper physical distancing techniques, and symptom reporting information in all residence halls and administrative buildings. Educational materials will be distributed electronically (email, digital screens, website, social media) and in print.

**FACILITIES**

**VENTILATION**
To promote indoor air quality, HVAC systems will receive regular maintenance and air flows rates will be increased where possible.

**COMMUNAL AREAS & BATHROOMS**
In addition to the College’s preexisting cleaning protocols of using hospital-grade disinfectant, we will add additional protocols to clean and disinfect high-touch surfaces routinely and in accordance with official CDC guidelines.

- **Residence Halls & Academic Buildings**
  - Restrooms and shower areas will be cleaned and disinfected daily; high-touch areas will receive additional cleaning daily.
  - Communal areas will be cleaned and disinfected daily.
  - High-touch areas will be cleaned and disinfected daily.
  - Disinfectant will be available for students and employees to clean communal areas, with supplies refilled daily.

- **Office Spaces**
  - Offices will be cleaned and disinfected weekly.
  - Disinfectant and paper towels will be available for employees to do additional cleaning, with supplies refilled daily.
Public Bathrooms
Restrooms will be cleaned and disinfected daily; high-touch areas will receive additional cleaning daily.

ASSUMPTION OF RISK
Students, employees, and visitors to campus acknowledge that COVID-19 is a public health risk, and even with LVC following recommendations and guidelines from the CDC, the PDH, and PDE, LVC cannot guarantee safety or immunity from infection, and that students, employees, and visitors accept those risks.

CAMPUS CLOSING
The College will consult with healthcare partners and public health agencies to evaluate thresholds and criteria for closing campus and moving courses fully online.

Room and board charges will be calculated before the end of the fall semester based on each student’s number of days in residence. Any credits will be applied by the end of the semester and carried over to offset charges in the spring.

If the semester is partially or fully online, tuition will not be refunded. The semester will be different than a typical semester, but students will continue to receive the intensive academic, career, and personal support that is the hallmark of the LVC experience. LVC’s faculty and staff spent the summer refining online learning methods and ensuring students will receive the educational outcomes outlined in every course syllabus. Therefore, while room and board fees will be pro-rated, the tuition and comprehensive fee for the semester will remain the same as published. The creativity and agility of the Spring 2020 semester required of faculty and staff resulted in several benefits to students that will continue to be part of the LVC experience. Department chairs report that the amount of time and attention faculty provided to students on an individual or small group basis increased quite a bit and led them to develop new resources. Academic support services and Bishop Library staff will incorporate insights into fall services. The virtual services offered by the Breen Center for Graduate Success have positioned the office to expand its services on-campus and for our commuting, online, and graduate students. And student affairs will provide online counseling and health services, as well as online engagement activities for those unable to participate in part or all of the semester in-person.
COMMUNICATIONS PLAN

LVC’s Division of Marketing & Communications, led by the chief communications officer, will coordinate return-to-campus communications to students and their families, faculty, staff, and the College’s board of trustees. The plan includes email updates from campus leadership as needed, updates in The Valley Weekly employee e-newsletter and Updates from the Valley student e-newsletter, monthly virtual town halls, social media posts, and the LVC Forward blog.

The LVC Forward blog catalogs all major communications and FAQs related to COVID-19 and return-to-campus information and allows users to search by topic area or keyword. The home page of www.lvc.edu includes an alert linking and a callout linking to the blog. The alert features important return-to-campus calls to action or other emergency communications as needed. If there are any positive COVID-19 cases in the campus community, an alert will be issued to employees and students via email and text through the College’s emergency alert system (Omnilert) and posted to the LVC website and social media.

Educational messaging encouraging hygiene, mask wearing, and physical distancing will be posted on social media and featured on digital and print signage across campus.

Community members with questions can email information@lvc.edu or call the COVID-19 hotline at 717-867-6555. These communication channels are monitored by multiple staff members in student affairs, marketing and communications, and information technology.

EMPLOYEE POLICIES

All employees must to follow the workplace expectations and guidelines emphasized in LVC’s Returning to Campus After COVID-19 handbook, Employee Exposure to COVID-19 Response, and Pandemic and Communicable Disease Policy.

Faculty members who wish to request an accommodation to teach online for the Fall 2020 semester because of their underlying health conditions, because they live or care for someone in a high-risk COVID-19 category, or because of some other special circumstance that should be considered should contact human resources staff member Rachel Brunner, benefits and HRIS specialist (brunner@lvc.edu; 717-867-6414). Human Resources will coordinate with Provost Cowart to evaluate any accommodation requests. Employees seeking accommodations should contact Rachel Brunner.

