

SPRING SEMESTER 2021

ALL

BISONS

CARE PLAN

ALL BISONS CARE

CONGRATULATIONS TO THE LIPSCOMB COMMUNITY ON THE SUCCESSFUL COMPLETION OF THE FALL SEMESTER! OUR MAIN GOALS FOR THE FALL SEMESTER WERE TO CREATE HEALTH AND SAFETY PROTOCOLS TO PROTECT THE BISON HERD AND TO COMPLETE IN-PERSON CLASSES THROUGH THE THANKSGIVING BREAK. DUE TO THE DILIGENT WORK OF EVERY MEMBER OF THE LIPSCOMB COMMUNITY FOLLOWING THE HEALTH AND SAFETY PROTOCOLS IN PLACE AND DOING THEIR PART TO PROTECT THE BISON HERD, WE WERE SUCCESSFUL. NOW, AS WE TURN OUR ATTENTION TO THE SPRING 2021 SEMESTER, WE ARE TAKING WHAT WE LEARNED FROM OUR FALL EXPERIENCE AND HAVE A FEW UPDATES AND REMINDERS THAT WE WANT TO SHARE WITH OUR COMMUNITY.

All Bisons Care is our comprehensive plan to keep our campus and our community safe by limiting the spread of COVID-19. And it will take every member of the Bison Herd doing his or her part to help minimize the risk to the Lipscomb community and to have an enriching campus experience for students this spring.

This updated plan for spring is based on local, state, federal and higher education guidelines and in the science surrounding COVID-19 and will continue to evolve and be updated as guided by changes in these guidelines and recommendations.

To protect the health and safety of the Lipscomb community, we will:

- Expect each member – faculty, staff and student – to assume personal responsibility to follow the All Bisons Care Plan and to protect themselves and every member of the Bison Herd.
- Make changes in health and safety protocols and practices as needed by the changing circumstances.
- Offer flexible and innovative instructional options for students and faculty and flexible work options for staff.
- Protect the most vulnerable members of the Bison Herd.
- Communicate with consistent communication and clear guidance.
- Anticipate and plan for contingencies.
- Be flexible, understanding and patient.
- Continue to be a community that transforms the lives of our students.

RETURN TO CAMPUS WEBSITE

Students, employees and parents can find all the updated information for Spring 2021 as well as an electronic PDF version of this document at <https://www.lipscomb.edu/return-campus-plan>.

If you have any questions, please contact us at COVIDquestions@lipscomb.edu.

LET'S START STRONG AGAIN

There is no question that this last semester we have been extremely blessed with an overall healthy community. A key reason we were able to complete our on-campus learning and living plan was because we started strong and maintained a healthy community for the duration of the plan. Beginning the semester with low COVID-19 numbers that stayed very low for several weeks into the semester was critical to our success. Now, as predicted by all the medical models, the approaching cooler months along with the flu season created more opportunities for illness on our campus and, not surprisingly, near the end of the fall semester we saw an increase in our COVID-19 cases and in the number of individuals in quarantine. We must maintain our vigilance to follow published COVID-19 safety protocols over the next several weeks while our community enjoys the holiday break. Visit the [CDC's holiday celebrations website](#) to learn more.

Over the holiday break and throughout next semester, we are again asking every member of the community to do your part and wear a mask, physical distance, wash your hands frequently and limit your exposure. Let's also do our part to help our friends and colleagues remember and follow these guidelines for both the health of our community and to be able to remain in-person and on campus through the spring semester.

As you review the updated plans, be assured that tremendous efforts have been taken and significant financial investments made to put plans, policies and procedures in place as preventive measures to protect the Lipscomb community and to create appropriate responses for when a COVID-19 case is present on our campus. Our plans are based on the following premises:

Prevention We are doing everything we can to prevent the virus from affecting members of our community. But know that no community can guarantee a COVID-19 free environment.

Robust Response We are prepared to respond quickly and effectively to the COVID-19 cases on our campus.

Investment We have invested millions of dollars to enhance the resources, supplies, facilities and equipment needed to respond to the COVID-19 environment.

Staffing We have proactively increased both our medical staff and student support services staff to assist students and employees as may be needed.

Guidelines As a community that believes in the value of knowledge and expertise, we have sought the best guidance from federal, state and local entities as well as higher education organizations focused on creating a safe learning community.

LESSONS LEARNED

NAVIGATING A GLOBAL PANDEMIC FOR THE MAJORITY OF 2020 HAS BEEN A NEW EXPERIENCE FOR UNIVERSITIES ACROSS THE NATION AND AROUND THE WORLD. AS IS THE NATURE OF ANY “CRISIS” SITUATION – PARTICULARLY IN ONE THAT IS LONG-TERM – A TEAM IS ASSEMBLED TO MANAGE THE RESPONSE AND COMMUNICATION AS THE INSTITUTION ADAPTS AND ADJUSTS TO INFORMATION THAT CHANGES QUICKLY AND OFTEN. IN EVERY EXPERIENCE SUCH AS THIS, LESSONS ARE LEARNED ALONG THE WAY AND IT IS IMPORTANT TO REFLECT ON THAT KNOWLEDGE WHEN PLANNING FOR THE FUTURE.

