

# **COVID-19 RE-OPENING COMPREHENSIVE PLAN**

**Lancaster Bible College  
Capital Seminary & Graduate School**

**August 19, 2020**

**FOR PUBLIC RELEASE**

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## From the President

For 87 years, Lancaster Bible College | Capital Seminary & Graduate School has fulfilled our mission to educate Christian students to think and live a biblical worldview and to proclaim Christ by serving Him in the Church and society.

In a year like no other, this is a mission statement like no other. In a year that challenged us with a world pandemic, our mission has not changed. In a year that challenged us to teach and live differently, our students, faculty, and staff have adapted and grown. In a year that challenged us to remember that God is in control of the most minute details and that He loves each of us and cares deeply for us, we have drawn nearer to Him.

LBC|Capital is approaching the Fall 2020 term ready to serve our students well while safeguarding the health of students, faculty, and staff with God-honoring attitudes. Our Covenant of Care will help us demonstrate our intent to comply with federal and state requirements, affirm our commitment to live and learn together in uncertain times, and reflect our roles in our communities – Lancaster, Philadelphia, and Washington, DC.

One aspect of care is to face circumstances with honesty and compassion, and it is for that reason that our Philadelphia and Washington, DC locations will conduct their Adult Education missions remotely. Local health conditions and risk factors identified by site directors led to the decision to forego the opportunity for in-person instruction at those locations in the Fall 2020 term. Similarly, to reduce the risk of exposure in high-travel seminary programs offered by Capital Seminary & Graduate School, seminary programs will be conducted remotely for the Fall 2020 term.

I am so proud of the men and women of LBC | Capital for the collaborative and creative solutions to the problems presented to us by COVID-19. After showing tremendous gifts of agility and perseverance to teach, learn, and support our educational mission in the spring semester, our team has worked tirelessly to prepare to return to in-person instruction for Fall 2020.

In Proverbs the Lord says, “The righteous are as bold as a lion” (Proverbs 28:1). He also says, “A prudent person foresees danger and takes precautions.” (Proverbs 22:3; 27:12). So this is our approach: to boldly rise to the challenge in front of us . . . and humbly take all the appropriate precautions we can.

Our teams from across all of LBC | Capital’s locations and functional areas have developed a Re-Opening Plan that readies all of us for safe and compliant return to in-person instruction in the performance of our kingdom mission – *together*. Here are just a few of the adjustments that will help us live and learn together in each of our locations.

The academic calendar for traditional undergraduate programs transitions to remote delivery on November 20. Residence life and dining have been adapted to accommodate daily life in accordance with state and federal safety guidelines. Daily campus screening upon arrival, self-screening on our updated LiveSafe app, and a more robust wellness center will help us monitor our health at all locations. Plexiglass guards are installed throughout campus, safety protocols will be in place for participants in our athletic and music, worship, and performing arts programs, and support services from the library to the bookstore, student financial aid, counseling and more have adjusted their workspaces and routines to better protect us while continuing to provide exceptional service.

Our Fall 2020 term will see the same curriculum, the same mission, the same commitment to Jesus Christ and to one another. I know we can do this together, with prayer, grace, patience, and resilience. God has brought us here in His wisdom, in His timing, and for His purpose. I look forward to seeing our LBC | Capital family together safely again in each program and at each location as circumstances permit.

Thomas L. Kiedis, Ph.D., D.Min.  
President

## Executive Summary

The challenges facing institutions of higher education in 2020 are extraordinary. COVID-19 certainly tops the list. But God is greater. He is not surprised, and He is not afraid. Neither should we be afraid to respond to the COVID-19 challenge by smartly, creatively continuing to deliver on our calling: *to educate Christian students to think and live a biblical worldview and to proclaim Christ by serving Him in the Church and society.*

God's word instructs us that "The righteous are as bold as a lion" (Proverbs 28:1). He also says, "A prudent person foresees danger and takes precautions." (Proverbs 22:3; 27:12). So this is our approach: to boldly rise to the challenge in front of us . . . and humbly take all the appropriate precautions we can. In the pages that follow, LBC|Capital presents our plan to Re-Open all our locations to in-person instruction to all our education opportunities – traditional undergraduate, adult undergraduate, and seminary and graduate curricula – through flexible scheduling and delivery and compliant health and safety practices. Every aspect of learning, living, and serving at each of our locations is addressed.

