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**LEWIS & CLARK COLLEGE
COVID-19 HEALTH AND SAFETY OPERATIONAL PLAN**



*As of August 31, 2020
(and updated September 5, 2020)*

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Introduction

Lewis & Clark College has established the following operational plan for the conduct of in-person instruction, residential and research activities beginning in the fall 2020 semester. This plan follows the structure of, and details how we are implementing, the [Guidance for the Conduct of In-Person Instruction, Residential and Research Activities at Oregon Colleges and Universities](#), issued by the Oregon Health Authority (OHA) and the Higher Education Coordinating Commission (HECC) on June 12, 2020 and updated on July 22, 2020 (the OHA Guidance).

The College has a comprehensive webpage regarding [Reopening LC for Fall 2020](#), which will be updated regularly as circumstances warrant.

Key Principles

Lewis & Clark adopts the Key Principles of the OHA Guidance for reducing potential exposure to COVID-19 on our campus. The mainstays of reducing exposures are:

1. Physical distancing — minimizing close contact (<6 feet) with other people
2. Hand hygiene — frequent washing with soap and water or using hand sanitizer
3. Cohorts — conducting all activities in small groups that remain together over time with minimal mixing of groups
4. Protective equipment — use of face masks, face coverings, face shields, barriers, etc.
5. Environmental cleaning and disinfection — especially of high-touch surfaces
6. Isolation of those who are sick and quarantine of those who have been exposed
7. With the above considerations foremost, outdoor activities are safer than indoor activities.

Our decisions about resumption of on-site operations will be informed by local circumstances and regional readiness, in consultation with the Multnomah County Public Health department.

In our decision-making, we strive to provide the greatest level of choice and flexibility to equitably support student access and educational success while minimizing risks to students and staff.

GENERAL REQUIREMENTS

Adherence to Public Health Guidance

All community members are expected to review and follow the [Centers for Disease Control's guidance regarding COVID prevention](#) and the latest requirements from the [Oregon Health Authority](#). This information has been communicated to all members of our campus and is included in the [Health and Safety Expectations for All Community Members](#) page on our website.

In addition, as an employer, we are committed to following OHA's [General Guidance for Employers on COVID-19](#).

Health and Safety Expectations for All Community Members

The health, safety, and welfare of every member of our community is paramount. Having said that, none of us knows the course that COVID-19 will take, and none of us can guarantee a COVID-19-free environment. It would be disingenuous to suggest otherwise.

Nonetheless, working together, we can minimize the risk of COVID-19 infections (or any other spread of disease) at LC. This is a shared responsibility. This means adhering to national, state, and local health guidelines and requirements, and adhering to those measures LC deems safe and appropriate for our campus.

We are implementing measures to limit the spread of COVID-19 within buildings and the campus setting, such as appropriate cleaning and disinfecting procedures; screening, monitoring, and testing for illness among symptomatic students, staff, and faculty; and use of face masks, face coverings, or face shields, as more fully described in this document. These measures have been communicated to our campus in multiple ways, as more fully described in this plan, and can be found on the [Health and Safety Expectations for All Community Members](#) page on our website.

These measures include the following:

Hand Washing and Health Etiquette

All members of the LC Community are expected to perform appropriate hand hygiene upon their arrival to campus and regularly throughout the day: washing with soap and water for 20 seconds or using an alcohol-based hand sanitizer with 60-95% alcohol. Staff and students are expected to show respect for their colleagues: cover coughs and sneezes with an elbow, or a tissue, especially when not wearing a mask. Tissues should be disposed of and hands washed or sanitized immediately. Our webpage includes a [short video from the World Health Organization](#) about how to protect oneself and others from the spread of COVID-19.

Face Coverings

Consistent with executive orders from Oregon Governor Kate Brown, face coverings are required whenever indoors (other than in private areas of a residence hall or when alone in a single-occupancy office) and in all areas—indoors or outdoors—where social distancing is difficult to maintain. Face coverings are required in classrooms, meeting rooms, and the dining hall. Face coverings can be removed while eating or drinking. Cloth face masks are the preferred type of face covering. Face shields can be used either (a) as a supplement to a face mask; or (b) when a face mask cannot be worn for equity or accessibility reasons. In addition, face shields may be worn by faculty, in lieu of a face mask, while teaching, if doing so better allows students participating remotely to hear the faculty member or otherwise better allows students to participate fully in the class, provided that six-feet of social distancing is maintained by the faculty member. Other classroom exceptions may be permitted by the relevant dean if necessary to address equity or accessibility issues, provided that six-feet of social distancing is maintained.

Any student seeking an accommodation related to this requirement due to a disability must contact [Student Support Services](#). Any employee seeking such an accommodation must contact [Human Resources](#).

