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LEE  UNIVERSITY

**RETURN TO
CAMPUS GUIDE**

SPRING
2021

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INTRODUCTION

The onset of the COVID-19 pandemic in early 2020 has changed college life everywhere. After a spring and summer of Zoom classes and a successful hybrid fall semester, Lee University is prepared to welcome students back to campus for the spring 2021 semester.

Our commitment is to continue to place our highest priority on the health and safety of our students and staff. We believe we can do that while still providing the special "Lee experience" which makes our university such an attractive choice for thousands of students each year.

Questions have been asked by students, staff, faculty, parents, neighbors and friends as to what life at Lee will look like this spring. Our COVID-19 Task Force, and others on Lee's administrative team, continue to work tirelessly to envision a safe and successful semester on Lee's campus and to create an exhaustive set of policies that will be in place to achieve that.

Many decisions have been made regarding the minute details of every facet of life at Lee. These decisions are made with guidance from [CDC](#) and [Tennessee Department of Health](#), and this information is fluid and subject to change as new information emerges throughout the semester.

The Return-to-Campus Guide was originally released in August 2020 in an effort to consolidate numerous policies and incorporate information from various sources such as a Q&A document, presidential videos, and website updates. The original guide culminated in a centralized set of plans and appendices. Having learned through the fall semester and consulting various sources of information, we are releasing this updated guide to help prepare for the spring semester. Specific questions will naturally arise here, but if the answer is not found within, we welcome you to ask these questions through the following means:

- Students and parents - studentfeedback@leeuniversity.edu
- Lee personnel – please contact your immediate supervisor
- Lee University alumni - alumni@leeuniversity.edu
- Neighbors in our community – communityrelations@leeuniversity.edu
- Media and any other constituents not listed above – publicrelations@leeuniversity.edu

RETURN TO CAMPUS

At LeeU, one of our core values is responsible citizenship. Our desire is to teach and model this at all times. Accordingly, the guidelines set forth in this document are based on this value in an effort to promote a community of care on and off campus. The university cares about the health and safety of all students, faculty, staff, and community members. Therefore, each of us must do our part to protect every member of the Lee family and community by following the health and safety measures put into place.

We want everyone to remember that this is an extremely fluid situation. Changes that are made today may not be enough in two months, or they may be rendered unnecessary by the way the crisis resolves. In fact, our commitment is to the health and safety of the Lee University family, and our hope is that policies can be updated during the semester to more closely resemble the environment we are more accustomed to. We love guiding students through the Lee experience. It's good and fulfilling work, and we think it is worth doing, no matter what precautions are necessary to do it safely.

Preparing to Return

Before coming to campus for the spring semester, students, employees, and their guests should ensure that they meet the criteria in the Health Screening Tool. They should not be experiencing any of the following symptoms:

- Fever (as indicated by a temperature of 100.4° or higher in the past 72 hours)
- Cough
- Shortness of breath
- Sore throat
- Loss of smell
- Muscle aches
- Chills.

Also, they should be able to confirm that they have not worked closely or lived with anyone who has been symptomatic or tested positive for COVID-19 in the past 14 days. If they answer yes to this question or are currently experiencing any of the symptoms above, they need to contact the Lee University Health Clinic (423-614-8430) right away to discuss the specific situation before coming onto campus.

High-Risk Populations

Faculty and staff who are at [higher risk](#) may be eligible to continue to work remotely and should speak to their supervisors regarding any concerns.

Students at [higher risk](#) of severe illness from COVID-19 may be at greater risk if physically coming to campus and/or residing in campus housing. Students who fit these criteria are encouraged to contact Kathi Douglas (kdouglas@leeuniversity.edu) in the Office of the Provost to petition for the online offering of courses.

Safety Measures

The Lee University COVID-19 Task Force has been meeting regularly since March 2020. This group has developed a set of guidelines with respect to social distancing, masks, gathering sizes, daily use of a health screening app for students and employees, informational signage, isolation and quarantine contingencies, and testing protocol.

The university has established a self-screening and temperature check protocol to ensure the safety of our faculty, staff, and students as they navigate campus each day. This protocol allows individuals to respond daily to questions on the university Health Screening Tool, available through the Lee University app, as well as have their temperature checked at strategic locations throughout campus. These measures are required every day through the spring semester and must be completed to access campus buildings.

Daily Health Screening Tool: The Health Screening Tool can be found within the Lee University app. It can be downloaded by visiting www.leeuniversity.edu/mobile and selecting the appropriate mobile device link.

Once the app is opened, the Health Screening Tool can be selected from the menu. Upon selection of the tool, employees and students will be required to log into Portico to access the self-screening questions. The tool asks five COVID-19 related questions. Once successfully completed, a yellow background will appear with a date and time stamp. This yellow background indicates an individual completed the screening questions and now must complete a temperature check. One will then proceed to an academic building or the Paul Conn Student Union for a temperature check prior to entering further into a campus building. If the temperature is below 100.4, the individual will have the barcode on her/his app scanned, which will change the background color to green. Showing this green background will be required to enter buildings every day.

If an individual is unable to successfully respond to the self-screening questions, a red background will appear, and she/he should contact Rachel Coffey at the Lee University Health Clinic at rcoffey@leeuniversity.edu or 423-614-8430 as soon as possible. Employees who are experiencing symptoms or answered yes to the last two questions should contact their supervisor. The employee or supervisor should contact Rachel Coffey by using the information above.

If an individual can successfully respond to the self-screening questions, but their temperature is above 100.4, a yellow background will remain, and she/he should contact

Rachel Coffey at the Lee University Health Clinic at rcoffey@leeuniversity.edu or 423-614-8430 as soon as possible. Employees who are experiencing symptoms or answered yes to the last two questions should contact their supervisor. The employee or supervisor should contact Rachel Coffey by using the information above.

App Background Colors:

- Green – Successful completion of self-screening tool; verified temperature under 100.4.
- Yellow – Successful completion of self-screening tool; verified temperature check required.
- Red – Unsuccessful completion of self-screening tool or verified temperature above 100.4. Requires immediate consultation with the Health Clinic for further evaluation.

Staff members must complete the self-screening tool each morning prior to arriving to work.

Successfully responding to the questions turns the app background yellow. Once on campus, staff members should report to their department head or building coordinator for a temperature check. If a staff member needs to enter another building on campus throughout the day, she/he must first have their temperature verified at an above-mentioned temperature station, changing the background to green with a temperature under 100.4.

Masks: The CDC currently recommends that people wear masks in public settings and when around people who don't live in your household, especially when other social distancing measures are difficult to maintain. These measures are implemented in an attempt to reduce the spread of the virus to others and to create a safer environment. Masks are most likely to reduce the spread of COVID-19 when they are widely used by people in public settings.