- Our adult education programs at the Philadelphia and Washington DC locations will be conducted remotely.
- Our seminary programs will be conducted remotely
- Our Lancaster offerings – traditional undergraduate education, adult education, and graduate classes, will be conducted in-person, on location.
- Screening protocols and equipment will assist in daily health monitoring.
- All curricula have been prepared for flexible delivery in the Fall 2020 term.
- All classrooms are scheduled, and additional classrooms are used, to increase physical distancing.
- Residence halls will experience gathering restrictions and extensive daily sanitization protocols.
- The Olewine Dining Commons will employ scheduled seating for the dinner meal.
- The athletic program will implement appropriate safety protocols consistent with the Northeast Athletic Conference guidelines and collaboration with the Re-Opening task force.
- The Music, Worship, and Performing Arts department will adapt spacing and scheduling for its classroom and rehearsal, experiences.
- The chapel program will employ physical distancing during entry, in the seating area and on stage.
- The Student Center, book store, library, safety, solutions center, wellness center, counseling office, academic departments, and staff offices will employ appointments in lieu of some walk-in visits, and they will have traffic patterns in place to reduce physical contact.
- In bathrooms, classrooms, gathering spaces, and elevators signs will show maximum occupancy.

In the Fall 2020 term, we continue to serve the same God, conduct the same kingdom mission, and live and learn with the same people. But, we'll do it differently, we'll learn more as we go forward, and we'll make adjustments to continue our mission safely. This is our singular focus.

## Strategy 1

### Coordination with Emergency Management & Local Public Health Officials

LBC|Capital Campus Safety maintains regular contact with the following local and state organizations.

#### Lancaster Site

- **Local:** Manheim Township Emergency Management, Chief Rick Kane, EMC, 717-397-5881 x110, rkane@manheimtownship.org
- **County:** Lancaster County Emergency Management Agency, Mr. Dan Sully, Deputy Director, 717-664-1200, dscully@lancema.us
- **State:** Pennsylvania Emergency Management Agency
- **State:** Commonwealth Watch and Warning Center, 717-651-2001, stateeoc@pa.gov

#### Washington DC Site

- **County** – Prince George's County Health and Human Services
- **State** – Public Health Emergency Preparedness, 301-883-7838, HDPreparedness@co.pg.md.us
- **State** – Maryland Emergency Management Agency, 410-517-3600, [psector@maryland.gov](mailto:psector@maryland.gov)

#### Philadelphia Site

- **City** – Philadelphia Dept of Health, Division of Disease Control, 215-686-5200/215-685-6740
- **County** – Philadelphia Office of Emergency Management, 215-686-1300, oem@phila.gov
- **State** – Pennsylvania Emergency Management Agency
- **State** – Commonwealth Watch and Warning Center, 717-651-2001, stateeoc@pa.gov

Lancaster site response/posture chart

	Level 0	Level 1	Level 2	Level 3
ID Required?	Should have with while on campus. Not required to show at entry.	Yes, must show at entry and keep with them while on campus	Yes, Should be worn on lanyard or something similar while on campus.	Yes, Should be worn on lanyard or something similar while on campus.
ID Scanned?	No, not for campus entry.	Possibly, for sure name will be documented	Yes	Yes
Temperature Screening?	No, not for entry.	Self-submitted temperature screening during their digital health screening. LBC & visiting athletes would temperature screen prior to practices or games via temperature kiosk at the HAC.	Yes, self submitted via daily digital health screening. Also, possibly via on-site kiosks or handheld contactless thermometers. LBC & visiting athletes would temperature screen prior to practices or games via temperature kiosk at the HAC.	Yes, all who enter campus. Daily. Colored wristbands will be issued varying each day to show screening completion. Utilizing automated kiosks. LBC & visiting athletes would temperature screen prior to practices or games via temperature kiosk at the HAC.
Health Screening?	Possible depending on current pandemic status. Not required daily. May be periodic screening via an online form or app.	Yes, periodic or weekly health screening via an online form or app or in-person questions upon arrival.	Yes, daily health screening required via an online form or app.	Yes, daily health screening required via an online form or app.
Campus Entries	All entries open normal hours. No restrictions, no in person screening	East entry open for entering and exiting. All other entries closed.	East entry open for entering and exiting. All other entries closed.	East entry open for entering and exiting. All other entries closed.
Restrictions	None	Limited campus entries. No restrictions on guests or attendees for LBC athletic competitions.	Recommended that guests pre-register and conduct business online or via phone if possible. Possible limitations on attendees for events and for LBC athletic competitions	Guests should be limited to only necessary visits. All guests should be by appointment and pre-registered. Limited or no events / and no attendees for LBC athletic competitions.