The College will provide two reusable cloth face masks to all students, staff, and faculty. The College has posted on its webpage a [short video from the World Health Organization](#) about the proper use of cloth face masks.

Social Distancing

Classrooms will be set up so that students and faculty maintain a minimum of six feet of social distance between one another. The same will be true in the dining halls, student support buildings, and the student center. Reduced room capacity will be posted at the entrance to all classrooms, conference rooms, etc.

Plexiglass barriers have been installed in areas where personal contact is otherwise likely.

The dining hall will comply with OHA's requirements for the operation of restaurants, which currently limits the capacity for a dining facility to 100 people indoors, including staff.

All residence halls have been reconfigured to ensure students are complying with social distancing measures. For example, furniture in common areas have been removed and kitchens and other common gathering areas will have signage that will reduce the amount of students allowed to gather at any one time.

ACCOMMODATIONS FOR INDIVIDUAL CIRCUMSTANCES

Reasonable Accommodations

The College will facilitate remote instruction for students and remote working for employees, or other reasonable accommodation, for those at higher risk for severe illness from COVID-19 including those with any of the following characteristics:

- People 65 years and older
- People with chronic lung disease (other than mild asthma)
- People who have serious heart conditions
- People who are immunocompromised
- People with obesity (body mass index [BMI] of 30 or higher)
- People with diabetes
- People with chronic kidney disease undergoing dialysis
- People with liver disease; and
- Any other medical conditions identified by OHA, CDC or a licensed health care provider.

Telecommuting

Most employees of the College have telecommuted since March. In order to de-densify College workplaces and reduce the number of persons on campus as the fall semester begins, the College [is promoting continued telecommuting for employees](#) in situations where telecommuting is a viable option for both the employee and their department. Telecommuting can be done on a full basis, partial basis (e.g., certain days of the week, certain hours of the day), or on an episodic basis. Revised work hours, staggered shifts, etc. are also tools available to units in order to reduce density

and enhance social distancing. Many staff members are expected to continue telecommuting for the near future.

Alternative Work Arrangements

The College has adopted a [policy and process](#) for employees seeking alternative work arrangements, which might include full or partial telecommuting or other adjustments to work expectations or conditions. Such requests are particularly likely from employees in high-risk categories, with household members in high-risk categories, and with child care needs related to the closure of schools or child care facilities.

ENTRY, SELF-SCREENING, AND TESTING

Public Access to Campus

Campus spaces and buildings have been closed to the general public until applicable state restrictions are lifted. Libraries and recreation facilities that are ordinarily available to the public will be limited to members of the Lewis & Clark community only. Signs such as the following have been posted at entrances to campus:



Our [Interim Policy Regarding Campus Visitors Policy During COVID-19 Pandemic](#) provides additional detail.

Events

In-person events and gatherings are limited to “mission-critical events” that are approved by the relevant dean or vice president and that can be conducted in a safe manner that complies with all applicable public health requirements. Events must be planned with care to limit potential exposure and spread of COVID-19. Event attendance is limited to those invited to participate in official

College business and is not to be open to the general public. For more information, please see our [Interim Policy Regarding Events During COVID-19 Pandemic](#).

Self-Screening

All members of the LC Community are responsible for a daily self-check for COVID-19 symptoms before coming to campus. Individuals are to stay at their residence if they have COVID-19 symptoms. COVID-19 symptoms are as follows:

- Primary symptoms of concern: cough, fever or chills, shortness of breath, or difficulty breathing
- Note that muscle pain, headache, sore throat, new loss of taste or smell, diarrhea, nausea, vomiting, nasal congestion, and runny nose are also symptoms often associated with COVID-19, but are non-specific.
- Emergency signs and symptoms that require immediate medical attention:
 - Trouble breathing
 - Persistent pain or pressure in the chest
 - New confusion or inability to awaken
 - Bluish lips or face
 - Other severe symptoms
- Those who have a chronic or baseline cough that has worsened or is not well-controlled with medication should stay at their place of residence.

Students

We are deploying an online tool, connected to our electronic student health record system (Medicat), to enable students to perform and record a daily self-assessment.

Students with the symptoms identified above will need to immediately self-isolate in their residence, consult with a healthcare provider, and follow the directions of that healthcare provider. This consultation can be provided by the Health Service. Any time the Health Service is closed, students can access a Nurse Consultation Service at 1-844-915-2069. Students with symptoms will need to follow the [COVID-19 Monitoring, Isolation and Quarantine Plan for Lewis & Clark Students, Academic Year 2020-21](#).

Employees

We are deploying a smart-phone-based app called #CampusClear for employees to use to conduct self-screening on a daily basis before coming to campus. [Instructions regarding the downloading and use of the app](#) are available on the Human Resources webpage.