We have all witnessed through this journey that as new knowledge is discovered about how the virus spreads and how to mitigate the spread, guidance and responses are adjusted based on this newly discovered information. Just as local, state and federal officials adjusted their guidance and policies in response to new knowledge, Lipscomb University has also been agile in tweaking its plans and adapting to new realities. Although these changes can sometimes be frustrating to students, faculty, staff and parents, the decisions and plans that have been made as our response to the pandemic, have been based on the best information we had at that time. As we move forward, we will continue to adapt, to adjust and to be flexible as we look to begin another new semester.



IN A REFLECTION OF THE INSTITUTION'S RESPONSE TO THE PANDEMIC OVER THE LAST 11 MONTHS, WE HAVE LEARNED THE FOLLOWING LESSONS THAT INFORM OUR PLANNING FOR THE SPRING SEMESTER.

- **Be prepared.** The intense preparation in late spring and summer paid off in being able to open on time and in-person for the fall semester and continue our core operations.
- **Follow protocols.** The Lipscomb community responded even better than expected in doing their part to protect the health and safety of the Bison Herd. We have learned that with precautions in place, classrooms and other formal on-campus spaces aren't important vectors of viral spread. Following simple protocols helped our community "carry on" and live with this situation and successfully finish the fall semester on campus at Thanksgiving. Although numbers at the end of the semester spiked, the community continued to help us meet our goals for the semester!
- **Breaks are needed.** The physical exhaustion and mental health toll on students, faculty and staff is significant. While eliminating the Labor Day and Fall Break days off to minimize our community's exposure to the virus, we did not anticipate the extent of the physical exhaustion and mental toll that not having those break opportunities for rest would create. We realized the importance of these breaks and added a "Bison Break" in late October.
- **Communicate, communicate, communicate.** Frequent communication in varied formats, such as email, videos and short updates, is important. Messages must effectively communicate important information about protocols, procedures and other details. In the fall, we used signage, emails, videos and panel discussions as well as a website presence to deliver and communicate needed information. Even with these comprehensive communication methods, there were at times varied levels of "consumption" or understanding within the community of some messages. In the spring, consistent and concise communication methods will continue to be important to deliver key messages to our community.
- **Community engagement opportunities are important.** We will continue to look for opportunities to have safe, in-person activities for our campus community now that we understand more about how to design them in ways to mitigate the spread of the virus and can model what other venues and organizations in Nashville are doing to hold safe, in-person events.
- **Testing helps limit spread.** In the fall, we learned there is a direct correlation to COVID-19 testing followed by immediate contact tracing and mitigating the spread of the virus. In the spring, we will continue testing symptomatic individuals and increase testing to identify asymptomatic individuals more quickly and, thus, decrease the spread of the virus within our community.
- **It costs money.** There is a significant institutional financial impact in managing and responding to this long-term situation. If things continue on a similar path as the fall, the institution will invest between \$4M and \$6M in COVID-19 related support and resources, and it could be much higher depending on the results of the spring semester.
- **Remote work and learning is possible.** In the last 11 months, we learned that a large number of faculty and staff can work very effectively remotely and can even manage a long-term institutional crisis effectively this way. Students can also continue their academic studies well in Lipscomb Flex's hybrid and remote learning environment.

COVID-19 PANDEMIC UPDATE

The current status of the COVID-19 pandemic has significantly intensified in the Nashville area, the state of Tennessee and the entire country, as evidenced by the frequency of setting records day after day in infection rates, hospitalization rates and death rates. Every area of the country has different protocols in place to assist in decreasing the spread of the COVID-19 virus. It is important to keep up with the changes that are being implemented in your area of the country and follow all recommendations for containing the COVID-19 virus. Updates on the COVID-19 situation for the Metropolitan-Nashville area may be found [here](#). The Centers for Disease Control and Prevention (CDC) has the most up-to-date information regarding the COVID-19 pandemic and updates can be found [here](#).

Medical professionals are cautioning to expect continuing increases in the spread of COVID-19 well into the spring and even summer of 2021. This is based on several factors including cooler weather that keeps people inside, holiday gatherings of family and friends that will spread the virus and a general fatigue in following recommendations for face coverings and physical distancing. The predictions indicate the early months in 2021 will be more difficult to manage the virus spread and the related hospitalizations and deaths than we have experienced this past fall.

As we prepare for the Spring 2021 semester, we will continue to follow local, state and federal guidelines and recommendations as we review, establish and monitor the COVID-19 policies and procedures we implement for the health and safety of our community.

GUIDING FACTORS

The Bison Incident Management Team monitors local, state and federal guidelines as well as higher education specific guidance to create a safe campus environment for students and employees. The All Bisons Care Plan is built on this guidance, as well as that of outside medical experts, and includes the following sources:

- Mayor John Cooper's [Roadmap to Reopening Nashville](#),
- Gov. Bill Lee's Tennessee Pledge: [Reopening Tennessee Responsibly Plan](#),
- Tennessee's [Access Guidelines for Higher Education](#),
- American College Health Association Guidelines: [Considerations for Reopening Institutions of Higher Education in the COVID-19 Era](#), and
- [Centers for Disease Control and Prevention](#).

No community as large as Lipscomb's campus can guarantee an environment free of COVID-19, and the measures described in this plan recognize that reality. While much has gone into this effort to protect the Lipscomb community, we trust that all of its members — faculty, staff, students and visitors alike — will ultimately take responsibility for their own health and safety and act in a manner that demonstrates respect and consideration for those around them, consistent with the health and wellness practices and protocols described in this plan. Students, employees and guests who are physically present on the university's campus or interact with other members of the Lipscomb community may be exposed to and contract COVID-19, which could result in severe illness and death, and voluntarily assume all risks related to exposure of COVID-19.

