



LAKE-SUMTER STATE COLLEGE RETURN TO CAMPUS PLAN SPRING 2021



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Executive Summary

Guided by our data-informed approach, public health guidance, and input from our campus community, Lake-Sumter State College is implementing a flexible learning environment and campus experience designed to keep our community safe, ensure access and quality for our students, and move us forward on our goals for our community.

Guiding Principles Overview

Create a COVID-19 Aware Campus	Deliver flexible academic instruction	Support student success
<ul style="list-style-type: none">• Implement prevention, mitigation, reporting, and monitoring capabilities• Enable physical (social) distancing to limit campus density in buildings and classrooms• Train students, faculty, and staff on public health guidelines• Maintain public health awareness through communication campaign	<ul style="list-style-type: none">• Offer seated, hybrid, traditional online, and real-time online courses• Increase the number of online course offerings• Continue to focus on quality academic instruction	<ul style="list-style-type: none">• Offer academic support services virtually• Provide COVID-19 compliant access to campus facilities, including Libraries, Math Emporium, and Learning Center• Provide training and resources for faculty to develop technology-enabled instruction

Phased Return to Campus Plan

Phase 1

Start Date: May 1, 2020

Employee Work Locations: Some On-Campus Essential employees working, Scheduled hours for essential document processing, Remote Essential & Remote Ideal work remotely

On-Campus Student & Community Services: All College services offered remotely, no students or visitors on campus, Cooper Memorial Library offering curbside pickup

Additional Information: All individuals must adhere to safety & sanitization guidelines. Regular communications from LSSC.

Phase 2

Start Date: May 18, 2020

Employee Work Locations: Some On-Campus Essential employees working, Scheduled hours for essential document processing, Cabinet and some Remote Essential as needed, Remote Essential & Remote Ideal work remotely

On-Campus Student & Community Services: All College services offered remotely, no students or visitors on campus, External partner staff permitted on campus (with approval) for space modifications, Cooper Memorial Library offering limited services

Additional Information: All individuals must adhere to safety & sanitization guidelines. Regular communications from LSSC.

Phase 3

Start Date: June 1, 2020 (contingent on completion of work in Phase 2)

Employee Work Locations: Some On-Campus Essential employees working, Remote Essential work remotely and consult on-campus as needed, and Remote Ideal work remotely

On-Campus Student & Community Services: All College services offered remotely, no students or visitors on campus (except pre-selection HESI testing), External partners permitted to operate with EVP approval, Cooper Memorial Library offering limited services

Additional Information: All individuals must adhere to safety & sanitization guidelines. Regular communications from LSSC.

Phase 4

Start Date: July 13 for employees, July 27 for students and community visitors

Employee Work Locations: All employees will return to work on campus, except those with approved accommodations or those who have long-term remote assignments

On-Campus Student & Community Services: Students and community visitors may return to campus while adhering to guidelines. Resume scheduled appointments, drop-in hours, on-campus academic support services. Increased “Virtual Lobby” student services will continue. Cooper Memorial Library resumes full services based on Lake County plan.

Additional Information: Some College events may resume with Cabinet approval. All individuals must adhere to safety & sanitization guidelines. Regular communications from LSSC.

Phase 5

Planned Start Date: November 16 through January 4, 2021

Employee Work Locations: All employees will return to work on campus, except those with approved accommodations or flex-place arrangements

On-Campus Student & Community Services: Students and community visitors may return to campus while adhering to guidelines. Continue scheduled appointments, drop-in hours, on-campus academic support services with increased virtual student services to continue. Cooper Memorial Library resumes full services based on Lake County plan.

Additional Information: Some College events may resume with Cabinet approval. All individuals must adhere to safety & sanitization guidelines. COVID-19 related communications provided as needed.

Employee and Student Considerations

People Who Are at Increased Risk for Severe Illness

Everyone is at risk for getting COVID-19 if they are exposed to the virus. Some people are more likely than others to become severely ill. The Centers for Disease Control and Prevention (CDC) has identified underlying medical conditions that increase the risk for severe illness at any age; an [updated list of these conditions](#) is available from the CDC.

As of November 10, 2020, these conditions include:

- Cancer
- Chronic kidney disease
- COPD (chronic obstructive pulmonary disease)
- Heart conditions (such as heart failure, coronary artery disease, or cardiomyopathies)
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity (BMI of 30-39) or Severe Obesity (BMI of 40 or higher)
- Pregnancy
- Sickle cell disease
- Smoking
- Type 2 diabetes mellitus

Supportive Policies for Employees

Beginning with Phase 5 of the Return to Campus Plan, work accommodation requests will be reviewed through existing policies relating to the Americans with Disabilities Act (ADA) and/or the Family & Medical Leave Act (FMLA).

