



FOR OURSELVES. FOR EACH OTHER.



Spring 2021 Return-to-Campus Plan

Lebanon Valley College

January 15, 2021

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THIS PLAN INCLUDES:

- A strategy to mitigate and contain the spread of the virus on campus, including through entry and census testing, contact tracing, physical distancing, masking, and hygiene
- A Community Covenant and protocols to guide behaviors and decision-making
- A communication strategy
- The revised Spring 2021 academic calendar
- Definitions of, and expectations for, isolation, quarantining, testing, and contact tracing.

For more information and FAQs, see www.lvc.edu/lvcforward.

Questions or comments? information@lvc.edu

LVC COMMUNITY COVENANT

ALL STUDENTS AND EMPLOYEES SHOULD FOLLOW THE LVC COMMUNITY COVENANT TO PROTECT THEMSELVES AND THEIR PEERS, COLLEAGUES, PROFESSORS, AND LOVED ONES.

It is a privilege to be a member of the Lebanon Valley College community of learners. I recognize that we are only as good as the sum of our parts. For this reason, I embrace my responsibility to support, assist, and hold my fellow community members accountable. I am committed to participating in a safe, healthy, and high-quality educational environment and will uphold the policies, procedures, and mitigation strategies the College sets forth.

I PROMISE TO:

- Self-monitor for symptoms.
- Refrain from behaviors that will compromise my health and the health of others within our community, including adhering to traffic flow guidelines, guest and visitation policies, any directives to self-isolate or quarantine as determined by College medical personnel
- Limit my exposure to others who choose to do otherwise.
- Adhere to safe practices such as wearing face coverings, practicing physical distancing, employing good hygiene practices such as frequent handwashing and hand sanitizing, and greeting others without shaking hands.
- Respond promptly and honestly to contact tracers.
- 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 physician (employees), and report all health-related issues as instructed by College policy.
- Hold others accountable to these standards.
- 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 public health guidelines.

WINTER BREAK REQUIREMENTS

STAY INFORMED, BE CAREFUL, & FOLLOW GUIDELINES

Over winter break, check your LVC email often for updates, and monitor and follow public health information and guidelines:

[LVC's COVID-19 Blog, LVC Forward](#)

[Pennsylvania Coronavirus Information](#)

[Pennsylvania Travel Order](#)

[CDC COVID-19 Information](#)

STUDENTS: NOTIFY LVC IF YOU GET TESTED

If you get tested for COVID-19 during winter break, please report your test date and results to the College.

[FORM: Student Self-reporting of COVID Test](#)

EMPLOYEES: INFORM THE OFFICE OF HUMAN RESOURCES IF YOU HAVE BEEN TESTED FOR COVID-19

This confidential testing information will help LVC continue to track the virus within our community. We may use this data in contact tracing and determining whether testing or quarantining an individual is necessary.

SELF-QUARANTINING FOR RESIDENTIAL STUDENTS

Note: Residential students must self-quarantine in addition to taking a re-entry test. Receiving a negative re-entry test still requires self-quarantining to prevent an early outbreak on campus.

Due to the widespread and sustained rates of COVID-19, all residential students should self-quarantine for 14 days before returning to campus for the Spring 2021 semester. 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 to help maximize your quarantine efforts.

Students who have work or other, non-social obligations that prevent them from completing a full 14-day quarantine prior to arriving on campus should email information@lvc.edu. Students unable to quarantine due to social or family events should plan to delay their arrival in order to meet the 14-day requirement and also email information@lvc.edu with additional details on their expected arrival date.

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.

Complete the symptom tracker with the appropriate symptoms or exposure details and contact health services with further questions (717-867-6232). If you are unable to move in on your assigned date due to COVID-19 symptoms or are under self-isolation or self-quarantine, start your classes online. Notify your professors and registrar@lvc.edu.

ENTRY TESTING

LVC students and employees who will be on-campus for the spring semester must complete a self-administered COVID-19 test before returning. Please check your LVC email regularly during winter break for information about when your test is mailed to your home and instructions for completing it. You will not be able to return to campus until you have been cleared.

Return your test at no cost to you in the provided FedEx packaging the same day you take the test. Deposit your test in a FedEx box **before 3 p.m. on your assigned day**.

