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ON-CAMPUS COVID-19 OPERATIONS

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INSTITUTIONAL OVERVIEW

As we, the members of the Life University community, prepare for our return to campus for the Winter Quarter 2021, it is vital that we have a shared understanding of expectations surrounding procedures and protocols that will need to be in place to balance the safety of University staff, faculty and students with our duty to our mission, our studies, to one another and to campus visitors.

These institutional guidelines have been prepared with our principles and values, as well as current data and common sense, in mind.

With the passage of time and our ability to gauge the effects of both COVID-19 and the efforts to mitigate its impact, we now have additional information and guidance available from experience, the CDC, the White House Opening Up America Again initiative, the most recent social distancing guidelines and current executive orders from Georgia's governor which have assisted us in the decision that Life University will continue to use a phased approach in our return to on-campus instruction and operations.

The pandemic has brought into sharp contrast and conflict LIFE's mission and values as it relates to the conversation in health and health care. At the same time, the pandemic has also brought into notable harmony LIFE's mission and values as it relates to the conversation in compassion and community. Therefore, it is appropriate and necessary for the University to exercise necessary precautions to reduce risk to our students and employees. In considering the return to campus plan and the safeguards to be implemented across the campus, classrooms, clinics and athletic fields, several primary themes emerged that characterize our overarching values for all employees, students and staff: civility, safety, cleaning and disinfecting, and screening.

Civility

As is typical in any community, opinions will vary, and personal experiences and situations will differ, all of which will shape an individual's personal needs and response to COVID-19 as well as their return to work/study. As a community founded on Lasting Purpose – serving for the sake of serving, giving freely while expecting nothing in return, and loving unconditionally – it is incumbent upon each of us to be respectful and understanding of others' personal decisions as to which practices they choose to enhance their safety.

Thanks to each of you who are continuing to adapt, grow and find the best way forward as members of a community founded in Lasting Purpose.

Safety

The health and safety of our LIFE community members are our highest priorities in our phased return to campus. New safety protocols and procedures have been developed and are described in detail in this document. These measures will include physical distancing, a temporary requirement for face coverings, limited group sizes, staggered business hours, continued remote work options, modified class/lab schedules, hybrid and remote course delivery, as well as increased cleaning and disinfecting. We will also continue to educate our community about prevention measures and make current information from public health entities available.

To be as clear as possible, there are two responsibilities placed on every member of the LIFE campus community:

1. Upon arrival to campus each day, report to a screening station to receive, and then wear, a wristband indicating you have cleared temperature screening.
2. Effective November 30, 2020: Wear a face covering that covers your mouth and nose in all Life University buildings and common areas. See more details on LIFE's Temporary Face Covering Policy on the appendix page 43.

Please be aware, abiding by these requirements is necessary to reduce the risk for the most vulnerable among us (and failure to do so will result in the loss of the privilege of being on campus). I have made this requirement, not for the purpose of challenging or supporting any particular perspective or belief, but rather for the simple reason that it is critically important for us to do whatever we can to ensure that our students can remain on campus, fulfilling the requirements of their education, in the coming months and for years to come.





Behavioral Expectations

As we continue with our phased approach returning to campus, safeguarding the health and safety of our campus requires the cooperation of each one of us. Your cooperation is imperative and expected under the University's Honor Code and employee requirements. Remember, it is not merely an individual decision; COVID-19 is a reportedly contagious virus, and your specific behavior may impact the health and safety of the entire campus community.

As we make every effort to continue safeguarding our students, faculty and staff, we are relying on your full cooperation. Please take all reasonable precautions, including;

- Refraining from large gatherings in which social distancing is not possible or sustainable for the duration of the event (examples include crowded seminars, conventions, concerts, parties, and other gatherings and festivities).
- Avoiding symptomatic individuals.
- Maintaining a healthy diet as well as supporting a strong immune system.
- Having your spine checked on a regular basis for vertebral subluxation.

We want everyone to take every precaution that will allow us to continue to deliver the highest quality education and student support possible. Please do not place yourself or others in harm's way by exhibiting behaviors that may put them at risk.

Cleaning and Disinfecting

To ensure that all campus areas and work environments are as clean as possible, scheduled cleaning and disinfecting will be increased to accommodate student and employee traffic flows. Proper room/table management/cleaning will be conducted between each use, and deep cleaning and disinfecting will be conducted several times per day by professional contracted services.

Screening

Screening measures, both "self-certifying" and temperature screening, will be routinely performed by all campus members before entering campus buildings and events. It is essential that all members of the LIFE community self-monitor daily and make appropriate decisions before coming to campus. Temperature screening will be conducted on all faculty, staff, students and visitors to campus at multiple central screening locations on campus. All members of the LIFE community will be responsible for ensuring that they receive this daily screening.

It is our collective desire to ensure that our students are able to return to campus and receive the necessary hands-on practical

instruction that is vital to their education. Failure to self-monitor and obtain daily screening will jeopardize this ability for all students, so cooperation is encouraged and expected.

ESTABLISHMENT OF THE LIFE UNIVERSITY TASK FORCE

The initial approach and all planning efforts have been focused on how and when to return to face-to-face education and operations on campus. It is important for all of our students to return to campus, so they have the opportunity to engage in the entire educational process, student affairs, athletic events and so much more as they originally intended. Life University is working toward that end through a phased approach to ensure the health and safety of all students, faculty and staff. With our community's wellbeing upmost on our minds, the University created an Emergency Action Task Force and was asked to provide recommendations to the President regarding possible reactions to the increasing pandemic. Almost immediately, it became necessary to develop more comprehensive recommendations and planning as guidance from local, state and federal agencies was and remains in constant flux. The senior administration began daily meetings to process the enormous amount of changing information, and several departments were asked to assist us in developing a plan to react to the pandemic. The task forces represented are Academic Affairs, Athletics, Campus Recreation and Wellness, Enrollment, Events, Housing and Student Affairs.

Each area was asked to submit suggestions and recommendations which the senior administration took into consideration in order to develop a Strategic Plan to return to operations at the institution. All recommendations and plans submitted were considered in the development of the Life University On-Campus COVID Operations. We believe that this plan will enable the institution to implement a "phased" approach to bringing students, faculty and staff back to campus to engage in teaching and learning in a safe, controlled environment. This plan has been reviewed by the President's Advisory Group and the Administrative Council, many of whom were members of the departments submitting recommendations.

We understand that there is a continuum of emotions related to the current pandemic as well as the vagaries of guidance from our current governmental agencies. In implementing this plan, we also understand that there will be varying levels of comfort. While the University implements its return to campus plan, we ask that you provide your full support and cooperation. And if you have a specific need, issue or suggestion, please discuss it directly with your immediate supervisor who will bring it to the appropriate venue for discussion.

DAILY SELF-SCREENING

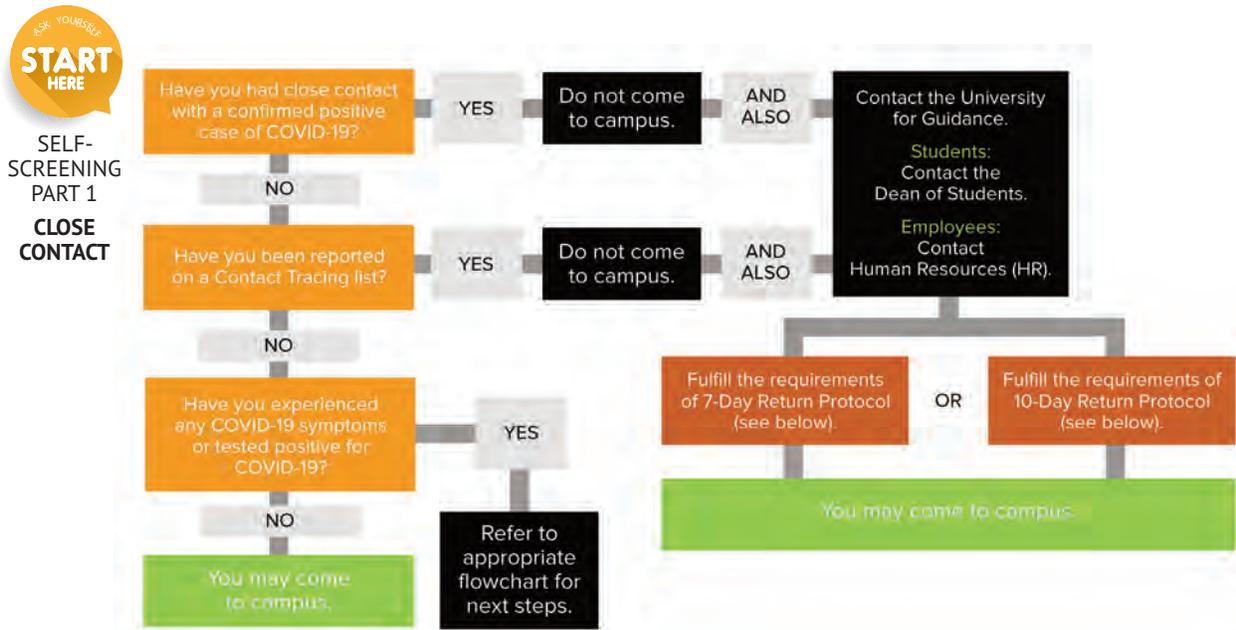
For those students, faculty and staff who will be on campus.

All employees and students are to self-screen before arriving on campus and be screened when returning to campus. Physical screening will occur at two locations (see below). All vendors and contractors have been notified that COVID-19 screening is required prior to or when arriving on campus.

Students and employees will comply with the following guidelines. Employees will also follow instructions provided by the Human Resources Department.

If your response to all of the screening questions below and on the following page indicates you should come to campus, please check in at one of the two locations designated on the following pages. You will have your temperature taken daily (no-touch thermal forehead scan) and receive the designated wristband for that day, which must be worn when on campus. Students, faculty, staff and visitors without the appropriate wristband will be asked to return for screening or leave campus. **NO EXCEPTIONS!!!**

Prior to arriving on campus, you must self-certify that you are able to come to campus by answering the following questions:
(See page 7 for guidelines for those experiencing symptoms or receiving positive test results.)