Additional details on these processes has been sent to employees via email. A detailed overview of the accommodation process utilizing ADA and FMLA is available in the 2021 Work Accommodations Process document.

The employee is required to submit medical documentation in support of their work accommodation request. The Employee Accommodations Request Form and the Accommodations – Medical Provider Report Form (to be completed by a physician) should be submitted to Human Resources.

These forms can be found in the [Human Resources section](#) of the Employee Intranet.

Questions regarding this process should be sent to Human Resources at (352) 365-3557 or HR@lssc.edu.

Assistance for Student Employees

Student employees who have concerns about returning to work as a result of residing with or caring for a high-risk person, are high risk themselves, or who have lack of available child care should notify their supervisor. Accommodations available to student workers may include:

- Variations in work schedule; may include altered start/end times and/or a compressed work schedule.
- Working remotely from home or other designated location; may include designated days working on campus and working remotely
- Variations in work tasks or assignments

Supportive Policies for Students

Students who may be at an increased risk for severe illness and are uncomfortable returning to campus are encouraged to choose courses that meet only online. If a student needs to take a course that is not offered fully online, the student should contact [Student Accessibility Services](#) to determine if academic accommodations are available.

Students who need support accessing College resources, assistance with COVID-19 Exposure Reporting, reviewing administrative or appeal options, or more information on infection mitigation procedures should contact the Emergency Deans at deanofstudents@lssc.edu.

Monitoring for Health-Related Absenteeism

An increase in health-related absenteeism can be an early indicator of larger health concerns and is a useful monitoring tool to support exposure and infection reporting protocols. Supervisors and department leaders will monitor their employees for increased health-related absenteeism. Increased health-related absenteeism should be reported to Human Resources, who will consult with the College's Coronavirus Response Team.

Health-related absenteeism in students will be monitored through faculty reporting concerns related to academic progress in the Starfish system.

Returning to Campus

Guiding Principles

Implement prevention, mitigation, reporting, and monitoring capabilities

- Required face coverings for all students, employees, and visitors to campus
- Regular and frequent cleaning and sanitization of all campus facilities with a focus on high-touch areas, including tabletop surfaces, copiers, doorknobs and handles, light switches, desks, toilets, sinks, and faucets
- Use of VIREX II 256 for all cleaning and sanitization, an EPA-approved bactericidal, virucidal, and fungicidal disinfectant cleaner
- Provide hand sanitizer stations across campus
- Implement student and employee COVID-19 infection and exposure reporting procedures
- Prepare additional cleaning and disinfecting protocols for areas with a known case of COVID-19
- Align campus practices and procedures with guidelines from the Florida Department of Health and the Centers for Disease Control and Prevention

Enable physical (social) distancing to limit campus density in buildings and classrooms

- Reduce campus population density from normal operations
- Implement building control measures for physical distancing in all classrooms, offices, service areas, and learning spaces
- Limit large events, meetings, and gatherings

Train students, faculty, and staff on public health guidelines

- Mandatory training for students and employees on all health and safety protocols put into place
- Provide flexibility, including equitable remote options for vulnerable/at-risk populations

Maintain public health awareness through communication campaign

- Implement a robust public health awareness campaign in collaboration with Marketing & Communications, Student Life, Campus Safety, Human Resources and the Florida Department of Health

Use of Face Coverings

All students, faculty, staff, and visitors on campus will be expected to wear a face covering/mask. Face coverings/masks should be worn at all times when in the presence of others, in public settings, and when physical distancing measures are difficult to maintain.

Employees who may need an accommodation for an alternative face covering/mask should contact [Human Resources](#).

Students who may need an accommodation for an alternative face covering/mask should contact Student Accessibility Services at SAS@lssc.edu or (352) 365-3589.

Symptom Monitoring

Employees, students, and campus visitors must conduct a self-symptom monitoring and check each day before coming to campus. Individuals must be free of all symptoms related to COVID-19 or have been cleared by their physician to come to campus. Individuals must take personal responsibility by following all health measures, including remaining at home when ill.

People with COVID-19 have had a wide range of symptoms reported – ranging from mild symptoms to severe illness. Symptoms may appear 2-14 days after exposure to the virus. [According to the CDC](#), people with these symptoms may have COVID-19:

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

Exposure Reporting

Students and employees must complete the [COVID-19 Exposure Reporting Form](#) if they have tested positive for COVID-19, they have recently been in close contact with someone who has tested positive, they believe they may have been exposed to COVID-19, or they have traveled to a high-risk location (level 2 or 3) as [identified by the CDC](#).

