

Lakeland University Plan to Restart Campus

Spring Semester 2020-2021

Principles and Objectives for Restarting On-Campus Educational Experiences at Lakeland University

Introduction

This plan provides an overview of the actions, activities, and guidelines that will support continuing on-campus instruction at Lakeland University with the spring semester, January 2021. Some requirements of this pandemic state may rise or fall away as vaccines are developed and improved methods of caring for those affected by the disease are developed, but until that time we will take the opportunity to recreate our environment.

This plan seeks to protect the health and safety of Lakeland University employees, students, and citizens of the regions where we teach, learn, and work. This plan also focuses on maintaining the quality of educational outcomes, experiences, and work products. All actions and activities outlined in the plan will be aligned with the guidelines set forth by the CDC, Sheboygan County Health Department, and university policy. The plan is designed to be adaptable and will change with the environment and virus transmission rates are identified..

The plan is based on the following five principles:

1. Keep the COVID-19 virus out to the extent possible.
2. Reduce the probability of transmission.
3. Rapidly identify and contain cases.
4. Reduce environmental contamination by modifying teaching, work, and communal spaces to reduce human density and continue to increase cleaning and disinfecting of all facilities as needed.
5. Provide clear communication and academic resources/support.

Lakeland University will communicate further developments as they emerge.

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Restarting On-campus Instruction Steps

Lakeland's transition back to residential teaching and learning will be done in a measured, disciplined way that provides for the safety and well-being of students and employees, and the greater community. Lakeland will move through each of the following steps while continually evaluating the safety of all constituents.

- Step 1 – Prepare restarting plan to mitigate risks associated with COVID-19
- Step 2 – Test all employees for COVID 19 (January, 2021)
- Step 3 – Welcome students back to campus and test all students for COVID 19 (January, 2021)
- Step 4 – Implement complete restarting plan and adjust to environmental changes
- Step 5 – Allow students to hold extracurricular activities that comply with size-gathering guidelines

COVID-19 Policy – For all members of the University community.

Before returning to campus and normal operations in January 2021, all students and employees will be required to abide by the COVID-19 Policy, including, but not limited to, the following:

- Wear a mask or face covering (e.g., cloth that covers both nose and mouth) while on university-owned property or when conducting university business or activities. Masks and face coverings will be made available to all employees and students that do not have their own. The university will follow its normal processes and procedures for any exceptions to this requirement.
 - To wear a mask, keep these things in mind:
 - Before putting on a mask, clean your hands with soap and water or an alcohol-based hand rub.
 - The mask should cover your mouth and nose with no gaps between your face and it.
 - Do not touch your mask while wearing it; if you do, clean your hands with soap and water or an alcohol-based hand rub.
 - Replace the mask with a new one as soon as it is damp.
 - Always wear your cloth reusable mask with the same side facing outwards.
 - Please contact Damien Mohorne (mohorned@lakeland.edu) in HR if you are medically unable to wear a mask. Lakeland University is happy to explore accommodations and opportunities to keep you and others safe.
 - Exceptions:
 - When you are eating/drinking.
 - When you are alone in your assigned office.
 - When you are in your assigned residential apartment, suite or dorm hall room.
 - When engaging in instrumental or choral performance alternative masks or specialized PPE appropriate to the instrument may be required.
 - When you are practicing/competing during athletics.
 - Handwashing
 - Basic infection prevention measures are being implemented. Everyone should wash their hands for at least 20 seconds with soap and water frequently throughout the day, but especially before any mealtimes and after using the restroom.
 - All visitors to the campus will be asked to use hand-sanitizer. (Please note, this does not apply to residential halls, apartments, and suites. At the current time, there will not be any guest visitors allowed in campus residential halls.)
 - Hand sanitizer stations have been placed in throughout campus for your convenience and guests are encouraged to use these when it is not practical to wash your hands.

When practical, hand washing is the preferred method over the use of hand sanitizers.

- Respiratory Etiquette: Cover Your Cough or Sneeze
 - When in an area where a mask is not required, employees, students, and visitors should cover their mouth and nose with their sleeve or a tissue when coughing or sneezing and to avoid touching their face, in particular their mouth, nose, and eyes, with their hands. They should dispose of tissues in the trash and wash or sanitize their hands immediately afterward.
- Self-monitor temperature and symptoms and report any abnormalities to Campus Health Services. Immediately report symptoms that might indicate COVID-19 to Campus Health Services, self-quarantine, and follow the medical provider's instruction. Comply with social distancing guidelines.
- Comply with all posted social distancing markers and navigational signs.
- Limit gatherings based on CDC, federal, state, and county guidelines with the goal of reducing risk. Lakeland University guidelines will change as CDC, federal, state, and county guidelines dictate.
- Carefully consider the consequences of non-essential personal travel on the Lakeland University community. Non-essential personal travel is highly discouraged.
- Seek approval from a vice president before embarking on institutionally-sponsored travel outside of Wisconsin (must be deemed mission critical). The travel policy will be updated regularly and is included in this document.

Compliance

Compliance with these requirements is critical to the university community and will help to support Lakeland University's goal to restart the campus for teaching, learning, and working. Non-compliance with these requirements compromises that goal and increases chance of disease transmission. Incidents of noncompliance for employees will be managed through the employee handbook and corrective action policies and procedures. Incidents of noncompliance for students will be managed through the Student Code of Conduct. Violations of the COVID Policy could result in disciplinary action, up to and including termination of employment or dismissal from the university.

