



LAMAR INSTITUTE OF TECHNOLOGY

COVID-19
Return to Campus Plan
Fall 2020

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RETURN TO CAMPUS PLAN SUMMARY

Lamar Institute of Technology (LIT) has prepared for the Fall 2020 semester during COVID-19 to assure the health and safety of our students, employees and visitors. This document outlines the procedures that follow Centers for Disease Control and Prevention (CDC) guidelines. A phased in return to campus occurred over the summer and with COVID-19 still a concern, safety precautions are still in place. LIT's return to campus plan has 4 phases:

Phase I: May 1, 20 essential staff continue to work less than 40 hours on campus, alternating times to not have all on campus at one time. Working 10-3 except for Cashiers and Facilities that cover campus monitoring and mail. Face coverings are required and social distancing continues. May 26 brings back Workforce and Student Success staff working 8-5, alternating days to advise and register students still remotely. Buildings remained closed except MPC, with Dental Hygiene, EMT makeup labs and TDJC classes. Screening for students and employees is in effect in three locations on campus, MPC, Tommy Williams, and PATC. The majority of employees are telecommuting.

Phase II: June 1, brings back faculty for summer labs. June 2, students begin summer labs. Courses taught online. Screening for students and employees continues. Restricted access to buildings. Telecommuting is still in effect. Face coverings and social distancing continue.

Phase III: July 1, additional support staff as determined by departments return, continuing wearing of face coverings and social distancing. Screening continues for students and employees.

Phase IV: August 10, all staff return to campus. August 17, all buildings are open and students and visitors are welcome. All Student Services and Cashiering will be open. Events Center rental resumes. Testing Center opens by appointment only testing. Screening will continue to occur for students, employees and visitors on campus. Summer classes end on August 12. Faculty return August 17. Students return to first day of class on August 24 for Fall courses. Food services reopen with social distancing and other CDC guidelines followed.

We will continue social distancing, wearing of face coverings and other CDC preventive measures. Sanitizing and disinfecting occurring between labs/classes and all common areas and high traffic areas. The plan is updated as needed for the changing environment.

STUDENTS

Student Guide to a Healthy & Safe Campus:

- Daily self-assessment before coming to campus.
- Wear face coverings.
- Know the Health and Safety Guidelines. Complete online training.
- Get screened daily in each building.
- Stay home with COVID-19 symptoms.
- Communicate with instructor on missed class and health concerns.
- Contact your instructor if you test positive or are exposed (less than 6 feet for greater than or equal to 15 minutes) to someone that test positive.
- Wash or sanitize your hands upon entering the classrooms or lab.
- Have all individuals maintain at least 6 feet separation from other individuals and wear face covering. If such distancing is not feasible, other measure such as hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practiced.

Fall semester (August 24-December 10) will be delivered face to face, online, and hybrid.

Course changes will be made as cases become active on campus. If needed, temporary class space or temporary online (remote) options will be made available. Each case will be reviewed by Academic Success and instructional changes will be made as needed.

Common areas on campus will function differently and you will be asked to navigate campus in modified ways, for your safety and protection.

Furniture has been rearranged, removed, or marked to promote social distancing. When riding an elevator, wear a mask, limit 2 or 4 people to an elevator depending on size of elevator (signs will indicate appropriate number), and stand apart in elevator. Limit people also in the restrooms. Students will be asked to leave the building after class rather than congregate inside the building. Students are also encouraged to stay on the right side of hallways and other high traffic areas.

Classrooms and labs will be furnished with supplies to help with disinfecting as well as extra custodial staffed to have high touch points cleaned during the day.

On campus screening.

Screening will take place in all buildings. A form will be completed to notate symptoms and temperatures will be checked. If any symptoms are exhibited, the student will not be permitted to stay on campus and must return home. The student is responsible for notifying their instructor(s) via email if they are not permitted to attend class. Daily screening will take place and students will be given a verification wristband which must be worn and visible for building and classroom access.

Self-assess COVID-19 symptoms before you come on campus.

Do not come to campus with symptoms. Be sure to contact your instructor if you have to miss class.