7-Day Return-to-Campus Protocol (close contact)
After seven full days have passed since your most recent exposure occurred, and you fulfill ALL THREE of the following criteria:

- You are tested for COVID-19.** The test should be a diagnostic test (PCR or antigen) and the specimen for your test may not be collected more than 48 hours before the time of planned quarantine discontinuation. If you plan to discontinue quarantine after seven full days, this means you should not have a sample collected for a test until after you have completed five full days of quarantine (tested on day six).
- Receive a negative result.** You may not discontinue quarantine until you have completed a minimum of seven full days since your most recent exposure, even if you receive your negative test result earlier. If your result is positive, you must follow DPH isolation guidance.
- Do not experience any symptoms** during your monitoring period.

10-Day Return-to-Campus Protocol (close contact)
After 10 full days have passed since your most recent exposure occurred, if you fulfill BOTH 1 and 2 of the following criteria:

- Are NOT tested for COVID-19, OR**
- Test negative for COVID-19 but do not meet criteria for 7-day return**

AND

- Do not experience any symptoms** during your monitoring period.

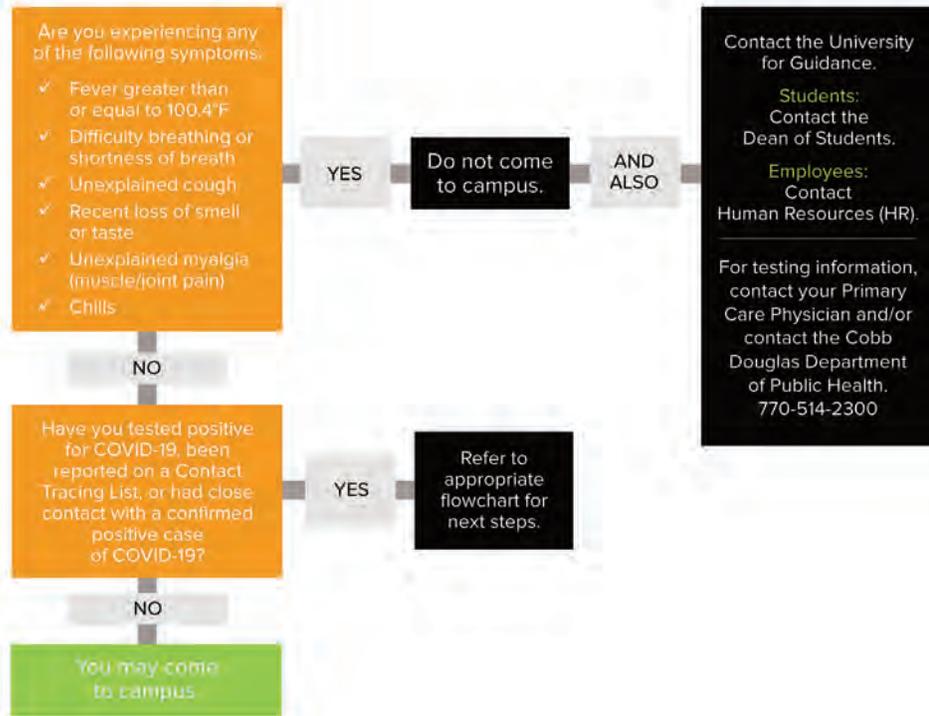
DAILY SELF-SCREENING

For those students, faculty and staff who will be on campus.

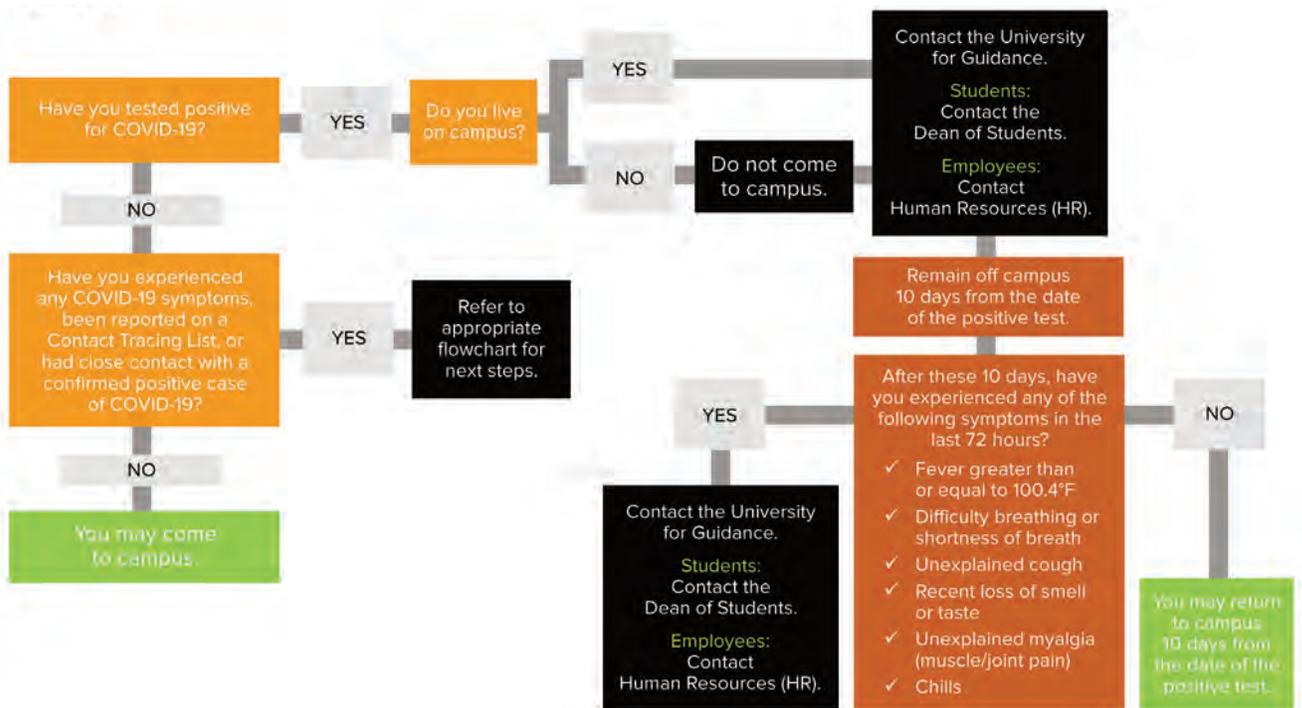
(Continued from previous page.)

Prior to arriving on campus, you must self-certify that you are able to come to campus by answering the following questions:

ASK YOURSELF
START HERE
SELF-SCREENING
PART 2
SYMPTOMS



ASK YOURSELF
START HERE
SELF-SCREENING
PART 3
POSITIVE TESTING



DAILY PHYSICAL SCREENING

For those students, faculty and staff who will be on campus

Members of the LIFE community will have two main options to screen for admittance to campus buildings. There will be a drive-thru option located in the "H" parking lot, just off Barclay Circle in front of The Commons, and a walk-up location between the Harris Center and the Learning Resource Center. Each day, you will have your temperature taken (no-touch thermal forehead scan) and receive the designated wristband that must be worn when on campus. Anyone without the appropriate wristband will be asked to return for screening or leave campus. **No exceptions!**

There are two main screening locations on campus:

- **Location #1. In the parking lot at the west end of campus (H Lot - South Cobb Drive side) staffed 6:00 a.m. to 2:00 p.m. weekdays.** Drive-up screening will consist of two lanes, each one under a tent. Each "lane" will be staffed by three "screeners." Drive under tent and open the windows in front of each passenger. Personnel will confirm your self certification to the screening questionnaire, take your temperature (no-touch thermal forehead scan) and issue each individual a wristband. If there is a denial of entry (due to a fever of 100.4 or greater), the Campus Safety staff member will record their name and hand them the appropriate instruction envelope. If a conversation is necessary, they would move to a "holding" area and await further instructions. Otherwise, you may proceed to park and must wear the wristband while on University property for the remainder of the day. **No exceptions!**
- **Location #2. A tent will be erected in the plaza between the Harris Center and the Learning Resource Center and staffed from 6:00 a.m. to 5:00 p.m. weekdays.** Walk up to the screening area in tent (look for directional arrows). Personnel will confirm your self certification to the screening questionnaire, take your temperature (no-touch thermal forehead scan) and issue each individual a wristband. You may proceed to your campus destination and must wear the wristband while on University property for the remainder of the day. **No exceptions!**
- **Weekend screening** will be available at the **Location #2** walk-up tent. **The weekend screening tent will be available Saturday and Sunday from 8:00 a.m. to 12:00 noon.**
- **After-hours screening** will be performed at **Campus Safety** in their offices in Mod 2. **The offices are open for screening Monday through Friday 5:00 p.m. to 11:00 p.m.** If you desire screening between 11:00 p.m. to 6:00 a.m. weekdays or 11:30 a.m. to 6:00 a.m. Saturday or Sunday, please call Campus Safety at (770) 426-2911 and we will meet at a location to do the checks as soon as possible.

Resident Students

All residents must be screened daily (by presenting at one of the screening locations) and wear the appropriate wristband if they exit their residence.

- Once student has been screened, they will be allowed to enter campus buildings.
- Students will follow flow signs in the hallways, and the maximum number of people in areas will be posted.

Off-Campus Facilities

Those students, faculty and staff who work at off-campus locations will be responsible for screening at their location. You will have your temperature taken daily (no-touch thermal forehead scan) and receive the designated wristband that must be worn. Anyone without the appropriate wristband will be asked to return for screening or leave the location. **No exceptions!**

Denied Entry List – Students

Anyone who has been refused entrance to campus because of a fever of 100.4 degrees or above will be placed on the Denied Entry List and will receive an envelope containing the appropriate instructions, depending on status with the University, explaining how to return to campus.

