

October 27, 2020

EMPLOYEES

SUBJECT LINE: COVID Update: All Bisons Care reminder, event guidelines, countdown to Thanksgiving and more!



Colleagues —

As October draws to a close, we are in the homestretch of the semester with just FOUR WEEKS to go until the Thanksgiving break. However there is still much work to be done to finish this semester strong, and it will take each and every one of us committing to do our part to keep the spread small and manageable to protect the health and safety of every member of the Bison Herd.

In this email, you will find important reminders and updates on the following topics.

1. All Bisons Care Reminder
2. Flu Shot Reminder
3. Accommodation and Remote Work Reminder
4. Employee Capacity Strong
5. Clean Your Area
6. COVID Supply Replenishment
7. Countdown to Thanksgiving

All Bisons Care Reminder

While our fall semester started strong, over the last few weeks there has continued to be a continued and marked increase in the COVID-19 statistics among our community. As a matter of fact, we have seen our highest total numbers in isolation and quarantine this past week. Also, there is an uptick in the number of those who are in quarantine due to exposure to a positive case converting at a higher rate to ultimately test positive for COVID themselves. These trends in the Lipscomb community are matching the increasing number of positive cases in the city of [Nashville](#) and in [Tennessee](#). While the Lipscomb community numbers are not a large percentage of our community, they are a concerning trend that if left unaddressed can very quickly result in the need for larger community-wide actions.

Last week we had our highest daily total of positive tests with 10 positive tests in one day and had our first report of hospitalization due to COVID for a member of our community. **We must maintain our vigilance to follow our COVID safety protocols for the health and safety of our community.** Please join with us in strengthening your resolve to do your part.

- Follow our simple protocols to help protect the entire Lipscomb community: **wear a mask, practice physical distancing, wash your hands frequently and stay home when you are sick** or are experiencing COVID symptoms.
- **Be cautious and deliberate when out in the community.** What you do off campus is as important as what you do on campus as the number of positive cases are on the rise in the Nashville community and area counties. The activities you participate in off-campus can have a tremendous impact on our campus with additional risk of exposure to the virus.
- Let's also do our part to **help our friends and colleagues remember and follow these guidelines.**
- Even with the increases in our community we are seeing, the availability of isolation and quarantine beds on campus remains high and our employee capacity is also strong.

Flu Shot Reminder

With the COVID-19 pandemic continuing this fall and flu season around the corner, Lipscomb University has made plans to ensure that every university student and Lipscomb employee (academy and university) has access to a FREE flu vaccination given on campus this fall (no insurance information needed!). Make sure to get your vaccination!

Upcoming flu vaccination clinics:

- **October 28:** Noon-3 p.m., Bison Square
- **October 29:** Noon-3 p.m., Bison Square

Vaccines will be administered by student pharmacists and physician assistants. The flu vaccine will be administered as a Nasal Spray Flu Vaccine for students ages 18-49 for those who qualify for this format. Students over age 49 will receive the vaccine as an injection. At this time, the FREE flu vaccine is available only to current Lipscomb University students and employees.

Learn more about the nasal spray flu vaccine [here](#) and about the injectable vaccine [here](#). Please complete [this consent form](#) prior to getting your flu vaccination to keep the process safe and expedient for everyone!

Accommodation and Remote Work Reminder

As the external circumstances continue to fluctuate and change and as our own internal data trends have increased, we want to remind you that employees who have need for any accommodation to work remotely due to your own health condition or that of a relative who lives with you, please contact the Office of Human Resources by emailing hr@lipscomb.edu or contacting Lynn Chappin at 615-966-7015. In the event an accommodation is approved, a human resources staff member will work with the supervisor and employee to create a viable work plan.

Employee Capacity

Although we have experienced our highest numbers of employee isolation and quarantine numbers in the last few weeks, employee capacity remains strong and most employees are continuing to work while in quarantine. The increase in the number of positive cases and quarantine within our community aligns with the increases in the city and state.

Reminder to Clean Your Area

We encourage you to do your part to keep your work space and offices clean and sanitized. This will include wiping down all high-touch surfaces including door handles, keyboards, phones and other devices. Also remember to clean and disinfect any communal office space such as kitchens, conference rooms, waiting rooms, copiers/printers and work rooms. Due to the additional duties put on our housekeeping staff during the COVID-19 pandemic, shifting responsibilities for maintenance of these spaces to faculty/staff will be expected.

As a reminder to our faculty: we have supplied every room with disinfectant spray and paper towels. We ask that the faculty make sure all desks are wiped down between classes. Additionally, each class has been furnished with alcohol-based wipes which are to be used to wipe down all electronics, door knobs and other technology type equipment.

COVID Supply Replenishment

Supplies have been provided for offices across campus to help keep our community healthy and safe! Supplies such as hand sanitizer, disinfectant wipes, gloves or other replacement inventory can be picked up on **Tuesdays and Thursdays from 9-11 a.m. at the Bison Inn Storage Room**, located outside to the left of the main entrance to Bison Inn. Please do not access the storage area through the main lobby.

If you need any supplies listed above or notice that something in a public space (hand sanitizer/wipes) needs to be refilled, please fill out the [COVID Supplies Google Form](#). We appreciate everyone's diligent efforts in doing their part to keep our campus safe during this time!

Countdown to Thanksgiving

As we mentioned we are only FOUR WEEKS--25 days-- away from Thanksgiving break! The countdown is ON! After Thanksgiving break classes and exams will be offered in a remote format and residential students may choose to remain at home or return to the dorms for the remaining few weeks of the semester. *And we need every member of the Lipscomb community to continue their diligent efforts to protect the herd to finish the push to the Thanksgiving break STRONG by following the COVID protocols and doing your part!*

Remember to visit the [Return to Campus](#) website for the latest updates, the [Campus COVID Statistics](#) dashboard for the COVID weekly report and to email questions to COVIDquestions@lipscomb.edu.

The Incident Management Team

Prentice Ashford, Kim Chaudoin, Kevin Eidson, Susan Galbreath, Kathy Hargis, Carol Lusk