Face covering must be worn on campus.

Student, visitors, faculty and staff will not be allowed on campus without a face covering, with a temperature of 100.4 or more, or with a symptoms of COVID-19. All of these will be addressed at screening in each building.

Student or employee test positive or is exposed to someone who tested positive.

Student or employee reports testing positive for COVID-19 or comes in contact with those tested positive should inform their instructor immediately. Cases will be reviewed by LIT administration and appropriate actions will be taken. Tested positive students/employees will not be allowed back on campus until requirements are met. Indirect exposure is limited if face coverings are worn, social distancing is observed and hand washing and limited touching of face is practiced.

Student Notifications

Students will receive email communications on health and safety guidelines such as social distancing, face coverings, using sanitizing wipes on own desks, etc. Instructors will also discuss safety and cleaning guidelines for face to face instruction with their students during class and lab time.

STUDENTS - FALL 2020 FAQ:

How will Fall classes be delivered?

Fall classes will be face-to-face, online and hybrid

How will classroom capacity be managed to reduce density?

Assessment of classroom capacity is being reviewed as students register for Fall. Possible blended classes with half of the class of instruction conducted from a social distance. Also live streaming in the classroom is being considered.

Will attendance be taken daily?

Attendance will be taken every day to aid in the contact tracing process if a positive COVID-19 case is reported.

What will labs look like?

As labs vary across campus, departments will have flexibility in determining what will meet their need. Lab instructors will provide safety procedures and protocol to their respective courses.

How will exams be handled, including online exams?

Each instructor will provide information on how exams and graded components of the course will be managed.

Can I still visit my faculty in office hours?

Office hours will be held virtually (Ex: Zoom, Teams, and phone). Please contact your instructor directly to receive office hour times and schedule an appointment.

Will we still have on campus student events?

The college will have limited face to face student events with limited capacity through the fall semester. SGA is planning to host more virtual events and will share an event calendar during the first week of school.

Will Megabytes be open?

Megabytes will be opening in August under the direction of Chartwells (date to be determined). Distance will be marked on floor to stand in line, tables marked to be seated. No self-serve drinks or supplies will be allowed. Staff will be screened and wear masks and gloves.

Will Student Services and Financial Aid be open?

Student Success: Student Services (advising) and Financial Aid are accessible virtually and by phone to assist students Monday–Friday from 8am-5pm.

- Student Services and Financial Aid will assist students in person, by appointment only starting August 17. **Students must schedule an appointment before coming to the Eagles' Nest, walk-ins are not allowed.**

Additional Student Success Resources.

Check out the links below if you need additional information or assistance with the following resources:

- Disability Services & Special Population
 - <https://www.lit.edu/student-success/special-populations>
- Student Success and Supportive Resources
 - <https://www.lit.edu/student-success>
- Testing Center (by appointment only beginning August 10)
 - <https://www.lit.edu/testing-center>
- Tutoring Resources
 - <https://www.lit.edu/student-success/tutoring>
- Lamar University Library
 - <https://www.lamar.edu/library/index.html>
- Student Health Center (includes counseling services)
 - <https://www.lamar.edu/students/student-engagement/student-health-center/index.html>
- Student Recreation Center
 - <https://www.lamar.edu/students/student-engagement/recreational-sports/index.html>
- Setzer Student Center
 - <https://www.lamar.edu/students/student-engagement/setzer-student-center/index.html>

How to stay Informed?

LIT is continuously monitoring the effects of COVID-19 on our college community. All faculty, staff, and students are urged to check their email accounts and <https://www.lit.edu> on a daily basis. The plan is updated as more information is provided and guidance is changed.

FACULTY

Employee Guide to a Healthy & Safe Workplace:

- Daily self-assessment before coming to campus.
- Wear face coverings.
- Know the Health and Safety Guidelines. Complete online training.
- Get screened daily in each building.
- Stay home with COVID-19 symptoms.
- Communicate with students on missed class and health concerns.
- Communicate with supervisor on any reports of COVID-19.
- Communicate with supervisor on missed work and health concerns.
- Have all individuals wash or sanitize their hands upon entering the classrooms or lab.
- Have all individuals maintain at least 6 feet separation for other individuals and wear face covering. If such distancing is not feasible, other measure such as hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practice.
- All individuals wear face coverings (over the nose and mouth).