ALTHOUGH FOLLOWING THESE GUIDELINES, LIPSCOMB HAS ALSO DEVELOPED SPECIFIC PLANS TO ADDRESS THE UNIQUE NEEDS OF OUR UNIVERSITY CAMPUS COMMUNITY. IN MANY CASES, LIPSCOMB IS GOING BEYOND THE GUIDELINES FROM THESE ORGANIZATIONS TO DO EVERYTHING POSSIBLE – TO BE A BETTER BISON – TO PROTECT THOSE ON OUR CAMPUS WHO ARE MOST VULNERABLE TO SERIOUS CONSEQUENCES OF COVID-19.

Respect Leads Community Value

At Lipscomb University, we value and respect each person and take seriously our responsibility to do what is good for the general welfare of our community. And, if we all lead with respect for others, things will typically work out for the best. We all want to stay on campus for the full semester and, while some of that may be out of our control with this pandemic, much of it is within the control of our community and how well we follow the health and safety protocols in place. We commit to approach situations of noncompliance with empathy and understanding and with a focus on education. However, cases of significant or consistent policy violation will not be tolerated as it puts the whole community at risk of having to return to remote learning as well as risking the health of vulnerable individuals within our community. In those extreme cases where policies are significantly or consistently violated, there will be the possibility of disciplinary action. Failure to adhere to any requirement may result in disciplinary action, including up to expulsion or dismissal for students and termination of employment for employees, depending on the facts and circumstances. Student violations will be reported to **Tasha Coleman**, director of community standards, and will be processed in accordance with the Student Code of Conduct. Employee violations will be reported to their supervisor and will be processed in accordance with the Employee Handbook.



ALL BISON CARE PLAN

UPDATES

BECAUSE OF WHO WE ARE, ALL BISON CARE. EVERYTHING WE ARE DOING NOW AND OVER THE COMING WEEKS AND MONTHS IS AIMED AT OFFERING THE SAFEST EXPERIENCE POSSIBLE TO PROTECT EVERY MEMBER OF THE BISON HERD. WHILE THE PANDEMIC CAN FEEL OVERWHELMING AT TIMES, THIS PLAN INCLUDES BOTH SMALL STEPS AND LARGE INITIATIVES THAT WE ARE ALL TAKING TOGETHER TO PROTECT OURSELVES, TO PROTECT OTHERS AND TO PROTECT THE LIPSCOMB COMMUNITY.

The spring 2021 All Bisons Care plan includes the following updates and focal points:

- Spring 2021 Calendar Updates
 - Note changes in Spring Break dates and added Bison Break dates
- Health and Safety Protocols and Resources
 - Basic COVID-19 Protocols
 - Required COVID-19 Testing for Spring 2021 Semester
 - * Note COVID-19 test required before January 2021 return to campus
 - COVID-19 Testing Procedures
 - Contact Tracing
 - Isolation and Quarantine Periods
 - COVID-19 Vaccination Policy
 - Report an Illness
 - Lipscomb Ready App
 - Mental Health and Counseling Services
- Academic Learning Environment and Student Accommodations
- Events and Social Gathering Protocols
- Protecting the Vulnerable
- Plan for Contingencies

SPRING 2021 CALENDAR

UPDATES

MARK YOUR CALENDAR FOR THESE DATES.

ACADEMIC CALENDAR

Spring semester classes are scheduled to begin on Monday, January 11, 2021. Current plans include offering courses in the same format options as fall semester, including on-campus, remote and online. Students who need to request accommodations for the spring semester may find more information [here](#). Below is a summary of key dates for the spring semester. You can view the full academic calendar [here](#). Any changes in these plans will be communicated at least 30-days in advance unless changes in governmental regulations or CDC recommendations require more immediate action.

SUMMARY OF KEY SPRING 2021 DATES

- Jan. 8-10 Residence halls open with scheduled move-in dates
- Jan. 11 Term I and full term classes begin
- Jan. 11-15 Remote class option available for students awaiting COVID-19 test results[^]
- Jan. 18 Martin Luther King Jr. Day holiday
- March 8 Term II classes begin
- Feb. 10 Bison Break^{*}
- March 2 Bison Break^{*}
- March 25 Bison Break^{*}
- April 12-16 Spring break (residence halls closed)
- April 19 Begin remote undergraduate classes and remote final exam period^{**}
- April 29 Study day
- April 30-May 5 Final examinations
- May 8 Commencement

[^]Students whose return to campus is delayed during this first week of classes because they are waiting on PCR COVID-19 test results must contact their instructors to make arrangements for remote learning for one or more days during this week.

^{*}Undergraduate classes will not meet on Bison Break days.

^{**}Because of the expected trend in the COVID-19 cases for the spring semester, beginning April 19 all remaining undergraduate classes and final exams will be remote. Residential students will be contacted by Student Life regarding restrictions for returning to campus following spring break. Following spring break, graduate classes will meet in-person or virtually as determined by each course needs.

RESIDENCE HALL DATES AND INFORMATION

The residence hall move-in process for all students - new and returning - has been extended to allow for a safer, less congested environment.