## Strategy 2

### Safe Resumption of In-Person Instruction

LBC|Capital is committed to the safe resumption of in-person instruction for students and employees in our traditional undergraduate, adult undergraduate (Lancaster only), graduate school programs. Through prayer and hard work, we have addressed every aspect living and learning in each location in order to conduct our kingdom mission in compliance with local, state, and federal guidelines.

LBC|Capital's adult undergraduate programs in Philadelphia and Washington, DC, and our seminary program, will be conducted via remote delivery as a risk mitigation measure in these settings whose professionals face higher likelihood of exposure in their jobs outside of the classroom.

**Covenant of Care agreement.** LBC|Capital is requesting that all students and employees at all locations to read and sign a covenant agreement acknowledging our shared responsibility to protect one another's health and agreeing to conduct ourselves in accordance with our published mitigation and sanitization practices.

**Academic calendar.** LBC|Capital has reconfigured its academic calendar for the Fall 2020 term.

Aug 17	AUD Fall Term begins at all locations. AUD will be via remote delivery in the Philadelphia and Washington, DC locations and via in-person delivery on the Lancaster campus.
Aug 24	Seminary Fall Term begins. Seminary curriculum will be delivered remotely. Graduate School classes will be conducted in-person.
August 31	Traditional Undergraduate programs begin
September 1	Labor Day. No classes.
September 26	Spring 2020 Commencement
October 20	Mini fall break for Traditional Undergraduate programs
October 21	Classes resume for Traditional Undergraduate programs
November 20	Last day of face-to-face instruction for Traditional Undergraduate programs
November 30	Classes resume online
December 12	Christmas break begins for Traditional Undergraduate programs. Commencement postponed until spring 2021.
December 18	Fall term ends for Seminary and Graduate School
December 21	Christmas break begins for Adult Undergraduate programs.

## **Procedures specifically for Philadelphia and Washington, DC locations.**

### **Prior to Entering Each Facility**

- Only staff, students, prospective students, and faculty are permitted in the facilities.
- All visitors must schedule their appointments at least 24 hours in advance.
- All staff, visitors, faculty, and students must wear masks and have ID to enter a facility.

### **Upon Entering Each Facility**

- Based on the guidelines of local public health officials, a screener may ask health related questions and/or do a temperature check of anyone entering the location.
- Any person found with a temperature of 100.4°F or higher will be asked to leave and quarantine themselves at home for at least 14 days before returning to the facility.
- The screener will inform LBC of anyone turned away so contact tracing can be done.

### **Health and Cleaning**

- Housekeeping will clean and disinfect buildings in accordance with CDC guidelines.
- Employees will disinfect their areas with approved sanitizing agents between student visits.
- No water fountains, coolers, or coffee service will be available at either facility.
- Handwashing and sanitizer use will be expected after using vending machines and bathrooms.
- All staff, faculty, and students are encouraged to take 'handwashing breaks' hourly or use hand sanitizer when moving from one area to another.

### **Social Distancing**

- Group gatherings cannot exceed the posted capacity information for any room.
- Access and egress will be controlled at each facility.
- Only two people will be allowed in an elevator at any one time.
- Offices will be locked when faculty or staff are not present.

### **Policies about Events and Gatherings**

- Open House and similar recruiting type events will be done virtually.
- New Student Orientation will be hosted via Zoom or online.
- Tutoring will be offered online and in a limited capacity face-to-face by appointment only.
- Zoom conferencing for advising and recruiting purposes will be offered bi-weekly by appointment.
- Student Council, chapel, and prayer will be conducted virtually or conference call.

## **Procedures specifically for the Lancaster campus**

**Admissions.** LBC|Capital is making accommodations to ease the burden of traditional undergraduate students where possible.

- Enrollment fee on payment plans is waived for all student levels for fall 2020.
- There will be no reduction to the Student Service Fee.
- 15% Room and Board discount has been applied for fall.