Fall courses (August 24-December 10) will be delivered online, face-to-face and hybrid.

- Faculty will return to campus August 17.
- Complete online reopening and safety training by August 18.
- Fall classes start August 24.
- Required face coverings and screening in all buildings.
- High touch places continue to be cleaned and disinfected with deep cleaning as needed in exposed areas.
- Classrooms and labs will be supplied wipes and cleaning supplies to help with sanitation as well as extra custodial staffed to have high touch point areas cleaned during the day.
- Student, visitors, faculty and staff will not be allowed on campus without a face covering, with a temperature of 100.4 or more, or with a symptoms of COVID-19. All of these addressed at screening in each building.
- If an area or classroom is impacted by COVID-19, each case will be evaluated.

- Classroom space such as in the new portable, and a renovated classroom in Beeson has been set aside as space to move classes if a positive case is identified and the classroom needs to be closed and cleaned.
- If needed courses may be moved temporarily online, if available.
- Reported positive tests or contact with those tested positive will be reviewed. Person will not be allowed back on campus if determined until requirements are met (page 16). Indirect exposure is limited if face coverings are worn, social distancing is observed and hand washing and limited touching of face is practiced.
- Students will receive email communications on health and safety guidelines such as social distancing, face coverings, using sanitizing wipes on own desks, etc. Instructors will also discuss safety and cleaning guidelines for face to face instruction with their students during class and lab time.

If an employee or student test positive or is exposed to someone who tested positive.

- Student or employee reports testing positive for COVID-19 or comes in contact with those tested positive should inform their instructor immediately. Cases will be reviewed by LIT administrators and appropriate actions will be taken. Tested positive students/employees will not be allowed back on campus until requirements are met. Indirect exposure is limited if face coverings are worn, social distancing is observed and hand washing and limited touching of face is practiced.

How to stay Informed:

LIT is continuously monitoring the effects of COVID-19 on our college community. All faculty, staff, and students are urged to check their email accounts and <https://www.lit.edu> on a daily basis. The plan is updated as more information is provided and guidance is changed.

If you cannot return to campus for medical reasons, contact your supervisor and HR immediately. Medical paperwork must be provided.

STAFF

Employee Guide to a Healthy & Safe Workplace:

- Daily self-assessment before coming to campus.
- Wear face coverings.
- Know the Health and Safety Guidelines. Complete online training.
- Get screened daily in each building.
- Stay home with COVID-19 symptoms.
- Communicate with supervisor on missed work and health concerns.
- Communicate with supervisor on any reports of COVID-19.
- Have all individuals wash or sanitize their hands several times a day.
- Have all individuals maintain at least 6 feet separation from other individuals and wear face covering. If such distancing is not feasible, other measure such as hygiene, cough etiquette, cleanliness, and sanitation should be rigorously practice.
- All individuals wear face coverings (over the nose and mouth).

Fall courses (August 24-December 10) will be delivered online, face-to-face and hybrid.

- IT Staff return to campus on July 17 to ensure all computers in place and functional.
- Staff return to campus August 10 (Monday - Friday, 8 am -5 pm).
- Campus will open to students and visitors beginning August 17.
- Signs are up in buildings about social distancing, wearing face coverings, etc.
- Hand sanitizer available around campus.

Campus opens on August 17 for students; only Student Success and Cashiering services.

- Required face coverings and screening in all buildings.
- Markings of 6 feet distance on floor will be available for areas in Student Success and Cashiering.
- Plexiglas on desks and counters where students are seen in Eagles' Nest.
- Student Success: Student Services (advising) and Financial Aid are accessible virtually and by phone to assist students Monday–Friday from 8am-5pm. Student Services and Financial Aid will assist student in person, by appointment only starting August 17. Students must schedule an appointment before coming to the Eagles' Nest, walk-ins are not allowed.
- Other areas will serve students by appointments including Finance which will utilize the glass protection in the Cashier area.