- **Winter Move-In Dates**

Returning students Friday, January 8 to Sunday, January 10. Students will sign up with their residence hall director for a specific time to complete their move back to campus. **Students must bring the required COVID-19 test results with them when returning to campus on their move-in date.**

New students Saturday, January 9 from 9 a.m. to Noon **Students must bring the required COVID-19 test results with them when returning to campus on their move-in date.**

- **Spring Move-Out Dates**

Underclassmen Thursday, May 6 by 1 p.m.

Graduating seniors Saturday, May 8 by 6 p.m.

Additional information will be communicated through the Office of Residential Life regarding available move out dates prior to spring break.



HEALTH AND SAFETY PROTOCOLS & RESOURCES

BE SMART. DO YOUR PART.

Because *All Bisons Care* about every member of the herd, we have made some changes and enhancements to our health and safety protocols and practices. We expect every member of the Lipscomb community to follow the personal responsibility guidelines noted previously. But we have also implemented new institutional initiatives that will help make the community safer for all.



In the spring semester, we will continue to follow the basic COVID-19 protocols as outlined on the [General Health Protocols](#) website and summarized below.

1. Wear a mask. Review the face mask policy [here](#).
2. Physically distance yourself.
3. Wash your hands.
4. Take your temperature and answer health screening questions daily.
5. Stay home when you are sick or exhibiting any COVID-19 symptoms.
6. [Report an illness](#) promptly.

Failure to adhere to any requirement may result in disciplinary action, including up to expulsion or dismissal for students and termination of employment for employees, depending on the facts and circumstances. Student violations will be reported to **Tasha Coleman**, director of community standards, and will be processed in accordance with the Student Code of Conduct. Employee violations will be reported to their supervisor and will be processed in accordance with the Employee Handbook.

REQUIRED COVID-19 TESTING FOR SPRING 2021 SEMESTER

In the latter part of the fall semester, we saw increasing numbers of positive COVID-19 cases across the country, in Tennessee, in the Nashville region and on our Lipscomb campus. Because of these increasing trends along with the additional risk that comes with our community being spread across the country for the holidays and breaks, our medical team has advised us to take additional precautions as we begin the Spring 2021 semester, including **a required PCR COVID-19 test for students before returning to campus in January 2021 as well as COVID-19 surveillance testing for residential students.** A PCR COVID-19 test requires submission of the sample to a certified laboratory for analysis and the **results typically take between 24-72 hours.** Please note that this is not a “rapid point of care” test where results are available within an hour or so. The PCR COVID-19 test is

the most reliable test to diagnose positive cases where individuals are asymptomatic. While results are typically provided within 24-72 hours, increased testing in areas may cause additional and unexpected delays in receiving test results. **Students should prepare for any unexpected delays in their COVID-19 test results and make plans to study from home until their PCR COVID-19 test result is received.**

After taking the PCR COVID-19 test and while awaiting the test results, students should take additional precautions to limit their exposure to others and reduce their activities to lessen the likelihood of an exposure after taking the test.



JANUARY 2021 PRE-ARRIVAL PCR COVID-19 TESTING

All students, undergraduate and graduate, returning to campus in January 2021 must present to the Lipscomb University Health Center a negative PCR COVID-19 test. Students taking classes in a totally remote or online format are not required to provide a negative COVID-19 test. Negative PCR COVID-19 tests must be submitted under the following conditions:

- **Students must present a negative PCR COVID-19 test result taken based on the schedule at right before they return to campus in January 2021, enter the dorm or attend any on-campus classes.** Students should seek testing at their home location prior to returning to campus. This can be accomplished for free at various COVID-19 testing locations sponsored by public health departments in your home counties or state or for a fee at private medical facilities. For example, students living in Tennessee can seek free testing at a [Tennessee public health testing center](#) prior to returning to campus.
- Students should follow this testing schedule at right depending on their anticipated arrival date on campus and should not take a COVID-19 test more than five days prior to their anticipated arrival date. Students who submit a test result outside of the five-day window may be required to submit additional documentation regarding the testing result outside of the five-day window, including the possibility of required re-testing. **Students must receive the results of their negative PCR COVID-19 test prior to arriving on campus.**

TESTING SCHEDULE FOR JANUARY RETURN

If this is your anticipated arrival date on campus...	...then take your PCR COVID-19 test on or after this date.
Friday, January 8, 2021	Sunday, January 3, 2021
Saturday, January 9, 2021	Monday, January 4, 2021
Sunday, January 10, 2021	Tuesday, January 5, 2021
Monday, January 11, 2021	Wednesday, January 6, 2021
Tuesday, January 12, 2021	Thursday, January 7, 2021

Students should submit proof of their negative PCR COVID-19 test results in MedProctor using their established student account before they return to campus in January. Students who live in the dorm should also bring proof of the test result with them and present it to their Residence Hall Director before returning to their dorm room in January.

Students who have tested positive for COVID-19 between October 18 and January 11 (within the last 90 days) or who have received the full series of the COVID-19 vaccination will not have to be tested to begin the Spring 2021 semester **if they present evidence of their positive COVID-19 test result or vaccination** to the Lipscomb University Health Center.

- Students should submit proof in MedProctor using their established student account before they return to campus in January. Students who live in the dorm should also bring proof with them and present it to their Residence Hall Director before returning to their dorm room in January.