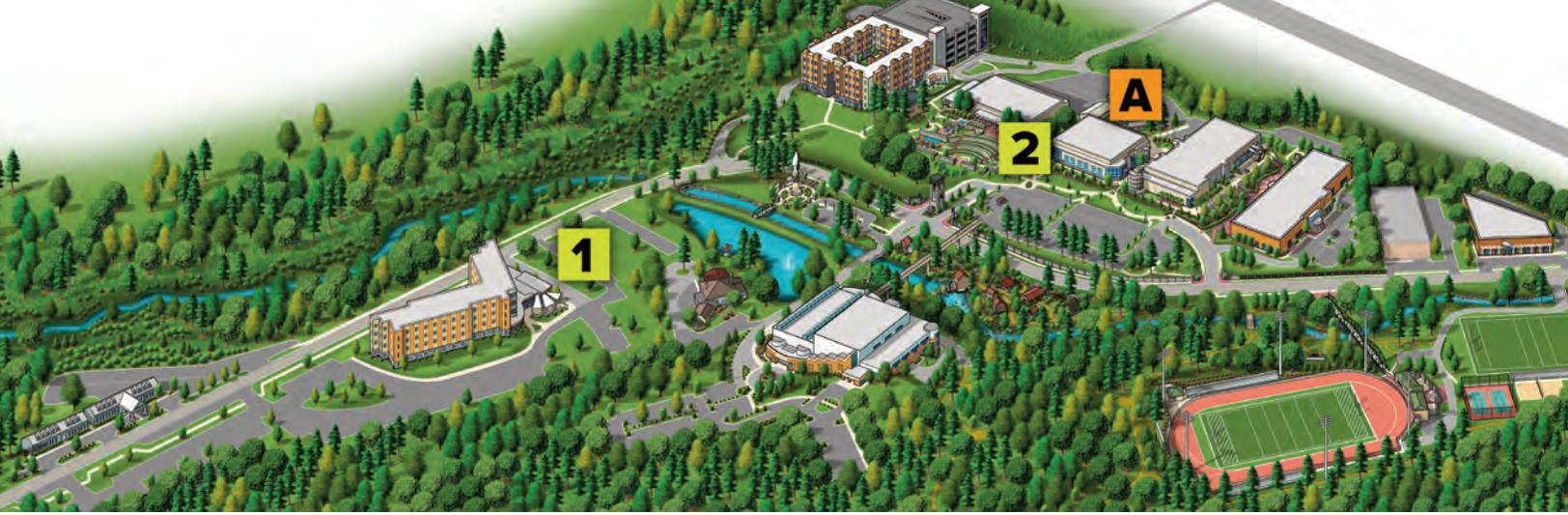
If someone screens within the range of 100.4°-100.7°, the individual is directed to the Executive Offices (1250 Life's Way Bldg. 200) or the Facilities Building (1085 Barclay Circle) for re-screening during the hours of 7:00 a.m. – 5:00 p.m. Denied entry after 5:00 .p.m must wait until the following business day to be re-screened.

Students who have been placed on the Denied Entry List may return to campus or classes if they meet one of the following criteria:

1. **If you test negative for COVID-19**, return to a screening location, inform the screener that you were on the denied list and need to be screened, then provide documentation to the Dean of Students, located in the Student Advocacy Center, (DeanofStudents@LIFE.edu or 770-426-2700).
2. **Or, if not tested, you must go 72 consecutive hours without a fever before returning to campus.** Upon your return, you must first present to a screening location. Inform the screener that you were on the Denied Entry List and need to be screened. Once you've been screened and you've received your wristband, you must see the Dean of Students, located in the Student Advocacy Center, to be cleared and have your name removed from the Denied Entry List.

If a student tests positive for COVID-19, they should contact the Dean of Students for further information.

A student's failure to comply with any of the screening procedures will be considered an Honor Code violation subject to the processes and procedures as outlined in the code.



1

DRIVE-UP LOCATION

In the parking lot at the west end of campus

2

WALK-UP LOCATION

Plaza between the Harris Center and the Learning Resource Center

A

AFTER-HOURS LOCATION

Campus Safety Offices in Mod 2

Denied Entry List – Employees

Employees who have been refused entrance to campus at the screening site due to a fever of 100.4° or above will be referred to Human Resources. The employee will receive information containing the appropriate instructions at the time of denial.

Employees who have been Denied Entry should contact their immediate supervisor and notify them of the denied entry.

Employee should contact their primary care provider and/or arrange for COVID-19 testing utilizing LIFE’s contract with WellStar.

Upon notification of an employee’s denied entry, Human Resources will confirm the employee has received testing information and coordinate leave or remote arrangements with the employee and supervisor.

Employees will be removed from the Denied Entry List by Human Resources and may return to campus when one of the following criteria is achieved:

1. **Test negative for COVID-19**
 - Provide negative test result to Human Resources via email at HRDirector@LIFE.edu.
2. **If not tested, must be fever free for 72 consecutive hours**
 - Human Resources will record the time/date the employee was denied entry to campus. The minimum duration of denied entry is 72 hours. Employees should notify Human Resources when they have been fever free for 72 consecutive hours and request to be removed from the Denied Entry List. Requests should be emailed to Human Resources at HRDirector@LIFE.edu.

Any employee with a fever greater than 100.4°, COVID-19 related symptoms, direct close contact, or who has tested positive for COVID-19 should notify Human Resources immediately by emailing HRDirector@LIFE.edu.

An employee’s failure to comply with return to campus procedures, including, but not limited to, the screening procedures, will be considered a performance issue for not adhering to guidance (or directives) from a University official and subject to disciplinary action.

PERSONAL PROTECTIVE EQUIPMENT (PPE)

Hand sanitizer stations will be available throughout campus for those who wish to utilize them.

Employees

Employee Personal Protective Equipment will be made available by the University. Effective November 30, 2020: Wear a face covering that covers your mouth and nose in all Life University buildings and common areas. See more details on LIFE’s Temporary Face Covering Policy on the appendix page 43.

Types of PPE available from the University include face coverings, face shields (plastic), gloves and shoe coverings. Any additional PPE not on the above list is the employee’s responsibility.

The PPE supply station will be located in the Life U Shop during their normal business hours Monday through Thursday 7:30 a.m.-4:00 p.m. and Friday 7:30 a.m.-3:00 p.m.

Students

- Face coverings will be available in the Life U Shop.
- Instructions on how to properly wear a face mask: <https://www.youtube.com/watch?v=eMFbinmvSqA>
- Instructions on how to put on and remove gloves: https://www.youtube.com/watch?v=3l_kKVNrEMo

CLEANING AND DISINFECTING PROTOCOLS

The Life University custodial team (Varsity, et al.) implemented a new cleaning and disinfecting routine effective June 3, 2020 that exceeds or complies with established guidelines as published by the Office of the Governor of Georgia and other federal guidelines.

The program consists of scheduled (see below) clean up and wipe downs of hard surfaces in high traffic areas and low or no traffic areas throughout all our buildings in order to ensure a clean and safe environment. This will include the use of approved and effective cleaning agents. Our custodial vendor (Varsity) has been notified that COVID-19 screening is required when arriving on campus.

The cleaning and wipe down routine will be in effect and be followed throughout the academic day. This process incorporates additional staff and added frequency to the previously established cleaning schedule for the protection and safety of our students, faculty, staff and visitors.

These processes and procedures will be monitored by the Facilities Management Department.

Effective July 6, 2020:

- Classes and offices will be cleaned by overnight crew and ready by 6:00 a.m.
- Wipe down and clean up at mid-day: 11:00 a.m.-1:00 p.m.
- Two-hour interval for wipe down of surfaces during the day for all buildings with high traffic
- Four-hour interval for wipe down of surfaces during the day for low traffic buildings

In addition, certain University designated departments will implement additional cleaning and disinfecting procedures.

Touch Points

- Door Knobs/Door Handles
- Door Push Plates
- Light Switches/Cover Plates
- Reception Desks
- Elevator Call Buttons and Cover Plates
- Refrigerator Handles
- Microwave Buttons
- Copy Machine Buttons
- Stair Railings
- Waiting Area Furniture
- Vending Machine Buttons
- Hard Surfaces
- Restroom Fixtures
- Paper Towel Dispensers
- Restroom Partition Door Handles
- Faucet Handles
- Soap Dispensers
- Toilet/Urinal Flush Handles

Areas

- Restrooms
- Reception Areas/Lobbies
- Stairwells
- Elevators
- Break Rooms
- Conference Rooms
- Walkways/Corridors

Personal Protective Equipment (PPE)

- Chemical Resistant Gloves
- Chemical Splash Goggles
- 3M Respirator

* Chemical used: SC Johnson Virex II 256



CLEANING AND DISINFECTING SCHEDULE

MORNING

8:45-9:00 AM	1085 Physical Plant
9:00-9:15 AM	Human Resources
9:15-10:00 AM	Sport Health Science Center
10:00-10:15 AM	C-HOP 1415
10:15-10:30 AM	1085 Physical Plant
10:30-10:45 AM	Human Resources
10:45-11:30 AM	Sport Health Science Center
11:30-12:00 NOON	C-HOP 1415

LUNCH BREAK

1:00-1:15 PM	C-HOP 1415
1:15-1:30 PM	1085 Physical Plant
1:30-1:45 PM	Human Resources
1:45-2:15 PM	Sport Health Science Center
2:15-2:30 PM	C-HOP 1415
2:30-2:45 PM	1085 Physical Plant
2:45-3:00 PM	Human Resources
3:00-3:30 PM	Sport Health Science Center
3:30-3:45 PM	Security
3:45-4:30 PM	1075
4:30-5:20 PM	1085 Physical Plant

EVENING

7:00-7:30 PM	Treehouse
7:30-8:00 PM	CCE - Chiro
8:00-8:30 PM	CGUS
8:00-8:30 PM	Ctr-LRC
8:30-9:00 PM	HCCE
9:00-9:15 PM	Mod 3, 4, 5 and 7
9:15-9:30 PM	Treehouse
9:30-10:00 PM	Sports Complex and Track
10:00-10:30 PM	CCE - Chiro
10:30-11:00 PM	CGUS
11:00-11:30 PM	Ctr-LRC
11:30 PM-12:15 AM	HCCE
12:15-12:30 AM	Mod 2, 4, 5 and 7
12:30-12:45 AM	Treehouse
12:45-1:00 AM	Sports Complex and Track
1:00-1:30 AM	CCE - Chiro
1:30-1:45 AM	CGUS
1:45-2:00 AM	Ctr-LRC
2:00-2:30 AM	HCCE
2:30-2:45 AM	Mod 3, 4, 5 and 7
2:45-3:00 AM	Sports Complex and Track
3:00-3:15 AM	Treehouse
3:15-3:30 AM	CCE - Chiro
3:30-4:00 AM	CGUS
4:00-4:30 AM	Ctr-LRC
4:30-4:45 AM	HCCE
4:45-5:00 AM	Mod 3, 4, 5 and 7
5:00-5:30 AM	Sports Complex and Track



ACADEMIC AFFAIRS

Academic Affairs, which includes the College of Chiropractic and all related clinical operations, College of Graduate and Undergraduate Studies, College of Online Education, Library, Institutional Effectiveness and PAR Center, University Advisement, Center for Teaching and Learning Excellence, and the Assessment and Mastery Testing Center, will abide by guidance set forth by Life University.