The following protocols support a safe and healthy environment and a return to in-person learning. The success of these protocols depends on personal responsibility and accountability.

- Social Distancing, Self-Screening, Testing, Tracking, and Support for Students and Employees
 - The university recommends consistent social distancing, wearing of masks or face coverings, and frequent handwashing.
 - Social distancing is being implemented throughout campus. When seeking food, beverage, or the restrooms, everyone is asked to maintain a minimum of six feet of distance between themselves and others.
- The Department of Health and CDC guidelines, symptomatic individuals who test positive for COVID-19 need to isolate at home for AT LEAST 10 days since symptoms began AND 24 hours after your symptoms have improved. If you have no symptoms, your 10 days begins the day you were tested. Symptoms are defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms. Further guidance will be given upon a positive test result.

- WI DHS and Sheboygan County Division of Public Health will begin implementing the following alternative strategies for reduced quarantine starting Monday, December 7, 2020. These two alternative strategies for discontinuation of quarantine include:
 - Quarantine can end after Day 10 without testing, if no symptoms have been reported during daily monitoring.
 - Quarantine can end after Day 7 if the result of a diagnostic COVID-19 test is negative and if no symptoms were reported during daily monitoring. The test specimen may be collected and tested within 48 hours before the time of planned quarantine discontinuation but quarantine cannot be discontinued earlier than after Day 7. A pending test result on day 7 is not sufficient to end quarantine early.

- For these two alternative strategies to be acceptable, the following conditions must be met:
 - Daily symptom monitoring must continue for all individuals in quarantine through Day 14.
 - No clinical evidence of COVID-19 has been elicited by daily symptom monitoring during the entire period prior to the end of quarantine.
 - Persons must be advised that if symptoms develop at any time, they should immediately self-isolate and contact the local public health authority or their healthcare provider to report this change in clinical status.
 - Persons must be counseled regarding the need to adhere strictly to all recommended non-pharmaceutical interventions, (i.e., consistent mask use, social distancing, and avoiding gatherings) for the full 14 days after exposure.
 - <https://www.sheboygancounty.com/home/showpublisheddocument?id=15481>

- Self-Screening: It is recommended that all employees and students self-screen regularly for COVID-19 like symptoms and report any abnormalities immediately. Symptoms may appear 2-14 days after exposure to the virus. (These symptoms are above ordinary. For example, an individual with seasonal allergies who experiences congestion or a runny nose every fall would be looking for something unusual in the pattern of those symptoms.)

- People with these symptoms may have COVID-19:
 - Fever or chills
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea

- Look for emergency warning signs for COVID-19. If someone is showing any of these signs, seek emergency medical care immediately:
 - Trouble breathing
 - Persistent pain or pressure in the chest

- New confusion
- Inability to wake or stay awake
- Bluish lips or face
- Call your medical provider for any other symptoms that are severe or concerning to you.
- Persons residing on campus and awaiting test results will be required to self-isolate.
- The University will provide alternative housing for those who test positive and live on-campus. Off-campus students who test positive must isolate in their off-campus residences.

For on-campus students who test positive and are required to isolate, Lakeland University has the following protocols in place:

- Rooms have been set aside at the Suites as isolation units.
- Meals will be provided in a contact-less manner three times daily.
- Necessities will be supplied for daily living.
- Staff from Campus Safety will conduct well-being checks on the residents at 8 a.m. and 8 p.m. daily.
- Staff from security will perform active temperature monitoring of residents of the suites during well-being checks.
- A log of temperature readings will be kept with each resident and completed by the staff member from security who performs the active temperature monitoring.
- LU will support access to medical care through Student Health Services or community providers.
- LU will require that at least 3 days have passed since recovery defined as resolution of fever without the use of fever-reducing medications and improvement in respiratory symptoms AND at least 10 days have passed since symptoms first appeared.
- LU will report COVID-19 test results to the Sheboygan County Department of Health and provide necessary information/resources to assist the Public Health Officer with contact tracing.
 - Contact tracing is the subsequent identification, monitoring, and support of their contacts who have been exposed to, and possibly infected with, the virus.
 - Case investigation and contact tracing are fundamental activities that involve working with a patient (symptomatic and asymptomatic) who has been diagnosed with an infectious disease to identify and provide support to people (contacts) who may have been infected through exposure to the patient. This process prevents further transmission of disease by separating people who have (or may have) an infectious disease from people who do not.

Academics

Lakeland will provide central resources and support for its faculty while also allowing for decentralized and flexible decision making. Flexibility and efficiency are critical to teaching and student success. Decisions in appropriate areas must remain fluid and based on the dynamics of the virus, new information, and other important factors.

Academic Experience:

- Classrooms will be about half full to ensure safe social distancing.
- Students will sit 6 feet apart in classes.
- Some classes may require a mix of face-to-face and virtual instruction. Students will be informed about these classes closer to the start of the semester.
- We will use some of our large spaces like the Wehr Center fieldhouse, the Bradley Theatre, and the event space in the Younger Family Campus Center for classes.

- We will be postponing some classes that were scheduled for this fall to a future semester. Students enrolled in one of those classes will be notified by email and should work with their advisor to sign up for a replacement course or explore a co-op job. Despite these changes, students will still be able to graduate in the timeline they had planned.
- Convocations will be held virtually, and a schedule and details for accessing convocationals will be provided closer to the start of the academic year. The fall play is being canceled due to the inability of maintaining social distance between the actors, crew, and staff.