SPRING SEMESTER COVID-19 SURVEILLANCE TESTING

During the Spring 2021 semester, the Lipscomb University Health Center staff will conduct surveillance testing on residential students for COVID-19. Selected individuals will be notified via their Lipscomb email account and all tests will be conducted by the Lipscomb University Health Center at no cost to the student.

Those selected for COVID-19 surveillance testing will be provided with explicit instructions and a window of time to complete the required COVID-19 test. Compliance with the surveillance testing is mandatory. Failure to submit to the testing may result in appropriate disciplinary sanctions in accordance with the terms of the Student Handbook. Anyone selected for surveillance testing who has a medical concern about the test must contact the Lipscomb University Health Center at **healthservices@lipscomb.edu** or **615-966-6304**.

Students are encouraged and expected to isolate or quarantine at home or with nearby friends or family. Lipscomb will have a limited number of isolation and quarantine rooms for residential students who cannot return home due to extreme circumstances. On-campus isolation space is limited and not guaranteed. Students who expect to need to remain on campus during an isolation or quarantine period must notify **Rachel Smiley**, Director of Housing, at **rachel.smiley@lipscomb.edu**.



SPRING TRAVEL THAT REQUIRES NOTICE AND COVID-19 QUARANTINE PERIOD

In the spring semester, students or employees who travel internationally, will be required to report their travel using this [link](#). After submitting this information, students and employees will be notified of the appropriate post-travel protocols based on their travel location. Depending on the travel location, individuals may be required to quarantine for a 10-day period and be without any COVID symptoms before returning to campus. We will continue to monitor the CDC's travel guidelines and will update these protocols as appropriate throughout the semester on the [travel planning](#) website.

If you choose to travel, you are encouraged to follow [CDC Travel Guidelines](#) to help protect yourself and our community. When traveling, please use extreme caution and take general precautions to be cognizant of less-controlled health environments such as that of airplane travel, large public events and public transportation.

The list of affected countries and the warning level is dynamic. We encourage you to monitor developments through the [CDC travel notices](#) and the [State Department](#).

Students and employees must follow all [post-travel health guidelines and notices](#) as published by the CDC regarding the location of their travel.

Please review the CDC's travel site as well as the State Department at [travel.state.gov](#) for additional information on border restrictions and other relevant information for your specific travel location.

COVID-19 TESTING PROCEDURES

The ability to test and trace individuals who have been infected by COVID-19 is key to containing the spread of the virus on campus. We have created internal capabilities to rapidly assess, sample and test any student, faculty or staff member reporting COVID-19 symptoms and those identified through clinically relevant contact tracing. Testing protocols are established in conjunction with CDC guidelines.

- **Rapid Point of Care Testing.** The Lipscomb University Health Center has the ability to conduct rapid point of care COVID-19 testing, which provides timely, same day results, usually within one hour or less. This allows LUHC staff to more quickly identify those who are sick and conduct contact tracing to more rapidly curtail the spread of the virus.
- **PCR Testing.** The Lipscomb University Health Center has partnerships with several area laboratories that are available to process and analyze COVID-19 tests. Results from these tests are usually available between 18-48 hours.

For each COVID-19 case presented, the LUHC staff determine the testing protocols needed which may include the proactive testing of roommates, screening of athletic teams, closely monitoring selected sites and surveillance testing throughout the semester.



ISOLATION AND QUARANTINE PERIODS

The quick identification and isolation of those with positive cases and quarantining of those who have been exposed to someone with an active COVID-19 case are essential in minimizing the spread of the virus on campus and will help us continue to manage and minimize its spread successfully. As we did during the fall we will continue to follow CDC guidelines, which requires students and employees to complete an appropriate self-isolation period under the following circumstances.

- **Isolation Period.** Students and employees who test positive for COVID-19 will be required to complete an isolation period for a minimum of 10 days and must be fever free for 24 hours.
- **Quarantine Period.** Students and employees who have not had a confirmed case of COVID-19 within the last 90 days and who were in close contact with a positive COVID-19 case for a total of 15 minutes over a 24 hour period are recommended to complete a 14-day quarantine period and will be required to complete a quarantine period for a minimum of 10 days without any symptoms reported during the quarantine period. “Close contact” is defined as being within six feet of a COVID-19 positive person, with or without a mask, for a total of 15 minutes over a 24 hour period.

CONTACT TRACING

The LUHC staff have been certified by Johns Hopkins University Contact Tracing Course to proactively and accurately trace contacts of those who test positive for the virus through a combination of in-person interviews and technology. Contact tracing for any positive COVID-19 case within the Lipscomb community occurs immediately upon notification that a positive case is confirmed. From these interviews and other information gathering methods, the LUHC staff determine if quarantine measures are required for any member of the Lipscomb community.

The Metro Public Health Department for Nashville and Davidson County will also contact any individual who tests positive for COVID-19 and will conduct its own contact tracing procedure; however, this may be several days after the positive test result.

In November, the CDC reviewed its quarantine guidance and continues to recommend a quarantine period of 14 days. However, based on local circumstances and resources, the CDC added an option to shorten the quarantine period to end after Day 10 without testing and if no symptoms have been reported during daily monitoring.

The CDC also presented a second suggestion for a return on day seven with a negative test to facilitate a quicker return to the workplace for essential employees. However, with this shorter period, the transmission risk is increased up to 12 percent after day seven. While the CDC considers this an acceptable alternative for essential employees, Lipscomb University does not at this time feel this is appropriate for the health and well-being of our community. Additionally, the alternative 10-day quarantine period is a comparable approach adopted by our peer schools.