The CDC recognizes that wearing masks may not be possible in every situation or for some people. If masks cannot be used, other measures are taken to reduce the risk of COVID-19 spread, including social distancing, limiting group size, frequent handwashing, and cleaning and disinfecting frequently touched surfaces.

The following policy will represent the default practice, but it may be adjusted by individual faculty in consultation with their dean and/or chair, as appropriate for the safety of students and classroom dynamics. Students with disabilities or other learning needs are encouraged to contact Academic Support, Dixon Center 101, for appropriate accommodations, as approved by the Disabilities Review Committee.

General Mask Policy: Masks are mandatory for students and staff in all public settings. The campus has employed the language of "masks in motion," which means that people should wear their masks when they're moving. They should also be worn at all times when social distancing cannot be maintained.

Masks may be removed when people are:

1. actively eating and drinking
2. sitting outdoors in one spot and can maintain appropriate social distancing
3. engaged in vigorous outdoor activity, such as biking or running, and can maintain appropriate social distancing
4. engaged in vigorous workouts in facilities that have been approved to permit the removal of masks for the duration of the workout.

Individuals working in an office on campus who can ensure appropriate social distancing may remove their masks but should have theirs handy in case others approach the work area.

Students may remove their masks when they are in their individual residence hall room or in their on-campus apartment.

Classroom Mask Policy for Faculty: Because of the increased dispersion of respiratory droplets when projecting one's voice, faculty should wear appropriate facial coverings when a distance of 6+ feet cannot be maintained between the faculty member and students. (Additional distance is recommended when singing and forceful vocal projections are involved.) Other options to ensure safety in the classroom and possible increased clarity of presentation include use of face shields and/or plexiglass.

Classroom Mask Policy for Students: Students are expected to wear masks when traveling to and from classes. Once seated and socially distanced, students may remove masks, however, faculty have the discretion to require masks under certain conditions. Face shields may be a helpful alternative for those faculty and students who find masks restrictive. Students who have conditions that make it difficult to cover their faces should contact Academic Support, Dixon Center 101, for possible accommodations.

Chapel Mask Policy: Until seated in a chapel venue, everyone should remain masked. Once seated in a socially distanced seat, attendees may remove their masks. All people in chapel, apart from worship leaders on stage, must wear masks during corporate singing.

Questions or concerns about the Mask Policy should be directed to the Office of the Provost or academicaffairs@leeuniversity.edu.

Social Distancing in the Classroom: We have calculated the number of seats available in each of our 110 classrooms, and we will limit occupancy in order to increase distance between persons to create a safer learning environment. To do so, some classroom schedules, for students and for faculty, have been revised, and those changes will be communicated to the students before the first class meeting.

We are reviewing the capacity, floor or seating area, and purpose of every other space on our campus in order to manage how many people can safely occupy any space for its given purpose. We will arrange distanced seating and utilize other precautions to protect the health and safety of event participants. Furthermore, foot traffic into and out of buildings will be limited with exterior doors designated for entrance only or exit only.

Gathering Sizes: The maximum allowable group sizes for indoor events, including chapel, will be determined by the venue capacity stipulated by the university and based on social distancing guidelines. Outdoor events will be limited to a maximum of 100 people at this time in an effort to ensure social distancing. The sponsoring department, organization, club, or group is responsible for observing the crowd limitations and ensuring that social distancing is maintained. The COVID-19 Task Force will monitor COVID-19 infections throughout the semester and may adapt the maximum event size limits at any time.

Health Services and Practices

In addition to the practice of individual safety behaviors (e.g., mask wearing, social distancing, personal hygiene), the university offers numerous supports to enhance the wellness of each member of the campus community. These include:

Consultation with the Health Clinic: If a student or employee exhibits or complains of any symptoms of COVID-19, that person should leave the classroom, work area, and/or building and call the Health Clinic for consultation. The Health Clinic will advise the individual in consideration of the presenting symptoms. Employees should notify their supervisor as soon as possible. Any contact tracing of potential exposures to others will be determined after Health Clinic consultation.

Testing Protocol: Lee students and employees will be asked to complete the Health Screening Tool upon their initial arrival to campus and each day after to enter campus facilities. If the screening tool indicates possible COVID-19 infection, further screening, possibly including a viral test, will be administered by the staff at our on-campus Health Clinic. At this time, mandatory nasal swab testing of everyone prior to returning to campus will not be required. Students and employees may request testing for COVID-19 in the Health Clinic. These tests will be performed on individuals who have developed symptoms consistent with COVID-19 after other illnesses have been ruled out and on those who have been exposed to or had close contact with a known COVID-19-positive individual. Alternate testing can be done at the Bradley County Health Department and at other sites within the community. See more under Reporting Testing and Positive Tests from Outside Testing Agencies below.

Temperature Checks: There will be thirteen temperature check stations throughout campus. Temperature stations will be available in the following academic buildings:

- Communication Arts Building
- Helen DeVos College of Education
- Humanities Center (High-speed)
- School of Business (High-speed)
- School of Music Curtsinger Building
- School of Nursing
- School of Religion
- Science and Math Complex – Beach Wing
- Science and Math Complex – Medlin Wing
- Vest Building.

The other three at-large stations will be located in the Higginbotham Administration Building, Paul Conn Student Union, and DeVos Recreation Center.

Stations in academic buildings listed above will operate Monday–Friday from 7:30 a.m. – 6 p.m.

The high-speed station at the Paul Conn Student Union will operate seven days a week with the following hours.

- Monday–Friday 7:30 a.m. – 5 p.m.
- Saturday & Sunday 9 a.m. – 1 p.m.

The Higginbotham Administration Building station will be open Monday–Friday from 7:30 a.m. – 5 p.m.

The DeVos Recreation Center will follow the hours of operation of the Recreation Center.

Quarantine and Isolation Housing: On-campus students required to quarantine or self-isolate may go home for the duration of their isolation or quarantine.

- Self-isolation applies to any individual in the following scenarios: if the individual has been diagnosed with the COVID-19 virus, with or without symptoms, or any individual awaiting test results.
- Quarantine applies to students that have been in close contact with someone experiencing symptoms or that has tested positive for the virus. Close contact is defined as within six feet for 15 or more cumulative minutes within a 24-hour period.

Students unable to go home will be relocated to a hotel in the Cleveland area. If students cannot transport themselves to the hotel, transportation will be provided. The university will provide food service to students in self-isolation or quarantine regardless of their meal plan. A package of continental breakfast items will be delivered to the student within 24 hours of

being relocated. Lunch and dinner will be delivered from the Deacon Jones Dining Hall each day.

If the university determines that a student should be quarantined or isolated, the student must do so or experience disciplinary consequences. These consequences could include the assignment of accountability hours and could result in suspension in extreme cases.

Students identified as close contacts and placed in quarantine will not need to be tested unless they begin to exhibit symptoms. Asymptomatic exposures should wait at least 5-7 days before testing in order to ensure a more accurate result. Close contacts that receive a negative test result will still be required to serve the entirety of their quarantine period as determined by health care officials by using the guidelines stipulated by the CDC at the time.