Employees with the symptoms identified above will need to stay at their residence and may not come to campus. Employees should notify their supervisor and/or HR, should seek medical care and COVID-19 testing from their regular health care provider or public health authority, and are expected to comply with the [COVID-19 Monitoring, Isolation and Quarantine Plan for Lewis & Clark Employees, Academic Year 2020-21](#).

COVID-19 Testing (updated 9/5/20)

The College is currently planning to utilize a multi-pronged COVID-testing program in an effort to quickly identify the presence of the virus on the campus. This program may change in response to circumstances and medical advances. The testing plan includes:

Effluent Testing

Lewis & Clark has partnered with Clean Water Services to conduct sewer surveillance of the College's residential facilities. Samples from sewer lines out of residence halls will be taken and analyzed weekly as we begin the semester. The samples will be concentrated by filtration upon a negatively-charged 0.2 micron filter. The SARS-CoV-2 RNA will be extracted from the filter and detected using an established protocol of reverse transcriptase digital droplet polymerase chain reaction (RT-ddPCR) and reverse transcriptase quantitative PCR (RT-qPCR) at the Oregon State University Gene Laboratory. We will reconsider the efficacy of effluent testing as the semester progresses to determine the frequency of monitoring.

If significant virus concentrations are detected, we will determine next steps based on the information available at the time (such as the viral concentration, the availability of other test results, etc.). Students may be required to isolate in their residential facility and individual follow-up testing may be conducted using a combination of the College's on-site and off-site resources.

On-Site COVID Testing for Students

Lewis & Clark's Health Service expects to receive two Abbott ID-NOW testing instruments by early September. These instruments will be used by qualified Health Services staff to conduct point-of-care (nasal swab) testing on students. These instruments generally provide same-day results. These instruments will be used primarily for the testing of symptomatic students or students who have come in close contact with an infected person. All students—including graduate and law students—have access to testing in Health Services if they are symptomatic or have been in close contact with a person who has tested positive for COVID. Positive tests conducted using the Abbott ID-Now testing instruments will be used to guide infected students into isolation, with their close contacts guided into quarantine. Negative test results from the Abbott ID-Now testing instruments will be confirmed using a PCR test processed by one of our off-campus laboratory testing partners.

Off-Site Laboratory COVID Testing for Students

The College has contracted with an external laboratory in the Portland area for the analysis of COVID-19 PCR saliva and nasal swab tests. Test results through the laboratory will generally be available within two business days.

It is an institutional expectation that all undergraduate students participate in surveillance testing this semester. If a student refuses to participate in this testing, they will not be allowed to attend in-person classes this fall. All undergraduate students studying on campus in Portland, with limited exceptions, will be tested in the Health Service COVID-19 Testing Clinic over the course of the first week of fall semester classes, at no expense to students. These tests will be analyzed by an external laboratory, with results expected within 2 business days. We will determine the extent and frequency of subsequent testing as the semester progresses.

Employee Testing

Employees who are symptomatic or who meet OHA’s criteria for testing will access testing through their health care provider. The College provides health insurance to benefits-eligible employees through Kaiser Permanente. [Information regarding COVID testing](#) is available on Kaiser’s webpage. In addition, we have shared with the College community information from OHA about COVID testing locations in the state, which include an [English language version](#) and a [Spanish-language version](#).

ISOLATION MEASURES

Students

The College’s policy on [COVID-19 Monitoring, Isolations and Quarantine Requirements for Lewis & Clark Students, Academic Year 2020-21](#) can be found on our webpage and has been provided to students.

Pre-Arrival Limitation on Social Interactions

All students have been asked to observe a two-week period of voluntary self-isolation or limitation of social exposure prior to arrival on campus. This information has been communicated to students and is available on our [webpage](#).

Pre-Arrival Requirements for Residential Students

Residential students will be required to complete a health screening upon arrival to campus and will be asked to attest that they have completed 2 weeks of self-isolation and that they are free of COVID-related symptoms. Students will also be asked to view an educational module specifically geared toward health mitigation practices they can employ while on campus. If a student is not able to self-isolate at home for 2 weeks prior to arrival to campus, they may opt to pursue a COVID-19 test no more than 3 days prior to arrival on campus and submit their test results to the Lewis & Clark Health Service via their health portal. In addition, all undergraduate students will be tested during the first week of fall semester classes. This information has been communicated to students and is available on our [webpage](#).

Self-Monitoring for Symptoms

Lewis & Clark students are expected to self-monitor for symptoms of COVID-19 on a daily basis. At the first sign of illness, students are expected to immediately self-isolate in their residence, consult with a healthcare provider, and follow the directions of that healthcare provider. This consultation can be provided by the Health Service. Any time the Health Service is closed, students can access the Nurse Consultation Service at 1-844-915-2069.