Classroom Instruction:

The following policies are intended to guide instructional practices during the semester so that they are conducted in as safe a manner as possible while still allowing for meaningful face-to-face instruction. All instructors and students are expected to comply with these protocols. Please note that these policies are subject to change based on national, state, and local guidelines and the state of the pandemic.

Masks

All students and instructors must wear masks while going to class, transitioning between classes, and during face-to-face instruction. If this requirement presents a health or related challenge to a student, then the student has the option of enrolling in courses that can be delivered virtually for the entire term. These students should work with their advisors to determine appropriate courses for their schedules. Note: International students must also seek permission from the Designated School Official (DSO) before enrolling in a virtual course.

Instructors who find themselves in a similar situation should work with their Dean and Human Resources to explore alternatives.

Social Distancing

Unless otherwise directed by instructors, all classroom participants are to maintain a distance of at least six feet from one another. Please note that some activities, such as those related to musical and vocal performance, may require enhanced social distancing. As a general practice, when students enter a classroom, they should select a seat farthest from the door. They also should use hand sanitizer located at the classroom entrance. Doing so will minimize germs in the learning space. When students exit a classroom, those seated closest to the door should be the first to leave, followed by those next closest to the door, and so on.

Sanitizing Classrooms

Classrooms will be thoroughly cleaned by housekeeping staff at the start of each day. At the conclusion of every class, instructors are to sanitize all high-contact surfaces (e.g., tables, desks, doorknobs, computer stations) in the classrooms with the disinfectant provided. For instructors, this work will take only a few minutes to complete. Instructors are asked to complete the sanitizing in a timely fashion to enable instructors and students arriving for the next period to get settled and begin their class on time. Greg Biermann (biermangj@lakeland.edu), Environmental and Safety Coordinator, will provide training on how to safely and effectively sanitize classroom spaces.

Transition between Classes

Students and instructors must not congregate within classroom buildings during transitions or while waiting for classes to begin. Instructors and students must also avoid lingering in classrooms after the period to allow the next class to enter in a timely fashion. Students with questions of an instructor are asked to email the instructor or visit the instructor during office hours. Similarly, instructors who need to speak with students should do so via email or during office hours.

Office Hours and Visits

All instructors and students are expected to wear masks during office hours and visits and practice social distancing. Instructors are able to hold these meetings virtually at their discretion.

Virtual Class Attendance

In the case of virtual instruction, students are considered present when they participate in a class at its designated time (synchronously) through the course's web-conferencing platform. At the discretion of the instructor, students may also attend virtual class sessions outside of their designated time (asynchronously). In these cases, students can attend by engaging with the materials from the class session (e.g., recorded lectures, presentations, detailed notes) and posting feedback on their learning in a manner defined by their instructor.

It should be noted as well that some larger spaces on campus can be reserved for the administration of exams. Please contact Alli Vanstelle (vanstelleak@lakeland.edu) by email to inquire about reservations at least two weeks in advance of any event. In order to process requests, Alli will need the course name, the maximum number of people (students and instructor) that will be occupying the space, and the specific start and end times of the session.

Course Planning

As we discovered last semester, the pandemic can quickly change the way we deliver our courses and interact with our students. While we are unable to predict what turns the public health crisis may take over the upcoming semester, we can prepare for the possibility of change. To this end, we encourage all faculty to do the following:

- To the extent possible, instructors should design courses and instructional materials in a way that they can easily move to the Online LIVE format if necessary.
- For various reasons, instructors may want to abbreviate the amount of time they and their students spend in face-to-face class sessions. In these cases, the instructor can meet the required course contact time by asking students to complete part of the class session online, prior to attending the face-to-face session – a variation on the flipped classroom model.
- In consultation with your division chair or dean, discuss a contingency plan before the start of the semester for delivering your courses in the case that you become ill. Such a plan could include pre-recorded lectures and presentations, discussion board questions, and assignments that can be uploaded to Blackboard and made available at a time you deem appropriate.
- Identify alternative options for students to complete experiential learning coursework in the case that their internship, practicum, and co-op placements change. Last semester, some students were able to complete their placements through project-based learning experiences. Be sure to consult with the Office of Cooperative Education and Career Readiness before making any changes.
- As often as possible, please ask guest speakers to participate virtually in your class sessions. In some cases, speakers will give permission to record their presentations for later review and discussion.
- Set a clear communication plan with your students. Be sure students know how to contact you if they have questions about a course, how to view their grades on Blackboard, where to receive feedback on their work, what file formats are acceptable for submitting assignments, and how they check their attendance status. Such a plan will be important for students as they complete the term virtually and for those students who are attending courses that use the cohort model.

Students and Instructors Who are Ill

These are the symptoms associated with COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Students or instructors who develop any of these symptoms are not to attend class or any other Lakeland-related activity in person. Students should alert their instructor and academic advisor to the fact that they will be unable to attend classes. Instructors should contact their Dean and Human Resources. Students and instructors can continue to work remotely and may return to normal activity when these conditions have been met:

- 24 hours with no fever **and** respiratory symptoms have improved (e.g. cough, shortness of breath)
- 10 days since symptoms first appeared

If students or instructors test positive for COVID-19 but have had no symptoms, they may return to normal activity 10 days after their test. (This section is based on the latest information from the CDC website.)

Students Who Seek to Participate in a Face-to-Face Course Virtually for the Entire Semester

Students who believe that being present in the classroom poses an unacceptable level of risk for themselves or family members have the same option available to them as those who are unable to mask: they may enroll in courses that can be delivered virtually for the entire term. These students should work with their advisors to determine appropriate courses for their schedules. Note: International students must also seek permission from the DSO before enrolling in a virtual course.