Do not deposit your test in a FedEx box on a Saturday or Sunday. To find your nearest FedEx dropbox, go to www.fedex.com/labreturns.

[VIDEO: HOW TO COMPLETE YOUR SELF-ADMINISTERED COVID-19 SPECIMEN COLLECTION](#)

IMPORTANT!

- Write the collection date and time right before you collect the sample. Not doing so could make your sample invalid.
- Be sure to affix your name label to the tube.
- Insert the swab into your nostrils 1 inch—this NOT a deep nasal swab test.
- Tighten the cap before placing the test in the bag.
- If you receive positive test results, a nurse from the health center will call you to discuss next steps, including seeking medical guidance and self-isolating.
- Students who refuse to participate in testing will not be permitted on campus and must take classes remotely.
- The College will cover the costs associated with re-entry testing.
- Students: If you require assistance with the self-test, call Shroyer Health Center at ext. 6232 or 717-867-6232.
- Employees: For assistance in self-testing, call Human Resources at 717-867-6416.

GUIDING PRINCIPLES

LVC IS COMMITTED TO:

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

DEFINITIONS

PLEASE NOTE:

- If you are given additional or different instructions from a contact tracer or healthcare provider, follow those instructions. Students should contact Shroyer Health Center immediately to share those instructions.
- LVC protocols will ultimately guide decisions regarding quarantine, isolation, and return to in-person classes.

SELF-QUARANTINE

For *asymptomatic* individuals with potential exposure to COVID-19 or those who have traveled:

- Stay in your room if you are a residential student, and stay home if you are a commuter or employee. Leave your room only to use the bathroom or go outside for fresh air, following safety protocols. Practice vigilant physical distancing, wear a cloth mask, and wash your hands often. Take your classes virtually.
- Do not go to work or socialize with friends or family outside your immediate household or roommate(s). The other members of your household or your roommate may go to work and class but should self-monitor closely for COVID-19 symptoms. They should be diligent about wearing a mask, hand washing, and physical distancing.
- If you have been exposed to COVID-19, your healthcare provider will give you an end-date for self-quarantine. Per the U.S. Centers for Disease Control & Prevention and Pennsylvania Department of Health, a negative COVID-19 test does not automatically end your self-quarantine.

- If you have traveled, you must self-quarantine for 14 days upon return to Pennsylvania or provide a negative COVID-19 test within a 72-hour timeframe of your return.

SELF-ISOLATION

For those who have symptoms of COVID-19 or have either tested positive or are awaiting test results:

- Stay home except to receive medical care.
- Stay separate from family members and pets, use a different bathroom if possible, do not share personal items, and wear a mask around other people.
- Your healthcare provider will advise you when to stop self-isolating. Per the CDC and PDH, a negative COVID-19 test or the resolution of symptoms does not automatically end self-isolation.

CLOSE CONTACT

- You were within six feet of someone who has COVID-19 for a total of 15 minutes or more within 24 hours.
- You provided care at home to someone who is sick with COVID-19.
- You had direct physical contact with the person (hugged or kissed them).
- You shared eating or drinking utensils.
- They sneezed, coughed, or somehow got respiratory droplets on you.

CONTACT TRACING

Contact tracing is the process of identifying close contacts of laboratory-confirmed or probably COVID-19 patients. Contact tracers are trained and keep your information confidential. Please respond promptly and honestly if a contact tracer calls you.

If you have any questions about LVC's response to the COVID-19 pandemic, please email information@lvc.edu or call 717-867-6555.

CENSUS TESTING

LVC will conduct regular, period sample testing of the LVC population to detect asymptomatic COVID-19 cases within the community and mitigate the virus's spread.

SPRING 2021 SEMESTER

ACADEMIC CALENDAR

Our healthcare partners advise us that COVID-19 cases will likely continue to rise, peaking in mid-January just before we planned to re-open campus. Therefore, we have adjusted the Spring 2021 academic calendar and pushed back the opening by one week.

Classes will begin Monday, Feb. 1. Commencement and summer session dates have not changed.

