



REENVISION

LAKE ERIE COLLEGE

DR. BRIAN POSLER
PRESIDENT

PREPARED BY KIMBERLY ROBARE
INTERIM EXECUTIVE DIRECTOR FOR STUDENT AFFAIRS / CHAIR OF EMERGENCY RESPONSE TEAM

IN COLLABORATION WITH DR. BRYAN DEPOY
SENIOR VICE PRESIDENT FOR ACADEMIC AFFAIRS AND INSTITUTIONAL EFFECTIVENESS

LAST UPDATED NOVEMBER 12, 2020
WWW.LEC.EDU

MESSAGE FROM DR. BRIAN POSLER, NOVEMBER 12, 2020

I want to start by saying how proud I am of the way our campus community has met the daunting challenges surrounding our situation. We have come together to accomplish so much in a very short amount of time, and we are all continuing to navigate these most unusual times. We are so close to the end of the semester and we are holding steady at a relatively low 1% positivity rate. It is clear that the precautions we have taken and the work we have all done with social distancing, facial barriers and cleaning has proven effective against the spread of COVID-19. In the future, I think we will look back on this challenging time and be proud of how the college handled this situation.

We are actively monitoring conditions in Lake County and at the state level, and we continue to consult with medical professionals. As it turns out, our early decision to end the fall semester at the Thanksgiving break was wise and prudent. It is also important to point out that each college, university, or school district is making decisions based upon their independent circumstances (e.g., Mentor public schools are, at this time, moving their high school to fully remote learning but allowing for in-person classes at their elementary and middle schools). In many cases, institutions altering their plans intended to continue instruction past the Thanksgiving break.

Our goal is to continue to fulfill our mission while keeping the safety of our campus community the number one priority. Following the latest news from Governor DeWine yesterday evening, we have once again re-evaluated our responses and are implementing the necessary changes effective immediately:

- Given that we have only 9 days of classes remaining, **in-person classes will continue as planned**. We are currently reviewing some classrooms and their course capacity to see if any immediate changes are in order. Faculty should work with their deans if any last-second hybrid or modified modalities are possible or necessary. In some circumstances, especially with larger classes, **final exams may be moved from in-person to remote with approval from their dean**.
- With limited exceptions, the campus will be in **lockdown from outside visitors including**, but not limited to, facilities rentals, guests, and presenters. Access for outside vendors and contractors will be approved on a case by case basis based on immediate need. Residential students are prohibited from hosting outside guests except for the purposes of moving out for the break period only. As always, guests should be registered through the following link: <https://forms.gle/wAuzoUKFSOTMa2w96>
- Only **in-season NCAA athletic teams** will participate in workouts only in small groups and with a limit of eight people in any one space.
- The **Osborne Wellness Center will remain open for student use, but the capacity for the workout areas will be reduced from 30 to 15 people** in the facility at one time. Extra cleaning will be taking place throughout the open hours.
- The **Library will remain open for student use, but any group work is to take place in larger areas** to maintain social distancing protocols.
- The **Dickinson Dining Hall and other Metz food service areas will remain open** at this time, and students will be encouraged to take their food "to go" to prevent congregation.
- **Security will have larger spaces available and open for students to finish any group work** such as Coe Conference Room, Garfield Lounge, Ernst Board Room, Social Parlor, and Dickinson Auditorium. They can be contacted 24/7 at 440-375-7575.
- **Community members are asked to limit face-to-face contact for longer periods of time** by moving meetings virtually. This includes employees, student organizations and clubs.
- **Cabinet members will be contacting employees to limit time in the office without compromising the resources for students as the semester finishes up**. Area VPs should plan for limited staffing after the Thanksgiving holiday through the campus closure for winter break.

These changes will continue through the Thanksgiving holiday, and more information will be shared with campus the week of November 30th.

Finally, please remember these everyday preventative actions to help prevent the spread of viruses as found on the Ohio Department of Health website and as per the below:

- Fill out your SAFER Survey daily! Stay home when you are sick, except to get medical care.
- Wear your mask/facial barrier everywhere unless in your individual office or residential unit (room or apartment).
- Maintain 6 feet of distance from others, and be especially mindful of limiting social situations. Please avoid congregating in groups in a social setting.
- Cover your coughs and sneezes with a tissue, then throw the tissue in the trash. Avoid touching your eyes, nose, and mouth with unwashed hands.
- Wash your hands often with soap and water for at least 20 seconds, especially after going to the bathroom; before eating; and after blowing your nose, coughing, or sneezing.
- Clean frequently touched surfaces and objects daily.

The recent spike in cases is cause for anxiety for many people, but I am confident that we all will work diligently to minimize the impact on our learning environment and our beloved Lake Erie College community.

LAKE ERIE COLLEGE MISSION STATEMENT

Lake Erie College provides an excellent, inclusive, and highly personalized education grounded in the liberal arts tradition. Guided by hope and care, our students are empowered to lead lives of personal significance and professional success as global citizens.

PURPOSE OF REENVISION LEC

To provide a way for our campus community to gather in a safe, supportive and flexible way by re envisioning our shared spaces, to include: instruction, learning, working and living. Modifications to our previous ways are necessary in moving forward in this new era. We are committed to remaining flexible and nimble in our thinking, while continuing to be a College guided by an ethic of hope and care. This document will be reviewed and updated periodically as needed.

ACADEMIC COURSES

SU 20-All course offerings were moved remote for the entire summer, which concluded on August 7

FA 20- All in-person course offerings resumed with proper social distancing protocols. The Fall 2020 semester start date was changed to Monday, August 17 and the semester will conclude on Tuesday, November 24.