While some criteria for Academic Affairs' faculty, staff and students may be slightly different than the University's general guidelines due to the nature of student/student and/or student/patient interaction, the general rules and philosophies of civility, safety, cleaning and disinfecting, and screening still apply.

To be as clear as possible, there are two responsibilities placed on every member of the LIFE campus community:

1. Upon arrival to campus each day, report to a screening station to receive, and then wear, a wristband indicating you have cleared temperature screening.
2. Wear a face covering that covers your mouth and nose in all Life University buildings and common areas. See more details on LIFE's Temporary Face Covering Policy on the appendix page 43.

Please be aware, abiding by these requirements is necessary to reduce the risk for the most vulnerable among us (and failure to do so will result in the loss of the privilege of being on campus). Life U has made this requirement, not for the purpose of challenging or supporting any particular perspective or belief, but rather for the simple reason that it is critically important for us to do whatever we can to ensure that our students can remain on campus, fulfilling the requirements of their education, in the coming months and for years to come.

CLASSROOMS

Classroom Screening Procedures

- Once a student has performed their daily self-screening, completed the temperature check and has a wristband, they will be allowed to enter any building with a properly worn face covering.
- Students will adhere to all Life University signage/directions to include adherence to traffic flow and maximum number of people allowed in each area.
- Students will not be allowed to congregate in the halls.
- Students will follow cleaning protocols (see below).
- Faculty will review cleaning protocols before starting lab.

Students Cleaning Classrooms or Labs:

- In the classroom, students should use a sanitizing wipe to clean their desk/table area prior to the class beginning.
- In the labs, students are to wipe the table with a sanitizing wipe (wipe dispenser) in front of the lab partner and roll fresh face paper onto the table.
- When a student finishes with a lab partner, the used face paper is to be removed from the table but not replaced. Used face paper is to be placed in the trash can within the room.
- When the student finishes in the lab, the student is to wipe down the table again.
- Wash hands or use sanitizer on hands when switching partners.



CENTER FOR HEALTH AND OPTIMUM PERFORMANCE (C-HOP)

Student Interns

Once a student has performed their daily self-screening, completed the temperature check and has a wristband, they will be allowed to enter the clinic through the student intern entrance with a properly worn face covering.

All students will adhere to all Life University signage/direction, to include adherence to traffic flow and maximum number of people allowed in each area.

Student interns that have appointments will be allowed in the back entrance 10 minutes prior to the scheduled time and should wait in the back conference room; student interns will be notified once the patient has checked in.

- The student intern will be called to the room over the intercom to meet the patient at the table or room.
- The student intern will follow cleaning protocols and provide patient care, along with required documentation.
- Student interns can only use the student prep area to finish daily notes.
- Students will do CMRs remotely.
- Faculty and staff will assist with the non-congregating guidelines in all areas.

Patient Screening Process and Procedures

- Patient answers pre-arrival questions.
- Patient answers on-site questions and participates in no-touch thermal forehead scan.



CAMPUS CENTER FOR HEALTH AND OPTIMUM PERFORMANCE (CC-HOP) *(Continued on next page.)*

Student Intern Screening Process and Procedures

- Once a student has performed their daily self-screening, completed the temperature check and has a wristband, they will be allowed to enter the clinic through the student intern entrance with a properly worn face covering.
- All students will adhere to all Life University signage/directions to include adherence to traffic flow and maximum number of people allowed in each area.
- Student interns that have appointments will be allowed through the back entrance once the patient has checked in; the student intern should wait in the rear area of the Harris Center/lounge to be paged over the intercom.
- Once paged, the student intern will enter through the student intern entrance and meet the patient at the table or room.
- The student intern will follow cleaning protocols and provide patient care along with required documentation.
- The student intern can only use the student prep area to finish daily notes.
- Student interns will do Case Management Reviews (CMR) remotely.
- Faculty and staff will assist with the non-congregating guidelines in all areas.

Patient screening process and procedures

- For those students who are patients, they must be cleared and have a wristband prior to entering the clinic.
- All other patients must answer pre-arrival questions, answer on-site questions and participate in no-touch thermal forehead scan.

Employee screening process and procedures

- Clinic faculty and staff will/may be screened at their assigned clinic/location. Each employee will be expected to answer pre-arrival questions, answer on-site questions, participate in no-touch thermal forehead scan and receive the designated wristband that must be worn. Anyone without the appropriate wristband will be asked to return for screening or leave the facility. All non-clinic employees and students must be cleared through one of the designated University screening areas.

Student Intern Cleaning Responsibilities

- Students are to wipe the table with the approved disinfectant in front of the patient and roll fresh face paper onto the table.
- When a student finishes a patient visit, the used face paper is to be removed from the table but not replaced. Used face paper is to be placed in the trash can within the room.
- Wash hands or use sanitizer to clean hands.

Staff Cleaning Open Areas / Shared Workspaces

Open or common areas where workspaces are shared, as well as shared offices, require more frequent cleaning and disinfecting. The same supplies are needed, and the standard protocols are to be followed.

- In waiting areas, all flat/hard surfaces should be cleaned/disinfected at least twice a day; door handles should be cleaned more frequently.
- In common areas such as reception desks, all flat surfaces should be cleaned several times a day following the standard protocols. Keyboards, mice and telephone receivers as well as any other shared equipment should be cleaned each time there is a change in user(s).
- In the case of shared offices, flat surfaces and door handles should be cleaned daily, following the standard protocols. Any shared equipment should be cleaned more frequently.

CAMPUS CENTER FOR HEALTH AND OPTIMUM PERFORMANCE (CC-HOP) *(Continued from previous page.)*

Standard Cleaning Protocols - Complete Daily

1. Check the area and remove any clutter/trash, gowns and/or paperwork left behind.
2. Clean the room:
 - a. Check all flat surfaces, tables, desks, etc. for signs of anything visibly dirty.
 - b. Clean surface with the approved disinfectant.
On Activator tables, check the hanging tray on bottom of table near head area and clean as needed.
 - c. Check any mirrors in the area for smudges and use approved cleaner and paper towels if mirrors need cleaning.
3. Disinfect the room:
 - a. Spray all surfaces (tables, desks, etc.) with the approved disinfectant and allow surface to remain wet for 10 minutes.
 - b. Wipe with a clean towel (other than the one used with the multi-surface cleaner) and allow to air dry.
 - c. Wipe down keyboards, mice, light switches and door handles with the damp towel being used with the approved disinfectant solution.

Supply the Room:

- Check the area for adequate face paper; re-supply as needed. Do not allow multiple rolls of paper to collect in the room; maximum of two rolls.
- Check the area for adequate facial tissues and re-supply as needed.
- Check the area for hand sanitizer and replace bottle as needed.

Inspect the Room:

- Check the area for any repair/maintenance items that need to be addressed (holes in walls, burned out light bulbs, badly stained carpet, etc.). Notify your supervisor via a single email containing all issues for the designated area.

Return Supplies to Designated Area

- Wipe down both spray bottles, including the spray heads and triggers, with the towel being used with the approved disinfectant solution and return the bottles to their designated area.
- Place used towels in the dirty laundry bin.
- Discard gloves.
- Wash hands thoroughly with warm soapy water and dry using a paper towel.

One Room/Area Per Day (in addition to all daily duties, one room/area per day should receive the following on a rotational basis).

- Wipe down table base(s) using the same steps as above.
- Dust all frames on walls.
- Raise hi-lo tables and dust/wipe down areas under the table bed.

Clinic Laundry Procedures

- It is recommended to wear disposable gloves and mask when handling dirty laundry; discard after each use. If using reusable gloves, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other household purposes. Clean hands immediately after gloves are removed. If no gloves are used when handling dirty laundry, be sure to wash hands afterward.
- If possible, do not shake dirty laundry. This will minimize the possibility of dispersing virus through the air.
- Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely.
- Clean and disinfect clothes hampers according to guidance for hard and soft surfaces. If possible, consider placing a bag liner that is either disposable (can be thrown away) or can be laundered.

Staff Cleaning Room/Area Maintenance

- Each clinic staff person is assigned a unit or area that they are responsible for cleaning and maintaining daily. These duties are best completed during the time period between 1:30 p.m. and 3:00 p.m. and again as a part of closing.



OFF-CAMPUS CLINICS

Patient screening process and procedures

- Patient answers pre-arrival and on-site questions and participates in no-touch thermal forehead scan.

Employee screening process and procedures

- Clinic faculty and staff will/may be screened at their assigned clinic/location. Each employee will be expected to answer pre-arrival questions, answer on-site questions, participate in no-touch thermal forehead scan and receive the designated wristband that must be worn. Anyone without the appropriate wristband will be asked to return for screening or leave the facility. All non-clinic employees and students must be cleared through one of the designated University screening areas.

SHUTTLE CLEANING PROCEDURES

- Shuttles will be cleaned after every route finish and as occupancy allows (all efforts will be to Clean every hour).
- For hard non-porous surfaces within the interior of the vehicle such as hard seats, arm rests, door handles, seat belt buckles, lights, air controls, doors, windows, and grab handles. We will be using Approved cleaners and disinfectants as per CDC and Life University established chemistry.
- Driver will remove trash and any objects and maintain cleaning protocols as established by Life University.
- Shuttle will have mask and PPE supplies to offer on a need basis.

UNIVERSITY ADVISEMENT

(CETL, PAR, and Assessment and Mastery Testing Center)

- Once a student or employee is cleared and has a wristband, they may enter into the building or department with a properly worn face covering.
- Students and employees will adhere to all Life University signage/direction, to include adherence to traffic flow and maximum number of people allowed in each area.

Student Cleaning Responsibilities

- Students are to sanitize/wipe down computers, workspace used, etc. when finished and prepare space for the next user.

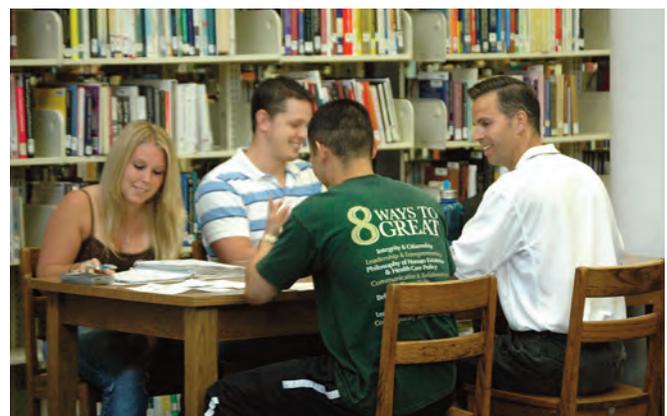
Staff Cleaning Responsibilities

- Department staff will clean/disinfect their personal workspace, as needed, while in use.