SPRING 2021 CALENDAR

Monday, Feb. 1: Classes Begin

Thursday, April 1: Classes End 5 p.m. for Easter Break

Tuesday, April 6: Classes Resume

Friday, May 14: Semester Classes End

Monday, May 17–Friday, May 21: Final Exams

Sunday, May 23: Commencement

7-WEEK TERM SESSION/GRADUATE & PROFESSIONAL STUDIES CALENDAR

Spring I: Feb. 1–March 21

Spring II: March 29–May 16

Summer I: May 24–July 11

Summer II: July 12–Aug 29

CENSUS TESTING

LVC will conduct weekly COVID-19 test sampling of students and employees during in-person learning and continue doing so until data indicates that testing is no longer warranted. Additionally, LVC will test student-athletes regularly according to Middle Atlantic Conference and NCAA guidelines, which vary by sport. Testing rates will be scientifically based and informed by our healthcare partners and public health guidance.

Students who do not participate in testing will not be permitted on campus and must take classes remotely.

ACADEMICS

CLASS SCHEDULES AND CLASSROOM CONFIGURATIONS

Classroom configurations and class sizes, schedules, and locations allow for physical distancing in class and the transitions between classes. Faculty should eliminate the use of paper when possible.

MUSIC INSTRUCTION

The music department has adapted music instruction, practices, and performances to mitigate the spread of COVID-19. The department will hold performances online when possible and private lessons in-person or online as appropriate. Masking, physical distancing, sanitizing, and cleaning protocols are in place.

BISHOP LIBRARY SERVICES

The Library offers access to over 500,000 physical and online resources. Curbside and quick pick-up is available. An outdoor book drop allows for easy returns. Items will be quarantined for three days. No late fees will be charged during that time. LVC Librarians answer research questions and provide in depth research appointments online. Library spaces are available, but hours are limited. Spaces have been reconfigured to allow for physical distancing and occupancy is limited in certain areas. Increased cleaning protocols continue. Food and beverage can only be consumed in the booth area and in study rooms. Replace your mask after eating and wipe down surfaces afterwards. Information on how obtain resources, ask a question, schedule an appointment, or reserve spaces can be found on the library's main page www.lvc.edu/library.

LABORATORIES AND RESEARCH—NEIDIG-GARBER

- Physical distancing of six feet or more is required.
- The maximum capacity for each space is marked at the lab entrance.
- Teaching labs, research labs, stockrooms, and instrument labs are locked when not in use.

STUDENTS:

- You will receive initial guidance (either by written or video instruction) before entering a lab. Training includes general considerations for the use of Personal Protective Equipment (PPE) before entering the area and best practices for working there.
- You may enter a lab if you have been trained and approved to do so. You must notify your research mentor or department chair each time before you enter a lab.
- Do not use a lab outside of your scheduled time.

- If you need to use multiple spaces during one lab session (research lab and instrument room or stockroom), notify your research mentor and department chair to avoid conflicts with other users.
- Restrict your work to your assigned primary space.
- Always wear appropriate PPE.
- Wipe down lab instruments, supplies, reagent bottles, or any other lab equipment with a sanitizing cleaner before and after use.
- Avoid cross-contamination and wipe down all common surfaces such as door handles, bench surfaces, and hood sashes.
- In the event of a chemical spill or other emergency, leave the lab immediately and notify a research mentor or department chair.

Please consult with professors for Arnold Health Professions Pavilion lab guidelines.

CLINICALS & STUDENT TEACHING

Students with clinical education or student teaching experiences must follow LVC, academic department, and clinical/educational site guidelines. You can only participate after receiving proper permission, training, and initial guidance (either by written or video instruction) before starting your experience. Training includes general considerations for using appropriate personal protective equipment (PPE) at the site. If you change locations mid-term or participate at multiple sites, you must meet each site's guidelines and protocols. If your clinical education or student teaching site does not follow appropriate protocols to mitigate the spread of COVID-19, you must leave your site and contact your faculty advisor.

INTERNSHIPS

While LVC students are not required to have an internship before graduation, specific majors require internships as part of the degree path. You must receive approval from your faculty supervisor and academic department before beginning an internship. 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 you want a virtual internship or workplaces shift to remote status, contact the Breen Center for Graduate Success. If your internship site does not follow appropriate protocols to mitigate the spread of COVID-19, you must leave the site and contact the Breen Center or your faculty advisor.