**Welcome letter and packing list.** Students will receive correspondence with a list of recommended items. This correspondence will include a description of the environment and health practices to enhance their safety and academic success. Traditional undergraduate (resident), traditional undergraduate (commuter), adult undergraduate, and graduate students will receive lists tailored to their circumstances.

**Preparedness.** Resident students (Lancaster campus) will be asked to complete a personal emergency planning form that will serve as a personal action plan for several types of emergencies. The primary purpose of this form will be to enable prompt action in the case of a campus closure within 72 hours.

**Classroom use.** In accordance with current state mandates, students and faculty will wear masks and remain socially distanced within classrooms.

- Where students have a documented hearing impairment with the Disability Services Office, faculty will be notified to wear a face shield rather than a mask for lip-reading purposes.
- Use and passing of papers within class will be minimized.

**Multimodal instruction.** LBC|Capital has prepared for maximum flexibility in academic delivery.

- All faculty rostered for the 2020-2021 academic year completed a 2-week intensive Summer Institute to equip them to teach across modalities in the event of a full or tailored move to remote instruction.
- Due to reduced classroom capacity, some courses will employ a blended approach.
- Every classroom will be equipped with technology to live-stream or record class in the event students need to quarantine.

**Additional classroom capacity.** Graduate classrooms and five additional classrooms will be equipped with video conference capability to enhance academic delivery capacity.

**Access to department suites.** Department suites will not be locked for health and sanitization purposes while the health mitigation practice of mandatory facemask use is in effect. Departments may elect not to allow their department space to be used as a gathering area for students.

**Access to staff offices.** Staff offices will not be locked for health and sanitization purposes while the health mitigation practice of mandatory facemask use is in effect.

**Access to Good Shepherd Chapel second floor.** The second floor of the Good Shepherd Chapel will not be used as a gathering place until further notice.

**Library.** The library staff will take steps to continue its crucial support role while increasing its cleaning regimen in coordination with the Physical Plant and Housekeeping staffs. This will result in reduced operating hours but with the same level of service during those operating hours.

- **Operating hours.**

Monday – Thursday	7:00 am – 9:00 pm
Friday	7:00 am – 7:00 pm
Saturday	11:00 am – 7:00 pm
Sunday	2:00 pm – 9:00 pm

On all days, cleaning will occur after the library closes.

- **Alumni and community access.** In accordance with CDC recommendations, physical library access will be limited to LBC|Capital students, faculty, and staff. All current community patron and alumni memberships will be extended.
- **Professors & library reserves.** While the library is willing to place items on reserve by class, the library recommends placing digital versions (e.g., eBook, book chapter, journal article, streaming video) on your course Canvas site in case the decision is made for classes to transition to remote delivery. Please contact a librarian if you need assistance searching for digital materials.
- **Remote education support.** The library staff will continue to offer mailing services to online students and students at our additional locations in the U.S.
- **Reference and research assistance.** Video reference and Zoom research consultations will be the preferred method of research assistance. Software has been procured and is being set-up to do just that. In-person research assistance will still be offered on the Lancaster campus Monday through Friday.
- **Quarantine of materials.** The North East Document Conservation Center (NEDCC) recommends a quarantine of 24-72 hours of any materials. Per the recommendations cited in *New England Journal of Medicine* and the North East Document Conservation Center (NEDCC), we will be placing all handled materials on a 72 hour hold.
- **Contactless checkout.** The front desk will use a contactless checkout as much as possible. Scanners will be placed so that patrons can scan their own card and material barcodes.
- **Closed collection.** In accordance with American Library Association (ALA) recommendations, the LBC|Capital library will protect certain library materials because of the unique challenges of cleaning the resources and space. The Jones Library, whose materials are included on three levels of the Teague Learning Commons, will be roped off with signage. Materials in the Jones Library will be available by request in the online library system. This will facilitate walk-up service in which the library staff can retrieve the requested items.
- **Furniture placement.** Furniture has been situated to permit 6 feet of spacing between people where appropriate. While face masks will still be required in high occupancy and transit areas, this furniture spacing will allow students in some of the larger common areas to remove their masks to study in more comfort.
- **Disinfecting.** The library office and equipment will be disinfected in coordination with Housekeeping staff using nightly deep cleaning procedures in accordance with CDC guidelines.