Students in quarantine or isolation will not be allowed on campus or allowed to attend any campus functions. Staff from the university will contact students on a daily basis to monitor physical and mental health.

Contact Tracing: The university will assist in contacting other members of the campus family who have been exposed to people that have tested positive for COVID-19. While the local health department is responsible for this, the university may be able to notify these individuals more quickly. Students will have designated seating in classrooms so that, should there be cases, we can make students aware if those nearest them have potential exposure.

Reporting Testing and Positive Results from Outside Testing Agencies: While the university cannot require members of the campus family to notify the Health Clinic when they are tested offsite, we recommend that all students and staff who test at a facility other than the campus Health Clinic **notify the Health Clinic and quarantine as they await their results** in an effort to mitigate the possible spread of the virus. Additionally, students and staff who receive positive test results from outside testing agencies should report these results to the Health Clinic as soon as possible to facilitate treatment, assist in contact tracing, initiate any appropriate disinfecting and sanitization, and provide support.

Students should be aware that the local health department has the authority to issue a health directive if any person fails to report a confirmed case of COVID-19. These can be issued when it is determined that an ill individual poses a public health threat and exposes others to an infectious disease. A health directive is a legal document that is delivered to the individual to let them know that they must follow public health guidelines. If the individual refuses to do so, they can be arrested for failure to provide required disease information that poses a public health threat.

Emotional Wellness: The pandemic has impacted some people adversely emotionally. The university seeks to support students who are struggling with stress, anxiety, depression, addictive behaviors, and so forth through these challenging times. Support is available

through numerous departments (e.g., Counseling Center, Campus Ministries, Residential Life staff, Student Care).

The university understands that the virus has impacted people from various diverse backgrounds more significantly than other groups. Furthermore, the social unrest related to racial tensions has increased anxieties for some campus family members. Students and employees may wish to utilize the support through the Office of Racial and Ethnic Relations to assist with these difficult times.

Self-Monitoring

The use of facial coverings, maintaining social/physical distancing, participating in personal hygiene such as washing hands often, and self-monitoring are best practices in preventing the spread of the virus.

Individual Monitoring: It is important that faculty, staff, and students self-screen by performing a daily symptom assessment utilizing the Health Screening Tool mobile app (or a printed questionnaire for those unable to use the Screening app). If students are experiencing any of the symptoms listed on the Health Screening Tool or answered yes to the last two questions, they should contact Rachel Coffey at the Lee University Health Clinic at rcoffey@leeuniversity.edu or 423-614-8430 immediately. Faculty and staff who are experiencing symptoms or answered yes to the last two questions should contact their supervisor and Rachel Coffey by using the information above as soon as possible.

Facilities

Through a combination of Lee University's Custodial Services unit and contracted labor, the university maintains a thorough regimen of cleaning to help keep the campus community healthy. The university also requests the assistance of every member of the campus family to prevent spread of the virus, both by their own personal hygiene and by adopting an attitude of vigilance in caring for their surroundings.

Cleaning/Sanitizing: Lee's custodial department cleans and sanitizes buildings and gathering locations thoroughly each day. In addition, every classroom and gathering space is equipped with disinfecting wipes and/or spray, so that students and employees can disinfect workspaces between uses. Breaks between class schedules were increased to 15 minutes to accommodate the increased time required for cleaning/sanitizing and movement between classes.

Modifications to Workspace Areas: Each vice president communicated to their respective units the availability of plexiglass shields for individual workspaces and common areas. Requests for these items should be discussed with your supervisor.

Signage: The university will provide signage on campus and in facilities to help encourage safe practices and remind students, employees, and visitors of relevant guidance. Signage will also be in place in each campus building to designate which exterior doors are for Entrance only and which are for Exit only.

Anyone wishing to request signage for their areas can do so through an order form by contacting Jason Moore at the Lee University Office of Publications (jasonmoore@leeuniversity.edu).

New Arrivals to Campus

New Student Orientation: We are retooling New Student Orientation (NSO) to fit within current CDC and Tennessee Department of Health guidelines. New students moving into residence halls will be able to do so at designated times on Saturday, January 9. NSO will begin on January 9, with several informational sessions and activities for new students and families. Only two additional people will be permitted to attend NSO activities with new students, and all attendees will be required to complete a health screening.

Move-In Changes (also under Residential Life and Housing): New students must move in between 9 a.m. and 12 p.m. on Saturday, January 9. Each student must complete a screening process for COVID-19 symptoms and exposure before being permitted to move into a residence hall. Only two additional people will be permitted to assist with move-in. These two people will need to complete the screening process as well. No move-in assistance will be provided by the university.

Prospective Students and Visitors: Until further notice, the university requests that community members exhibiting any COVID-19 symptoms—such as cough, shortness of breath, fever, chills, sore throat, and/or loss of taste and smell—refrain from coming onto campus. All visitors are asked to wear a mask when in the presence of others and unable to properly maintain adequate social distancing (at least six feet). This includes, but is not limited to, indoor buildings, open green spaces, and outdoor dining areas. Because of this request, it would be helpful for people who come to campus to plan to wear a mask or have it with them, since it is difficult to anticipate situations in which they would be required.

The Admissions Office is currently open for campus tours for prospective students and their families. Tours are offered Monday through Friday, 9 a.m. - 4 p.m., and include a walking tour of campus and a meeting with an Admissions counselor. Families will be asked to complete a health screening questionnaire before they arrive on campus, as well as wear a mask during their visit, to ensure the health and safety of our students and staff. The Admissions Office is also providing virtual tours daily. To schedule a campus visit or virtual tour, go to www.leeuniversity.edu and click VISIT to register.

Guests visiting the Lee University campus will be required to complete a set of self-screening questions to enter campus buildings. A temperature check will also be required. Hard-copy forms will be located at the above-mentioned locations, as well as the Higginbotham Administration Building and the Office of Admissions.

TEACHING AND LEARNING

We are planning in-person classes with appropriate modifications to ensure the safety of our students and faculty. Classes will begin as previously scheduled on Tuesday, January 12.

We will offer a full slate of in-person classes this spring, but all classes will also be equipped with Zoom as a hybrid alternative in order to accommodate students and faculty who cannot attend in person. Students who need to attend virtually for the semester or during specific periods of time during the semester – due to illness, quarantine, or other approved conditions – will need to secure approval by completing a petition which they may obtain from the Office of the Provost by emailing Kathi Douglas (kdouglas@leeuniversity.edu).

Class Schedules

In order to accommodate the increased time required for cleaning/sanitizing and movement between classes, breaks between class schedules were lengthened to 15 minutes for the fall semester and will remain as such for the spring.