Instructors Seeking to Offer their Courses Virtually

Instructors who believe that being present in the classroom poses an unacceptable level of risk for themselves or immediate family members should confer with their Dean and Human Resources about reasonable alternatives. Instructors are asked to be mindful of our students' preference for and expectation of face-to-face instruction. Instructors who are immuno-compromised, who have immediate family members who are immuno-compromised, or who care for children who need to be schooled at home as a result of the pandemic may request to offer their courses remotely. This request must be submitted in writing to their Dean and Human Resources (Requests may be accepted beyond the deadline in cases where the schooling needs of children have changed or have yet to be determined, or if risk levels within the classroom or on-campus have increased). Once a request has been approved, the instructor will provide his or her students with a detailed explanation of how the course will be conducted for the term. Instructors are encouraged to consult with the Office of Instructional Design and Online Learning to ensure any virtual learning options in their classes are as interactive as possible.

Policy Compliance

Compliance with these policies is the responsibility of all members of the campus community, and instrumental to mitigating risk to a residential college experience during a pandemic.

If a student refuses to follow the direction of established safety protocols, or the direction given by the faculty member in the classroom to comply with safety protocols, then

- the faculty member should dismiss the student from the classroom
- the faculty member will email COVIDCONCERNS@lakeland.edu, describing the violation that occurred and the action taken by the faculty member
- the VP for Campus Life will review the faculty member's report, and will determine one of the following courses of action for the student:
 1. Mentoring session with the student
 2. Referral to the Conduct Coordinator for due process

If a non-compliant student refuses to leave the classroom,

- the faculty member should immediately contact campus safety (920-565-1126, or x1126)
- the faculty member will file a report via email with the VP for Campus Life describing the violations of safety protocols that occurred and the student's failure to comply with the direction of the faculty member
- the VP for Campus Life will refer the student to the Conduct Coordinator for due process regarding the allegation of violating safety protocols and/or other violations of conduct

Cohort Model

In order to practice effective social distancing, we have had to reduce the number of people who can assemble in our classrooms at the same time. As a result, some courses are unable to meet with all of their students in person for every class session. In these situations, the courses will use a weekly, rotating cohort model in which designated cohorts of students attend class face to face and virtually one week at a time for each of the first twelve weeks of the term. (The final two weeks of all main campus courses will be held virtually.) Instructors will be notified by their Dean if their course will use the cohort model. Please note that it is the responsibility of the instructor to define and track the cohorts. The following are examples of cohort options. Instructors should build cohorts in a way that is clear for students to follow.

Scenario 1

If you teach a class of 22 students in Old Main 13, you will need to create cohorts ($22 > 16$). There are a few options you will want to consider:

Option A: Two Cohorts

Cohorts would have 11 students each and they would attend in alternating weeks.

Option B: Three Cohorts

Cohorts would have 7, 7, and 8 students. As any two of these cohorts would have a combined population less than the room limit (14 or $15 < 16$), then you would rotate a single cohort being virtual each week with the other two cohorts attending in person.

Option B has the students in the classroom more often as 14 or 15 of your students are in person each week compared to the 11 that are in person each week in Option A.

Scenario 2

If you teach a class of 24 students in Laun 210, you will need to create cohorts ($24 > 18$). There are a few options that you will want to consider:

Option A: Three Cohorts

Cohorts would have 8 students each. Any two of these cohorts would have a combined population less than the room limit ($16 < 18$), so you would rotate a single cohort being virtual each week.

Option B: Four Cohorts

Cohorts would have 6 students each. Any three of these cohorts would have a combined population equal to the room limit ($3 * 6 = 18$); as a result, you would rotate a single cohort being virtual each week.

Option B has the students in the classroom more often as 18 of the students attend in person each week compared to the 16 that are in person each week in Option A.

In order to support the attendance of students following the cohort model, instructors should post a schedule in Blackboard of which students are assigned to each cohort and the weeks that each cohort is expected to attend in person and virtually. Some students will need guidance in reading and following the schedule. To this end, some instructors may want to arrange a brief virtual meeting with students prior to the first day of class to review the attendance plan. Others may want to hold the first day of class virtually to ensure all students understand how and when to attend class in person.

Academic Experience – Kellett

- Each center should follow and react to local county requirements and guidelines in addition to Lakeland's guidelines.
- For water fountains use signage stating do not use or out of service if the water fountain cannot be physically shut off. Not only because of hand touching, but droplets from the mouth, and or from refillable cups.
- Best practice recommendation is high traffic, high touch areas should be disinfected on the hour by center staff.
- It is a best practice guidance for very high traffic areas to restrict access to one entrance/exit door, so there will need to be an assessment to gauge traffic at the various centers.

COVID-19 and Classroom Instruction

William R. Kellett School

The following policies are intended to guide instructional practices for the semester so that they are conducted in as safe a manner as possible while still allowing for meaningful instruction. All instructors and students are expected to comply with these protocols. Please note that these policies are subject to change based on national, state, and local guidelines and the state of the pandemic.

Masks

All students and instructors must wear masks while going to class, transitioning between classes, and during face-to-face instruction. If this requirement presents a health or related challenge to a student, then the student has the option of enrolling in courses that can be delivered virtually or online for the entire term. These students should work with their advisors to determine appropriate courses for their schedules. Note: International students must also seek permission from the Designated School Official (DSO) before enrolling in a virtual course.

Instructors who find themselves in a similar situation should work with their Center Director and Human Resources to explore alternatives.