Currently, in-person courses are only open to degree-seeking or credentialing programs.

CLASSROOMS AND INSTRUCTIONAL SPACES

Under the direction of the Lake Erie College Instructional Spaces work team, classrooms, science labs and computer labs have been modified to meet safety guidelines from the CDC and Lake County Health District. Seating has been reconfigured and courses reassigned to allow 6 feet of social distancing. We ask that no furniture be moved to maintain the proper layout. A cleaning schedule has been created to disinfect shared spaces in between use.

All students, faculty, and staff are asked to participate in cleaning and disinfecting their spaces between classes with the provided cleaning products. Facial barriers are required at all times while in the classroom. In accordance with the Ohio Department of Health guidelines, face shields are not permissible. Face masks are required and considered more effective in preventing the spread of viruses.

All LEC community members are required to use the SAFER messaging system produced by Healthy Roster to track and monitor symptoms and temperature. Students are required to show faculty a green screen before entering the classroom. Please see **COVID Screening & Symptom Tracking on page 7** for more information.

CLEANING SERVICES

High-touch areas are being deep cleaned and disinfected twice daily by housekeeping staff. This includes: door knobs; light switches; copy machines; computer labs; restroom facilities. Disinfectant sprayers will be used to address larger areas, such as residence hall rooms; locker rooms; classrooms, etc. Sanitizing wipes/spray is available near computer labs and copy machines prior and following use. All sanitizing solutions/wipes will be used utilizing the manufacturer's suggested dwell times to ensure highest level of disinfection for given product. To request cleaning products for your own office space, or to report any needed refill or maintenance concerns, please use this link here: <https://pplant.lec.edu/helpdesk/WebObjects/Helpdesk.woa> Residential students should continue to use the housingmaintenance@lec.edu email to report refills or maintenance concerns. Cleaning checklists will be available in each classroom and common spaces to note date and time of last sanitation.

LAKE ERIE COLLEGE MISSION STATEMENT

Lake Erie College provides an excellent, inclusive, and highly personalized education grounded in the liberal arts tradition. Guided by hope and care, our students are empowered to lead lives of personal significance and professional success as global citizens.

PURPOSE OF REENVISION LEC

To provide a way for our campus community to gather in a safe, supportive and flexible way by re envisioning our shared spaces, to include: instruction, learning, working and living. Modifications to our previous ways are necessary in moving forward in this new era. We are committed to remaining flexible and nimble in our thinking, while continuing to be a College guided by an ethic of hope and care. This document will be reviewed and updated periodically as needed.

ACADEMIC COURSES

SU 20-All course offerings were moved remote for the entire summer, which concluded on August 7

FA 20- All in-person course offerings resumed with proper social distancing protocols. The Fall 2020 semester start date was changed to Monday, August 17 and the semester will conclude on Tuesday, November 24.

Currently, in-person courses are only open to degree-seeking or credentialing programs.

CLASSROOMS AND INSTRUCTIONAL SPACES

Under the direction of the Lake Erie College Instructional Spaces work team, classrooms, science labs and computer labs have been modified to meet safety guidelines from the CDC and Lake County Health District. Seating has been reconfigured and courses reassigned to allow 6 feet of social distancing. We ask that no furniture be moved to maintain the proper layout. A cleaning schedule has been created to disinfect shared spaces in between use.

All students, faculty, and staff are asked to participate in cleaning and disinfecting their spaces between classes with the provided cleaning products. Facial barriers are required at all times while in the classroom. In accordance with the Ohio Department of Health guidelines, face shields are not permissible. Face masks are required and considered more effective in preventing the spread of viruses.

All LEC community members are required to use the SAFER messaging system produced by Healthy Roster to track and monitor symptoms and temperature. Students are required to show faculty a green screen before entering the classroom. Please see **COVID Screening & Symptom Tracking on page 7** for more information.

CLEANING SERVICES

High-touch areas are being deep cleaned and disinfected twice daily by housekeeping staff. This includes: door knobs; light switches; copy machines; computer labs; restroom facilities. Disinfectant sprayers will be used to address larger areas, such as residence hall rooms; locker rooms; classrooms, etc. Sanitizing wipes/spray is available near computer labs and copy machines prior and following use. All sanitizing solutions/wipes will be used utilizing the manufacturer's suggested dwell times to ensure highest level of disinfection for given product. To request cleaning products for your own office space, or to report any needed refill or maintenance concerns, please use this link here: <https://pplant.lec.edu/helpdesk/WebObjects/Helpdesk.woa> Residential students should continue to use the housingmaintenance@lec.edu email to report refills or maintenance concerns. Cleaning checklists will be available in each classroom and common spaces to note date and time of last sanitation.

LAKE ERIE COLLEGE MISSION STATEMENT

Lake Erie College provides an excellent, inclusive, and highly personalized education grounded in the liberal arts tradition. Guided by hope and care, our students are empowered to lead lives of personal significance and professional success as global citizens.

PURPOSE OF REENVISION LEC

To provide a way for our campus community to gather in a safe, supportive and flexible way by re envisioning our shared spaces, to include: instruction, learning, working and living. Modifications to our previous ways are necessary in moving forward in this new era. We are committed to remaining flexible and nimble in our thinking, while continuing to be a College guided by an ethic of hope and care. This document will be reviewed and updated periodically as needed.

ACADEMIC COURSES

SU 20-All course offerings were moved remote for the entire summer, which concluded on August 7

FA 20- All in-person course offerings resumed with proper social distancing protocols. The Fall 2020 semester start date was changed to Monday, August 17 and the semester will conclude on Tuesday, November 24.

Currently, in-person courses are only open to degree-seeking or credentialing programs.

CLASSROOMS AND INSTRUCTIONAL SPACES

Under the direction of the Lake Erie College Instructional Spaces work team, classrooms, science labs and computer labs have been modified to meet safety guidelines from the CDC and Lake County Health District. Seating has been reconfigured and courses reassigned to allow 6 feet of social distancing. We ask that no furniture be moved to maintain the proper layout. A cleaning schedule has been created to disinfect shared spaces in between use.

All students, faculty, and staff are asked to participate in cleaning and disinfecting their spaces between classes with the provided cleaning products. Facial barriers are required at all times while in the classroom. In accordance with the Ohio Department of Health guidelines, face shields are not permissible. Face masks are required and considered more effective in preventing the spread of viruses.

All LEC community members are required to use the SAFER messaging system produced by Healthy Roster to track and monitor symptoms and temperature. Students are required to show faculty a green screen before entering the classroom. Please see **COVID Screening & Symptom Tracking on page 7** for more information.

CLEANING SERVICES

High-touch areas are being deep cleaned and disinfected twice daily by housekeeping staff. This includes: door knobs; light switches; copy machines; computer labs; restroom facilities. Disinfectant sprayers will be used to address larger areas, such as residence hall rooms; locker rooms; classrooms, etc. Sanitizing wipes/spray is available near computer labs and copy machines prior and following use. All sanitizing solutions/wipes will be used utilizing the manufacturer's suggested dwell times to ensure highest level of disinfection for given product. To request cleaning products for your own office space, or to report any needed refill or maintenance concerns, please use this link here: <https://pplant.lec.edu/helpdesk/WebObjects/Helpdesk.woa> Residential students should continue to use the housingmaintenance@lec.edu email to report refills or maintenance concerns. Cleaning checklists will be available in each classroom and common spaces to note date and time of last sanitation.

EMPLOYEES

Understanding there are many added responsibilities at this time, area supervisors will work with individuals, on a case by case basis, on their needs to work remote or a modified schedule for those areas where physical presence is necessary. Each area, under the leadership of the individual vice president, will establish and communicate expectations. It is the expectation of the institution that employees and their supervisors will ensure full coverage for excellent student customer service and the best student experience.

Employees are required to self-monitor daily for signs and symptoms of COVID-19 as outlined by the CDC. The College will utilize the SAFER messaging system and require that ALL employees log into it very morning for clearance prior to coming to campus (see COVID-19 Screening and Symptom Tracking). The SAFER messaging system will give you a **green screen for clearance** that all employees may be required to display to their supervisor, upon request and by anyone asking on campus, prior to participating in work-related activities. In the event an employee does not meet the clearance of the SAFER messaging system, the employee will be required stay home and to contact their personal physician for further direction before returning to campus.

Wearing of facial barriers is **required** for all employees working on campus, as outlined in the facial barrier information below. Employees will continue to adhere to CDC guidelines for a safe work environment including regular hand washing, cleaning of direct work area, social distancing and the wearing of facial barriers. Employees should continue to report out-of-state personal travel to Human Resources.

Employees who have come into direct contact with someone who has tested positive for COVID-19 will be required to self-quarantine for 14 days and follow CDC guidelines to monitor symptoms. A high-risk exposure generally involves individual contact less than 6 feet for a period more than 10 minutes with a person infected with COVID-19, as indicated by a positive PCR diagnostic test. The 10 minutes is cumulative over a 24 hour period of time and for anyone who fits this definition 48 hours prior to the date of testing. If the employee self-quarantining becomes symptomatic, employee will be required to contact their primary care physician immediately and continue to communicate with direct supervisor and area vice president as needed.

If an employee tests positive for COVID-19, the employee should stay home and not return to work until they have met the criteria to discontinue home isolation and have consulted with a healthcare provider and the local healthcare department. The employee should notify their supervisor immediately and will be required to provide medical clearance to the Office of Human Resources prior to coming to campus. Contact tracing will begin and the campus community will be notified (without names) if an employee has a positive PCR diagnostic test.

FACIAL BARRIERS

The wearing of masks/protective facial barrier is mandatory while outside of individual work space/residential space, in addition to maintaining a safe distance from another person (recommended 6 feet). If you are outdoors, your facial mask/barrier may be removed if no other individual is within 6 feet. Masks are required indoors at any time with the exception of your individual work space/residential room.

In accordance with the Ohio Department of Health guidelines, face shields are not permissible. Face masks are required and considered more effective in preventing the spread of viruses.

FOOD SERVICE

Dickinson Dining Hall opened August 1, 2020 with a modified schedule through August 16, 2020. Student meal plans and Storm Dollars are activated as of August 1, 2020. Metz Culinary follows restaurant protocol and guidelines for the state of Ohio, including smaller seating capacity and removal of self serve options.

Dickinson Dining Hall Hours; Brunch 11am-1:30pm; Dinner 4pm-5:30pm from August 1-August 16
Regular dining hall hours will begin Monday, August 17:

- ☐ Breakfast 7am-9am;
- ☐ Lunch 10:30am-2pm;
- ☐ Dinner 4:30pm-7pm

*Dining Hall will be closed in the off hours for cleaning purposes.

Facial barriers are required when entering and sitting in the dining hall unless actively eating or drinking. The green screen from the SAFER messaging system is required upon entering the dining hall (see COVID-19 Screening & Symptom Tracking)

More information regarding the Lincoln Lounge and the Storm Café will be forthcoming via Lake Erie College email.