**Music Worship and Performing Arts Department.** The activities that occur in the MWPA Instruction and performance present more challenging circumstances. Research shows that singing and wind instruments can require up to 12 feet separation to ensure safety. Our program will implement the following procedures.

- **Ensembles, acting classes, and lessons.** While a safe social distance for speaking is 6 feet of separation, MWPA's singing will employ 12 feet of separation. Woodwind and brass instruments will employ 8 feet separation. All other music making (piano, strings, percussion) will conform to the more standard 6 feet of separation.

The most problematic area is singing. To safely meet the requirements for vocal ensembles MWPA will use the following procedures.

- 1) Ensemble participation will be restricted to those who need to meet degree requirements. Non-majors will not participate in ensemble in the fall 2020 term.
- 2) Rehearsal in sectionals will only in large spaces, such as the GSC lobby, GSC 101 stage, or outdoors.
- 3) Chapel teams will be reduced in size to meet room limitations. They will record for services and to meet degree requirements.
- 4) Private lessons and practice will use only GSC 101, 103, prayer room, GSC 201, 202, Chair's office, Vocal studio, and piano studio.
- 5) Applied voice lessons will only use spaces with windows. MWPA will coordinate with Physical Plant to install plexiglass shields in studios and have supplies to clean glass between lessons.

- **Productions.** MWPA will not hold live productions in the fall 2020 term.

- 1) All ensembles will work toward a recorded project.
- 2) The Christmas production will be recorded before Thanksgiving break.

- **Classroom instruction.** Largest classes (20 plus) will use GSC 201, 103, and GSC 101 stage.

- 1) Classes of 10-20 students will additionally have access to GSC 102 and the prayer room.
- 2) Classes under 10 students will additionally have access to GSC 205 and 206.
- 3) Piano lab classes will be split into two groups, meeting for half the class time with greater out-of-class requirements.

- **Dance classes.** MWPA will follow procedures of local dance studios for the Fall 2020 term.

**Student Activities.** Student Activities will continue to operate under a strong virtual model.

- Students will be able to participate and interact within virtual broadcasts and livestreams.
- When weather and schedule permits, we will host marquee outdoor events that include food trucks, movie nights, scavenger hunts, and concerts. All participants will be required to wear face coverings, maintain at least 6 feet apart, and not share objects. Signs and reminders will be used to reinforce this behavior.
- SGA will also partner with Resident Life to focus on smaller in-person gatherings within family units in the resident halls.

**Chapel Program.** The task force is working to provide students with an LBC|Capital chapel experience in compliance with state regulations that prioritizes the health and safety of our community. Students will receive details and instructions prior to their return to campus.

## Strategy 3

### Monitoring of Campus Community Health

**Living in community.** All students and employees will be asked to sign a covenant of care agreement that affirms our intent to live within the state and federal guidelines to protect one another in the midst of the COVID 19 virus. Signing this covenant is voluntary.

**Student health and wellness.** LBC|Capital students will rely on health insurance and tele-health capability in their name or in the name of their parents.

- The Lancaster campus wellness center will maintain an ample supply of personal protective equipment and will function in accordance with CDC and state department of health guidelines.
- The Lancaster campus wellness center will request that appointments be made by phone or email when possible to reduce walk-in traffic and increase safety.
- At the Lancaster campus wellness center, a pass-through window is being added to the current doorway to assist in communication and transactions, and the carpeted floor is being replaced with vinyl flooring that will be easier to clean and disinfect.
- The Washington, DC and Philadelphia campus will teach via remote delivery, so monitoring will include only staff or faculty who require a visit to the office site. Sanitation guidelines will be maintained through a partnership with the property owner and lessor.

**Mental health.** Lancaster traditional undergraduate students will have access to counseling through the Counseling & Career Center (C3).

- Intake forms will be available online to minimize traffic in the office.
- Students will have the option to meet with their counselor in the C3 office with plexiglass dividers or via ZOOM.
- Counseling rooms will be disinfected between sessions and social distancing maintained in waiting area.
- C3 will offer wellness programs to ensure all individuals on campus have opportunities to support their physical, mental, emotional and spiritual health.

**Employee health and wellness.** LBC|Capital employees will have access to their medical benefits, tele-health counseling, and extended COVID-19-related sick days in accordance with policy dated June 2020.