Social Distancing

Unless otherwise directed by instructors, all classroom participants are to maintain a distance of at least six feet from one another. As a general practice, when students enter a classroom, they should select a seat farthest from the door. They also should use hand sanitizer located at the classroom entrance. Doing so will minimize germs in the learning space. When students exit a classroom, those seated closest to the door should be the first to leave, followed by those next closest to the door, and so on.

Sanitizing Classrooms

Classrooms will be thoroughly cleaned by housekeeping staff each day. At the conclusion of every class, instructors are to sanitize all high-contact surfaces (e.g., tables, desks, doorknobs, computer stations) in the classrooms with the disinfectant provided. For instructors, this work will take only a few minutes to complete. Greg Biermann (biermangi@lakeland.edu), Environmental and Safety Coordinator, will provide training on how to safely and effectively sanitize classroom spaces.

Transition between Classes

Students and instructors must not congregate within classroom buildings during transitions or while waiting for classes to begin. Instructors and students must also avoid lingering in classrooms after a class session. Students with questions of an instructor are asked to email the instructor. Similarly, instructors who need to speak with students should do so via email or during office hours.

Office Hours and Visits

All instructors and students are expected to wear masks during office hours and visits and practice social distancing. Instructors can hold these meetings virtually at their discretion.

Course Planning

As we discovered in the spring term, the pandemic can quickly change the way we deliver our courses and interact with our students. While we are unable to predict what turns the public health crisis may take over the upcoming semester, we can prepare for the possibility of change. To this end, we encourage all instructors to do the following:

- To the extent possible, instructors should design courses and instructional materials in a way that they can easily move to the Online LIVE format if necessary.
- In consultation with your Center Director, discuss a contingency plan before the start of the semester for delivering your courses in the case that you become ill. Such a plan could include pre-recorded lectures and presentations, discussion board questions, and assignments that can be uploaded to Blackboard and made available at a time you deem appropriate.
- Identify alternative options for students to complete experiential learning coursework in the case that their internship, practicum, and co-op placements change. Last semester, some students were able to complete their placements through project-based learning experiences. Be sure to consult with the Office of Cooperative Education and Career Readiness before making any changes.
- As often as possible, please ask guest speakers to participate virtually in your class sessions. In some cases, speakers will give permission to record their presentations for later review and discussion.
- Set a clear communication plan with your students. Be sure students know how to contact you if they have questions about a course, how to view their grades on Blackboard, where to receive feedback on their work, what file formats are acceptable for submitting assignments, and how they check their attendance status.

Students and Instructors Who are Ill

These are the symptoms associated with COVID-19:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Students or instructors who develop any of these symptoms are not to attend class or any other Lakeland-related activity in person. Students should alert their instructor and academic advisor to the fact that they will be unable to attend classes. Instructors should contact their Center Director and Human Resources. Students and instructors can continue to work remotely and may return to normal activity when these conditions have been met:

- 24 hours with no fever **and** respiratory symptoms have improved (e.g. cough, shortness of breath)
- 10 days since symptoms first appeared

If students or instructors test positive for COVID-19 but have had no symptoms, they may return to normal activity 10 days after their test. (This section is based on the latest information from the CDC website.)

Students Who Seek to Participate in a Face-to-Face Course Virtually or Online

Students who believe that being present in the classroom poses an unacceptable level of risk for themselves or family members have the same option available to them as those who are unable to mask: they may enroll in courses that can be delivered virtually or online for the entire term. These students should work with their advisors to determine appropriate courses for their schedules. Note: International students must also seek permission from the DSO before enrolling in a virtual course.

Instructors Seeking to Offer their Courses Virtually or Online

Instructors who believe that being present in the classroom poses an unacceptable level of risk for themselves or immediate family members should confer with their Center Director and Human Resources about reasonable alternatives. Instructors who are immuno-compromised, who have immediate family members who are immuno-compromised, or who care for children who need to be schooled at home as a result of the pandemic may request to offer their courses remotely. This request must be submitted in writing to their Center Director and Human Resources. (Requests may be accepted beyond the deadline in cases where the schooling needs of children have changed or have yet to be determined, or if risk levels within the classroom or at the Center have increased). Once a request has been approved, the instructor will provide his or her students with a detailed explanation of how the course will be conducted for the term. Instructors are encouraged to consult with the Office of Instructional Design and Online Learning to ensure any virtual learning options in their classes are as interactive as possible.

Policy Compliance

Compliance with these policies is the responsibility of all members of the campus community, and instrumental to mitigating risk to a college experience during a pandemic. ***In cases where students are unwilling to follow COVID-19 policies, they will be asked to leave the classroom, with the option to return as***

soon as they agree to follow safety protocol. If the situation becomes disruptive or recurs, then instructors should notify their Center Director of the situation.

Policy for students seeking to study abroad during Academic Year 2020 – 2021

It is the recommendation of the Academic Leadership team that students attending LU not be allowed to study abroad during AY 2020 – 2021 for the following reasons:

- Likelihood of international travel being compromised (e.g. required self-isolation, required return to USA) remains high as the pandemic is not yet under control nor is there a vaccine.
- The changing landscape caused by the pandemic make planning for the experience difficult as updates are occurring daily that may change the availability of the opportunities.
- Some nations are currently turning away Americans due to the current number of cases in the U.S.

Policy for courses seeking to have students travel overseas during Academic Year 2020 – 2021

It is the recommendation of the Academic Leadership team that LU courses that take students overseas that are postponed for one year. This should be reevaluated prior to the Spring 2021 schedule being available to students and again at that point in Fall 2021 based on the state of the pandemic, vaccine availability, travel restrictions, etc.