COVID-19 VACCINATION POLICY

We will follow guidance from the Advisory Committee on Immunization Practice (ACIP) and CDC as it relates to recommendations for the vaccine administration for Spring 2021 and following. We will provide additional information on the COVID-19 vaccination policy as soon as this guidance is provided.

The Lipscomb University Health Center has been certified as a leading facility to receive and distribute the COVID-19 vaccination series once it is FDA approved and available. We anticipate receiving the vaccine in mid- to late-spring. When the Health Center receives the COVID-19 vaccine, we will host a “COVID-19 Vaccine-Fest” much like we do each year with the flu vaccine.

WHAT TO EXPECT FROM THE COVID-19 VACCINATION

As is very common with multiple dose vaccines, patients may experience slight or uncomfortable soreness at the injection site for the first dose and may experience a slightly stronger reaction to the second dose since your body will already have antibodies built up from the first dose. This typically presents as uncomfortable soreness in the arm at the injection site, an elevated temperature for 24-48 hours and fatigue. Those who previously had COVID-19 may also experience similar reactions after the first dose for similar reasons. If you experience these reactions, please remain home until fever-free and the reactions subside, which is usually within 24-48 hours. As with all medical procedures, if your symptoms persist or are more severe, seek immediate medical attention with your primary care physician or a hospital. Additional information will be provided once the ACIP or CDC publishes guidance.

COVID-19 VACCINE RESEARCH AND EFFICACY

The COVID-19 vaccines were developed and tested as part of Operation Warp Speed (OWS) with the goal to accelerate the development, manufacturing, distribution and delivery of 300 million doses of safe and effective vaccines with the initial doses available by January 2021. A primary goal of OWS was to deliver a COVID-19 vaccine to patients more rapidly while adhering to standards for safety and efficacy of the vaccines developed. In OWS, rather than eliminating steps from traditional development timelines, steps proceeded simultaneously, such as starting manufacturing of the vaccine at industrial scale well before the demonstration of vaccine efficacy and safety as happens normally. This increases the financial risk, but not the product risk as distribution will not be approved until the vaccine efficacy and safety are assured. You can learn more about OWS in the U.S. Department of Health and Human Services website [here](#).

As of December 2020, the United States Food and Drug Administration has begun to approve a vaccine to prevent coronavirus disease 2019 (COVID-19). The Centers for Disease Control and Prevention (CDC) has the most current information available on the vaccine. You can review this information [here](#).

All but one of the current COVID-19 vaccinations require a series of two shots while one uses one shot. If you take the vaccine that requires two shots, we recommend that you receive both shots from the same provider with the required number of days between the vaccines. Current students and employees may receive the COVID-19 vaccine from the Lipscomb University Health Center at no charge when it is available.

REPORT AN ILLNESS

If you are experiencing symptoms that may be related to COVID-19, stay home and report your illness immediately using the **Report an Illness** form. This form is monitored and your submission will be responded to by a member of the Lipscomb University Health Center staff.

Lipscomb University Health Center is staffed by a dedicated team including nurses, nurse practitioners, a physician, a pharmacist, case managers and contact tracers.

The LUHC is available to any student experiencing any illness symptoms and will provide appropriate medical care and supplies. The clinic staff will use telehealth as the medical governing boards allow to contact students to check on their progress. Students who need more extensive medical care than can be provided by the Health Center will be referred to a local hospital. To contact the Lipscomb Health Center, email **healthservices@lipscomb.edu** or call **615.966.6304**.

MENTAL HEALTH AND COUNSELING SERVICES

For many, the COVID-19 pandemic has been a time filled with anxiety, fear, isolation, challenges and changes over the last few months. Lipscomb's University Counseling Center is a free resource available to any student who would like to access their services. The counseling center is available both in person and via telehealth as the medical governing boards allow. To contact the University Counseling Center, email **counselingcenter@lipscomb.edu** or call **615.966.1781**.

LIPSCOMB READY APP

The Lipscomb Ready app is a vital part of our community's risk management and support resources. It replaces the Bison Alert text message system for emergency notifications and is a means to quickly access many resources, including emergency contacts, requesting assistance, reporting an incident and accessing information such as student support services and campus maps. In addition, we have added information on the Lipscomb Ready app regarding overall health and safety resources pertaining specifically to COVID-19 as well as Lipscomb's COVID-19 guidelines and protocols. The app also has the ability to assist students and employees with a daily self-assessment using a screening tool to record daily temperature readings and symptoms.



ACADEMIC LEARNING ENVIRONMENT & STUDENT ACCOMMODATIONS

OFFERING FLEXIBLE AND INNOVATIVE INSTRUCTIONAL OPTIONS FOR STUDENTS AND FACULTY.

The success of the spring semester depends on the continuation to offer students convenient and innovative options for Spring 2021 semester instruction.

- **LipscombFlex.** LipscombFlex is a unique course delivery model that provides faculty and students a flexible means to adjust the mode of teaching classes that includes both in-person and remote/online learning opportunities. How each class incorporates LipscombFlex will be dependent on the class content, room design, student and faculty safety needs, and learning modality best suited for the topic.
- **Lipscomb Online.** Lipscomb Online (LO) is an academic branch of the institution, housed in the College of Professional Studies, that offers a fully online learning experience for students. All Lipscomb students can select to enroll in any Lipscomb Online courses that meet their degree requirements. Although not every course offered in the traditional curriculum is available in LO, many of the LO courses, especially in the general education curriculum, are online exact replicas of the traditional, on ground classes. Students interested in taking LO courses can contact Lipscomb Online at online@lipscomb.edu or visit the [Lipscomb Online for Undergraduates](#) webpage.