THIRD-PARTY TESTING

(Accuplacer, ACT/SAT, CLEP, NBCE, etc.)

- Life University expects its employees to adhere to the University's institutional guidelines, consistent with those outlined by the state's executive orders and recommendations by the Centers for Disease Control (CDC). The University also expects adherence to those guidelines from third-party testing agencies during the preparation and administration of examinations on campus. LIFE's guidelines will be followed for those third-party examinations (e.g., Accuplacer) that are directly administered by the institution. However, some agencies (e.g., ACT, SAT, NBCE) may have slightly different requirements than the University's general guidelines and should be adhered to wherever possible.



LIBRARY

Traffic Flow

- Students will enter and exit the Library through the front entrance.
- A wristband will be required for entrance.
- To enter the second floor study area, the stairs near the restrooms will be used to go up, and the stairs near reference will be to go down.
- Students who wish to return items will have the option of using the drop box outside the main library door (current exit door).
- Students will not be allowed in the stacks. Requests to view or check out any items will be handled at the circulation desk. A staff member will retrieve requested items.

Study Rooms

- Study rooms are by reservation only. This will ensure that rooms can be properly disinfected between each usage. Also, it will allow for a fair system of usage (no monopolization of limited, high-demand resources).
- Only two people allowed in group study rooms.
- No room keys will be loaned to students. Staff will open/close rooms.
- A 30-minute window will be scheduled between reservations to allow staff to wipe down the room before the next use.
- Students should provide their own dry erase markers.

Circulation

- Students will be able to use a book pickup service. They can submit a check-out request online and choose to have the items mailed to them or schedule an on-campus pick-up time.
- All patrons will be limited to no more than five items at a time.
- Reference and reserve materials will be available by request at the circulation desk. Any books that are needed from the stacks must be requested at the circulation desk. A staff member will pull them.
- The Library will continue ILL as we have been during Spring 2020.
- No cash will be accepted for fines or replacement fees. Online payment is accepted.
- Drop boxes at the entrance and exit will be available for returns.

Stacks

- All stacks will be marked as closed. No patrons will be allowed to browse other than library staff.
- Any item that a user requests to view or check out will be pulled by a library staff member.
- Reference/reserve materials will be sanitized before being re-shelved.

Audio-Visual

- Headphones will not be available for check out.
- Small models will be available for check out by reservation only. This will ensure that models can be properly disinfected between each usage. Also, it will allow for a fair system of usage (no monopolization of limited, high-demand resources).
- One window will be for checking out items with the other reserved for returning items. This will help keep contaminated models from being re-shelved with clean models.
- As necessary, a 30-minute window will be scheduled between model check-outs to allow for cleaning.
- Large models (e.g., torso, leg, arm) will be set out on tables in the main area.

Furniture

- All soft furnishings in the service areas will be removed from the Library.
- In order to adhere to social distancing, the Library will only provide seating for the maximum allowed capacity. All other chairs will be stored in the quiet area.
- Study areas in the main Library and second floor will be spaced and marked off based on the institutional spacing guidelines.

Computer Lab

- To adhere to social distancing and reduce the number of computers that need to be sanitized, every other computer will be disabled.
- Additionally, only one copier/scanner per printing area will be accessible (one in circulation, one near AV and one near the study rooms).

Library Cleaning Procedures

- All office supply items will be by request only at the circulation desk (staplers, tape, etc.) so that they can be disinfected after each use.
- Returned books will be sorted on clean status and isolated in a secure workroom before being returned to the collection. Per CDC library guidelines, every item will be isolated for 24 hours.
- Library staff will be responsible for disinfecting circulating items, study rooms, stacks, computers and staff workstations throughout the day.
- Supplies will be available at a central point for students to use to disinfect study tables and computers. These items cannot be reserved because it will be more difficult for Library staff to disinfect between uses. It will be students' responsibility to disinfect these items.



ATHLETICS

STUDENT-ATHLETES

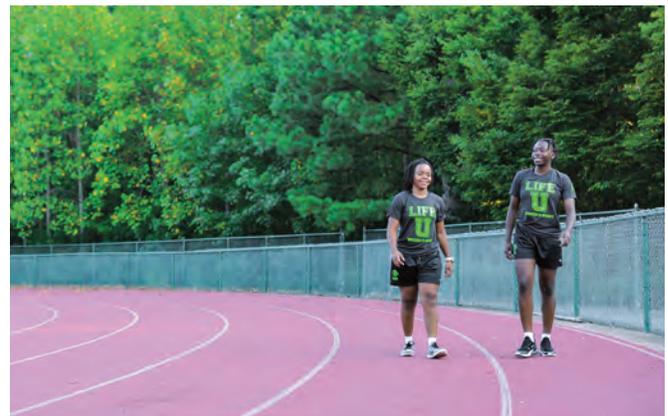
The Department of Athletics will continue a phased operation of all athletic programs. The Department of Athletics, through Athletic Care, will carefully monitor the health of all student-athletes and move individual teams, or appropriate small groups within teams, to proper phases as described within this document when necessary. Monitoring begins with daily NAIA self-screening and phasing is subject to change as it is dependent upon any changes in COVID-19 cases within the team and/or small group.

In accordance with state and University guidelines, we have also used the following documents in planning:

- NCAA Core Principles of Resocialization of College Sport
- National Strength & Conditioning Association COVID-19 Return to Training
- NAIA COVID-19 Response Manual
- National Athletic Trainers Association Pre-Return & Return-to- Campus Preparation and Communication Plan
- USA Wrestling Return to the Mat Guidelines
- USA Rugby Return to Play Guidelines
- NCAA Resocialization of Collegiate Sport: Action Plan Considerations
- Mid-South Conference Return to Play Guidelines, Protocols, and Procedures In Response to COVID-19

The Department of Athletics will also abide by guidance set forth by Life University. While the criteria to train and compete may be more strict due to the physical and communal nature of sports, the general rules and philosophies still apply. All who are on campus must wear a face covering that covers your mouth and nose in all Life University buildings and common areas. See more details on LIFE's Temporary Face Covering Policy on the appendix page 43.

NOTE: At all phases, Athletics staff will be held to similar standards/guidelines as student-athletes. Additionally, at all phases the Department of Athletics will ensure proper cleaning protocols are taking place, and student-athletes use their own towel and water bottles to mitigate the spread of the virus.



GENERAL DEPARTMENT OPERATIONS

Athletic Care

Staff/Student-Athlete Interaction

Staff are to maintain social distancing while working with patients unless it is absolutely required for care. Due to limited space, athletic care staff may work shifts to minimize contact and maintain the acceptable social distance of six feet. All staff and patients are to wash their hands immediately upon entering the clinic and after working with each patient.

Staff Scheduling

- Six feet is to be observed between working spaces and personal space.
- No more than two people to an office for daily use.
- Staff are to stay in assigned clinics. No hanging out in another clinic during hours.
- Clinicians will wash their hands after a patient's appointment.

AT Patient Care (Injuries/Prehab/Rehab)

- Staff are to wash hands prior to and after caring for a student-athlete.
- No patient is to be in the office area at any time for any reason.
- Self-stretching should always be encouraged.
 - Only if it is completely necessary for care can you provide hands-on care.
- Provide verbal directions for patients to maintain distance.
- Face coverings will be required by everyone while in the clinic.
- All surface areas and equipment will be sanitized immediately after the appointment where the patient had contact with during care.

Chiropractic Patient Care

- Tables are to be sanitized before and after every patient use, paying close attention to the head piece and hand rests.

Strength and Conditioning

- Strict daily screening protocols will be in place and must be completed on each student-athlete and coach prior to participation if they have not already been screened through university protocols
- Rigorous cleaning of equipment between sessions is required.

Note: Normal NAIA 24-week rules apply, and a sport coach's presence at S&C triggers the entire week to be counted.

Academic Support

- Academic meetings will be restructured to manage foot traffic.
- Study hall will open but with tables/chairs reconfigured to maintain distancing regulations.
- Furniture and computers will be cleaned appropriately.

Laundry

- Wear disposable gloves when handling dirty laundry and discard after each use. If using reusable gloves, those gloves should be dedicated for cleaning and disinfection of surfaces for COVID-19 and should not be used for other household purposes. Clean hands immediately after gloves are removed.
- If possible, do not shake dirty laundry. This will minimize the possibility of dispersing virus through the air.
- Launder items as appropriate in accordance with the manufacturer's instructions. If possible, launder items using the warmest appropriate water setting for the items and dry items completely.
- Clean and disinfect clothes hampers according to guidance for hard and soft surfaces. If possible, consider placing a bag liner that is either disposable (can be thrown away) or can be laundered.

Locker Room

- Locker rooms are to be cleaned daily via campus cleaning protocols.
- Extra cleanings are scheduled to take place prior to outside competition use to ensure room is sanitized prior to their use.

In the Event of a Confirmed COVID-19 Positive Diagnosis

- Facilities occupied by the diagnosed student-athlete will be closed to all until appropriately cleaned.
- Athletics initiates illness outbreak communication plan (see detailed plan on page 23).
- Director of Athletics will contact the conference commissioner per Mid-South guidelines.
- Athletic care will continue to check in and monitor those diagnosed.
- A doctor's note clearing the student-athlete to participate must be obtained by the Director of Athletic Health Care to resume participation.

ATHLETICS | ILLNESS OUTBREAK COMMUNICATION PLAN

Outbreak Coordination: Response Team Members & Responsibilities

<p>Director of Athletic Health Care</p> <p>Chris Markie</p>	<ul style="list-style-type: none"> • Along with Dean of Students, coordinate plan of action with Health Clinic Director/Physician and Team Physician(s). • Communicate with all response team members throughout illness.
<p>Team Physician(s)</p> <p>Dr. Greg Matechak/Dr. Greg Lee</p>	
<p>Athletic Director</p> <p>Jayne Pendergast</p>	<ul style="list-style-type: none"> • Communicate with Life University Administration and Mid-South Conference/NAIA as needed.
<p>Athletic Trainers</p>	<ul style="list-style-type: none"> • Be the first line of defense for student-athletes – monitor their status. • Manage non-infected student-athletes. • Coordinate cleaning of possibly infected areas (facilities/vehicles). • Help monitor situation and help communicate with response team. • Support steps necessary to carry out plan.
<p>Head Coach</p>	<ul style="list-style-type: none"> • Notify Athletic Care staff of new cases. • Manage team activity in a manner to decrease spread of virus. • Alter travel, practice and game activities as needed to protect those not infected. • Help in communicating with student-athletes, parents and staff.
<p>Athletic Media Relations</p>	<ul style="list-style-type: none"> • Control all media outlets regarding virus outbreak. • Communicate with LIFE Media Relations.
<p>Physical Plant</p>	<ul style="list-style-type: none"> • Assist in cleaning locker rooms, weight room, etc. • Provide cleaning supplies for common use area.