Academic Calendar

The academic calendar for the spring is being modified in a few key ways. While the dates for starting and ending classes are the same, the university will not be observing Spring Break and Easter Break as originally planned. Instead, classes will be cancelled for March 29-April 2. Additionally, two minibreak days are scheduled for February 10 and March 9, on which classes will be cancelled. Otherwise, the spring academic calendar will remain the same (<https://www.leeuniversity.edu/events/category/academic/>).

The primary goals of these decisions are to decrease extended periods away from campus and to plan for a break later in spring with the hope that the number of COVID-19 infections will be on the decline.

Note that the university reserves the right to modify the academic schedule due to virus-related concerns.

Academic Advising and Instruction

Faculty office hours are still available, either virtually or in person. Some meetings will be scheduled in conference rooms and empty classrooms to allow for physical distance, while others will take place through Zoom.

Students may contact their advisor or Academic Services at 423-614-8121 to set up these meetings.

Library

Research assistance is available in person, with a clear plexiglass desk shield in place at the research assistance area, or by phone, virtually using Zoom, or electronically with chat or email. Library instruction is provided using Zoom or in person for small groups spaced appropriately. Students are permitted to browse the book collection and check out materials. Once returned, all books are sanitized and placed in quarantine for three days before being returned to the shelf for further use.

Building access is for current Lee University and Pentecostal Theological Seminary (PTS) students and personnel only. Community residents with a Public Library card and Lee/PTS alumni may request books from our collection, which we will retrieve and have waiting outside our front entrance at a scheduled appointment time. (The only exception is community residents are welcome to enter the library to view the Art Gallery, but they must wear a mask and follow all entrance procedures. Their access to the building is limited to the Art Gallery.)

Face masks are required by everyone at all times in the building unless studying alone in an individual study room. Temperature checks are administered upon entrance, and the Health Screening app must be shown or a paper screening form must be completed. Everyone is required to maintain at least six feet of distance from others while in the library. Computers, seating, and study tables are spaced accordingly. Furniture should not be rearranged by students.

Study rooms are available only for individual use – no groups. Seating is available in the open areas of the library for small group study while maintaining the physical distance requirement. The library facility is sanitized regularly by Physical Plant and library personnel. Too, cleaning wipes and hand sanitizer are accessible in the building for students to clean computers and workspaces.

The library café is open, but items are pre-packaged and handled by the employee on duty according to Sodexo guidelines.

Study Abroad

As part of their degree requirements at Lee University, all students must complete a cross-cultural experience. Opportunities for completing this experience include a wide range of domestic and international options.

Three ways to fulfill the cross-cultural experience requirement are available:

1. a faculty-led cross-cultural experience (which includes other academic courses)

2. an individually arranged study cross-cultural experience, such as a personally developed trip, a group trip, or a domestic church study (these do not include other academic courses)
3. exemption based on extensive previous international experience.

Lee University faculty and administrators have worked tirelessly to provide additional domestic opportunities with appropriate safety protocols for the 2021 year. The Lee University Health Clinic will continue to provide thorough pre-travel health screenings and verification of additional COVID-19-related travel requirements.

The Global Perspectives Office is helping graduating seniors find an option that works best for them. Any student planning to graduate in 2021 who has not completed the cross-cultural experience requirement should contact the Global Perspectives Office immediately for assistance. Should it become necessary to complete this requirement post-graduation, students will need to petition their academic dean's office for approval to participate in commencement ceremonies with a diploma hold. The diploma will be released upon completion of the experience and related assignments. Students with certified medical limitations may petition to complete an online course for one credit hour that will fulfill the cross-cultural experience requirement.

The immediate priority is to help 2021 graduates meet their requirement. University administration encourages students with later graduation dates to consider waiting for future opportunities. Lee University is committed to providing safe and fulfilling cross-cultural experiences for all students. The Global Perspectives Office will continue to monitor all aspects of the COVID pandemic as it evolves in the coming months and make appropriate adjustments as events unfold.

Service Projects

The Leonard Center has developed [amended service guidelines](#) in response to the pandemic and is ready to assist clubs with service initiatives. Organizations wishing to perform on- or off-campus service projects are advised to consult with the Leonard Center (service@leeuniversity.edu) before engaging in the project. When necessary, the Leonard Center will refer the group to the [Campus Event Request Form](#) to ensure consistent review of all out-of-class engagements.

International Students

Students attend Lee from more than 50 other countries. The process of enrolling at Lee as an international student includes many additional steps, which are regulated by both the nation of origin and the United States government. Lee's admissions counselor for international students helps to guide applicants through this process. Students traveling to

Students from out of the country will be subject to the same requirements with respect to COVID-19 as all other domestic students. Certain travel restrictions, where applicable, may make travel to and from home much more difficult, and in some cases, special consideration may be needed for those staying in campus residence halls. Students with these concerns are encouraged to contact Residential Life and Housing.

CAMPUS LIFE

Life is vibrant at Lee, whether it is on campus grounds, in offices, in classrooms, or in residential or other buildings on campus. We expect that to be true of this semester, too, even if the way we go about life on campus looks different. Our campus family can continue to enjoy many activities at Lee this spring, but with changes as described below.

Student Life

Engagement in the life of the university outside the classroom is a critical aspect of the holistic education that is core to the Lee experience. Anchored in the concepts of responsible citizenship and peer accountability, our approach to campus life seeks to promote wellness and a sense of collective responsibility for the entire university family and the surrounding community.

Each student must assume personal responsibility for taking care of the community. This involves abiding by the university's expectations regarding wearing masks, maintaining social distancing, and using the Health Screening Tool. When students do not engage in these behaviors as required, others in the community should encourage them to do so. As appropriate, the university will intervene when noncompliance occurs for the health of the community.

Our aim is to continue to offer programming and experiences outside the classroom in a safe way to facilitate student development. Doing so calls for adaptations to our usual approach. Where possible, campus experiences can be offered in person with adjustments with face coverings, social distancing, and personal hygiene along with enhanced cleaning and sanitization and decreased attendance. Where these cannot be assured, experiences need to be modified, shifted to a virtual format, postponed, or cancelled.

Students may visit on-campus resources as usual while practicing the safety requirements and if they have a green screen on the Health Screening Tool. Each department will develop its own approach to in-person visits based on the physical space in the office, crowd density, employee needs, and the amount of time spent in the office. Students are encouraged to contact offices by phone or email before visiting in person to understand building entry protocols and each office's procedures.

As the university continues to monitor health conditions throughout the year, adjustments to campus life will be made accordingly. Significant changes will be communicated through numerous channels like the LeeU Weekly Newsletter, university social media accounts, and emails.