Reporting of Illness or Quarantine

Students who are encouraged by their health care professional to self-isolate or quarantine should complete the online notification form, available through the Health Information Portal. For students

living on campus, completion of the notification form will initiate outreach from college staff; a review of the student's living situation; meal delivery; distribution of supplies to support isolation; and potential support for close contacts (e.g., roommates).

Health Promotion and Wellness staff will collaborate to ensure that all potential college first responders (e.g., Campus Safety staff, Campus Living professional staff) and Facilities staff are aware of rooms where students are self-isolating or are in quarantine. First responders and Facilities staff entering these rooms, or engaging the residents of these rooms, should wear appropriate personal protective equipment.

Response to Confirmed Case of COVID-19

Anyone learning of a confirmed student case of COVID-19 (or a presumptive test in the absence of testing) that has not previously been reported to the college—whether the student lives on- or off-campus—should contact the Office of Health Promotion with details. Health Promotion staff will be responsible for reaching out to students and keeping a master list of all confirmed cases of students in all three schools, both on- and off-campus. Information about all confirmed cases will be shared with the community on the [Covid-19 Confirmed Cases Status Report](#) dashboard within one business day of confirmation.

The Associate Director for Health Promotion will inform the Vice President of Student Life of all confirmed cases. When the confirmed case is a student at the Graduate School, the Vice President of Student Life will inform the Dean of the Graduate School. When the confirmed case is a student enrolled at the Law School, the Vice President of Student Life will inform the Dean of the Law School.

When practicable, within 24 hours of the college learning of a confirmed student case, the Vice President of Student Life (or designee) will delegate the case for review to a Case Review Team (CRT) consisting of the Health Service Director, Associate Director for Health Promotion, and (for students in residence) the Campus Living Director.

This team will conduct a review of the student's situation and determine recommendations for the student, any roommate(s) who are students, and any other confirmed close contacts who are LC community members. The CRT will make recommendations to the Vice President of Student Life (or designee) regarding 1) community communication, if necessary, to inform community members who might be at risk from exposure; and 2) further mitigation efforts (i.e., potential testing of students, health monitoring, and recommendations regarding the need for self-isolation or quarantine).

For patients of the Health Service, Health Service staff will be responsible for reporting cases to public health officials. The Associate Director for Health Promotion or designee will be responsible for any other necessary communication with public health officials about cases, including discussion of potential contact tracing.

The Vice President of Student Life (VPSL) or designee, in conjunction with the Associate Vice President for Public Affairs and Communications will develop a communication plan when necessary to inform community members who might be at risk from exposure from an individual who is reasonably suspected of infection.

Health Service staff will check in on ill students on the next workday and on a daily basis each weekday until they deem such a frequency is no longer necessary. Students will be given written directions about what to do should their symptoms worsen over a weekend or holiday. Students may not come out of their isolation area until cleared to do so by Health Service staff.

Generally speaking:

- A student in residence who tests positive will be relocated to a residence hall set aside for isolation. Two residents with confirmed cases may be housed together.
- The roommate of any confirmed case of a student in residence will be moved to a quarantine area. Students in quarantine will always be placed in single rooms.
- The room originally occupied by the infected student will be left to rest for three days, after which it will be deep-cleaned by staff equipped with appropriate personal protective equipment.

Response to Students For Whom Quarantine Has Been Recommended

Any student known to have been exposed to COVID-19 within the preceding 14 days should stay in their place of residence and follow recommendations of their healthcare providers and public health officials related to quarantine. Students for whom quarantine has been recommended should complete the online notification form, available through the Health Information Portal, as soon as possible. For students living on campus, completion of the notification form will initiate outreach from college staff; a review of the student's living situation; meal delivery; and distribution of supplies to support isolation. Students are expected to remain in quarantine until they have been cleared by their healthcare provider to end quarantine.

The Associate Director for Health Promotion (or designee) will be responsible for maintaining regular contact with students in quarantine. Students in quarantine will be provided information about resources to access should their condition worsen over a weekend or holiday.

Student Travel

Students are expected to follow CDC recommendations related to periods of self-isolation or quarantine following travel. Questions should be directed to the Office of Health Promotion and Wellness.

International Students

Arriving international students have been informed that Lewis & Clark requires all students arriving to campus within 14 days of international travel to either:

1. Submit test results documenting a negative COVID-19 test conducted not more than 72 hours prior to re-entry to campus; AND self-monitor for COVID-19 symptoms for 14 days after re-entry to campus; AND consult with the Health Service if symptoms arise during the self-monitoring period; or
2. Self-isolate for 14 days (after arrival in the United States) prior to campus re-entry and to follow CDC recommendations for the period of self-isolation.