PHASES OF TRAINING

The Department of Athletics, through Athletic Care, will carefully monitor the health of all student-athletes and move individual teams, or appropriate small groups within teams, to proper phases as described within this document when necessary. Monitoring begins with daily NAIA self-screening and phasing is subject to change as it is dependent upon any changes in COVID-19 cases within the team and/or small group.

It is important to note that for some teams, it would be appropriate for some on the team to be at Phase I and for others to be at Phase 2 or Phase 3 as tracing close contacts is dependent upon the nature of the sport.

PHASE I

Note: Any student-athlete or staff member who have tested positive for COVID-19 or have been contact-traced are required to isolate/quarantine and are not permitted in campus facilities.

- S&C plans will be accessible through TeamWorks app (If the student-athlete is well enough to be active)
- Use of personal equipment only
- All coaching occurs virtually
- All team activities are to be done virtually.
- Academic meetings are to be performed virtually.

PHASE II

Note: This phase is designed to be a natural "conditioning" and return to play period for our student-athletes. Access to facilities is no longer restricted.

- Designated Athletic Trainers will submit required screening verification to NAIA daily.
- Daily symptom screening will occur when the team is active that day. The student athlete will verify their daily health status through a daily symptom screen in the Athletic Trainer System Software. The athletic trainer will review any flagged student-athletes to determine if they are medically disqualified from practice or competition based from a graded symptom score designed by the NAIA. Based off the symptoms and score the student-athlete may be referred for COVID-19 testing. If the symptoms qualify for Life University disqualification the athletic trainer will inform the Dean of Students office.
- A five-day graduated return to play will occur for positive COVID-19 cases. Any case with prolonged or severe symptoms may require further testing before being allowed to return to activity upon clearance of the team physician. Teams that are quarantined for 14 days will only require a three-day graduated return for full practice or competition. A graduated return may be altered based on updated guidelines provided by the Department of Health and adopted by Life University.
- Strength & Conditioning to resume in person.
Technical skill training allowed but must abide by graduated return to play protocol, under the direction of the Athletic Trainer.
- Contact allowed but must abide by graduated return to play protocol, under the direction of the Athletic Trainer.
- No outside competition allowed.

PHASE III

Note: Teams in phase III are cleared to participate in accordance with graduated return to play protocol, MD clearance (if applicable), and outside competition allowed.

- Traditional training and contact allowed.
- Rigorous cleaning of equipment and spaces continue.
- Competition resumes with attention to other institutional/state guidelines.
- Travel logistics may be altered to reduce risk of spread of virus.

Travel

- Spacing and other relevant factors will be considered in all transportation assignments.
- Use boxed/individual meals – no buffet-type food is to be served.
- Additional protocol for travel is listed in the Mid-South Conference Return to Play Guidelines, Protocols and Procedures Manual.

Competition (Operations)

- On game day, Life University will follow all Mid-South Conference Return to Play Guidelines, Protocols and Procedures in Response to COVID-19, which can be found at <http://www.mid-southconference.org/>.
- Normal screening protocols in place and must be completed on visiting team, game day workers and guests attending.
 - Game day operations should have someone ready to screen two hours prior to competition. We expect guest screening to start with visiting team and officials and continue with spectators.
 - Those taking payment must wear gloves.
 - Concessions must sell individually packaged food/drink.
 - Those working concessions must wear gloves.
 - It is the responsibility of the Game Administrator to monitor for compliance with screening and the wearing of bands.
- All individuals present at the competition must have the designated wristband associated with the University for that day. Guests without bands must be asked to leave.
- Attendance at outdoor events will be unaffected as appropriate space exists to maintain distancing protocols.
- All indoor competitions will be moved to the Lower Gym until further notice to accommodate for increased spacing.

External Communication

- Visitors can view game-day Information at <https://liferunningeagles.com/sports/2020/7/14/life-u-athletics-covid-policies-and-procedures.aspx>.
- Director of Athletic Health Care (or designated ATC) is to communicate Life U's institutional guidelines and required institutional information required by the Mid-South Conference to visiting team 72 hours in advance of competition date.

FAN ATTENDANCE PROTOCOL

Life University values the support of our fans. Our primary goal is to protect the health and safety of our campus community members and ensure the quality of our students' education. Until further notice, spectators will be required to wear a mask or other face covering at all athletic events.

All fans are required to be screened according to Life University policies, before entering the athletic venue.

Attendance/Fan Procedures at Life U Athletic Venues

Eagles' Nest (lower gym)

- Maximum attendance of 300.
- There will be no fans from visiting teams allowed.
- Visiting teams will be limited to a travel roster of 25, including student-athletes, coaches, athletics trainers and bus drivers.
- The home team will be allotted a guest list that will be chosen at the discretion of the team's head coach. Fans MUST be on the list to gain entrance after screening.
- The remaining number of guests will be open to Life University students, faculty and staff. These tickets are available on a first come, first serve basis, and Life University ID is required.
- All fans will be able to pick up a ticket at the check-in table located at the entrance to the Eagles' Nest.

Upper Gym

- No fans allowed.
- Game day personnel only.

Lupo Family Field

- Currently no limit on attendance. Subject to change.



CAMPUS REC & WELLNESS

FITNESS CENTER

Facility Hours:

- The facility is open with limited hours and appropriate physical distancing restrictions.
- The locker rooms, spin studio and group exercise room are open and comply with current guidance from the Governor's Executive Orders.
- Patrons are encouraged to limit workouts to 60 minutes.

Physical Distancing

- Equipment is spaced a minimum of six feet apart. Equipment that cannot be spaced out will be taken offline.
- Adhere to current Governor's Executive Orders with regards to Fitness Center operations and facility capacity.

Cleaning

- Professional and student staff are increasing cleaning and disinfecting of touchpoints of **all** equipment following the Life University Cleaning and Disinfecting Protocol (LUCDP).
- Patrons are required to wipe down **all** equipment after each use. Student staff will be empowered to remind patrons of this requirement. This applies even between sets, if a patron leaves that piece of equipment, no excuses (e.g., getting water).
- Opening staff will arrive 30 minutes prior to opening to begin facility cleaning responsibilities. Closing staff will be expected to remain 30 minutes after closing to complete end-of-day cleaning responsibilities.
- Additional cleaning of the facility will occur mid-day during the week. The facility will be closed for one hour to clean and disinfect touchpoints and equipment.

Front Desk Operations

- Patrons will be asked to swipe their own ID, or tell front desk staff ID number, to check in to facility practicing physical distancing.
- Patrons entering the facility must follow Life University screening procedures and be wearing appropriate wristband.
- Patrons who are sick or experiencing any symptoms will be asked to leave the facility.

Facility Staffing

- Facility staff members are encouraged to wear appropriate gloves when cleaning equipment, machines and touchpoints.
- Front desk staff will perform temperature screening for fitness center patrons on weekend program hours and disperse wrist bands.
- Student staff are encouraged to use hand sanitizer and/or wash hands throughout shifts.
- Facility staff are scheduled in clusters to limit total exposure.
- All staff will complete a reorientation/training prior to resuming work that covers new policies, procedures and education on COVID-19.

Facility Capacity Management

- All patrons are required to secure a reservation to use the facility prior to arriving at the Fitness Center.
- 25 Patrons are admitted on the hour and 25 patrons are admitted on the half hour. Fitness Center admittance will not exceed 50 people.

Communication

- Signs are posted around the Fitness Center to encourage positive hygiene practices and handwashing. Policy signage will be posted in both locker rooms, facility entrance, front desk, on social media pages and the website.

Policy and procedures will be monitored and updated as needed or as required to maintain compliance with all federal and local laws and University requirements related to COVID-19.



ENROLLMENT

CAMPUS TOURS

- The number of participants will be limited to current guidance from the Governor's Office:
 - One Student Ambassador
 - One Campus Tours Coordinator
 - One Faculty Member
 - One Enrollment Specialist
 - One Financial Aid Representative
- Guests will not be required to wear PPE equipment; however, it will be made available.
- All staff members and Student Ambassadors should have wristbands from daily temperature check-in.
- Tour schedule adjusted and shortened to reduce overcrowding and exposure.

Materials Needed

- Hand sanitizer station for guests
- Social Distancing signage
- Cleaning agents
- No-touch thermal forehead scans
- Life University Face Coverings will be provided. See more details on LIFE's Temporary Face Covering Policy on the appendix page 43.

Guest Communications

- Guests will receive standard physical distancing guidelines and safety instructions prior to their arrival to campus.
- Guests will also be informed of what safety precautions we are taking to ensure their safety.
- Guests will also be screened according to the current Life University protocol and receive a wristband indicating that screening has occurred.

Cleaning Procedures and Guidelines

- Treehouse will be properly cleaned and sanitized after each tour ends following CDC guidelines. Work orders will be placed to ensure the proper cleaning supplies are used.
- Any areas used for dining will be properly cleaned and sanitized after each tour ends following CDC guidelines.
- Enrollment Conference Room will be properly cleaned and sanitized after each tour ends following CDC guidelines.





EVENTS

EVENTS AND GATHERINGS

GUIDELINES FOR SCHEDULING/PLANNING AN EVENT

All events will follow the guidelines set forth by the University with regards to physical distancing and the use of PPE. Specifically:

- We will adhere to the current guidelines as published by the Office of the Governor of Georgia and federal guidelines.
- When possible, consider outdoor event spaces (the more open and well-ventilated a space, the better).

Gatherings

The University is strongly recommending that all members of the institution adhere to the current guidelines as published by the Office of the Governor of Georgia and federal guidelines. Respect the physical distancing of six feet between persons. While not always possible, every effort will be made to maintain physical distancing. Some measures may include markers on the floors and in hallways, shields at certain office locations and remote assistance when practical.