STUDENTS REQUESTING ACCOMMODATIONS

These new health and safety protocols at Lipscomb University as well as the CDC guidance regarding people who are at increased risk for COVID-19 complications may present additional accommodation requests for some students who would not in other times need them. For example, if a faculty member is wearing a mask, students will not be able to read lips. And, in the midst of a global pandemic, students with underlying medical conditions may find it extremely challenging to protect themselves from the COVID-19 virus when living and learning in a large communal setting such as a college campus.

- Lipscomb's **ACCESS Ability Program** recognizes that disabilities come in all shapes and sizes, and can include physical, mental, social, and learning disabilities. Reasonable accommodations will be provided to qualified individuals, in accordance with the Americans with Disabilities Act of 1990 (ADA), Section 504 of the Rehabilitation Act of 1973, and state and local regulations regarding individuals with disabilities. Any accommodation request, however, that is unduly burdensome to the university or fundamentally alters the nature of the service, program, course, or activity cannot be fulfilled.
- **We encourage any student who has a request for an accommodation—including dietary restrictions, learning accommodations, online course curriculum and any COVID-19 related requests—to make their request EARLY to the ACCESS Ability Program by completing the ACCESS Registration/Intake Form.** If you have need of any type of accommodation, please complete this form as soon as possible. The earlier you make your request the more time we all have to work together to achieve a viable solution to adequately address your situation. If you have any questions, please contact **Andrea Davis** at andrea.davis@lipscomb.edu or **615.966.6021**.

EVENTS, MEETINGS & SOCIAL GATHERING PROTOCOLS

FINDING SAFE WAYS TO GATHER AND ENGAGE IN COMMUNITY.

GENERAL PROTOCOLS FOR EVENTS, MEETINGS AND SOCIAL GATHERINGS

On October 1, Davidson County entered Phase 3 of the [Roadmap to Reopening Nashville](#). The new requirements under Phase 3 included initial group gathering limits of 25 at first and then reduced to 8 in late November and December, mask requirements in public, and various capacity limits for restaurants, bars, retail outlets, fitness and exercise venues, museums, and transportation entertainment businesses.

As we proceed to be very respectful to the guidelines issued by the city, we will follow as closely as possible these guidelines while also moving in a few, limited areas to approve exceptions on a case-by-case basis when the event is deemed reasonable for our community needs and abides by all other event management protocols.

The updated event protocols have allowed for more interactions and engagement on campus. As long as we continue to maintain the health and safety of our community, we will continue with these protocols. We are monitoring our results on a daily basis and have regular reporting and review of our results at the highest levels of the institution. Moving forward with broader event management guidelines is only contingent on our achieving the same success in the future. As a result, we will move very quickly to tighten our guidelines if we see any slippage in our COVID-19 results on campus. We will continue to review these protocols

as needed in response to both the situation within the Lipscomb community and in the Nashville and Tennessee region.

These guidelines and protocols apply to any on campus or off campus event, meeting or social gathering, with the exception of academic classes and chapels which are approved to meet as scheduled while observing all COVID-19 room capacity limits and all other COVID-19 protocols. To ensure compliance of your event, meeting or social gathering with the most up-to-date guidelines, please consult with the Lipscomb University event management team before planning or hosting any Lipscomb related event. For specific questions, please email COVIDquestions@lipscomb.edu. For the foreseeable future, we will minimize settings for all events where the virus can spread. That means we will be asking questions about the necessity of holding all social events, ceremonies and non-class settings. Any events approved must follow all community guidelines in place (masks, physical distancing, temperature checks, etc.). Deans and Senior Leadership Team members may request approval exceptions for group gatherings larger than the gathering limits provided by the local guidance by completing this [Event Exception Request](#) form. If you have any questions, please email COVIDquestions@lipscomb.edu. We continue to encourage all events to be re-envisioned to be held in a virtual format, if possible.

ATHLETICS EVENTS

Lipscomb University Athletics has an approved plan by the Metro Health Department regarding athletic practices, competitions and fans in the stands. These plans work within local, state and federal guidelines as well as guidance from the ASUN Conference and the NCAA as sports programs practice and compete throughout the spring semester. For more details and the most up-to-date information on ticketing and athletic event protocols, please visit lipscombsports.com/.



STUDENT ORGANIZATIONS, GROUP MEETINGS AND EVENTS

Recognizing that the broad and diverse nature of Lipscomb's student organizations significantly contributes to the educational experience, we are committed to fostering an environment that supports their activities while prioritizing the health and safety of their members.

Student organizations will follow these safe student group meeting protocols:

- Complete an online workshop for student leaders of student organizations regarding new practices, including how to encourage leaders in these groups to have an All Bisons Care mindset and to lead by example in modeling personal responsibility to protect the herd.
- Develop guidelines for event planning that include facial coverings, social distancing protocols and other safe practices, such as temperature checks.
- Support the reformatting of activities to maximize safe practices, such as outdoor and virtual events.
- Encourage student leaders to create opportunities for Lipscomb students not on campus to engage with their fellow students.
- Work with the Office of Student Life and the sponsors of their organizations in developing strategies for offering activities and events, such as Singarama, spring musical and plays, the Tau Phi Cowboy Show, the Student Scholars' Symposium and other traditional social and engaging events of our community life, in ways that adhere to COVID-19 protocols.