Because these courses are postponed and not canceled, they do not need to go through the regular approval process for travel courses.

Policy for courses with field trips to occur during Academic Year 2020 – 2021

Faculty are permitted to have their students go on fieldtrips, but they will need to demonstrate how the safety of those in attendance will be maintained. This is done through a meeting of David Simon (or his delegate), the faculty member, and the faculty member's chair and dean.

It is advised that faculty have options available for any student who may need to be isolated during the scheduled time of the fieldtrip or asks to opt out of the activity.

In the creating a safe environment for all involved, you may want to consider the following questions:

- What is the distance / time that students will be on the bus(es) and/or away from campus?
- What is the PPE protocol be on the bus(es) and at the destination site(s)?
- What is the sanitization policy for the bus(es) and the destination site(s)?
- If the trip were to extend in time requiring that meals be consumed, what is the protocol that will be in place for that?
- What loading and unloading protocol(s) is used for access to the bus(es) and/or site(s)?
- Have you worked with the Environmental Health and Safety office to determine what an appropriate emergency Covid-19 kit for the fieldtrip include? If so, when will that kit be assembled and who will be responsible for it?

Academic Schedule:

For current academic Schedules, visit <https://lakeland.edu/course-schedules>

Athletics

In alignment with the NCAA statement on the resocialization of collegiate sports, Lakeland University athletics recognizes that collegiate athletes are first and foremost students. Thus, the resocialization of Muskies

Athletics is grounded in the resocialization of Lakeland's campus. As noted in the LU COVID-19 Policy Statement, such resocialization will be measured, nimble, and based on sound science.

The Lakeland University Return to Play Action Plan is to be used as a guide, will be updated as needed, and will be communicated either through written or verbal form at a moment's notice. Individuals referring to this document should also consult the Director of Athletics (April A. Arvan), the Director of Student Athlete Well-Being (Coach Rick Mobley) and/or a member of the Sports Medicine Staff (Dona Richardson, Garth Laszinski, Michelle Nelson) with questions or concerns. All members of the LU Athletics Staff are to use sound judgement with student-athlete safety as our primary focus.

See Appendix A for Athletics Department (NACC) Plan.

Residence Life and Housing

Campus housing will be in its traditional format. Fall housing applications will be honored based on availability and time of submission.

- Students will have access to disinfectants/cleaning supplies provided by Lakeland, but students are encouraged to also bring their own cleaning supplies.
- Single rooms will be reserved and available for students who have approved accommodations. After the accommodations list has been exhausted, the remaining single rooms will be assigned on a first come, first served basis.
- We will continue to practice social distancing by not having guests in student rooms. Common areas are still available for visitors as long as students follow social distancing practices. We will continue to monitor CDC guidelines and update this policy as needed.
- The Entrepreneur Studio will be available for use and students will need to reserve the space based on the normal policies. The four breakout study rooms in the Campus Center will have a maximum capacity of three people.

Residential Move In process:

- New Students
 - All incoming freshmen will be residing in either A.M. Krueger or Brotz Hall.
 - Freshmen residing in A.M. Krueger will check in at the south entrance with Hall Directors dressed in Yellow Residence Life shirts.
 - Freshmen residing in Brotz will check in at the main southeast entrance with Hall Directors dressed in yellow Residence Life shirts.
 - Check-in locations will have a large LU canopy where incoming residents will receive a mask, which they are required to wear, the COVID-19 Waiver and Social Distancing and Cleanliness Best Practices.
 - While navigating to and from the residence hall, vehicles and rooms, there will be one-way in and one-way out directionally.
 - Incoming residents will only be allowed two individuals to assist in their move in and those individuals will be required to wear medical mask or cloth face coverings and follow social distancing and cleanliness practices.
 - There will be a Hall Meeting the day of move-in to discuss topics such as guest/visitation policy/procedures, affinity groups, programming, quiet hours, student services, safety measures and review COVID-19-related materials from check-in.
 - Education on COVID-19 Symptoms will be provided.

- Returning Students
 - Returning students residing in Muehlmeier will check in at the north entrance with Hall.
 - Directors dressed in yellow Residence Life shirts Returning students residing in the Suites will check in at the courtyard centered between Hofer and Friedli with Hall Directors dressed in yellow Residence Life shirts.
 - Returning students residing in the apartments will check in at Morland with Hall Directors dressed in yellow Residence Life shirts.
 - Check-in locations will have a large LU canopy where incoming residents will receive a mask, which they are required to wear, the COVID-19 Waiver and Social Distancing and Cleanliness Best Practices.
 - While navigating to and from the residence hall, vehicles and rooms, there will be one-way in and one-way out directionally.
 - Incoming residents will only be allow two individuals to assist in their move and those individuals to will be required to wear PPE and follow social distancing and cleanliness practices.
 - Residence Life and Student Handbooks will be placed on every bed inside their rooms.
 - There will be a Hall Meeting the day of move-in to discuss topics such as guest/visitation policy/procedures, affinity groups, programming, quiet hours, student services, safety measures and review COVID-19-related materials from check-in.
 - Education on COVID-19 Symptoms will be provided.