More details on Exposure Reporting can be found in the Exposure Reporting & Notification section in this document.

Personal Hygiene

To prevent the spread of COVID-19, all members of the campus community are encouraged to wash their hands often with soap and water for at least 20 seconds, especially after being in a public place, touching high-touch surfaces, or after coughing, sneezing, or blowing their nose. If soap and water are not readily available, individuals should use an alcohol-based hand sanitizer that contains at least 60% alcohol.

Students and employees may also be requested to wipe down workspaces with provided disinfectant supplies before, during, and after use.

On-Campus Services

For up-to-date hours of on-campus and virtual services, visit <http://www.lssc.edu/hours/> or <https://www.lssc.edu/current-students/>.

Students and visitors who come to campus for student services and academic support are encouraged to make an appointment. Details on how to connect with individual support areas can be found on the department's page: <https://www.lssc.edu/current-students/>.

Student Life

Student Life events, including clubs and organizations, will be hosted virtually for the spring semester. The College's Student Life Experience platform allows students to join clubs and organizations and to participate in virtual events and meetings. More information is available at www.lssc.edu/studentlife.

Athletics

Baseball, beach volleyball, softball, and volleyball will participate in their season and schedule in Spring 2021.

LSSC athletes are checked for symptoms and temperature via digital approval application daily.

Informed by guidance from public health professionals, LSSC will implement the following COVID-19 safety protocols recommended by NJCAA:

- Temperature checks for all student-athletes, coaches, and game personnel prior to each competition
- Visiting team players and personnel must complete screening survey prior to arrival regarding their symptoms
- Visiting teams are encouraged to check temperatures before departing from their home location
- No hydration or towels will be provided to the visiting team
- Provide sport medicine staff with necessary personal protective equipment
- Limit contact between teams when possible, including the elimination of the pre-game and post-game handshake

- Limit student-athlete/fan engagement before and after competition
- Limit contact to one coach from each team during pre-game meeting

Additionally, LSSC will implement the following COVID-19 safety protocols for facilities and equipment recommended by the NJCAA:

- Frequently touched surfaces on the field, court, or playing surface will be cleaned and disinfected often
- Implement an increased and frequent procedure for routine cleaning and disinfecting of facilities, equipment, and uniforms
- Limit the use of shared objects and equipment, when possible
- Eliminate the sharing of water bottles and towels amongst teammates
- Limit facility access for student-athletes, as deemed appropriate
- Implement physical distancing for team benches, when possible
- Require fans, staff, and other event attendees to wear face coverings/masks
- Encourage fans to practice physical distancing during the event
- Provide access to wipes or sanitizer at entry point of the event
- Limit facility capacity if necessary

Additional Operational Changes

Virtual Meetings

Where feasible, meetings should be held in whole or part using virtual collaboration tools available to College employees and students (Microsoft Teams, Zoom, etc.).

In-person meetings must comply with public health guidelines. Meetings are currently limited to 50% of a room's capacity, assuming 6-ft. physical distancing can be maintained.

College-Sponsored Travel

Lake-Sumter State College is limiting non-essential travel and reviewing all travel plans to limit the spread and risk of exposure to COVID-19. College-sponsored student travel and all out-of-district employee travel will be reviewed on a case-by-case basis. The necessity of the travel will be evaluated against recommendations from federal, state, and local health professionals.

Temperature Screenings

At this time, Lake-Sumter State College does not plan to perform temperature screenings on campus visitors on a daily basis. However, the College reserves the right to perform temperature screenings at events or activities as deemed necessary.

Physical Space Preparations

As much as possible, nonessential furniture in departments, student service areas, and classrooms on all campuses has been relocated to allow for and promote physical distancing protocols in these areas. In addition, informational and educational signage has been posted throughout these areas to support new traffic patterns, operational procedures, and provide pandemic related information.

Outdoor Wi-Fi Locations

In addition to open use classroom spaces, outdoor Wi-Fi locations are available on all three campus locations in seating areas and parking lots. A map indicating the outdoor Wi-Fi locations with the strongest wireless signals can be found at www.lssc.edu/outdoorwifi.

Required Training for Employees & Students

All students, faculty, and staff are expected to complete an online training in Canvas as a review of the College's new COVID-19 protocols prior to returning to campus. New students starting in Spring 2021 will also be required to complete this training.

Campus Cleaning & Disinfecting

SSC Services for Education, LSSC's contracted custodial services provider, will conduct regular cleaning and sanitization of all campus facilities with a focus on high-touch areas, including tabletop surfaces, chairs, copiers, doorknobs and handles, light switches, desks, toilets, sinks, and faucets.

SSC will utilize VIREX II 256 for all cleaning and sanitization, an EPA-approved bactericidal, virucidal, and fungicidal disinfectant cleaner. VIREX will also be made available at areas across campus for where additional self-cleaning of high-touch areas is needed.

Individual Responsibilities

Individuals on campus should take additional care to wipe down and disinfect frequently used surfaces. This includes copiers, printers, computers, and other electrical equipment, coffee makers, desks and tables, light switches, and door knobs.

Deep Cleaning of a Known Infected Area

Areas exposed to COVID-19 by an infected or exposed individual will be cleaned and disinfected according to CDC guidelines, which includes a 24-hour waiting period. Current cleaning & sanitization guidelines require closing off the areas used by the person who is sick or exposed. If they areas can be isolated, a full shut down is not necessary. These areas will be deep cleaned using a disinfecting machine fogger/sprayer.

Classrooms & Lab Spaces

Spring 2021

The following expectations will be in place in classrooms & labs:

- Cloth face coverings/masks will be required while in a classroom or lab
- Occupants should follow designated traffic flow patterns
- Classroom doors should be propped open when possible to promote airflow
- Only designated workstations/desks should be used to allow for physical distancing
- Room occupancy should not exceed posted temporary capacity, approximately 50% of full capacity
- Chairs should remain at designated workspaces
- Each workstation (tabletop, mouse, keyboard, equipment, etc.) should be sanitized between users
- Once seated, students should remain seated until dismissed by the instructor/room facilitator

Classroom & Lab Supplies

Students will need to bring their own scientific/graphing calculator, pen/pencil, and other necessary supplies to their labs. These supplies will not be available to borrow.

Open Use Spaces

Open use spaces will be available for students to study and/or participate in online courses. This is a convenient option for students who are already on campus for a hybrid or seated course and/or may have limited internet access at home.

Students utilizing these open use classrooms are expected to adhere to the policies, procedures, and guidelines outlined in this document and implemented by Lake-Sumter State College.

Course Offerings

We will continue offering four types of course delivery methods to maximize our online course offerings, maintain our instructional quality, allow interaction with instructors and peers, and reduce the campus population density.

Based on student feedback, the number of courses with an on-campus component has increased for Spring 2021. After utilizing mitigation measures in Fall 2020, the institution is confident in its ability to maintain these measures with an increase in on-campus population.

For Spring 2021, around 72% of courses will be offered online, 18% will be offered as hybrid with a mix of online and on-campus components, and 10% of courses will be offered fully seated.

Instructors will communicate with students regarding specific scheduling requirements. Students should refer to the detailed schedule provided by their instructor regarding days and times they are to be in a classroom or lab space for their hybrid class.

Course Delivery Methods

- **Traditional Online Courses** – An online course with no scheduled meeting times and students complete work individually.
- **Real-Time Online Courses** – An online course that requires student attendance at virtual class meetings designated on the course schedule and in the syllabus.
- **Hybrid Courses** – A hybrid class blends online and face-to-face on campus delivery of the course content and instruction. A substantial proportion of the content is delivered online.
- **Fully Seated** – Course content and instruction is delivered in-person on campus.

Exposure Reporting & Notification

Exposure Reporting

Students and employees must complete the [COVID-19 Exposure Reporting Form](#) if they have tested positive for COVID-19, they have recently been in close contact with someone who has tested positive, they believe they may have been exposed to COVID-19, or they have traveled to a high-risk international location (level 2 or 3) as [identified by the CDC](#).

Individuals will be asked to log in with their LSSC email and password when completing the reporting form.

Process after Reporting Exposure

The [COVID-19 Reporting Action Plan](#) has been developed to show the process through which an individual who reports an exposure or potential exposure to COVID-19 will follow. Contacts of exposed individuals may receive communications from the College to report their own exposure or consider getting tested for COVID-19.

Required Quarantine and/or Isolation

Individuals under quarantine or isolation for COVID-19 should not come to campus until that period ends and they have been cleared by a healthcare provider to do so. Employees will communicate with Human Resources on their status and students will communicate with the Dean of Students.

COVID-19 Testing Locations

The Florida Department of Health has an [interactive map of testing locations](#) across the state of Florida. These testing sites are free.

Community Notification of Infections

Individuals who are at-risk for exposure based on reported exposures will be notified by the College. If deemed necessary based on the reported exposures, the College will notify the entire College community of potential exposure.

Privacy and Confidentiality

All Lake-Sumter State College staff involved in the management and communication of COVID-19 cases and exposures will maintain the confidentiality of impacted parties, as consistent with applicable state and federal laws.

In accordance with Florida Statute, Lake-Sumter State College must report all positive tests to the Florida Department of Health.

Community Events

Lake-Sumter State College is not currently accepting external reservations for campus facilities. Any College-hosted events will be limited to no more than 50% of the space's capacity with physical distancing and other health & safety measures, including potential temperature screenings, in place.

On-Campus Partners

Lake-Sumter State College has a variety of on-campus partners who work on LSSC campuses. These partners are encouraged to create their guidelines specific to their operations, but are expected to follow Lake-Sumter State College policies, including any changes related to COVID-19.

Individuals looking for additional information on these campus partners are asked to contact them directly.

Partner	Campus	Status	Contact Information
Bookstore (Leesburg & Sumter)	Leesburg	Open	https://www.bkstr.com/lakesumterstatestore
Bookstore (South Lake)	South Lake	Open	https://www.bkstr.com/lakesumterstatesouthstore
Café Dupée	South Lake	Closed	TBD
CareerSource Central Florida	Leesburg	Open	https://www.careersourcecentralflorida.com/
Cooper Memorial Library	South Lake	Open	http://www.mylakelibrary.org/
Lake Technical College	South Lake	Open	https://www.laketech.org/
Leesburg Café	Leesburg	Closed	TBD
Miller & Miller Security	All	Open	http://www.millerandmiller.org
New Vision for Independence	Leesburg	Partially Open	http://newvisionfl.org
Pinecrest Academy	South Lake	Open	https://www.pinecrestlakesacademy.com/
PFX Athletics	South Lake	Partially Open	https://www.pfxathletics.com/
Redd Ash Technologies	South Lake	Open	https://reddashtech.com/
SSC Services for Education	All	Open	https://sscserv.com
Sumter County Schools – Adult Education	Sumter	Open	https://www.sumter.k12.fl.us/aec
UCF Connect	South Lake	Partially Open	https://connect.ucf.edu/south-lake/

Mental Health Support

The College understands that this is a unique and stressful time for many people. The College has mental health resources available for students and employees.

Students

Counseling is provided on a temporary basis to all LSSC students who request it through the [Student Assistance Program \(SAP\)](#). LSSC contracts with a local private mental health provider for up to five free counseling sessions. Visit www.lssc.edu/sap for details on how to request this resource.

Employees

Employees seeking mental health support should contact LSSC's Employee Assistance Program at (888) 293-6948 or <https://www.workhealthlife.com/>. When calling (or accessing website), employees should indicate that their employer is the "Consortium for Public Education".

Compliance

Students

All students are expected to fully comply with the policies, procedures, and guidelines outlined in this document and implemented by Lake-Sumter State College. By doing so, students fulfill their responsibility for maintaining a safe educational environment. Prior to returning to campus, students will be required to complete a campus training course to ensure understanding of LSSC's procedures and protocols. Questions or concerns should be referred to the Emergency Deans at deanofstudents@lssc.edu. Failure to adhere to the expectations covered in this document may result in corrective action as outlined in the Student Code of Conduct.

Employees

All employees are expected to fully comply with the policies, procedures, and guidelines outlined in this document and implemented by Lake-Sumter State College. By doing so, each employee fulfills their responsibility for maintaining a safe workplace for our students, visitors, and peers. If you have questions or concerns regarding anything addressed in this document, please communicate them immediately to your supervisor or to Human Resources so that they can be addressed. However, please note that failure to adhere to the expectations covered in this document may result in corrective action as outlined in Administrative Procedures.

Planning & Coordination

Emergency Management Team

Lake-Sumter State College's Emergency Management Team is leading the College's response to the COVID-19 pandemic. The procedures and plans in this document are current as of November 10, 2020, but are subject to change as the situation evolves and public health guidance is updated.

Public Health Guidance

The Emergency Management Team is in regular communication and coordination with the Florida Department of Health, Florida Department of Education, State Emergency Operations Center, Lake County Emergency Management, Sumter County Emergency Management, NJCAA, and the Centers for Disease Control and Prevention.

Information from these professionals is critical to the College's data-informed approach to responding to this pandemic.