HOUSING

Summer housing was adjusted and limited to those who continue to have special circumstances and barriers to their well-being and success. Students are carefully placed in apartment spaces that include individual kitchens and bathrooms. Due to the low number of students, each student had the opportunity for their own space.

Fall Housing information was sent to students via email June 15-19, including various options for move-in dates. Available beds have been adjusted to accommodate COVID-19 recommendations, request for single spaces and quarantine spaces. Students sharing spaces have been placed based on 1). preference, 2). permanent residency, 3). and/or team membership.

Move-ins for students began Monday, July 27 and will continue through Sunday, August 16, limiting the number of people coming and going from a building at each time. COVID-19 screenings are done upon arrival to pick up keys.

Facial Barriers: The wearing of masks/protective facial barrier is required while outside of individual residential space, in addition to maintaining a safe distance from another person (recommended 6 feet). Residential space is defined as your individual residential room/apartment. While outside your individual room/apartment, masks are required. This includes (but is not limited to) the hallways, bathrooms, laundry facilities, common areas, etc.

Guest Policy: Guests will be permitted in the residential spaces under the new guidelines for the Fall 2020. Lake Erie College students are permitted in all residential spaces provided he/she is escorted by the resident of the building. Non Lake Erie College guests should be registered on a provided link at least 12 hours prior to his/her arrival by the Lake Erie College student in which the guest is visiting: <https://forms.gle/SBmyUEroGHNv91GZA>

As always, guests should be escorted at all times. One guest per student is permitted at a time inside residential rooms/apartments; therefore, no more than 6 people can be in a room/apartment at one time, providing all residents are present. All guests are expected to follow all Lake Erie College policies, procedures and precautions. The LEC student will be held responsible for any policy violation committed by the guest and the guest will not be invited back to campus. Students with guests will be encouraged to utilize common spaces on campus.

HOUSING (CONTINUED)

Maintenance and Housekeeping: In accordance with the CDC guidelines for congregate housing, shared bathrooms will be cleaned twice a day. Trash cans will be emptied regularly. Since the halls are occupied 24 hours, this will include weekends. The Office of Student Life will work with the Director of Housekeeping on scheduling, communication and stock of paper products and soap. Maintenance requests will follow normal protocol. Maintenance will provide a window of arrival for the Office of Student Life to communicate with the resident(s) of the room/apartment.

Personal Belongings: The following changes are in place for the 2020-2021 academic year regarding personal belongings in the traditional spaces (Ritter Hall, Andrews Hall, Fowler Hall, Dickinson Hall) and BEDROOMS only of the Founders Court apartments:

- ☐ Refrigerators cannot exceed 30 inches in height,
- ☐ Futon and other large furniture items are not permitted in the traditional style buildings or shared bedrooms of the Founders Court apartments,
- ☐ Any other furniture pieces may not exceed 30 inches in height to fit underneath individual beds;
- ☐ Students are highly encouraged to bring and use cleaning supplies throughout the academic year to keep individual highly touched spaces clean.

Residence Life Staff On Call & Rounds: Residence Life staff will remain on call per normal protocol. On Call staff will follow the LEC policy regarding wearing masks/facial barriers. Staff will be encouraged to use common spaces if situations allow (i.e. medical emergencies do not follow the room requirement policy). On Call staff is encouraged to maintain a safe distance while also being available to support while walking buildings and addressing situations. Wellness checks will take place bi-weekly by the Residence Life staff by entering rooms and checking in with residents, specifically on the topic of wellness and precautions. Traditional protocol for Health and Safety communications will apply (24 hour notice). Resident Directors are required to do rounds of respective buildings once a day. Resident Assistants are expected to do rounds on their individual floor/buildings once a day. Issues and concerns will be reported immediately per normal protocol.

SOCIAL PROGRAMS & MEETINGS

Meetings or gatherings that are necessary, will be less than ten (10) individuals where all individuals will maintain a safe distance (recommended 6 feet) from one another and everyone present will wear a mask/protective facial barrier. Students, faculty and staff are encouraged to continue the use of virtual meetings.

Common Areas/Shared Spaces: Under the direction of the Lake Erie College ReEnvision Community Spaces work team, common areas and shared spaces will continue to be adjusted to allow safe social distancing practicing with the removal/rearrangement of furniture and promotional signs.

New Student Orientation: In person orientation was transitioned to completely remote through the month of June. Traditional face to face options were available July 8 and July 28 with modifications including COVID-19 screenings and temperature checks; number of attendees, smaller group sizes, use of large spaces to practice safe social distancing and adjustments of scheduled sessions to allow cleaning and safer travel for guests. To meet the needs of our incoming students and families, both in person and remote options are being offered for the month of August.

SOCIAL PROGRAMS & MEETINGS (CONTINUED)

Residence Life Programming: The Residence Life programming model and requirements for the Resident Assistants will remain for the Fall 2020 semester. Residence Life Staff participated in training to offer alternative suggestions and precautions for programming for the Fall 2020 semester. Alternative programming includes (but is not limited to) door to door programming; sign ups with multiple offerings of the same program; use of common spaces, including those in other buildings; small groups (5 in Apartments, 10 in traditional common spaces); virtual programming and co-programming; programming in larger areas outside of residential buildings. Masks/facial barriers are required at all residential programs.

Social Programs: The Office of Student Life will continue to offer a variety of programs to meet the students' needs including social and educational programming, while practicing precautions regarding COVID-19. Programs and events will be a mixture of hybrid and in person in larger social spaces on campus. Programs and events will follow the protocol set for the country, state, county and Lake Erie College, including number of people permitted in one space, maintaining social distancing, and the wearing of masks and facial barriers. The Office of Student Life will put much emphasis on social media and the presence of social media for our community, including providing educational and social programming through these outlets as well.

Student Organizations: Student Organizations will be encouraged to be as active as possible for the 2020-2021 academic year. Meetings and events will follow the protocol set for the country, state and Lake Erie College, including number of people permitted in one space, maintaining social distancing, and the wearing of masks and facial barriers. A mixture of remote as well as in person options will be available for both meetings and programs or events.

Summer Programs: All summer camps, for internal and external groups, have been postponed/cancelled or rescheduled as appropriate.

VISITORS

All individuals who visit campus, are required to:

- ☐ Register their presence on a "Visitor Log" maintained by the office/department coordinating the visit including COVID-19 screening and temperature checks
- ☐ Wear a mask/facial barrier while visiting
- ☐ Maintaining a safe distance (recommended minimum 6 feet)

Disposable masks are available upon request and availability. Anyone who has knowingly been exposed to COVID-19 within the last 21 days prior to the visit is not welcome to visit at this time. Offices hosting visitors are responsible for the above protocol and should report any issues to Kim Robare (krobare@lec.edu). Offices hosting visitors should notify visitors at least 24 hours prior to arriving on campus notifying of the Lake Erie College protocol, including the requirement of facial barriers. Frequent and consistent visitors are encouraged to reach out for access to the SAFER messaging system (See COVID-19 Screening and Symptom Tracking)

VENDORS

Deliveries will remain as needed, while minimizing direct contact as much as possible. Items should be delivered in a secure, prearranged, location with no to minimal contact. Recipients will work with supplier on alternate ways to accept the delivery that does not include signing in person. Materials that require contact, all necessary precautions will be taken by the employee, including: maintaining appropriate distance (minimum 6 feet), mask/facial barrier along with additional protective gear (ex gloves etc).

RE ENVISION LEC NEXT STEPS

RESTART PHASE 1

Beginning **Monday, May 18th** the Office of Admission resumed on campus presence, while following the established CDC guidelines as it relates to COVID-19. Essential support offices, such as Registrar; Advising; Student Life; Bursar staggered physical presence on campus during this week also.

RESTART PHASE 2

Beginning **Monday, June 1st** additional offices gradually resumed on campus presence at the direction of their respective vice president. Most offices continued to be remote and will stagger physical presence on campus as much as possible.

RESTART PHASE 3

Lake Erie College is prepared to resume in-person classes, co-curricular activities, athletics and residential living in August 2020, as this is central to who we are as a campus community. We will continue to examine various modifications to all of these activities, out of the well-being for our students, faculty, staff and visitors.

Modifications continually being examined by a representative team include but not limited to:

- ☐ Classroom design and occupancy
- ☐ Developing an extended isolation area for symptomatic/ill individuals
- ☐ Dining Hall occupancy modifications
- ☐ Enhanced cleaning and disinfecting of all areas
- ☐ Contact tracing
- ☐ Preparing the campus to pivot to remote learning/instruction if needed

All planning will follow guidelines outlined by government and medical professionals and adjustments will be made as we move through the coming days and week.

Lake Erie College will continue to closely monitor the transition and is prepared to adjust the plan as needed out of the well-being for our students, employees and community. We will also continue to be responsive to state and local guidance and direction as provided by the Governor; Ohio Department of Health and Lake County Health Department.

BREAK PERIODS

Lake Erie College is suggesting that at semester end, offices stagger personnel to limit the amount of traffic on campus daily. It is suggested more employees work remotely while still maintaining a resourceful campus for families and perspective students. Supervisors and department heads will be encouraged to maintain office staffing as they deem appropriate to meet these expectations.

Any community member (student and employee) who is traveling over break periods is encouraged to educate themselves on the state travel restrictions at the time of travel.

COVID-19 SCREENING AND SYMPTOM TRACKING

In conjunction with University Hospitals, Lake Erie College will be using the SAFER messaging system produced by Healthy Roster as its main source of COVID-19 screening and symptom tracking. An automated survey will be sent to all students and employees by phone and email every day (at 12am and again before 10am) for self monitoring symptoms. The completion of this survey is required every day by everyone in the Lake Erie College community before attending a Lake Erie College sponsored events or coming to campus. The survey is valid for that day only.

Initial Survey message will say: *Please complete your Lake Erie College COVID-19 symptom screening prior to coming into school sponsored events or on to campus.*

Clear Survey results that are not irregular or concerning will produce a “green screen”. If a “green screen” is produced, the LEC community member is welcome to attend College sponsored events and be present on campus. This screen is required to be available for display before entering classrooms, offices, dining hall, participating in riding or practices, etc. This “green screen” will be available for the date the results were produced only.

Clear Survey message will say: *You have been cleared to attend school sponsored events or come on to campus. You could be asked for proof of clearance at any time, so please access your green screen link here: %STATUS_URI%*

Questionable Survey results that are irregular or concerning will produce a “red screen”. The LEC community member will receive a message with instructions. The message will say: *Please stay home. Someone from Lake Erie College will be in contact with you shortly. Thank you!*

If a LEC community member produces a “red screen”, someone at Lake Erie College will receive the following message:

Name on Survey Results: <<NAME of LEC COMMUNITY MEMBER>>

This survey results require immediate attention. Please follow the steps below.

STEP 1:

PLEASE REACH OUT TO THE PERSON VIA PHONE

Instruct person on next steps – stay away from campus or campus events until told otherwise, contact a medical professional and wait for further instruction.

Step 2:

Ensure LEC Community Member's necessary contacts (IE: supervisor, member of Student Life, and/or coach, and COVID-19 chair) are notified of the irregular results.

A designee from Student Affairs and Department of Athletics will be notified for any irregular survey results for students. Director of Human Resources will be notified for any irregular survey results for employees.

If a member of the LEC community is experiencing symptoms or test positive for COVID-19, they are required to seek medical attention from: primary care physician, urgent care, walk in clinics, emergency room, etc. Medical documentation stating that the person has been treated, completed quarantine, and is allowed to be around others is required before returning to campus or attending a Lake Erie College sponsored event. Documentation will be verified and the member will receive a confirmation to return to campus. Documentation should be submitted to Kim Robare (krobare@lec.edu) for students and Andrea Myers (amyers@lec.edu) for employees. This includes if the symptoms or positive test happened from now back to April of 2020. All information will be handled with the strictest confidentiality.

COVID-19 SCREENING AND SYMPTOM TRACKING (CONTINUED)

Any person experiencing symptoms will be required to stay away from others for 24 hours. If symptom free after this time, they are permitted to come back to campus. If still experiencing symptoms after 24 hours, medical attention will be encouraged and the person is required to stay away from campus for 72 hours (3 days). In keeping with revised and updated CDC guidelines (<https://www.cdc.gov/coronavirus/2019-ncov/php/public-health-recommendations.html>), our default exposure will be a 14-day quarantine while the college looks into the nature of the contact. Members of the campus community may have the quarantine time reduced if the distance was verified to be less than the threshold as determined by the CDC. Our primary focus is the safety and health of our campus community, and we appreciate everyone's patience as we work through each potential instance of exposure.

Exposure or close contact is defined as anyone within 6 feet of an individual who tested positive for 10 cumulative minutes or longer over the course of 24 consecutive hours. Contact Tracing includes anyone who fits this definition 48 hours (2 days) prior to the date the positive test sample was taken.

Residential students returning to campus should send notes ahead of time, as they will be required to be quarantined while the note is being verified.

If a family member has/is experiencing symptoms or tests positive for COVID-19, communication should be sent to Kim Robare (krobare@lec.edu). The member of the LEC community should contact primary care physician and follow medical advice. Quarantine will be required until a medical documentation stating the person is symptom free or cleared to rejoin the community has been received and verified.

Any residential student experiencing symptoms or test positive for COVID-19 will be asked to leave campus. If not an option, students will remain in quarantine in their residential space until cleared by a medical professional. Food and other necessities will be delivered by Student Life staff members outside the door and the student will be notified after the staff member is safely away.

If a student or employee tests positive for COVID-19, notification will be sent out to those who may have come in contact (class, practice, meeting, etc) without sharing personal information. Each of these possible exposures will be handled on a case by case basis with the guidance of the Lake County Health District, and CDC. Faculty members are encouraged to take attendance and may be required to report attendance records for notification purposes.

The COVID-19 screening and symptom tracking protocol is in place to help keep our community safe and healthy while being able to maintain the ability of face to face instruction. Students, faculty and staff are required to self-screen using the SAFER messaging system, and any person with a red screen is NOT to attend class, work or participate in any activities until they are cleared. Faculty and staff may establish their own protocols for entry or participation, but it is assumed all members of the campus community are cleared with a green screen prior to engaging in any activity.

It is important that all students, faculty and staff do their part to track symptoms daily and stay home when feeling ill, to help reduce the spread of infection. Embracing this personal responsibility of honest answers, flexibility with work schedules and classes, and overall care for one another will allow traditional experiences and a healthy academic year.

MEDICAL RESOURCES FOR PATIENT VISIT AND TESTING

- www.uhhospitals.org/virtualvisit
- <https://www.uhhospitals.org/make-an-appointment/virtual-visit>
- <https://www.cvs.com/minuteclinic/covid-19-testing?>
- <https://coronavirus.ohio.gov/static/MHSF/testing/Ohio-Pop-Up-Testing-Sites.pdf>
- UH COVID-19 Hotline, 216-767-8228
- Lake Health, Mentor Ohio (“pink building by Winking Lizard”); 440-352-4880
 - Kristin Biddell, CNP
 - Lucy Zappitelli-Sason, CNP
 - Richard Berry, MD
 - Lillian Lopez, DO
 - *Currently taking patients who are experiencing COVID related symptoms*
- University Hospitals Painesville Family Medicine, 440-898-1280
 - *Currently taking patients who are experiencing COVID related symptoms*

Employees who carry LEC's Cigna medical coverage can access MDLive and Amwell through mycigna.com and utilize telehealth with no copay.

In cooperation with our Sports Medicine staff, we were able to obtain PCR COVID-19 tests for our Lake Erie College community members. As we find in the state of Ohio, tests can be difficult to come by and do have a cost associated. Because of this, we have been rolling out testing in phases, which will also let us accommodate all of the quarantine needs and requirements given to us by the Lake County Health District and the CDC.

Please note that although tests are available, they are not mandatory. The on campus testing phases include:

PHASE 1 (completed 9/14)

- Student Living environments (e.g., residence halls)
- Learning in a patient-care environment
- Academic experiential activities that require off-campus travel and contact with non-campus individuals (e.g., internships, education practica, or community-based learning, etc.)
- Equestrian team riders, and/or therapeutic horsemanship students
- NCAA student-athletes per the “NCAA Resocialization Guidelines”

PHASE 2 (completed 9/24)

- Staff members who are required to enter multiple buildings/spaces a day (e.g., Admissions, Security, housekeeping, physical plant, information technology)
- Faculty members who teach any in-person courses during the Fall 2020 semester with the enrollment of more than 15 students.
- Students in courses that require increased exertion or high degree of movement in a smaller space (e.g., dance, co-curricular activities)
- Activities that require proximity between instructor and student that might deviate from the six feet social distancing.

PHASE 3 (completed 10/7)

- Faculty members who teach any in-person courses during the Fall 2020 semester with the enrollment of up to 15 students.

MEDICAL RESOURCES FOR PATIENT VISITS AND TESTING (CONTINUED)

PHASE 4 (completed 10/7)

-Once risk-based testing is complete, we will then open testing to the rest of the campus on a first-come, first-served basis.,

Further testing may be recommended based on positivity rate date, case identification, and contact tracing follow-up. In some cases, repeat testing for particular groups may be required as determined by the Emergency Response Team.

College testing priorities and procedures may change with little or no notice as triggered by local, state and federal guidelines and recommendations.

REMOTE INFLECTION AND STAY AT HOME ORDER INSTRUCTION

It is logical to ask for a specific positivity percentage that would trigger a transition to fully remote learning and working. Factors that Lake Erie College will take into consideration will be:

- State health guidelines, recommendations, or mandates
- Lake County Current Public Health Advisory Alert level. Please see for the most current information and definitions: <https://coronavirus.ohio.gov/wps/portal/gov/covid-19/public-health-advisory-system/>
- Percentage of Positive Rate within our population as well as rate of increase over time
A general positivity percentage that would prompt an immediate review of again transitioning to a remote environment is 3% of active cases. This percentage is more conservative than the threshold of 5% as per CDC and Ohio Department of Health.
- Number of community members in quarantine for symptoms
- Availability of equipment needed for success and safety (eg Internet, cleaning supplies, etc)
- Acknowledgement of the increase of testing and travel (eg break periods, Athletic and EQ competitions, etc)

Throughout the global pandemic, Lake Erie College will operate under four phases to ensure the well being of all community members, while maintain the tradition and needs of our students.

- **PHASE 1 (current)**
Combination of traditional in person instruction with hybrid and hyflex options for students and faculty.
Full residential capacity with exceptions made for medical needs and quarantine options.
Dining options available for students in person and takeout.
Outside visitors and vendors permitted with COVID-19 screening.
NCAA Athletics and EQ Riding Team Competitions will be decided by conference requirements and commitments.
Offices remain open and available
- **PHASE 2**
All in-person style learning options transitioned to remote with the exception of experiential learning experiences such as student teaching, equestrian riding, science labs, internships*
Residential spaces will remain at full capacity with exceptions made for medical needs and quarantine options
Dining options available for students in person and takeout
Outside visitors and vendors permitted with COVID-19 screening
NCAA Athletics and EQ Riding Team Competitions will be decided by conference requirements and commitments.
Offices remain open and available

**See page 11 for list of allowable in person experiences*

REMOTE INFLECTION AND STAY AT HOME ORDER INSTRUCTIONS (CONTINUED)

• **PHASE 3**

All educational opportunities provided remotely and experiential learning options will be reviewed on a case by case basis. ***See page 11 for list of allowable in person experiences*

Limited residential options available for students unable to return to permanent residency.

Dining options available for dine out only

Outside visitors and vendors permitted on a case by case basis.

NCAA Athletics and EQ Riding Team Competitions will be decided by conference requirements and commitments.

Offices remain open and available with limited staffing and essential employees.

**See below for list of allowable in person experiences and page 12 for a list of essential employees*

• **PHASE 4**

All educational opportunities provided remotely including experiential learning options

Limited residential options available for students unable to return to permanent residency, in apartment style

No dining options available.

Outside visitors are not permitted or welcome at this time.

NCAA Athletics and EQ Riding Team Competitions will not be competing at this time.

Offices will be closed and available remotely with the exception of essential employees

**See page 12 for list of essential employees*

EXPERIENTIAL LEARNING COURSES AND OPPORTUNITIES

Internships

Student Worker Experiences for essential offices

School of Business

Accounting Tax Clinic

School of Education

Field Experience

Student Teaching

School of Equine Studies

Equestrian designator classes that take place on the EQ Center campus

Equestrian Riding Classes (EQR)

Equestrian Methods of Teaching /Training

Equestrian Massage Therapy

School of Natural Sciences and Mathematics

Biology (BI)

Applied Research (AR)

Science (SC)

Environmental Sciences (ES)

Chemistry (CH)

Physician Assistant (PA)

Physical Science (PC)

School of Arts, Humanities and Social Sciences

Art (AT)

Theater (TH)

Music (MU)

Dance (DN)

Visual Communication Graphic Design (GD)

ESSENTIAL OFFICES AND/OR EMPLOYEES: PHASE 3

Human Resources
Security
Physical Plant
Housekeeping
Student Life
Eric Evans
Kimberly Robare
Bryan DePoy
Catherine Biesel
Mike Brown
Admissions and Enrollment Management
Information Technology
Zane Johnson
Equestrian Center Staff
Mary Pardee
Laura Stockhaus
Sarah Dwyer
Heidi D'Angelo
Seth Clark
Debby Savage
Melissa Borrer
Pam Hess
Registrar's Office
Molly Hoffman
Cole Sulmonetti
Jared Schwenk
Marlene O'Brien
Kelly Florentine
Jeanna Purses
Isabel Rodriguez
Joshua Linerode

ESSENTIAL OFFICES AND/OR EMPLOYEES: PHASE 4

Human Resources
Security
Physical Plant
Housekeeping
Student Life
Kimberly Robare
Bryan DePoy
Information Technology
Zane Johnson
Equestrian Center Staff
Pam Hess

WORK TEAMS

Work teams have been established to focus efforts on a specific area of need.

ReEnvision Community Spaces

Chair: Kim Robare; krobare@lec.edu; x7509

Molly Hoffman; Leah Jackson; Barb Helms; Rachel Holloman

Collaboration with Physical Plant, Housekeeping, Metz Culinary and Facilities & Events Planning

Mission: Creating common and shared spaces across campus that are modified to allow for safe socializing, meetings and learning while maintaining the atmosphere of community and gathering.

Athletics ReImagined

Chair: Molly Hoffman; mhoffman@lec.edu; x7481

Sabrina Forstein; Rachel Holloman; Dr. Shana Miskovksy; Dr. Amanda Weiss-Kelly

Mission: To responsibly resume physical activity, utilizing facilities and equipment on campus in accordance with state and local guidelines. Policies and procedures will be continually updated in accordance with those set forth by Lake Erie College, National Collegiate Athletic Association and Great Midwest Athletic Conference

Instructional Spaces

Chair: Amanda Fordyce; afordyce@lec.edu; x7011

Barb Helms; Cindy Schwartz; Dr. Jenny Swartz-Levine; Dr. Bryan DePoy; Doug Mates, Dr. John Tedesco

Mission: Creating academic instructional spaces that are reasonably safe and modified for a variety of learning objectives.

1). Modifying classroom capacities to allow social distancing, 2). Support classroom technologies to allow for remote learning option access, 3). Identifying non-instructional spaces that can transition into classroom spaces as needs arise

Food Venues/Dining

Co-Chairs: Kim Robare; krobare@lec.edu; x7509 / Laszlo Tomaschek; ltomaschek@lec.edu; x7520

Joe Citriglia; Ron Lukehart; Brian Dirk

Mission: Provide clean and safe dining options for members of the community by adjusting the venues to incorporate recommended responsible practices as it relates to food and dining.

Cleaning/Sanitizing

Co-Chairs: Kim Robare; krobare@lec.edu; x7509 / Barb Marcotte; bmarcotte@lec.edu; x7552

Dr. John Tedesco; Dr. Deborah Schulman; Herb Dill; Molly Hoffman

Mission: Impact the quality of life for students, faculty, and staff by providing housekeeping services in living, learning, and working areas through sanitation, trash collection, air quality and other necessary measures to prevent the spread of germs: 1). Ensure sanitation products are available in all classrooms, computer labs, and common areas to wipe surfaces before and after use 2). Identify locations for sanitation stations around campus which include hand sanitizer and masks 3). Ensure a clear process exists for students, faculty, and staff to report issues with cleaning/ sanitation for timely resolution

WORK TEAMS (CONTINUED)

Signage

Chair: Angela DelPrete; adelprete@lec.edu; x 7230

Dr. Pam Hess; Emily Robinson; Sabrina Forstein; Annalise Kelleher

Mission: Clearly communicate safety policies, procedures, and modifications to regular work/ study practices; post signage in high traffic areas designating procedures for that space Post general signage of College's safety procedures throughout campus.

Public Health Monitoring

Chair: Dr. Deborah Schulman; dschulman@lec.edu; x7351

Dr. John Tedesco; Molly Hoffman; Dr. John Spiesman; Dr. Sean Krammer

Collaboration with Athletics ReImagined and Instructional Spaces work teams

Mission: To ensure that individuals showing signs or symptoms of infection are appropriately supported, quarantined, tested, treated, and monitored. 1). Monitor the health of all members of the campus community. 2). Take temperatures at the gym before all practices, workouts. 3). Take temperatures before allowing entry to the dining hall. 4). Provide guidelines for non-confrontational discussions between community members about health. 5). Develop guidelines for enforcement of mask wearing policy. 6). Accommodate the academic needs of students who are feeling unwell; encouraging flexibility with faculty regarding instructional techniques and attendance policies. 8). Facilitate distance learning for students who are unable to attend class sessions 9). Release students with signs or symptoms from athletic responsibilities including practice, workout, meetings, and competitions 10). Provide alternative work environments and/or assignments for employees who are unwell. 11). Institute a policy for return to attendance, participation, and/or work.

Student Orientation, Engagement, Housing

Contact: Kim Robare; krobare@lec.edu; x7509

Mission: The Office of Student Life strives to promote individual student growth, personal achievement and reactive character development through a wide range of programs, and services, intentionally designed to complement and enhance student experience.

Mental Health Resources

Contact: Dr. John Spiesman; jspiesman@lec.edu; x7372

SAFER messaging system produced by Healthy Roster

Contact: Kim Robare; krobare@lec.edu; x7509

Contact: Molly Hoffman; mhoffman@lec.edu; x7481

Contact: Andrea Myers; amyers@lec.edu; x7212

Please visit the following websites for more information:

- <https://coronavirus.ohio.gov/wps/portal/gov/covid-19/home>
- <https://www.cdc.gov/>
- <https://www.lcghd.org/>
- <https://www.nsc.org/>
- <https://www.apa.org/topics/covid-19/student-stress>
- <https://www.apa.org/monitor/2020/04/nurtured-nature>
- <https://www.cigna.com/individuals-families/health-wellness/stress-after-disaster>
- www.uhhospitals.org/virtualvisit
- <https://www.uhhospitals.org/make-an-appointment/virtual-visit>
- mycigna.com