PROTECTING THE VULNERABLE

SUPPORTING STUDENTS AND EMPLOYEES WITH LEARNING AND WORKING OPTIONS.

ACCOMMODATION CRITERIA

It is important during this unique time in our community that we establish clear criteria and processes for accommodation requests to make them easily accessible for those who need them most.

Students and employees will self-assess and self-report their vulnerability level, with appropriate and necessary accommodations requests.

A secure process for intake of requests is established that is respectful of healthcare privacy concerns.

Students request accommodations through the [ACCESS Ability Program](#) and employees request accommodations through the Office of Human Resources.

ON-CAMPUS HOUSING PROTOCOLS

On-campus housing protocols are in place to protect the most vulnerable students with health conditions that place them at greater vulnerability to severe illness due to COVID-19. These students will be offered reasonable accommodations, such as single rooms and rooms with lower frequency of shared bathroom space. Each residence hall will have health and safety protocols tailored to the specific living situations of the residence hall.





REMOTE WORK ACCOMMODATIONS

There will be times when remote work is necessary, particularly for employees who have requested accommodations or if a university situation warrants such as inclement weather, a campus power outage, a pandemic or other interruption to regular business operations. We are committed to supporting employees in these unusual circumstances who are continuing to work remotely with continued connection, training and proper equipment to perform work duties remotely.

Employees who have a health condition that may require an accommodation should 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.

In this unique and rapidly changing situation, the institution has established personnel policies to help employees and the institution during periods of COVID-19 required isolation, quarantine or illness. In general, employees in isolation or quarantine who feel well and who can work remotely are expected to coordinate their daily work duties with their supervisor and to work remotely during the isolation or quarantine period, to the extent their job responsibilities permit. Generally, employees in isolation who are not feeling well will report sick leave. More details on various time reporting situations are provided [here](#).

If you have any questions about your specific work situation or need to request workplace accommodation, please contact the Office of Human Resources by emailing hr@lipscomb.edu or contacting **Lynn Chappin** at **615.966.7015**. Family and Medical Leave (FMLA) or accommodations under the Americans with Disabilities Act Amendments Act (ADAAA) will be offered to employees as applicable in these situations. Please review the [CDC guidance for high-risk groups and special populations](#).

PLAN FOR CONTINGENCIES

PLANNING FOR THE UNEXPECTED.

If the onset of the global COVID-19 pandemic has taught us all one thing it is to expect the unexpected. It has also taught us to be nimble in our responses to the ever-changing nature of the circumstances. The Bison Incident Management Team is developing a range of contingency plans based on situations that might occur and that may require a change in university operations and activities.

Lipscomb is making the following contingency plans, however likely or unlikely:

- Circumstances that may require the institution to pause or shut down some or all on-campus activities
- A major outbreak of COVID-19 on campus
 - Capacity of surrounding healthcare and treatment capabilities to serve this need
 - On-campus testing and medical capabilities
 - Available isolation and quarantining capabilities for students both on and off campus
- Student resilience during challenging times and isolation requirements
- Financial contingencies for students and business continuity
- Taking into account what is happening in the surrounding community, and federal, state and local guidelines

**BE SMART.
DO YOUR PART.**



**ALL BISONS
CARE.**



ALL BISONS CARE

IT WILL TAKE EACH MEMBER OF THE BISON HERD WORKING TOGETHER TO PROTECT THE HEALTH AND SAFETY OF EVERY MEMBER OF THE LIPSCOMB COMMUNITY. DO YOUR PART TO PROTECT THE HERD.

The Bison Incident Management Team, a cross-disciplinary task force, has developed the plans, policies, protocols, guidelines, tools, strategies and tactics needed for the successful return to campus to help every member of the Lipscomb community stay safe and healthy this fall. These individuals have engaged with and enlisted the services of other faculty, staff, students, alumni and outside experts as they have managed Lipscomb's response to the pandemic and developed the plan to return to on-campus instruction this fall.

BISON INCIDENT MANAGEMENT TEAM

1. Team Leader: **Dr. Susan Galbreath**, senior vice president for strategy
2. Learning and Instruction: **Carol Lusk**, director of academic finance
3. Student Experience: **Prentice Ashford**, dean of community life
4. Health and Wellness: **Dr. Kevin Eidson**, director of health and wellness and professor of pharmacy
5. Risk Management: **Kathy Hargis**, associate vice president of risk management
6. Communication: **Kim Chaudoin**, assistant vice president of public relations and communications



For more specific questions, employees may contact the **Office of Human Resources** by emailing hr@lipscomb.edu or contacting **Christy Hooper**, vice president of human resources, at **615.966.6190**. Students may contact the **Office of Student Life** by emailing studentlife@lipscomb.edu or contacting **Al Sturgeon**, vice president of student life and dean of students, at **615.966.6058**.

Share your questions, comments and ideas with the Bison Incident Management Team at COVIDquestions@lipscomb.edu.

Learn more about the Bisons Return to Campus Plan at www.lipscomb.edu/return-campus-plan.

To join the Lipscomb mission, visit www.lipscomb.edu/give.