Chapel: Lee University maintains its commitment to the spiritual life of students and employees regardless of conditions around us. Chapel will still be offered twice a week and

will be required of students. Chapel services will be held in person in Conn Center on Tuesday and Thursday mornings at 10:45 a.m. Typically, one Liturgical Chapel will be offered per month in The Chapel, and Convocation occurs in Conn Center in the evenings during the scheduled time with services starting at 7:30 p.m. Socially distanced seating is available to students on a first-come, first-serve basis. The university will require students to wear masks during the singing portion of chapel services in an effort to minimize the risk of the virus spreading.

If students cannot or prefer not to attend chapel in person, they may receive chapel credit by entering the appropriate codes through the iAttended app instead of ID cards being scanned by ushers. Since chapel credit is available virtually, students typically will not be granted exemption unless they have an allowable excuse such as work during chapel time.

SmallGroup: In addition, the SmallGroup discipleship program in the residence halls will continue. However, the size of the groups will be decreased in order to socially distance. Information on SmallGroup will be made available in the respective residence halls.

Campus Organizations and Clubs: The university has developed and updated extensive guidelines for campus organizations and clubs. These will be shared with each organization's president and head sponsor. The guidelines are applicable to any group of students larger than 10 regardless of any organizational affiliation. The full set of guidelines may be obtained by contacting the Office of the Dean of Students.

During the pandemic, the university seeks to support campus organizations to help them engage in their activities safely in accordance with broader university guidelines. Our desire is to help our campus groups adapt to the challenges and find safe, effective ways to fulfill their missions.

Campus organizations and groups of students desiring to meet or recruit new members on campus must submit their requests to a committee for review via the [Campus Event Request Form](#). Groups should submit their requests at least two weeks prior to the desired meeting date. Where possible, campus organizations should consider utilizing virtual or hybrid meetings. Off-campus meetings and events for campus organizations must be reviewed and approved through this system as well.

Student Conduct and Discipline: The university expects each member of the campus family to take our expectations seriously in an effort to protect everyone's health. In addition to expecting every person to abide by the guidelines, part of community life is helping each other engage in desired behaviors. Peer-to-peer encouragement and accountability are the most effective ways to effect cultural change.

When necessary, students may face disciplinary action for not complying with the requirements. Depending on the severity of the violation and/or a pattern of noncompliance, disciplinary consequences can range from verbal warnings to suspension/expulsion. Other

discipline options include written warnings, the removal of privileges, accountability hours, fines, and dismissal from campus. When a student is removed from campus and transitioned to online learning for disciplinary reasons, they must vacate the physical campus and will not be offered a refund for tuition or room expenses.

More significant consequences will be incurred if students willfully expose others to the virus by not maintaining quarantine/isolation or by hosting or attending “COVID-19 parties.” Students who consistently exhibit disregard for the health of the community by not practicing personal safety behaviors are at risk of severe consequences as well.

Discipline proceedings may be initiated by the vice president for student development, dean of students, or one of their designees. Available evidence, including social media postings, may be reviewed to determine corrective action. Students are expected to cooperate with investigations in an effort to promote wellness for the entire campus and community.

Campus Events

Music Ensembles: Since collaborative music experiences (including choirs and instrumental ensembles) are so important at Lee, we are paying close attention to the research that is available for the safe operation of these musical groups. Our music faculty has developed a set of "best practices" which will keep students in musical ensembles safe as they rehearse, including the use of masks, length and frequency of rehearsals, and appropriate social distancing. Care is also being taken to present performances in a safe environment including virtual concerts or events with a limited audience, appropriately spaced.

Ensembles who travel for recruitment or ministry in a typical semester will be limited to small group performances with specific guidelines in terms of proximity of performances to campus, feasibility of safe travel, and the ability to follow prescribed safety protocols established by the university. All off-campus activity by ensembles must be approved before travel is confirmed. Requests for travel are sent to the dean of the School of Music and Office of the President and are determined on a case-by-case basis. Requests must clearly outline the plan for maintaining social distancing and the use of masks, and overnight travel should be avoided.

Athletic Events: Guidelines for athletics are being developed by the NCAA and will apply to Lee as to all of college athletics. These policies will likely vary considerably depending on the particular sport involved. See more under Athletics.

Theatre Performances: Lee Theatre believes that theatre is about human connection, but we value the health and safety of our students and our audiences, so we are suspending one of the spring semester productions of our 2020-2021 Theatre Season.

We will perform our previously announced February production of “The Last Train to Nibroc” in the Buzz Oates Theater. We hope, conditions allowing, to have a small live audience from

our campus community at each showing in addition to streaming the production for a wider audience. Unfortunately, we cannot safely produce our previously planned musical, “Tuck Everlasting.” However, in collaboration with the School of Music, we have developed a plan to still provide a musical performance this spring, and we look forward to sharing details on auditions and performances soon. Auditions will take place in January. All rehearsals and performances for our spring shows will follow safety guidelines and protocols at all times.

Stay tuned to the [Lee Theatre](#) web page and the [Lee Theatre Facebook](#) page for more specific details.

Student events: Organizations or groups of students seeking to host an event, whether on or off campus and regardless of funding source (i.e., university or self-funded), must submit information via the [Campus Event Request Form](#). These event requests must be entered at least two weeks before the desired event date.

These plans must provide evidence that the university’s guidelines will be followed regarding the use of face coverings, social distancing, clearance with the Health Screening Tool, and cleaning/sanitization for every event. Each plan will be evaluated according to numerous factors, including:

- Anticipated crowd size and venue size to ensure appropriate crowd density (The maximum allowable group sizes for indoor events will be determined by the venue capacity stipulated by the university and based on social distancing guidelines. Outdoor events will be limited to a maximum of 100 people at this time.)
- Location of venue (i.e., indoor/outdoor) and inclement weather plan
- Management of attendee behavior and sponsor/director/coach presence throughout the event
- Enhanced cleaning and sanitization of event materials
- Member safety plan (e.g., food service safety, event preparation, clean-up, money handling)
- Sufficient distances for musical performances (i.e., vocal and instrumental).

When events are approved, campus venues can be scheduled accordingly with the Office of Event Planning or other scheduling entity.

This event-approval process must be used for any club fundraising activities. In addition, off-campus retreats are suspended by the university until further notice.

Residential Life and Housing

For those students living in campus housing, several changes are being made for the spring semester. Many of these changes will be communicated during the resident orientation process in each residence hall. Some of the key changes in housing are:

- **Capacity:** The overall university housing capacity will be reduced by approximately 30 percent to prevent the spread of the virus. Most of these reductions will be made in community-style dorms in which restrooms and showers are shared by large numbers of residents.
- **Spacing of Beds:** Beds will be spaced with at least 10 feet between the heads of the roommates. Where this is not possible, the beds will be arranged to create maximum distance. Students will not be permitted to rearrange rooms during the first two weeks of the semester.
- **Common Kitchens:** Some community-style residence halls have kitchen areas available for student use. These kitchens will be available to one student, or pair of roommates, at a time.
- **Closing of Common Spaces:** Lounges, lobbies, and prayer rooms will be closed to prevent students from congregating in them, or the furniture will be appropriately spaced in order to minimize contact in areas where social distancing is not possible.
- **Move-In Changes:** Returning Students may move back into their residence hall beginning on January 10. Students that are moving to another building will be permitted up to two people to assist with their move. Students remaining in their previous room assignment will not be permitted any move-in assistance. Students should proceed to a health check station in order to receive their green screen.
- **Visitation and Guests:** No visitors and guests will be permitted in the residence halls and apartments. Only residents assigned to a specific residence hall or individual apartment will be permitted in that specific residence hall or apartment.
- **Curfew and Room Checks:** Instead of doing these checks in person routinely, these will be conducted in person and via video from time to time.

Violations of community standards in the residence halls may be met with disciplinary consequences. These will range from warnings, removal of privileges, accountability hours, and the removal from campus to suspension.

Going Home on the Weekends: Students will be asked to complete the self-screening tool upon return. If self-screening indicates COVID-19 symptoms, students will be referred to the Health Clinic for further screening.

What to do if Roommate is Sick: Students in residence halls experiencing COVID-19 symptoms will be tested at our Health Clinic and provided a safe location for quarantine while awaiting test results. Students with COVID-19 will be isolated, and all residents who had recent close contact with them will be quarantined and may be tested. For students in on-campus housing and on the meal plan who are quarantined/isolated related to COVID-19 exposure and symptoms, a meal service plan is available by delivery from Sodexo and Residential Life and Housing.

Students, parents, and staff may obtain the procedures for self-isolation and quarantine from Residential Life and Housing. Additionally, the university strongly recommends that

each student pack a “quarantine bag” for possible isolation/quarantine that could be collected quickly. When placed in isolation or quarantine, students may engage in academic work virtually. The Hub, Lee’s office for student success, works with other offices to notify professors that the student has been approved to participate in courses virtually.

Dining and Food Services

Sodexo, the university’s dining-services partner, has made changes in the Deacon Jones Dining Hall and the retail dining options across campus to create a safe and healthy environment, abiding by State of Tennessee and/or CDC guidelines. In the Dining Hall, groups of up to eight may eat together as long as the groups are socially distanced from other groups. Certain tables and chairs are marked for no use to make this possible.

Food will be made-to-order or prepackaged instead of self-serve to decrease the risk of sharing the virus. The soda fountains are now self-serve, but still touch-free. Social distancing should be practiced coming into the dining facilities and within them to the extent possible. Masks must be worn unless the person is seated at a table. Additionally, students and employees eating in the Dining Hall should be mindful that the decreased number of seats may make it difficult to accommodate crowds if many patrons stay too long in the facility. Consequently, people should plan to eat and not linger needlessly.

Students may opt for to-go options as well. Sodexo’s app, now called Bite+, can be used to place to-go and grab-and-go orders. The previous Bite app will no longer work. Furthermore, Sodexo has added contactless payment through services like Apple Pay.

Meals for Quarantined Students: The university will provide food service to students in quarantine or isolation regardless of their meal plan.

Campus Recreation Center

The DeVos Recreation Center is available for limited use at this time. State mandates require decreased density in gyms and workout facilities. In light of these orders, all Rec Center use must be scheduled through IM Leagues (www.imleagues.com). Some areas of the facility and amenities may not be available for use. Racquetball courts, towel service, water fountains, and locker rooms are currently not available.

All workouts will be limited to 60 minutes. Users should arrive at least 10 minutes prior to their scheduled workout time to complete a health screening. Users are expected to clean thoroughly after themselves and take precautions prior to using equipment. Those refusing to abide by these guidelines will not be permitted to continue to use the facilities.

Certain athletic events are not permitted at this time due to social distancing requirements. For example, students may shoot basketball, but pickup games are not permitted. The same

concept applies to all other sports where social distancing cannot be maintained. Outdoor recreation spaces such as the basketball and volleyball courts are closed until further notice. These spaces will be reopened when permitted and conditions warrant it. The Rec Center will be available for group reservations only when the committee reviewing campus events proposals deems the event appropriate. These requests may be submitted to the committee for review via the [Campus Event Request Form](#).

Intramural sports that are approved through the review committee will be evaluated according to the current CDC and State of Tennessee guidelines for each sport. Pre-registration through IMLeagues is required for all activities. Attendees are limited to the players listed on the official roster, coaches and game/event staff. Spectators are not permitted in any capacity. Group fitness classes are available with limited capacity, advance reservations, and enhanced cleaning. The full schedule will be posted on IMLeagues, on LeeURec social media, and in the DeVos Recreation Center. Class schedule is subject to change depending on instructor availability. Some classes do require a fee to participate.

Students and employees are encouraged to stay active in safe ways around campus, in the community, and around the area. Outdoor activities should be engaged in only when governmental and campus guidelines can be followed. For instance, students are not permitted to use outdoor areas in ways that are inconsistent with current guidelines. One example would be a tackle football game. Students also must abide by the maximum group size when engaging in any activity.

Note that certain intercollegiate sports like basketball are scheduled to be played. However, due to contact concerns, intramural basketball will not be permitted at this time. It is worth noting that a significant reason is mandatory, ongoing COVID-19 testing for varsity athletes.

Campus Bookstore

The Campus Bookstore will remain open, Monday through Friday, 8 a.m. - 5 p.m.

We strongly recommend that everyone shop at the [bookstore website](#) and choose “Store Pickup.” Books can be ordered now. In most cases they are ready to pick up within 12-24 hours.

The textbook room is now arranged by author. This is intended to optimize our response time for online orders. However, when you visit the bookstore in person, we will ask you for your student ID, which will give us a list of your books in author order.

You can also visit <http://www.txbk.info/leeu>, insert your student ID, and print your own alphabetical list by author.

For a list of bookstore frequently asked questions and answers, please see Appendix 2.

Campus Transportation

The Campus Shuttle that transports people on predetermined routes will be operational in the spring. To ride, students and employees should have an active ID and display a green screen on the Health Screening Tool; they also will be required to wear a mask throughout the ride. Riders should socially distance to the extent possible. Drivers will be masked and will have a protective barrier between them and riders. The buses used for the shuttle program will be thoroughly cleaned at the end of each day.

Campus Security is available to provide escorts on a limited basis when a security concern is present. Students may call Campus Security to arrange for these. When possible, these escorts will take place on golf carts. To arrange for this, students should have an active ID and a green screen on the Health Screening Tool. Also, they must wear a mask.

Students are encouraged to utilize the LiveSafe app for features like Safe Walk. This allows students to virtually walk with a friend to promote safety. Additional information will be sent to students at the beginning of the semester.

Athletics

Lee Athletics aims to positively transform the lives of our students academically, athletically, and personally through a nationally competitive intercollegiate athletics program that enhances the reputation and visibility of the university. Consistent with the guiding principles established by Lee, the health and well-being of student-athletes, coaches, and staff is a top priority for Lee Athletics.