- Student, visitors, faculty and staff will not be allowed on campus without a face covering, with a temperature of 100.4 or more, or with a symptoms of COVID-19. All of these addressed at screening in each building.

If an employee or student test positive or exposed to someone who tested positive.

- Student or employee reports testing positive for COVID-19 or comes in contact with those tested positive should inform their instructor immediately. Cases will be reviewed by LIT administrators and appropriate actions will be taken. Tested positive students/employees will not be allowed back on campus until requirements are met. Indirect exposure is limited if face coverings are worn, social distancing is observed and hand washing and limited touching of face is practiced.

How to stay Informed:

LIT is continuously monitoring the effects of COVID-19 on our college community. All faculty, staff, and students are urged to check their email accounts and <https://www.lit.edu> on a daily basis. The plan is updated as more information is provided and guidance is changed.

If you cannot return to campus for medical reasons, contact your supervisor and HR immediately. Medical paperwork must be provided.

DO DAILY SELF-ASSESSMENT



Are you currently exhibiting any of the symptoms listed below (related to COVID-19 and not a pre-existing illness)?

- Cough
- Shortness of breath or difficulty breathing
- Chills
- Fatigue
- Muscle or body aches
- Headache
- Sore throat
- New loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea
- Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit
- Known close contact (less than 6 feet for greater than or equal to 15 minutes) with a person who has been lab confirmed within the past 14 days to have COVID-19

Before you come to campus each day, self-assess and if you have any symptoms related to COVID-19 and not a pre-existing illness, stay home and contact your instructor or supervisor.

You will also be ask by a campus screener and will be denied access to campus if you have a temperature of 100.4 or more, any symptoms above, or close contact with a tested positive person.

SYMPTOMS OF COVID-19

Symptoms of Coronavirus (COVID-19)

Know the symptoms of COVID-19, which can include the following:



Symptoms can range from mild to severe illness, and appear 2-14 days after you are exposed to the virus that causes COVID-19.

Seek medical care immediately if someone has emergency warning signs of COVID-19.

- Trouble breathing
- Persistent pain or pressure in the chest
- New confusion
- Inability to wake or stay awake
- Bluish lips or face

This list is not all possible symptoms. Please call your healthcare provider for any other symptoms that are severe or concerning to you.



cdc.gov/coronavirus

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WEAR A FACE COVERING/MASK

KEEP SAFE BY WEARING A FACE MASK



VERY HIGH RISK

- ✗ COVID-19 Carrier WITHOUT MASK
- ✗ Healthy Person WITHOUT MASK



MODERATE RISK

- ✗ COVID-19 Carrier WITHOUT MASK
- ✓ Healthy Person wearing MASK



LOW RISK

- ✓ COVID-19 Carrier wearing MASK
- ✗ Healthy Person WITHOUT MASK



VERY LOW RISK

- ✓ COVID-19 Carrier wearing MASK
- ✓ Healthy Person wearing MASK



EXCEEDINGLY LOW RISK

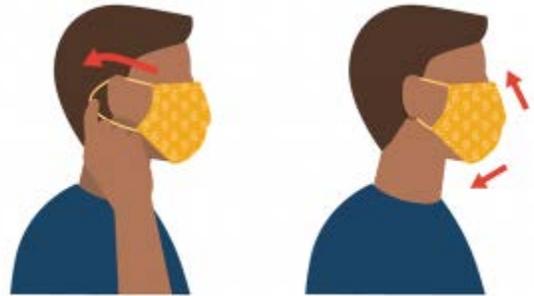


Both wearing MASKS plus six feet of distance

HOW TO WEAR A FACE COVERING/MASK

Wear Your Mask Correctly:

- Wash your hands before putting on your mask.
- Put it over your nose and mouth and secure it under your chin.
- Try to fit it snugly against the sides of your face.
- Make sure you can breathe easily.