Food Service

Any event involving food service will adhere to the following minimum guidelines:

- No self-service buffets or self-serve areas are to be used.
- Stagger food and drink stations.
- Drinking fountains and hydration stations are to be monitored.
- Serve pre-packaged or individually packaged food/meals and individually bottled beverages.
- Request trash cans in room schedule/setup FSDirect details.
- Schedule custodial service for intermittent trash pickup during the event.

Food service provided by Chartwells in Lyceum Hall and Socrates Café will abide by the current guidelines as published by the Office of the Governor of Georgia and federal guidelines in addition to their current corporate guidelines that will include daily screening of all employees.

Student Organizations and Clubs

- Registered clubs and organizations may request rooms through Engage based on very limited availability.
- All cleaning protocols, occupancy and event restrictions will be enforced by their registered advisor.
- Student organizations will not be allowed to congregate or meet without a faculty advisor present for the entire meeting as well as approved event registration.
- All attendees must wear the appropriate wristband.

Scheduling Event Space

- Submit a room schedule request through FSDirect Room Scheduling a minimum of two weeks prior to the event.
- Schedule an event space large enough to accommodate physical distancing requirements (a minimum of six feet between individuals) for the expected attendance.
 - The number of attendees should comply with the Governor of Georgia's Current Executive order and allow for a minimum distance of six feet apart.
 - Consider actual room size after setup with staging, pipe and drape, registration area, etc. – anything that will minimize current empty room size when you are estimating guest count.
 - Consider outdoor event spaces (the more open and well-ventilated a space, the better).
- Confirm the requested room is available and request is approved before finalizing plans for the event.
www.myschoolbuilding.com/myschoolbuilding/myrequest.asp
- A dedicated isolation space should be identified for use should a participant develop symptoms during the event (including events spanning one or more days, or if a participant is unable to leave the event immediately).

PLANNING THE EVENT

- Attendance numbers should not exceed the maximum number of guests allowed by the Governor's Executive Order for group gatherings.
- Require guests to RSVP so you can plan accordingly.
- Setup/Breakdown and Event Start/End Time
 - Schedule event setup/breakdown times to ensure safety precautions are followed during setup and breakdown of event and to allow necessary sanitization before and after the event.
 - All participants will be screened according to current Life University protocols and wear the appropriate wristband.
No exceptions!
 - Set the end time of the event to allow sufficient time for achieving the objectives of the event and minimize time for social gathering.
 - Include tables for safety equipment (thermometers, hand sanitizer) in the check-in area in the FSDirect set-up detail.
 - Registration tables, check-in and prescreening area(s) should be set up in a separate area outside of the dedicated event space.
 - Ensure physical distancing (maintain six foot distance between all attendees).
- Sanitation and Safety Guidelines per Life University cleaning and disinfecting protocols
 - Varsity employees will be subject to on-campus, daily screening.
 - Ensure all furniture and fixtures are cleaned/sanitized before the start of the event.
 - Face masks will be made available for attendees (non-university employees and students) upon arrival at the event. See more details on LIFE's Temporary Face Covering Policy on the appendix page 43.
- Physical Distancing
 - Incorporate physical distancing and precautionary measures as published by the Office of the Governor of Georgia and federal guidelines (currently maximum of 50 guests).
 - Mark floors in six foot intervals at check-in.
 - Arrange tables for seating of groups of four or fewer per table (72-inch round), less if using smaller tables.
 - Space tables to allow a six-foot open space between the backs of chairs when guests are seated.
 - Booth Seating: seat guests in every other booth.
 - Seating-Only Events: arrange chairs to allow for a six-foot area on all sides of each chair.
- Food Service
 - No self-service buffets or self-serve areas are to be used.
 - Stagger food and drink stations.
 - Drinking fountains and hydration stations are to be monitored.
 - Serve pre-packaged or individually packaged food/meals and individually bottled beverages.
 - Request trash cans in room schedule/setup FSDirect details.
 - Schedule custodial service for intermittent trash pickup during the event.
- Informational communications from event organizers should include:
 - All Life University communications regarding COVID-19 are found on the following web page:
www.LIFE.edu/campus-life-pages/health-services/coronavirus/.
 - Post standard Life University COVID-19 prevention posters.
 - Include directives that individuals who are ill or not feeling well should not attend the event.
 - Those who are high risk should take extra precautions in attending the event.
 - Include pre-screening questions per the Life University return to campus process
 - Include a statement that "as restrictions related to COVID-19 (Coronavirus) continue to evolve, events may be canceled at any time."

GUIDELINES FOR CHECK-IN AND DURING THE EVENT

Event Staff Requirements

- Face coverings are required except when eating or drinking.
- Mark separate entrances and exits from the event room.
- Prop doors open for entering and exiting event room.
- Use the Engage website (for students), iPads, phones or another form of “no contact” check-in; **no** pens or paper.
- Follow the Life University screening process (above).
 - Based on CDC guidelines, Life University reserves the right to deny admission to any individual(s) in the best interest of the safety and health for the LIFE community (anyone presenting with a fever of 100.4 degrees or more and/or with active COVID-19 symptoms).
- Have appropriate cleaning and PPE available at event.
- Encourage people to replace handshakes with greetings that do not require skin-to-skin contact.
- Clean and disinfect frequently touched objects and surfaces as per the Life University guidelines (LUCDP).

Attendees

- Face coverings are required except when eating or drinking.
- All participants will be screened in order to attend events as per the current Life University protocol.
- Once successfully screened, guests will be required to wear a visitor’s wristband for the duration of their stay on campus.
- Individuals feeling unwell or experiencing any COVID-19 symptoms (fever, cough, difficulty breathing) should not participate in the event.
- Life University reserves the right to deny admission to any individual(s) in the best interest of the safety and health of the LIFE community (anyone presenting with a fever of 100.4 degrees or more and/or with active COVID-19 symptoms).
- If a guest develops symptoms during the event (including events spanning one or more days, or if guest is unable to leave the event immediately), a dedicated isolation space will be provided.

Food Service

- Do not share food or beverages with others.
- Food service staff will follow appropriate procedures for safe handling and serving of food (see details on page 32).

Signage

- Organization and program materials/handouts pertaining to your event should be displayed at check-in and registration table area.
- Life University Safety and Prevention signage will be displayed in and around the event space including check-in/registration and screening area.



POST-EVENT GUIDELINES

Sanitation & Safety Guidelines

- Clean all frequently-touched surfaces such as countertops and tabletops, remote controls, computers and keyboards, A/V controls, chairs, doorknobs, etc. Use cleaning agents as recommended by Life University Cleaning and Disinfecting Protocols (LUCDP) to help prevent the spread of COVID-19.

The University has posted information regarding COVID-19 on the LIFE.edu website. All members of the LIFE community are encouraged to visit the site regularly for updated information.

RESOURCES FOR EVENT PLANNING

Event Safety Supplies to be Provided for Attendees:

Personal Protective Equipment (PPE) - In consideration for the community health and wellbeing, Life University will provide general items for events. Masks, nitrile gloves, shoe covers and hand sanitizer can be requested by emailing Purchasing@LIFE.edu with the item and quantity needed. Any desired PPE outside of those four items must be requested by the VP of that department and approved by the EVP of Finance prior to an order being placed.

- No-touch scanning thermometers
- Hand Sanitizer
- Appropriate personal protective equipment (PPE)
- Facial tissues
- Paper towels
- Floor markers
- Disinfectant wipes (for wiping down surfaces and thermometers)
- Informational posters
- Wastebaskets, trashcans (reserve with schedule request through FSDirect)

For more information, please see the CDC Event and Gathering planning tool at [this link](#).

HUMAN PROGRESS
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EVERY STEP TOWARD
THE GOAL OF JUSTICE
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THE TIRELESS EXERTIONS AND
PASSIONATE CONCERN OF
DEDICATED INDIVIDUALS.
Martin Luther King Jr.



HOUSING

HOUSING

MOVE-IN PROCESS

- An email with instructions will be sent to all students' Life University email addresses scheduled to move in during the appropriate quarter.
- Residents will be assigned designated move-in timeslots in order to regulate the amount of people in the residence hall and common spaces to maintain physical distance.
- Move-in signage will be placed on Barclay Circle leading students to The Commons (1100 Barclay Circle, Marietta, GA) for both Life's Village Retreat and The Commons check-in.
- Only two people, the resident plus one, will be allowed to enter the residential areas of the buildings to take belongings to the resident's room.
- Residents checking in will be directed to park in short term parking and enter Lyceum Dining Hall to check-in.
 - Students will turn onto Huntington Road from Barclay toward The Commons and be directed to our short-term parking area.
 - Life University team members will be available to direct guests to check-in.
 - Resident and guest(s) will participate in the Life University Screening process.
 - Having a temperature of 100.4 degrees or above may require additional testing and assignment in the Isolation Area.
 - If there is no concern, the resident will enter Lyceum Dining Hall and finish the check-in process inside The Commons. Resident Assistants and Housing and Residence Life team members will assist the student with check-in. The resident will then be provided additional move-in information.
- On-Site Resources
 - Card services will be available on site to take ID pictures and distribute student IDs.
 - Housing & Residence Life
 - Campus Dining, Meal Plan and Mail Services Information
 - Enrollment
 - Financial Aid
 - Student Accounts
 - Campus Safety
- Once checked in, the student will then be invited to unload their vehicle and begin moving in to their assigned residence hall.
- Directional signs will be posted in the halls.
 - LVR – clockwise direction all floors.
 - The Commons – each hallway will have one direction.
- Only two people, the resident plus one, will be allowed to enter the building to take belongings to the resident's room.
- Residents and a guest will only be able to **go up on the elevators (no more than two in a car) and down on the main stairwells.**

HOUSING

HOUSING

RESIDENCE HALL OPERATIONS

Regulations and Guidelines

- Face coverings are required within all residential buildings/common areas when a student is not in their assigned room/apartment.
 - Face coverings can be provided by the Housing and Residence Life team if student does not have one.
- Nonresidential guests are not allowed within the residential areas of the residence halls on-campus.
- Remaining at least 6-feet physical distance when around other Life student and professional staff in the residence halls.
- Increased signage throughout the building and email reminders are sent to students of implemented regulations and guidelines.

Facility Operations

- The residence halls are cleaned daily seven days a week by Building Cleaning Solutions, Inc.
- When cleaning is underway, frequently touched surfaces are addressed multiple times throughout the day.
- Additional cleaning is done throughout the Isolation Area and electro-spraying takes place once a student moves in/out of Isolation.
- Hand sanitizer stations are present throughout the buildings for residential students to practice healthy hygiene.