Given the fluid circumstances of the pandemic, accommodations should be requested on a semester-by-semester basis. If your circumstances change mid-semester, contact Rachel Brunner.
EXTERNAL VISITORS/CAMPUS GUESTS

The number of visitors to campus will be minimized. A visitor is defined as an individual who is not a current employee or student of the College.

Student guests are limited; guidelines are presented above and in the Student Handbook.

- Visitors must comply with College policies, including physical distancing and required face coverings.

- Visits must take place outdoors or in areas that permit physical distancing. Visitors to indoor spaces including the library and Arnold Sports Center are not permitted unless approved by LVC Human Resources.

- Prospective students and their families may visit under the guidance of the admission and/or athletics staff.

- Vendors contracted with the College and package and meal deliverers can deliver goods and services.

- Guest lecturers may visit under the aegis of a faculty member. It will be the responsibility of the host employee to assure visitors abide by all LVC Policies and the Returning to Campus After COVID-19 handbook.

- Volunteers pre-approved to assist with college academic or operational functions may visit under the direction of a supervisor.

- Any potential visitor with COVID-19 symptoms or a fever of 100.4°F or higher is not permitted on campus.
REFERENCES


CDC TRAVEL RESOURCES

Coronavirus and Travel in U.S.
COVID-19 Travel Recommendations by Country
Cruise Ship Travel
Groups Recommended for Vaccination
Returning from International Travel
State Department COVID-19 Travel Warnings
LVC PRESIDENT'S STAFF

Dr. James MacLaren, president

- Dr. Lewis E. Thayne, president through June 30, 2020
- Dr. Monica Cowart, provost and vice president of academic affairs
- Shawn Curtin, vice president of finance and administration
- Dr. Marc Harris, dean of the faculty and deputy Title IX coordinator
- Ann Hayes, senior director of human resources and Title IX coordinator
- Amy Lintz, executive assistant to the president
- Dr. Bob Mikus, interim vice president of student affairs and dean of students
- Molly O’Brien-Foelsch, chief communications officer
- David Shapiro, senior director of information technology and chief technology officer
- Dr. Susan Tammaro, associate provost
- Matthew Weaver, vice president of advancement and secretary of the College
- Edwin Wright, vice president of enrollment management
RETURN-TO-CAMPUS TASKFORCE

Chair: Dr. Bob Mikus, interim vice president of student affairs and dean of students; chair of the Critical Incident & Emergency Management Team

- William Allman, resident district manager, Metz Culinary Services
- Rick Beard, director of athletics
- Rachel Brunner, benefits and HRIS specialist
- Dr. Monica Cowart, provost and vice president of academic affairs
- Shawn Curtin, vice president of finance and administration
- Ann Hayes, senior director of human resources and Title IX coordinator
- Kimberly LeBlanc, director of admission
- Caitlin Lenker, director of residential life
- Amy Lintz, executive assistant to the president
- Dr. James M. MacLaren, president
- Mike Mumper, director of facilities management
- Brent Oberholtzer, director of public safety
- Molly O'Brien-Foelsch, chief communications officer
- Jill Savini, registered staff nurse
- David Shapiro, senior director of information technology and chief technology officer
- Melissa Sherwood, associate director of human resources
- Dr. Lewis E. Thayne, president through June 30, 2020
- Dr. Renata Williams, assistant dean for inclusion and engagement and director of intercultural affairs and inclusive programming
Community Covenant

It is a privilege to be a member of the Lebanon Valley College community of learners. The foundation of our community rests upon the principle that we are only as good as the sum of our parts. For this reason, we embrace our responsibilities to support, assist, challenge, and hold each other to account. As we prepare for a new academic year during this pandemic, let us reaffirm our beliefs and values, both personal and communal, to foster a safe, healthy, and high-quality educational environment.

By engaging as a member of the College community, each of us commits to uphold the policies, procedures, and mitigation strategies set forth by Lebanon Valley College:

- **Self-monitor** for symptoms.
- **Refrain from behaviors that will compromise my health and the health of others** within our community to include adhering to traffic flow guidelines, guest and visitation policies, any directives to self-isolate as appropriate, and limit my exposure to others who choose to do otherwise.
- **Adhere to safe practices** such as wearing face coverings, practice physical distancing, employ good hygiene practices such as frequent handwashing and use of hand sanitizer, and greet others without shaking hands.
- **Regularly clean and disinfect** my personal space and items.
- **Prioritize virtual or outdoor meetings** with physical distancing.
- **Communicate potential health concerns**, including COVID-19 symptoms, to appropriate personnel in Shroyer Health Center (students) or my personal physician (employees), and to report all health-related issues as instructed by College policy.
- **Hold others accountable** to uphold these standards as members of the LVC community.
- **Demonstrate care and concern for others**.

FOR OURSELVES.
FOR EACH OTHER.