Dining Services

- Meals
 - Meal times will be extended to accommodate schedules. Specifics will be posted closer to the start of the semester.
 - There will be a new traffic flow in/out of the dining area. The main staircase will be for entering the dining area only. The north doors that lead to the Laun Center will be used as an exit only.
 - The dining room will be cleaned and sanitized more frequently. After dinner, a thorough cleaning and sanitizing will occur, which will mean the dining room will be closed until breakfast the next morning.
- Seating
 - Seating will be adjusted as follows:
 - Tables will be 6 feet apart.
 - A limited amount of chairs will be at each table. No other chairs may be brought to any table.
 - Pool and shuffleboard tables will be removed to accommodate more seating.
- To-go food is available for those who do not want to eat in the Campus Center.
- The Pub bar stools will be removed and this area will be used for picking up food orders.
- The Pub will be combined with The Daily Grind for this academic year. If this setup works well, it could become a permanent change. The Daily Grind will operate as usual with spacing for people to accommodate social distancing. Daily Grind drinks will be available for expanded hours.
- A secondary location (which we will determine later) will be used for Grab & Go items.
- The Muskie Mart will be open for extended hours and carry premade subs and salads
- The Mart capacity will be limited to three people at a time. The line will extend up the ramp to the north along the east wall to accommodate social distancing.

Environmental Health and Safety

The health and safety of our students, alumni, employees, and the community is always our top priority. Visit our COVID-19 information page (<https://lakeland.edu/coronavirus>) to learn more about Lakeland's response to the outbreak, frequently asked questions, and to find out which changes and accommodations are being made for the Lakeland community.

- Lakeland University is implementing an environmental health and safety plan built around increased cleaning regimens, modifications to work and communal spaces, changes to dining and retail areas, and visitors to campus.
- Cleaning: To achieve CDC and OSHA recommendations regarding cleaning and sanitizing Lakeland University will create cleaning schedules for workspaces, common areas and high-touch surfaces in addition to regularly performed cleaning routines. To maintain a safe environment, Lakeland University will:
 - Ensure Lakeland University Facilities is adequately staffed and prepared to clean classrooms highly trafficked areas, doorknobs, etc.
 - Turn off water fountains and only allow the use of bottle filling stations.
 - Secure an adequate supply of cleaning products and face masks.
 - Place hand sanitizer and face mask stations in high traffic areas and outside of offices, classrooms, and common areas.
- Room cleaning in light of positive COVID cases.
 - Should a person become infected with COVID 19 and it is learned they occupied certain class room spaces, those spaces will be shut down for a minimum of eighteen (18) hours if a deep cleaning fogger had been used to previously clean the room; or seventy-two (72) hours if the room was cleaned by wiping hard surfaces with a disinfectant.
 - In regards to Kellett office and classroom spaces, some are cleaned by contracted services. Communication will take place immediately with those services for proper cleaning.
 - Should a main campus residential room need cleaning, after a student is quarantined, facilities will allow the room to remain untouched for seventy-two (72) hours. Then then room and its contents will be cleaned with a fogging agent based on protocols set forth by facilities.
- Communal Spaces: To reduce risk in communal spaces, Lakeland University will:
 - Allow events for a maximum number of participants per guidelines established by county, state and federal authorities. These guidelines will evolve and be communicated as conditions change.
 - Install hand sanitizer dispensers at the entry of communal spaces.
 - Modify current communal areas for employees and students across campus to encourage adequate social distancing and reduce density. Possible modifications include:
 - Enforcing staged occupancy limits with signage detailing maximum occupancy
 - Spacing seating in meeting and conference rooms for proper social distancing.
 - Suspend/Limit the use of small meeting and conference rooms.
 - Removing furniture from waiting areas, break areas, and lounge spaces.
 - Creating modified cubicles with higher barriers and ensure proper distancing for workspaces.
 - Installing Plexiglas “sneeze guards” at all high contact service counters.
 - Marking floors of retail waiting lines and other areas to indicate suggested waiting position/distance.

- Marking ingress and egress for one directional travel in highly trafficked spaces
- Installing proper signage across campus
- Encouraging virtual meetings.
- Providing for touch free building entry and exits, to the extent possible.
- Following NACC guidelines for spectators at sporting events.
- Retail Services: To reduce risk in retail locations, Lakeland University will:
 - Reopen retail operations and catering with some services limited to reduce density. This will evolve as conditions change
 - Limit or prohibit the use of cash.
 - Increase the availability of grab-and-go/pick-up options at destinations.
 - Encourage students to pre-order for direct pick-up.
 - Create a plan to deliver food to students who are quarantined.
 - Restrict visitors from entering communal spaces and dining halls.
- Teaching and learning environments: Additional requirements for teaching and learning environments include:
 - Ensuring ventilation systems operate properly and increase circulation of outdoor air to classrooms.
 - Ensuring that student and employee groupings are as static as possible and limit mixing between groups.
 - Consider the installation of plexiglass/physical barriers between instructors and students.
 - Visitors to campus: The University will provide guidance for visitors before the start of the fall semester to address health and safety concerns, including guidance for athletic events in conjunction with the Department of Intercollegiate Athletics.

Employee Safety and Success

Lakeland University will implement adaptable and responsive work schedules and plans. Each Vice President and Dean, in consultation with Human Resources, will create adaptable staffing plans. These plans are temporary and do not constitute permanent working schedules and conditions.

Plans should reduce density in the workplace, minimize exposure, and meet the needs of employees who have, or live with someone who has, a condition that places them in a high-risk category.