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. You can schedule an appointment with an academic coach to work on time management or organization skills, request a tutor, 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 you in a Zoom room for study pods or tutoring, and you can make virtual appointments with your academic coach. The Center for Academic Success and the Breen Center for Graduate Success will hold workshops 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, outside locations on campus, or virtually over Zoom. Students can always request to meet virtually. If meeting in-person, practice physical distancing and follow the LVC Community Covenant.

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. Identify your disability, state the requested accommodations, and include supporting documentation. You can 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, and sanitizing and cleaning protocols are in place.

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. Contact Erin Hannaford, director of accessibility resources (hannafor@lvc.edu or 717-867-6071).

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. Sanitizing and cleaning protocols are 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 possible. If circumstances require, the center will connect you with alternative experiences.

STUDENT AFFAIRS & RESIDENCE LIFE

STUDENT EMERGENCY PLAN & COVID ADDENDUM

All students must have completed a personal Student Emergency Plan to identify considerations if the College needs close residence halls, along with a COVID-19 Addendum. You must complete these documents before returning to your campus residence. If you completed both documents before the fall 2020 semester, nothing else is required unless you have updates to your emergency plan. To access the form, click on the "MyInfo for Students" link in MyLVC and sign in. Once on the student's page, in the MANAGE MYINFO section, click the "Student Emergency Plan" link.

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 the circumstances. Most rooms will be double occupancy. Furniture configurations in residence hall rooms/spaces may have changed to optimize physical distancing. All furniture must remain as placed before students arrive. Students may not bring any personal furniture, add any to their residence hall room/space, or remove it from their residence hall area. Students should wear masks indoors at all times except when in their residence hall room and the only other occupant is their roommate.

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

COMMUTING STUDENTS

Commuting students can take advantage of a variety of spaces for studying between classes and activities. Register your vehicle with public safety. You 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 PROTOCOLS

- The College will reconfigure dining spaces to allow for physical distancing in seating configurations. Additional takeout options are being considered.
- All diners must wear face masks or coverings while in a dining space. Wear a mask while moving around the dining facility and remove it only when sitting and eating.
- Self-serve food options are not available in the primary dining hall; dining services staff will prepare and serve meals. Beverage dispensers are cleaned regularly.
- The meal exchange option has been expanded to other venues on campus, and takeout options are available. The main dining hall will serve kosher, vegetarian, and vegan options.
- Takeout service is encouraged, as is alternative or outdoor seating during peak dining service hours.
- 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.

ATHLETICS

The LVC Flying Dutchmen will conduct testing, practice, and compete according to guidance from the Middle Atlantic Conference, NCAA, and LVC's healthcare partners.

COUNSELING SERVICES

For the 2020–21 academic year, counseling services has been relocated 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, email counselingservices@lvc.edu, call 717-867-6232 or visit during open hours weekdays (in-person and online), 11 a.m.–noon.

STUDENT TRAVEL & SOCIAL EXPECTATIONS

LVC highly encourages residential students to remain on campus during the academic year. The spread of COVID-19 can take place anywhere groups congregate, including within families and households. We strongly advise students against visiting families and friends, leaving campus to attend social events, or visiting 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 for LVC students, faculty, and staff. You must 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. If you work off-campus, wear a mask and follow all hygiene guidance from CDC, PDH, and your employer.

ADMINISTRATIVE GATHERINGS & MEETINGS

Employees should use online meeting platforms whenever possible for administrative meetings, even when they are on campus. Restrict the size of in-person gatherings per state orders.

VISITORS & GUESTS

The College will minimize the number of campus visitors. A visitor is an individual who is not a current employee or student of the College.

STUDENT GUESTS

Students may not host off-campus guests in their residence hall or house, including 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, study gatherings, socialization, and overnight stays.

EXEMPTIONS

- Students who require medical assistance may request visitation by a parent or guardian. You or your parent or guardian must obtain prior permission for visitation from student affairs. Call 717-867-6233.
- 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 or 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.

CAMPUS GUESTS

- 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 allowed unless approved by LVC Human Resources.
- Prospective students and their families may visit under the guidance of the admission or athletics staff.
- Vendors and package and meal services can deliver goods and services.
- Guest lecturers may visit under the aegis of a faculty member. The host must ensure visitors abide by all LVC policies.
- 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 may not be on campus.
- Any visitor from out of state or a resident of PA that has traveled out of state must follow the Governor's recommendations before coming to campus.