Wear a Mask to Protect Others:

- Wear a mask that covers your nose and mouth to help protect others in case you are infected with COVID-19 but do not have symptoms.
- Wear a mask especially when it may be difficult for you to stay six feet apart.
- Wear a mask correctly for maximum protection.
- **Do not** put the mask around your neck or up on your forehead.
- **Do not** touch the mask, and if you do, wash your hands or use hand sanitizer to disinfect.



SUSPECTED OR CONFIRMED COVID 19

Take action if a student or employee suspects or confirms to have COVID-19 infection:

I think or know I have COVID-19. You can return to campus:

- At least 10 days since symptoms first appeared and
- At least 24 hours with no fever without fever-reducing medication and
- Symptoms have improved.

I tested positive for COVID-19 but had no symptoms. You can return to campus:

- If continue to have no symptoms.
- 10 days have passed since test.

If you have been around someone who tested positive. You can return to campus:

- If you have been within 6 feet and 15 minutes or more with the positive person and are not wearing a face covering, you must stay away from campus for 14 days because of exposure and return with no symptoms.
- If you have been within 6 feet and 15 minutes or more with a person and wearing a mask, you do not have to leave campus but self-monitor for fever or symptoms of COVID-19 for 14 days.

(Updated by CDC July 17, 2020.)

Remember: Stay home if you think you might have COVID-19.

In the case of a student, faculty, staff or visitor who has symptoms that could be COVID-19 and does not get evaluated by a medical professional or tested for COVID-19, the individual is assumed to have COVID-19, and the individual may not return to the classroom or lab unit the individual has completed the same criteria listed above; or

If the student, faculty, staff or visitor has symptoms that could be COVID-19 and wants to return to the classroom or lab before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.

Any questions students have on class and lab attendance, contact your instructor. Employees contact your supervisor.

Do not allow any student faculty, staff or visitor with new or worsening signs (or any symptoms listed on the screening form) to return to the classroom, lab or office until you receive approval by LIT administration.

HOW TO REPORT CASES

When a student or employee has reported experiencing symptoms or tested positive or exposed to someone that tested positive, collect the following information and submit to your supervisor:

1. Date of exposure, symptom occurrence or positive test.
2. Last day on campus.
3. List of those in contact with on campus.
4. List of room numbers and spaces occupied on campus.

To return to campus a student or employee must provide information that they have met the above isolation days (depending on the circumstance) from campus and have not experienced symptoms for 24 hours.

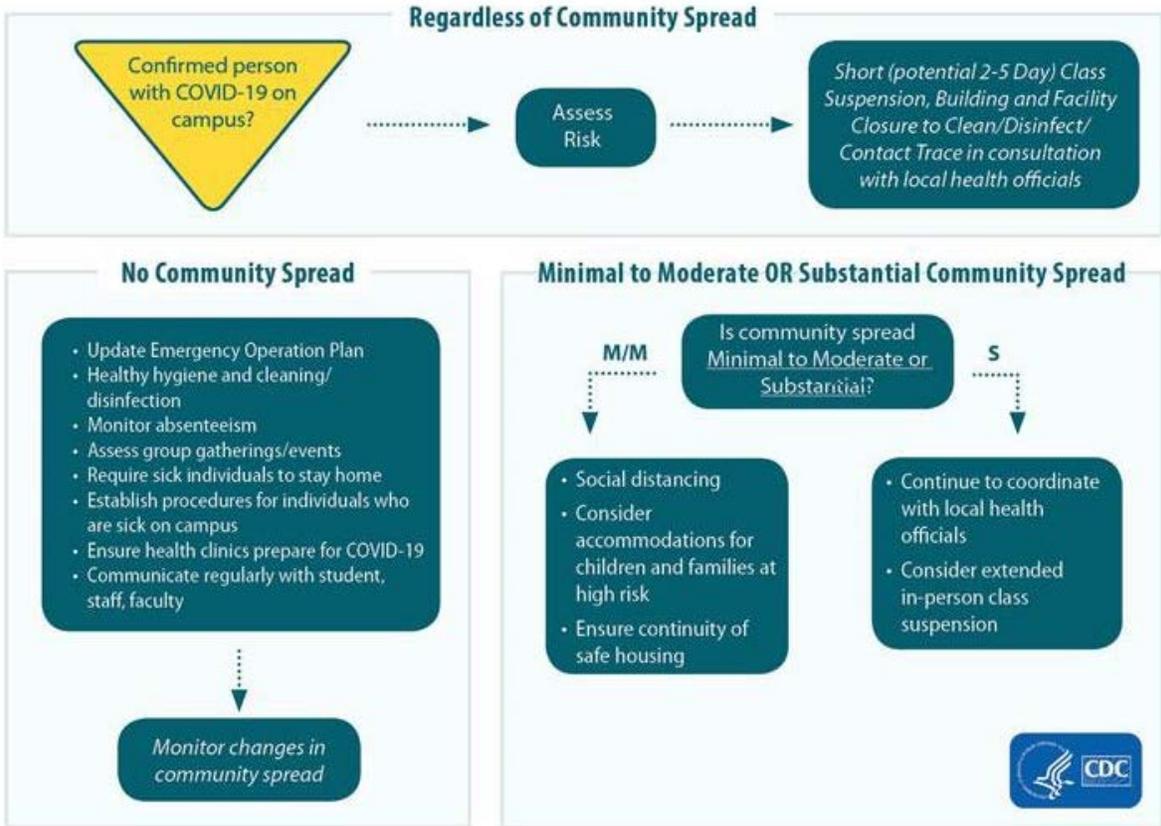
Decision Tree for Confirmed Cases:

Each confirmed case will be evaluated and risk will be assessed. If a confirmed person was wearing a face covering and social distancing, risk is at the lowest. Classroom or labs occupied by confirmed person will be deep cleaned. Instructor and students will be notified by Student Success and ask to monitor and report any symptoms. If experiencing symptoms, stay home.

If a confirmed person is an employee, their office or other spaces occupied by the employee will be deep cleaned and the employee sent home to work. If the employee cannot work, Families First Coronavirus Response Act (FFCRA) may be available (contact HR). Contact tracing will be conducted and those involved will be contacted.

DECISION TREE FOR CONFIRMED CASES

Institutions of Higher Education (IHE) Decision Tree



Appendix 1:

COVID-19 Health Screening:

Fall Screening:

- Screening will be in all buildings with one way entry.
- Sign in building entry.
- Review symptoms.
 - Complete form if have symptoms.
 - Will not be allowed on campus.
 - Take handout on how to return.
- Screener will take temperature.
 - Complete form if have temperature 100.4 or more.
 - Will not be allowed on campus.
 - Take handout on how to return.
- Must wear face covering.
- Receive screening wristband.

Procedures for screening:

- Screening will be done at all buildings.
- LIT screener will wear mask and gloves.
- Student/employee/visitor will sign in daily. Will only complete COVID-19 Health Screening form if you have a temperature of 100.4 or higher or any other COVID-19 symptoms.
- LIT employee will take student/employee/visitor temperature.
- LIT employee note temperature and location on form if temperature of 100.4 or more and will keep form.
- Take a verification wristband. This will be shown in classroom/lab/offices.
- Pens will be cleaned between use and lines will be marked with tape to keep to social distancing.
- Any student/employee/visitor that is not allowed, their form must be given to Director of Facilities and Risk Management.
- Give the completed screen form (appendix 2) to student/employee if they have any symptoms or requests the information.

Appendix 2

LIT Screening Form

Name:

Date:

Are you currently exhibiting any of the symptoms listed below, please check the box or boxes that apply.
(If you have a known illness other than COVID19 associated with the symptom, do not check box.)

Cough

Shortness of breath or difficulty breathing

Chills

Repeated shaking with chills

Muscle pain

Headache

Sore Throat

Loss of taste or smell

Diarrhea

Feeling feverish or a measured temperature greater than or equal to 100.4 degrees Fahrenheit

Known close contact with a person who has been lab confirmed within the past 14 days to have COVID-19

Signature: _____

Completed by LIT.

Temperature:

Location: