

March 14, 2020

**SUBJECT LINE: Spring Break Operating Schedule and Travel Policy Change
STUDENTS**

Many of you are already heading home or to a vacation location to begin your extended spring break. We wish you each a safe and restful break!

On Thursday evening, we shared details with you about housing, upcoming activities and other key information. We know you have questions about this fluid situation and we will have additional information that we share with you over the next few days and weeks. Keep an eye on your email!

Updated Travel Policy

As we have seen in the last several days, this is a very fluid and quickly changing situation. As such, we are constantly reviewing our policies and procedures to ensure we have the best policies in place as the circumstances change. You can find the most current travel policy on the COVID-19 website [here](#). We want to share with you the University's slightly revised travel policy which is summarized below.

Until further notice, all school-sponsored international travel is fully restricted to any country or area that meets any of the following criteria:

- Has a rating by the CDC at a Level 3 or higher, or
- Is referenced in applicable CDC guidelines, or
- Is restricting or banning travel.

Any member of the Lipscomb community who travels to a location that meets any of these criteria or travels via a cruise to any location is restricted from campus for a 14-day period from the date the trip ends.

Additionally, **any employee or student who will be traveling outside of the United States during Spring Break is required to notify University officials of your plans using [this form](#)**. The list of affected countries and the warning level is dynamic. We encourage you to monitor developments, including the list of countries that are at a Level 3 or higher, through the [CDC](#) website.

University Operating Hours

Until notified otherwise, **the University is open for normal business hours** Monday, March 16 to Wednesday, March 18. As previously planned and scheduled, **the University will close on Thursday, March 19 and Friday, March 20 for all employees** to enjoy these days off because of the generosity of the entire community's giving during the Family Campaign.

We will continue to send updates as we have new information to share. Please visit www.lipscomb.edu/covid19 often for the latest news and updates.