DAILY SYMPTOM TRACKER

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 who are on campus for any reason on a particular day must complete the symptom tracker daily by 6 p.m. College staff will monitor the data and contact students of concern. If you have symptoms, follow the Protocol for Symptomatic Students (below).

FACULTY & STAFF SYMPTOM TRACKER USAGE

Employees should complete the symptom tracker any day before they come to campus. If your results show a red X, do not come to campus and follow Human Resources policies and protocols found in ADP.

Faculty who receive a red X or who need to self-quarantine should stay home and deliver classes online if possible. To cancel a class, follow standard protocols for notifying the registrar and your department chair.

Employees experiencing symptoms or who receive a red X should contact their healthcare provider. Shroyer Health Center provides care and testing to students only.

SYMPTOM TRACKER PROTOCOL FOR IN-PERSON CLASSES

Faculty members must confirm that every student in the classroom has a green checkmark for the day for two important reasons: 1) so that students can less easily skip reporting for a day and 2) so that a potentially symptomatic student is not in the classroom.

Students must complete the symptom tracker BEFORE coming to class and show that day's green checkmark on their device to the faculty member before class begins. This may be done during attendance, 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).

PROTOCOLS FOR STUDENTS WITH SYMPTOMS OR A RED X ON THE SYMPTOM TRACKER

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 classes. 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 deliver meals to their door.

STEP 2: CONTACT A HEALTHCARE PROVIDER.

8 A.M.–6 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](#). Students should create a Penn State Health On Demand account and download the app before arriving on campus so they can access the tool quickly if needed. Penn State Health On Demand is a fee-for-service resource, and the student 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. Symptoms include bluish lips or face, extreme difficulty breathing, gasping for air, inability to talk without catching your breath, severe and constant dizziness or lightheadedness, being too weak or dizzy to stand, and disorientation.

STEP 3A: RETURN TO CLASS AND END YOUR SELF-QUARANTINE ONLY IF YOUR HEALTHCARE PROVIDER CLEARS YOU TO DO SO.

If a healthcare provider advises you to 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.

STEP 3B: IF YOUR HEALTHCARE PROVIDER DOES NOT CLEAR YOU TO RETURN TO CLASS OR END YOUR SELF-QUARANTINE:

Continue seeking further treatment and guidance. Notify your faculty that you will be learning online or absent from class until cleared to return.

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 the period determined by your healthcare provider. If you are living on-campus, student affairs staff will assist you in moving to an isolation space.

IF YOUR ROOMMATE HAS COVID-19 SYMPTOMS:

If your roommate shows COVID-19 symptoms, they should contact a healthcare provider (see STEP 2 above). Whether or not you are experiencing symptoms, you should self-quarantine in your 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).

PROTOCOLS FOR POSITIVE COVID-19 CASES

The College will immediately begin 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 the amount of time determined by their healthcare provider.

Students with COVID-19 or potential symptoms of COVID-19 will temporarily relocate to an isolation room on or near campus. You may consult with Shroyer Health healthcare providers about the viability of returning 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, use a separate bathroom, continue to wear a mask, and practice good hygiene.

Students in self-isolation should continue classes online if able. Order meals through Metz to be delivered to your door.

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

HYGIENE, CLEANING, & FACILITIES

FACE COVERINGS

Coverings of the nose and mouth are required. Wear them in all classrooms, communal areas, public shared spaces on campus, and places where physical distancing is impossible. This requirement includes wearing a mask in your residence hall room unless your roommate is the only other occupant. The College will provide additional face masks (as needed) to employees when frequent face mask use is required.

SPACE ADAPTATIONS

LVC has adapted spaces where faculty, staff, or students interact closely or exchange materials such as payments or documents and sites with high volumes of interactions.

GLOVES

The College will provide gloves to employees who need them for their job function. Gloves are generally recommended only for housekeeping tasks.

HAND SANITIZING

Hand sanitizing stations are placed throughout campus to support good personal hygiene.

CLEANING

The CDC and PDH have removed surface transfer from the list of primary modes of infection and indicated that standard disinfectants and routine use of a washing machine kill the

COVID-19 virus. 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 spaces. Housekeeping staff have appropriate PPE for cleaning and disinfecting non-clinical spaces per CDC guidelines.