Considerations:

- Support Lakeland University leadership to develop and implement work schedules and methods that promote low density environments.
- Examine and revise policies for leave, remote work, and flexible work schedules while ensuring compliance with state and federal laws, including EEOC and the Americans with Disabilities Act.
- Ensure compliance with evolving COVID-19 federal regulations.
- Provide guidance for new employees with no sick leave.
- Assist managers and supervisors with adherence to the COVID-19 Policy and advise when corrective action may be required for their employees.
- Ensure employees who return to work after COVID-19 infection or exposure are cleared to do so by a health care provider and the Sheboygan County Department of Health.
- Provide managers and supervisors with the tools required to track attendance and expenses associated with COVID-19 related absenteeism.

- Provide guidelines to allow remote work for individuals who are in high risk categories or who reside with, or care for, others in high risk categories.

Lakeland University will work with the appropriate parties to:

- Provide intensive support for faculty engagement with students, online best practices, and training.
- Equip classrooms with proper technology, including laptops and good wireless internet connection.
- Create a back-up staffing plan and provisions for alternate arrangements.
- Provide guidelines to support managers and supervisors in decisions regarding flexible work options.
- Maximize availability of behavioral health services through the Lakeland University Employee Assistance Program.

Pre-Return Plan

To prepare for the restarting of on-campus instruction and resuming normal operations, Lakeland University will:

- Review HR policies for compliance with COVID-19-related legislation and protections.
- Encourage employees and students to talk with people they trust regarding their concerns about returning and how they are feeling.
- Create orientation trainings for supervisors, employees and students, including modules, videos, trainings, and policies.
- Send welcome packets (which may include face masks/face coverings, hand sanitizer, etc.).

Modified Operations in Case of Widespread Infection

The safety protocols included in this plan are being implemented in an ever-changing environment. With this in mind, Lakeland University will modify its operations in the event of widespread infection, which may include returning to online classes, remote work, and moving students out of residential halls. The decision to modify its operations will be made in consultation with county and state health officials. Though there is no exact number of cases that will trigger this protocol, Lakeland University will vigilantly communicate and evaluate its ability to operate safely as cases appear and as the environment changes.

Outbreak on Campus

An outbreak of COVID-19 on campus will be defined as either 3% of the total student population that resides on campus, or at such a time that all rooms set up for quarantine are filled, and there are no other housing alternatives available to control the spread of the Corona Virus. If this occurs the university will take measures to move to all virtual classes and consider mass testing as well as the potential need to close campus.

To prepare in case of any widespread infection, Lakeland University will:

- Track number of individuals testing positive for COVID-19.
- Ensure faculty prepare in-person and online curriculum to allow easy transition to online environment.
- Work with Residence Life to create a move-out plan to allow for safe and timely departures.
- Create a plan for international students if they cannot return home.
- Create a plan to communicate modified operations to employees.

Communication Plan

The goal of the communication plan is to ensure consistent and broad communication to university constituents, state, county, local governmental leaders, and local healthcare providers regarding the university's COVID-19 mitigation efforts. The plan also includes methods to receive important communication from local, county, and State leaders regarding legislative activities and funding opportunities.

This communication plan is centered on a "Communication Hub" that is closely linked to the Director of External Relations Office. The Hub is the fulcrum for messaging. It will support all university constituents, promote one voice, provide consistency, and ensure clarity of all messages related to COVID-19. The Hub will be responsive to the need for emergent messaging, communication, and will quickly deploy targeted or general messaging.

The Hub will develop a detailed communication plan and program and will update the plan as needs evolve. The communication plan includes audiences, key messages, vehicles/tactics for transmission, and frequency of messages.

Guidance for Developing a COVID-19 Preparedness Plan

General

- CDC Coronavirus (COVID-19) – www.cdc.gov/coronavirus/2019-nCoV
- DHS Coronavirus – <https://www.dhs.wisconsin.gov/covid-19/index.htm>
- State of Wisconsin COVID-19 Information <https://govstatus.egov.com/wi-covid-19>
- State of Wisconsin Mask order (8/1/20)
 - https://content.govdelivery.com/attachments/WIGOV/2020/07/30/file_attachments/1507337/EMO01-FaceCoverings.pdf
 - FAQ's on face coverings:
https://content.govdelivery.com/attachments/WIGOV/2020/07/30/file_attachments/1507334/Face%20Covering%20FAQ.pdf

Businesses

- CDC Resources for businesses and employers – www.cdc.gov/coronavirus/2019-ncov/community/organizations/businesses-employers.html
- CDC General Business frequently asked questions – www.cdc.gov/coronavirus/2019-ncov/community/general-business-faq.html
- Wisconsin Businesses and employers: COVID-19 – <https://www.dhs.wisconsin.gov/covid-19/employers.htm>
- Wisconsin Department of Workforce Development - <https://dwd.wisconsin.gov/>
- Federal OSHA – www.osha.gov

Handwashing

- www.cdc.gov/handwashing/when-how-handwashing.html
- www.cdc.gov/handwashing
- <https://youtu.be/d914EnpU4Fo>

Respiratory Etiquette: Cover your Cough or Sneeze

- www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html

- <https://www.dhs.wisconsin.gov/covid-19/protect.htm>
- www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html

Social Distancing

- www.cdc.gov/coronavirus/2019-ncov/community/guidance-business-response.html
- <https://www.dhs.wisconsin.gov/publications/p02620b.pdf>

Housekeeping

- www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html
- www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/disinfecting-your-home.html
- www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2
- www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html

Employees Exhibiting Signs and Symptoms of COVID-19

- www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html
- <https://www.dhs.wisconsin.gov/covid-19/symptoms.htm>
- <https://211wisconsin.communityos.org/>

Appendix A: NACC Athletics Plan

This section will be updates as information becomes available.