Individuals who choose the testing option must submit documentation of test results to the Director of the Health Service. Individuals who test positive for COVID-19 are expected to follow college policy for subsequent isolation.

Academic Absences and Accommodations

Students who must miss class or academic work due to issues associated with illness or quarantine should email their faculty. Students who need any academic adjustments or accommodations related to their illness should contact Student Support Services to discuss their options.

Employees

The College's policy on [COVID-19 Monitoring, Isolations and Quarantine Requirements for Lewis & Clark Employees, Academic Year 2020-21](#) can be found on our webpage and has been provided to employees. It provides:

Self-Monitoring for Symptoms

Lewis & Clark employees are expected to understand all symptoms of COVID-19 and self-monitor for those symptoms on a daily basis. This includes daily use of the #CampusClear app prior to coming to campus. Employees may find the current list of symptoms on the [CDC website](#). At the first sign of illness (including, but not limited to, a temperature of 100.4 degrees F [38 degrees C] or above), employees are expected to self-isolate, consult with a health care provider, and follow the directions of that healthcare provider regarding the duration of isolation and the need for testing.

Reporting of Illness or Quarantine

Employees who are encouraged by their health care professional or a public health authority to isolate or quarantine and who anticipate missing work duties should contact their supervisor as soon as possible, and notify Human Resources. Employees are responsible for following the guidance of their health care provider regarding the duration of their period of isolation or quarantine.

Employees must report all confirmed or presumptive diagnoses of COVID-19 to Human Resources.

Response to Confirmed Case of COVID-19

Employees who test positive for COVID-19 (or who are presumptively positive for COVID-19 in the absence of testing) are expected to cooperate with public health officials in the process of contact tracing. Infected employees are similarly expected to cooperate with Human Resources staff in their efforts to identify other employees who may have been exposed to COVID-19.

As soon as possible following notification, the Associate Vice President for Human Resources will delegate the case for review to a Case Review Team (CRT) consisting of the Health Service Director, the Occupational Health and Safety Manager, and the Leave Administrator for Human Resources.

This team will conduct a review of the employee's situation and workplace. The CRT will make recommendations to the Associate Vice President for Human Resources regarding 1) community communication, if necessary, to inform community members who might be at risk from exposure;

and 2) further mitigation efforts (i.e., workplace disinfection, potential testing of employees, recommendations regarding the need for isolation or quarantine).

The Associate Vice President for Human Resources, in conjunction with the Associate Vice President for Public Affairs and Communications, will develop a communication plan when necessary to inform community members who might be at risk from exposure from an individual who has tested positive for COVID-19 (or who is presumptively positive for COVID-19 in the absence of testing). The identity of the ill employee will not be directly disclosed in such communication.

Employees with symptoms, as well as those who suspect exposure to someone with COVID-19, may return to work only when permitted by guidance on the [CDC website](#) or the guidance of their health care provider.

Human Resources will retain a roster of all faculty and staff who have reported positive diagnoses, or the need for isolation or quarantine, and will provide support and guidance to these employees as needed. Information about all confirmed cases will be shared with the community on the [COVID-19 Confirmed Cases Status Report](#) dashboard within one business day of confirmation.

Employee Travel

Non-essential College-sponsored travel will not be permitted in the fall semester. “Essential travel” is work that cannot be adequately accomplished through remote methods, cannot be postponed until next year, and which is essential to the performance of an employee’s job and/or the mission of the College. Deans or Vice Presidents will be required to approve any essential travel in advance, and such travel is expected to be minimal.

Employees must complete a 14-day period of self-isolation following international or cruise ship (including river cruise) travel prior to returning to campus and follow [CDC recommendations](#) for the period of self-isolation. Employees who have traveled internationally or by cruise ship must demonstrate compliance with this requirement to Human Resources before returning to campus.

HEALTH-RELATED COMMUNICATIONS

Education and Training

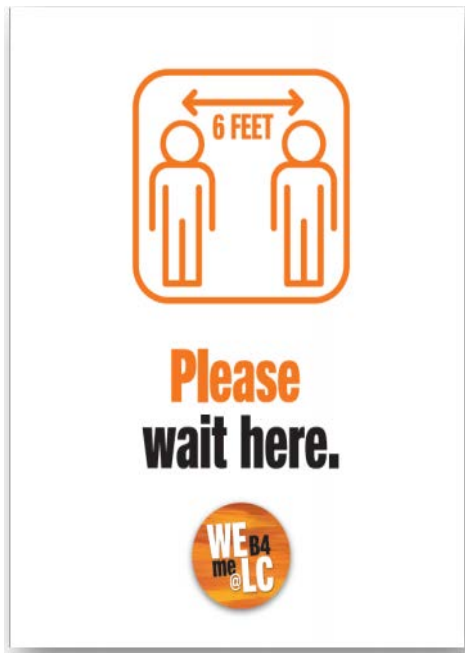
The College is engaged in a robust campaign to educate members of our community regarding healthy behaviors. Faculty, staff, and students are provided relevant policies and are directed to our Reopening LC webpage for detailed information.