Housing and Residence Life Support

- Each floor in the Residence Halls has a Resident Assistant (RA) available to support residential students with anything they need.
 - RAs host programs to educate and involve students within their residential community. Topics for programs include: Stress Management, Wellness (Mental/Physical), Bingo Nights, Design a Face Covering and many more!
- For both buildings on-campus, we have Isolation Technicians who are professional staff members that assist and support our students in quarantine and isolation while living on campus.
 - These technicians will deliver meals to the students, do student check-ups and assist students with any other needs they may need while in quarantine and isolation.
- Each residence hall has a live-in professional staff member called a Residence Life Coordinator (RLC) that supports the RAs of the building and assists with any issues/concerns in their residence hall.
 - The RLCs provide support to the residential students while also promoting the residential curriculum to help students develop personally and professionally while on-campus.
 - RLCs will send out monthly newsletters to their residential community keeping them updated on programs in the residence hall, on-campus and keeping students up to date on LIFE's regulations and policies.





STUDENT AFFAIRS

STUDENT ADMINISTRATIVE SERVICES & STUDENT SUCCESS CENTER

Students requiring assistance from the Registrar's Office,

Student Accounts or Financial Aid

The Student Advocacy Center and all of the departments within the Student Administrative Department will follow Life University guidelines with regards to physical distancing and appropriate environmental cleaning.

- **Remote Students:** Please call 770-426-2700 and share your issue with the Student Advocate who will facilitate contact with the appropriate individual. Contact may be through either audio or video conferencing.
- **On-Campus Students:** Students who are on campus may visit the Student Advocacy Center. One of the Student Advocates will assist you in contacting the appropriate individual to resolve any issue or answer any question you may have.

Student Success Center

Each department within the Student Success Center (SSC) will provide all of the services to students in the appropriate manner.

- **Remote Students** will continue to engage with the departments and receive services in the same manner as were provided during the previous quarters (audio or video conferencing).
- **On-Campus Students** will have opportunities to engage with members of each department during limited hours on campus (posted on the SSC Webpage). All of the departments within the SSC will follow Life University guidelines with regards to physical distancing and appropriate environmental cleaning.

Disability Services SSC@LIFE.edu

- 7:00 a.m. - 6:00 p.m. (Times will adapt based upon coverage for exam times.)
- One Proctor

Counseling Counseling@LIFE.edu

The Director of Counseling (Counseling@LIFE.edu) will continue with hybrid delivery.

Academic Support AcademicSupport@LIFE.edu

1. Academic Support staff will be on campus more regularly with rotating daily schedules between 8:00 a.m. and 6:00 p.m.
2. Individual meetings will occur virtually or outside of the staff member's office.
3. Make-up tests will return to campus for lecture, paper-based tests only.
4. DC lecture SI sessions will be offered on campus. Selected lecture SI sessions will be offered remotely and on campus.
5. All undergraduate tutoring sessions will be offered on campus only. If students are not able to come to campus, TutorMe, our online tutoring platform, is available for students to utilize.
6. Open lab SI sessions will be held fully on campus. Basic Sciences and Clinical Skills SI open labs will be open on Saturdays (and Sundays of Weeks 4, 5 and 9). Clinical Skills will have one weekday on-campus SI session.
 - a. To control the students entering the labs and/or maximum number of students in the lab, Academic Support will create a sign-up schedule for students to sign up to attend the labs. The link will be on our site, Blackboard and on the schedule.
 - b. If a student arrives without scheduling their time, an iPad will be available for students to sign up for a time slot.
7. Each on-campus SI session will be limited to 25 minutes with time between students for the SI leaders to clean the equipment before the next student arrives.

SI Sessions

SI Schedule posted on SSC Webpage:

www.LIFE.edu/campus-life-pages/student-success-center/academic-support/



APPENDIX

APPENDIX: LIFE UNIVERSITY TEMPORARY FACE COVERING REQUIREMENT

Our primary goal is to protect the health and safety of our campus community members and ensure the quality of our students' education. Due to the increase in COVID cases in the State of Georgia and the potential for further increases following the holiday break, we have implemented a temporary Face Covering Requirement.

Effective November 30, 2020, face coverings will be required in all Life University buildings and common areas. Consistent with the Georgia Department of Public Health and CDC guidance, the University is implementing the following requirement in order to prevent the potential spread of COVID-19 among University community members while pursuing our goal of on-campus instruction. The face covering requirement will continue until further notice, unless modified by the University President.

Applicability

The face covering requirement applies to all faculty, staff, students and visitors, and requires all individuals to wear face coverings that cover their mouth and nose. In addition, physical distancing of at least six feet shall be observed when possible.

Face coverings are required in all Life University buildings.

Exceptions to indoor Face Covering requirements

Employees are not required to wear face coverings while at their work stations. Additionally, exceptions may be granted by the President for particular classes or University activities.

While wearing face coverings is required in all Life University buildings, they are not required in the following circumstances:

- While eating in a dining hall (Socrates Café, Lyceum Dining Hall);
- While inside residential rooms within the residence halls;
- While inside apartments located within the residence halls;
- While exercising at indoor campus exercise facilities in designated exercise areas.

However, face coverings must still be worn while entering or exiting a dining hall and while waiting to obtain food in such locations.

With respect to indoor campus exercise facilities, face coverings must be worn while entering or exiting an indoor campus exercise facility, and while utilizing the common areas of such facilities (including restrooms, stairwells, elevators and lobbies).

While engaging in activities where face coverings are not required, it is particularly important to engage in physical distancing of at least six feet. Accordingly, the layout within dining halls and indoor campus exercise facilities may be modified to the extent possible in order to facilitate physical distancing.

Please refer to the Life University Athletics web page for requirements at athletic events ([Click Here](#)).

Face coverings will be required to be worn at all University activities and events that present a higher risk of transmission and/or where physical distancing of at least six feet is not feasible. Signage will be posted communicating applicable face covering requirements.

Exceptions to Face Covering requirements

In the event that an individual cannot comply with the face covering requirement due to a documented disability, they may initiate the University's interactive accommodations process in order to request a "reasonable accommodation." Students who wish to request an accommodation may contact the [Director of Disability Services](#). Employees who wish to request an accommodation may contact the Human Resources.

Expectations

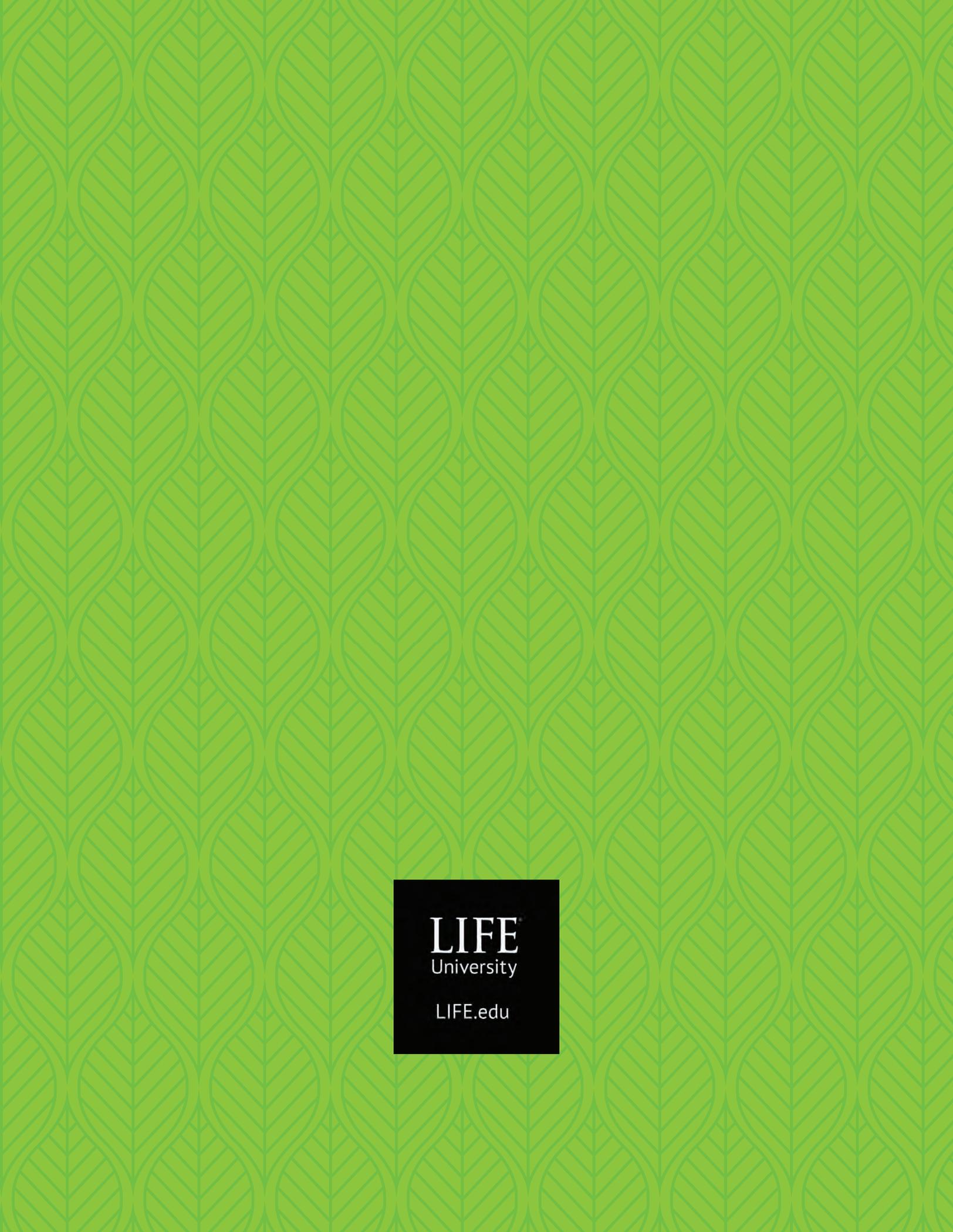
We are dedicated to the health and safety of our campus community members and the quality of our students' education. We value the importance of on-campus instruction. Our expectation is that our community will adhere to this requirement to ensure the safety, well-being and continued education of our students.

Please direct any questions to the Vice President of your area.

REFERENCES

Please see references from Center for Disease Control guidelines:

1. CDC. How to Protect Yourself & Others
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
2. CDC. Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes.
https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html?deliveryName=USCDC_2067-DM26911



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