Our men's and women's cross-country teams and men's and women's golf teams were able to compete throughout the fall semester. The spring semester will provide competition opportunities for: men's and women's basketball, men's and women's track and field, baseball, softball, women's lacrosse, men's and women's tennis, men's and women's golf, men's and women's soccer and women's volleyball. Our Athletic Staff will continue to work with local and institutional medical personnel, local and state government, the Gulf South Conference, and the NCAA to ensure we establish a safe environment for our student-athletes. The guidance and information from these groups continues to be fluid. Please continue to check leeuflames.com as more information becomes available.

ADDITIONAL RESOURCES

Mental Health Resources

Counseling Center: The Lee University Counseling Center (LUCC) remains committed to providing students with mental health services throughout the spring 2021 semester.

Therapy and other mental health services will resume on the first day of classes. A determination will be made closer to that time regarding whether to begin the semester with in-person services or telehealth (or a hybrid variation). This and our other service-related policies will be developed in response to guidance from sources including Lee University, relevant professional organizations, state and federal government, COVID-19 data, etc. Additionally, our approaches to group therapy programming will be informed by COVID-19 data and relevant guidance available in the first weeks of the semester.

LUCC is also prioritizing outreach, consultation, and intervention to any individuals or campus groups/entities with specific COVID-19 impact that would benefit from our support or assistance. Please feel free to contact us if you might benefit from such services.

LUCC is open Monday through Friday from 8 a.m. – 5 p.m. (closed from 12-1 p.m. for lunch).

Students may call LUCC at 423-614-8415 (rather than walking into the center) with any questions or if seeking to initiate therapy/services. We can also be reached via email at counseling@leeuniversity.edu.

In case of crisis, please contact 9-1-1 or Crisis Response at 423-634-8995. If you are seeking crisis-related services from LUCC, we are available via phone during our normal hours listed above.

Human Resources

Guidance for Supervisors, Faculty, and Staff

If an employee develops any symptoms of COVID-19, they should leave their work area, call the Health Clinic for consultation, and contact their supervisor. If someone under your supervision develops symptoms and/or tests positive for COVID-19, please notify the Health Clinic and Physical Plant to schedule additional sanitization and cleaning as deemed necessary.

If the Health Clinic recommends testing, then the employee will be scheduled for testing, and the employee will self-isolate as directed. The Health Clinic will talk with the employee about the next appropriate steps to take. If testing is indicated, the employee will go home and self-isolate for at least 10 days, even if the test results are negative (in most cases). If an employee tests positive, the employee will be asked to contact known co-workers, family,

and friends with whom the employee had close contact, and these persons will be asked to quarantine according to current CDC guidelines.

If an employee has been exposed to a known COVID-19 individual and is exhibiting no symptoms, that employee will go home, monitor symptoms, and quarantine according to CDC guidelines. If that employee develops symptoms, then that employee would call the Health Clinic for further instruction which could include testing, self-isolation, and contact tracing.

Close contact is defined as being six feet or less around an individual for at least a cumulative 15 minutes during a 24-hour period. An exposure would also be defined as contact with an individual who is coughing, sneezing, laughing and/or singing.

Telecommuting

Lee recognizes the fluctuating circumstances brought about by the coronavirus. These may impact the needs of some Lee employees possibly requiring special assistance as we navigate our response to the virus beyond 2020. Employees who may be at a higher risk for contracting COVID-19, as identified by the CDC, should write a letter to their supervisor(s) copying their vice president. The letter should (a) describe and provide justification for concerns the employee has about fulfilling the responsibilities of their role and (b) include specific requests for special consideration(s)/ accommodation(s) believed to be needed to insure one's work is effective in each area of responsibility.

The letter will be shared with the Director of Human Resources for review and consultation. Decisions will be made in collaboration with applicable supervisors, and the employee will be informed in writing and provided the opportunity to discuss the approved plan for special consideration(s)/accommodation(s).

Early Learning Center

The Lee University Early Learning Center (ELC) will continue to keep a clean and healthy environment, but also a warm and safe social/emotional place for children. We continue to encourage being socially distant as much as possible with regards to drop-off/pick-up, etc. Extra cleaning and sanitization have also been implemented.

Face masks are required for ELC staff and families when entering the building. If families want to send their child in a mask (if they are old enough), they are welcome to, but if their child takes off their mask or plays with it, teachers will place the child's mask in their cubby.

Until further notice, we are not allowing visitors into the center. We are allowing only staff, families, and employees of Lee (as determined necessary).

Check-in and check-out procedures for staff, children, and family members have adapted to include a daily health screening. The health screening will be completed by a trained staff member upon arrival each day. Parents are asked to walk their child to their classroom (do not enter), where they will be met by the child's teacher.

Any child or staff who has a fever of 100.4 or greater will need to be picked up and follow our sick policies outlined in the ELC Handbook.

See the full ELC information in Appendix 1.

Health Center Links to COVID-19 Guidance

- <https://www.tn.gov/content/dam/tn/health/documents/cedep/novel-coronavirus/Isolation-QuarantineRelease.pdf>
- <https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/shared-housing/index.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/end-home-isolation.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>
- <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html>

PERSONAL RESPONSIBILITY

Lee faculty and staff will operate under these guidelines to inform students of the precautions in place, to model our expectations, and to encourage them to remember that they are part of a campus community with a diverse population, regardless of their own personal perception of vulnerability. Reminders of such will also be included in all class syllabi and posted on campus and in university facilities.

CONTINGENCY PLAN

Many schools and businesses have varying ways to determine the conditions necessary to stay open and the threshold at which they would need to close again. We were able to deploy an approach to isolation and quarantine in the fall, a critical piece to our ability to stay on campus for the entire semester. Naturally, we will continue to have cases on campus, but daily screening, temperature checks, masks, social distancing, testing those with likely exposure, contact tracing, and quarantine procedures will all be utilized in order to limit COVID-19's spread. These measures will be taken and monitored constantly to get a picture of how faithfully the Lee family is following the guidelines and how effectively they are preventing an outbreak. If the Task Force determines that this can no longer be done safely with students living on campus, then the decision may be made to close the campus. The Task Force will also consider temporary closures (not the remainder of the semester) or spot/location closures to continue broader operations while a particular area of campus is closed. We would not welcome the students back this spring if we did not believe safe, in-person operations can be accomplished. We enter the spring semester with optimism, but with a sincere plea for all of our campus community to take these precautions seriously, if not for their own health and safety, and that of others, then simply so that the incidence of exposure is minimal and the semester can go forward as planned.

APPENDIX 1: Early Learning Center

The Lee University Early Learning Center (ELC) will continue to keep a clean and healthy environment, but also a warm and safe social/emotional place for children. We continue to encourage being socially distant as much as possible with regards to drop-off/pick-up, etc. Extra cleaning and sanitization have also been implemented.