All employees are required to complete an online training module titled *COVID-19: Awareness and Prevention*. This training was designed specifically for higher education institutions and covers the basics of COVID-19, including what it is; symptoms; how it is spread; high-risk populations; best practices to avoid contracting the virus, including hand washing, social distancing, face coverings, and cleaning of high-touch surfaces; and supervisor responsibilities, such as training employees on good hygiene practices, encouraging sick employees stay home, flexibility in sick leave policies, and ensuring social distancing in the workplace.

Our custodial vendor is providing training to custodial staff regarding cleaning protocols and COVID-19 safety measures.

Students will complete training or review materials relevant to each particular school at Lewis & Clark.

On-campus signage reinforces expectations regarding conduct:



COVID Case-Related Communications

The College will notify the Multnomah County Health department in the event of a confirmed COVID-19 case among students, faculty, or staff. Information about all confirmed cases will be shared with the community on the [COVID-19 Confirmed Cases Status Report](#) dashboard within one business day of confirmation.

The College will share all relevant records with health officials and cooperate with the health department on contact tracing, isolation, and quarantine measures. Persons believed to have been in close contact with an infected person on campus will be notified in partnership with local public health officials.

FACULTY AND STAFF

The number of employees on campus will be significantly reduced through telecommuting and other alternative work arrangements, as discussed above in ACCOMMODATIONS FOR INDIVIDUAL CIRCUMSTANCES.

Employees will complete a mandatory COVID-19 awareness and prevention training module, as discussed above in HEALTH-RELATED COMMUNICATIONS.

Sick Leave and Disability Protections

The College provides employees with generous sick leave. Full-time staff members are provided 22 days of sick leave per year. In addition, exempt staff are provided short-term disability insurance; hourly staff are able to utilize a sick-leave sharing program; and both exempt and hourly employees at .75 FTE or higher are eligible for College-provided long-term disability insurance.

In response to COVID, the College has expanded the permissible use of accrued paid sick time and the sick-leave sharing program for hourly employees to include use of such benefits by employees who need to care for a child due to closed schools or care facilities, and has waived the waiting period for use of the sick-leave sharing program. These revisions were made in partnership with our [LCCSSA \(AFT\)](#) and Teamsters bargaining units.

Employees who are in isolation or quarantine, or who are symptomatic and awaiting test results, must use available paid leave as provided in Lewis & Clark policies and relevant collective bargaining agreements. Employees may also talk with their supervisor regarding the feasibility of telecommuting. Any employee who lacks adequate accrued paid leave to cover the necessary period of absence is encouraged to talk with Human Resources to explore available options.

Personal Protective Equipment

The College is providing all faculty and staff with two cloth face coverings. The College has also purchased face shields for use when appropriate. Campus health care providers and other first responders have been provided with necessary PPE, including fit-tested N95 masks when appropriate.

GENERAL FACILITIES

Cleaning

Classrooms, residence halls, and dining spaces will be regularly cleaned and disinfected. The campus cleaning schedule is being updated to include enhanced disinfecting protocols, including electrostatic sprayers, and increased frequency in all campus buildings.

Heating, Ventilation, and Air Conditioning (HVAC) Systems

Lewis & Clark is modifying the operation of HVAC systems where feasible in order to reduce the likelihood of airborne transmission. Person-to-person transmission via secretions like expelled aerosols and respiratory droplets remains the primary route of infection. Larger droplets tend to quickly fall to the ground close to the source, while smaller aerosols may linger and get carried further by air currents. These aerosols present a potential for transmission over distances further than the recommended six feet that social distancing provides, albeit at a diminished concentration. Any viral reduction benefits of HVAC strategies do not reduce the need for face coverings, regular handwashing, and social distancing as the primary means of reducing the spread of COVID-19.

Ventilation

Air handlers will be reprogrammed to draw 100% outside air during operating hours if possible. While operating in this mode, all air from the space is exhausted to the outside, and no interior air is recycled. In those cases where this is not possible, air handlers will be turned off and passive sources of fresh air, such as doors and windows, should be used.

Filtration

All HVAC filters were recently replaced, and upgraded filters added if the system could accommodate them based on design. All air filters will be inspected and changed with increased frequency. To accommodate HEPA or similar filters campus systems would need to be redesigned and upgraded.

Sterilization

Ultraviolet technology cannot easily be installed in current campus HVAC systems. To do so would require redesign and replacement of large parts of the systems. This technology is currently not used in any LC buildings.

Windows

Windows in classrooms and other buildings will be opened where and when feasible in order to reduce recirculation of air and transmission of airborne pathogens.

Water Fountains

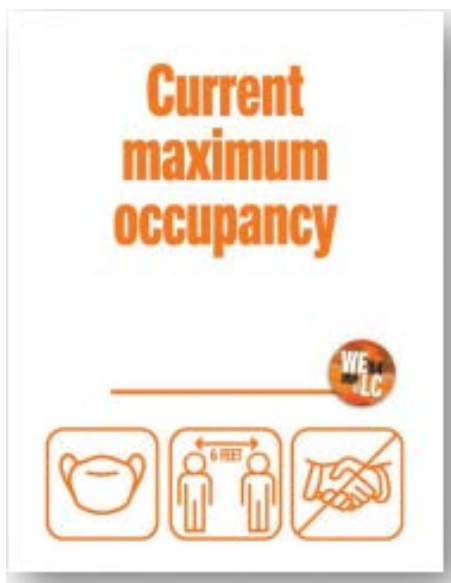
Water fountains on campus will be available for bottle filling only.

INSTRUCTIONAL ACTIVITIES

Classroom Capacity and Face Coverings

All Lewis & Clark classrooms have been assessed for maximum capacity based on current State of Oregon requirements. Classrooms will provide a minimum of 35 square feet of space per person. In addition, in-person classroom instruction will be limited to 25 persons at a time if Multnomah County is in Phase I of reopening, and may increase to 50 persons at a time if Multnomah County moves to Phase II of reopening.

Signage regarding classroom capacity will be displayed prominently at classroom entrances:



Face coverings are required in classrooms, meeting rooms, and the dining hall. Face coverings can be removed while eating or drinking. Cloth face masks are the preferred type of face covering. Face shields can be used either (a) as a supplement to a face mask; or (b) when a face mask cannot be worn for equity or accessibility reasons. In addition, face shields may be worn by faculty, in lieu of a face mask, while teaching, if doing so better allows students participating remotely to hear the faculty member or otherwise better allows students to participate fully in the class, provided that six-feet of social distancing is maintained by the faculty member. Other classroom exceptions may be permitted by the relevant dean if necessary to address equity or accessibility issues, provided that six-feet of social distancing is maintained.

Internship and Clinic Activities

Students engaged in internships or clinical or experiential learning opportunities will be required to comply with all health and safety requirements of the College and of the activity site, including requirements regarding use of face coverings and other PPE, symptom monitoring, etc. Internships, school placements, clinical experiences, etc. will be only permitted at sites that provide assurance of appropriate health and safety measures and compliance with applicable public health requirements appropriate to the site.

Academic Calendar Adjustments

In order to minimize travel between students' homes and campus, the fall semester academic calendar for the College of Arts and Sciences has been revised to eliminate the traditional fall Break in October and to encourage residential students to leave campus at Thanksgiving break and not return until the beginning of spring semester. The revised fall calendar for undergraduate students is:

August 31: First day of classes

October 8–9: Instructional days, no Fall Break

November 20: Final day of in-person instruction

Thanksgiving week: No classes; most students travel home

November 30: Online instruction begins and continues for remainder of semester

December 13–16: Final exams administered remotely

Once undergraduate students leave for Thanksgiving, they will not return to campus for the remainder of the semester.

In-person classes at the Law School will also end on the Wednesday before Thanksgiving, with post-Thanksgiving and final exams conducted remotely.

Revised Class Schedule

We have adjusted the daily class-time schedule in the undergraduate college to support safer physical distancing and more cleaning of classrooms throughout the day. In addition to extra time between classes, we have extended each official time period by 5 or more minutes in order to stagger start and end times.

Overseas Programs

While Lewis & Clark continues to be deeply committed to the value of overseas study, we have determined that we cannot confidently support study abroad at this time. Given health and safety concerns, as well as the lack of clarity around the effects of the virus on travel in the months ahead, we have canceled all study abroad programs for fall 2020. We will assess whether to cancel study abroad programs for spring 2021 in early fall.

RESEARCH ACTIVITIES

Principal Investigators are responsible for making sure their research laboratories and facilities comply with applicable regulations; state, local public health, OHA, and HECC guidelines; and institution-wide expectations for the Lewis & Clark community. Prior to reopening an on-campus laboratory for research activities or resuming fieldwork, each PI is required to submit a [Research Reopening Application](#) to their department chair for consideration. The department chair will make a recommendation to the Sponsored Projects and Research Compliance Office (SPARC), which will issue approval; the Dean's Office will be consulted as necessary. In addition, students who will participate in research in each lab need to complete and sign a [Return to Laboratory Research Agreement](#), which PIs will collect and keep on file.

Research involving Human Subjects requires additional review and approval by the [IRB](#). All activities should ensure appropriate physical distancing and limit the total person density on campus as much as possible. Non-essential travel is not allowed, and any permitted activities must be able to quickly transition to an earlier stage if required.

RESIDENTIAL ACTIVITIES

Residence Hall Configuration

In compliance with OHA requirements, no more than two students will be allowed to share a residential room and more than 64 square feet of room space will be provided per resident. Rooms will be reconfigured as necessary and some suites will operate at reduced capacity. In addition, common spaces will be reconfigured to enhance social distancing.

Twenty-five rooms with a total bed capacity of 50 in Hartzfeld Hall have been set aside for use as quarantine and isolation rooms in the event necessary. College staff will assist any students required to move into these quarantine or isolation rooms: meals, supplies, and other necessities will be brought to such students and Health Services staff will closely monitor the situation. Additional beds for quarantine or self-isolation can be made available if necessary.

Responsibilities of Residential Students

Residential students will be required to complete a health screening upon arrival to campus and will be asked to attest that they have completed 2 weeks of self-isolation and that they are free of COVID-related symptoms. Students will also be asked to view an educational module specifically geared toward health mitigation practices they can employ while on campus. If a student is not able to self-isolate at home for 2 weeks prior to arrival to campus, they may opt to pursue a COVID-19 test no more than 3 days prior to arrival on campus and submit their test results to the Lewis & Clark Health Service via the health portal in order. A student unable to make their own arrangements for COVID testing pre-arrival can make arrangements to be tested upon arrival on campus. Such students will be required to quarantine in their room until a negative COVID-19 result is obtained.

Residential students are required to review [What Residential Students Need to Know Before Coming To Campus](#), which includes information regarding pre-arrival requirements, healthy habits, and what they should bring to campus (reusable/washable face coverings, hand sanitizer that contains at least 60% alcohol, reusable thermometer, disinfecting wipes, laundry detergent, facial tissues, copies of health insurance cards, prescription medications and over the counter medications (i.e., fever-reducing medication such as acetaminophen or ibuprofen), mobile device or laptop (including headphones with a microphone) to continue classes in the event of quarantine or self-isolation, and updated emergency contact information).

ATHLETIC ACTIVITIES

Along with the other Northwest Conference (NWC) schools, all fall semester athletic competitions are postponed until the spring. Team activities in the fall semester, such as training and

conditioning, will be conducted in compliance with NCAA and Oregon Health Authority guidance regarding athletic activities.

COMMUNICABLE DISEASE MANAGEMENT PLAN

This operational plan is the College's Communicable Disease Management Plan for COVID-19.

The College will notify the Multnomah County Health department in the event of a confirmed COVID-19 case among students, faculty, or staff. The College will share information regarding positive COVID-19 cases by posting such information on the College's [webpage](#).

The College will share all relevant records with health officials and cooperate with the health department on contact tracing, isolation, and quarantine measures. The College will disinfect relevant classrooms, offices, bathrooms, and activity areas, in consultation with health officials. The College is in communication with health officials for contingency planning purposes and will maintain such communications for the duration of the pandemic.

The College's main points of contact with the Multnomah County Health Department are (in the following order):

1. Melissa Osmond, Associate Director of Health Promotion
Phone: 503-768-7112
mosmond@lclark.edu
2. Margaret Upton, FNP, Director of the Health Service
Phone: 503-768-7166
margaretupton@lclark.edu
3. John Hancock, Associate Dean of Students for Health & Wellness & Chief Psychologist
Phone: 503-768-7158
hancock@lclark.edu

COVID-19 PLANNING AND OVERSIGHT TEAM

The planning team responsible for development of this operational plan includes:

Wim Wiewel, President

Bruce Suttmeier, Dean of the College of Arts & Sciences

Scott Fletcher, Dean of the Graduate School of Education & Counseling

Jennifer Johnson, Dean of the Law School

David Reese, Vice President, Chief of Staff, Board Secretary & General Counsel

Andrea Dooley, Chief Financial Officer & Vice President for Operations

Robin Holmes-Sullivan, Vice President for Student Life and Dean of Students

Mark Figueroa, Dean of Equity & Inclusion & Assoc. Vice Pres. for Inst'l Research & Planning

Josh Walter, Vice President for Institutional Advancement

Eric Staab, Vice President for Admissions & Financial Aid

Joe Becker, Assoc. Vice President for Public Affairs & Communications

The officer of the College responsible for oversight of the implementation and enforcement of this operational plan is:

David Reese, Vice President, Chief of Staff, Board Secretary & General Counsel

Phone: 503-768-7680

reese@lclark.edu