Supplies are available for employees to clean surfaces in their offices.

RESIDENCE HALLS & ACADEMIC BUILDINGS

- Restrooms, showers, communal spaces, and high-touch surfaces will be cleaned and disinfected daily.
- Disinfectant will be available for students and employees to clean communal areas, with supplies refilled as needed.

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 as needed.

PUBLIC BATHROOMS

Restrooms will be cleaned and disinfected daily; high-touch areas will receive additional cleaning daily.

VENTILATION

HVAC systems receive regular maintenance, and the College has increased airflow rates to promote indoor air quality.

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, PDH, and Pennsylvania Department of Education, 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 criteria for closing campus and moving courses entirely online.

If campus housing opens late or close early, room and board charges are calculated at the end of the semester based on each student's number of days in residence. Any credits will be applied by the end of the semester. For the fall semester, credits will be carried over to offset charges in the spring. For the spring semester, credits will be refunded to students after the semester ends.

If the semester is partially or fully online, LVC will not refund tuition. The semester will be different from a typical semester, but students will continue to receive the intensive academic, career, and personal support that is the LVC experience's hallmark. Therefore, while room and board fees will be pro-rated, the tuition and comprehensive fee for the semester will remain the same as published.

COMMUNICATIONS

LVC's Division of Marketing & Communications, led by the chief communications officer, coordinates COVID-19-related 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 and Updates from the Valley student e-newsletters, virtual town halls, social media posts, and the LVC Forward blog. The LVC Forward blog catalogs communications 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 is an emergency, 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. Multiple staff members in student affairs, marketing and communications, and information technology monitor these channels.

EMPLOYEE POLICIES

All employees must follow the workplace expectations and guidelines emphasized in LVC's Guidance and Expectations for Working on Campus During COVID-19, Employee Exposure to COVID-19 Response, and Pandemic and Communicable Disease Policy found in ADP.

Faculty members who need accommodations to teach online because of their underlying health conditions, because they live or care for someone in a high-risk COVID-19 category, or because of another circumstance should contact Rachel Brunner, benefits and HRIS specialist (brunner@lvc.edu or 717-867-6414). Human Resources will coordinate with Provost Cowart to evaluate accommodation requests.

Employees seeking accommodations should contact Rachel Brunner.

Given the fluid circumstances of the pandemic, instructors must request accommodations on a semester-by-semester basis. If your circumstances change mid-semester, contact Rachel Brunner.

REFERENCES & RESOURCES

PENNSYLVANIA ORDERS & GUIDANCE

- Secretary of Health's [Mitigation and Enforcement Order](#)
- Secretary of Health's [Stay at Home Advisory](#)
- Secretary of Health's [Mitigation Relating to Travel](#) (Nov. 17)
- Department Of Health [Updated Travel Order](#) (Nov. 25)
- [Preliminary Guidance for Resuming in-Person Instruction at Postsecondary Education Institutions and Adult Education Programs](#)

CDC GUIDANCE

- [When to Quarantine](#)
- [Colleges, Universities, & Higher Learning](#)
- [Consideration for Institutes of Higher Education](#)

LVC POLICIES & PROTOCOLS (IN ADP)

- Employee Exposure to COVID-19 Response
- Guidance and Expectations for Working on Campus During COVID-19
- Pandemic and Communicable Disease Policy

ATHLETICS GUIDELINES & UPDATES

- [NCAA Core Principles of Resocialization of Collegiate Sport](#)
- [Middle Atlantic Conference](#)

HEALTHCARE PARTNERS

LVC is working with Penn State Health Milton S. Hershey Medical Center, WellSpan, and Quest Diagnostics to manage COVID-19 care and testing and advise the College on its pandemic response. These partners are:

- Assisting with COVID-19 screening, testing, and contact tracing
- Reviewing and providing input on LVC's pandemic policies and protocols

- 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
- Offering urgent and follow-up care for those diagnosed with COVID-19.

LVC PRESIDENT'S STAFF

- Dr. James MacLaren, president
- 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
- Dr. Kenneth Yarnall, associate professor of mathematical sciences and chair of the faculty steering committee