Face masks are required for ELC staff and families when entering the building. If families want to send their child in a mask (if they are old enough), they are welcome to, but if their child takes off their mask or plays with it, teachers will place the child's mask in their cubby.

Until further notice, we are not allowing visitors into the center. We are only allowing staff, families, and employees of Lee (as determined necessary).

Check-in and check-out procedures for staff, children, and family members have adapted to include a daily health screening. The health screening will be completed by a trained staff member upon arrival each day. Parents are asked to walk their child to their classroom (do not enter), where they will be met by the child's teacher.

Any child or staff who has a fever of 100.4 or greater will need to be picked up and follow our sick policies outlined in the ELC Handbook.

New check-in and check-out procedures for staff and families are detailed below:

Arrival

1. Screening upon arrival
 - a. ELC Office Staff will be checking temperatures of staff and children with a no-touch thermometer.
 - b. ELC Office Staff will also ask several screening questions regarding health in accordance with the University wide health screening and Department of Human Services guidelines. Questions may include:
 - i. Has your child had a fever (100.4 or higher) within the past 72 hours, or taken medicine that may reduce a fever?
 - ii. Is your child currently experiencing any symptoms associated with COVID-19 including but not limited to:
 - Fever
 - Cough
 - Shortness of breath
 - Sore throat
 - Loss of smell/taste
 - Muscle aches
 - Chills
 - iii. Has anyone in your home/apartment/dorm/close work been symptomatic or tested positive for COVID-19 in the past 14 days?

**If you answered “Yes” to any of the questions above, please call the Health Clinic to find out the next steps you should take.*

2. Use hand sanitizer and/or soap and water before signing in.
3. Sign in with clean pens, and set the pen used aside for cleaning.
4. [Parents] Walk your child to class. Please refrain from allowing your child to go to their class without you.
5. The teacher will meet you at the door to welcome your child and/or gather any important information from you regarding your child. Please do not enter your child’s classroom unless absolutely necessary.

Pick-Up

1. Use hand sanitizer and/or soap/water before using our pens to sign out.
2. Sign with clean pens, and set the pen used aside for cleaning.
3. Proceed to your child’s classroom. Do not enter the class unless absolutely necessary.

Additional Guidelines

1. Fever policy: Any child or staff who has a fever of 100.4 will need to be picked up and follow our sick policies outlined in the ELC Handbook. Please also continue to follow our normal sick policies regarding 24 hours fever/symptom free, etc.
2. Cleaning/Sanitation: In addition to our normal DHS required cleaning/sanitizing, all staff will be increasing our cleaning procedures and will be utilizing our bleach water more often.
 - a. Spraying playground equipment after use.
 - b. Spraying hallway equipment after use.
 - c. Spraying door handles/cabinets after use.
 - d. Cleaning/sanitizing toys more often than previously required.
 - e. Handwashing for staff and children will be hourly and/or as needed.
 - f. Staff will be wearing face masks and aprons and will change out if soiled.
 - g. Hallways will be sprayed/sanitized after families and staff have checked in/checked out.
3. Positive COVID-19 on site. If a positive COVID-19 case has been identified for a child or staff, the following steps and considerations will be applied as applicable.
 - The ELC will shut down to clean/sanitize based on CDC cleaning protocols and/or Department of Health recommendations.
 - The length of closure may be extended to ensure staffing requirements/needs are met upon reopening.
 - No tuition will be charged during the time the ELC must close.
 - All families and staff will be notified if there has been a positive case with a child or staff. Please note, we are not required to share, but may opt to share if deemed appropriate:

- If a child or staff is self-isolating for precautionary measures or
 - If a child or staff has a positive case within their household
- For those families and staff who were in direct contact with the positive individual on site at ELC, the ELC office staff will help notify those individuals of the need to quarantine. Those instructions/timeline will be based on guidance received from the Department of Health and other medical professionals.
- Please talk with your doctor and/or the Health Clinic if you have a positive case within your household. They will determine if the ELC is a part of the contact tracing, and if so, the Health Clinic and/or the ELC will reach out accordingly to help with contact tracing.
- The ELC will be working closely with the Department of Human Services, Department of Health, and/or Health Clinic on any COVID-19 cases that are connected to our center. The ELC will follow the direction of medical professionals, as well as maintain privacy rights.
- If you know of positive COVID-19 cases within someone's household or of someone who is quarantining for precautionary measures, please be respectful of privacy rights and do not share information.

APPENDIX 2: Campus Bookstore

The Campus Bookstore will remain open, Monday through Friday, 8 a.m. - 5 p.m.

We strongly recommend that everyone shop at the [bookstore website](#) and choose “Store Pickup.”

Books can be ordered now. In most cases they are ready to pick up within 12-24 hours.

The textbook room is now arranged by author. This is intended to optimize our response time for online orders. However, when you visit the bookstore in person, we will ask you for your student ID, which will give us a list of your books in author order.

You can also visit www.txbk.info/leeu, enter your student ID, and print your own alphabetical list by author.

Bookstore Frequently Asked Questions for Spring 2021:

- **Do I have to wear a mask to come in the bookstore?**
Yes, we will be following university requirements for masks.
- **Will you be regulating the number of people in the store?**
Yes, customers shopping for Lee merchandise will come to the upper level across from Chick-fil-a. We will regulate the number of customers in the Fan Shop. Customers that need textbooks will come to the lower level of the patio by Subway. Entry will be limited, but we will provide clerk service for books.
- **What hours will the bookstore be open?**
Standard bookstore hours are 8 a.m. to 5 p.m. Monday through Friday.
- **How do I know what books I need? What’s the best way to get them?**
The best practice is to visit www.leeuniversityshop.com and choose “Spring” and enter your course numbers from your registration.
- **What is the Lee University Book Bundle?**
More and more titles have a digital option, or the instructor is using an online platform, such that the materials for the class are simply placed in Moodle, the learning management system. This means that no purchase is necessary. The materials are simply included as part of the overall charges on your bill. You may encounter these titles when shopping online, but you won’t be able to add them to your cart. A note by the title will indicate that it is a part of a program where the materials are just provided for you. That program is called the Lee University Book Bundle.

- **I have a Financial Aid credit or book voucher. How can I use it for books?**
You will come to the patio level of the bookstore by Subway, and the cashiers will assist you.
- **How do I know if I have a book voucher?**
There should be a tab in the Lee University app that says “My Book Voucher.” Further information may be obtained from Student Financial Services.
- **What is the last day to use my book voucher or return books for refunds?**
Friday, January 29, will be the last day for both returns and book vouchers.
- **I ordered my books online. Where and how do I pick them up?**
You will bring your order number with you to the lower level patio door of the Bookstore (right next door to Subway). Your order number is immediately emailed to you when you successfully complete checkout. It is formatted this way:
28900000xxxxx.