**Daily screening.** LBC|Capital will use thermal scanning kiosks at its Lancaster campus. Kiosks or similarly capable screening will be provided to those who are performing office work in the Philadelphia and Washington, DC locations. The purpose of these screenings is to identify employees or students with elevated temperatures at the beginning of each day to reduce their exposure to others and to enable early testing and treatment.

## Strategy 4

### Mitigation, Containment, and Reporting to State Department of Health

**MITIGATION.** LBC|Capital is taking the following steps to mitigate the risk of COVID-19 infection to our students and employees.

**Initial screening.** Employees and students at all locations will complete a health screening form prior to returning work/classes.

**Education and preparation.** Seven LBC|Capital staff members have taken an online course about COVID-19 from Johns Hopkins University to better ensure our ability to provide a safe and compliant learning and living environment.

**Training.** LBC|Capital will provide employees and students with an online training course that includes campus guidelines, requirements, pandemic precautions/preparedness, and cleaning/sanitization guidelines. The training will include the process for reporting an illness and symptoms.

**Daily screening/LiveSafe app.** Employees and students at each location will be requested to complete a HIPPA compliant daily health screening survey via their site-specific LiveSafe app each day that they will be on their location. The survey will obtain information on symptoms, exposure, and personal temperature verification and will be a prerequisite for access to the campus / location.

**Identification cards.** To reduce personal contact and congregating in office spaces, requests for LBC|Capital IDs will transition to an online form through secure, self-submitted pictures. Physical ID cards will still be produced and distributed. This applies to all employees and students at all locations. All replacement fees will be paid by LBC|Capital. Employees and students will be asked to wear identification cards on a lanyard to speed the check-in.

**Metered arrival.** Employees are requested to time their morning arrival to avoid the window between 7:40 and 8:10 in order to ease the burden on traffic management at the campus gate and to facilitate quick flow through the health screening kiosks and check-in process.

**Campus sanitization (Lancaster).** Our Housekeeping and Physical Plant teams use special equipment for disinfecting rooms and surfaces and using CDC-approved products.

#### **Campus-wide (Lancaster).**

- The Physical Plant is hiring two full time custodians to meet enhanced sanitization requirements.
- Cleaning and disinfecting of all buildings and common areas occurs multiple times per day with the use of electro-static backpack sprayers.
- Classrooms will receive extra attention, with electro-static sanitation daily at mid-day and after classes.
- Hand sanitizing stations have been installed throughout campus.

- Plexiglass sneeze guards have been installed at in all buildings where face-to-face interaction is common, such as information desks and reception areas, and plexiglass extensions have been installed on office dividers in work spaces with open floor plans.
- We have augmented our annual deep cleaning regimen in each building with additional electro-static cleaning, and we have hired additional people to assist in the extra cleaning.
- Digital and physical signage in each building entrance, conference room, office, classroom, restroom and elevator will show the occupancy limit and provide reminders of COVID-19 mitigation procedures.

#### **Olewine Dining Commons.**

- Students will have assigned dining hours – designated by residence hall – for dinner and on weekends.
- Dining areas will receive extra attention, with electro-static sanitation daily before breakfast, before lunch, and before dinner.
- Metz will have six-foot spacing in place for arrival, serving, and dining.
- The main dining room will have use a maximum capacity of 250 people.
- The two private dining rooms will be converted for classroom use during the Fall 2020 term.

#### **Upper Miller Hall.**

- The Wellness Center will use a transition window at the nurse’s station so that students can have their needs addressed without entering the space.
- The nurse’s station will receive a new flooring surface that is easier to clean.

#### **Lower Miller Hall.**

- The Bookends store will be open from August 3 through August 26 for walk-in customers with social distancing measures in place. The Bookends store will be closed to walk-in customers from August 27 through September 9. Apparel will be sold outside at select times during the day. The store will reopen to walk-in customers on September 10 with social distancing measures in place.
- Textbook orders will be placed online and picked up at The Stop and Bookends. Orders placed during the summer months will be placed in students’ rooms before their arrival.
- Traffic flow in Lower Miller Hall will be directed by signage.
- Packages can be picked up at a dedicated package pickup window.
- Packages received over the summer will be placed in students’ rooms before their arrival.

#### **Dormitories and residence halls.**

- We will provide cleaning supplies and microfiber cloths to students in dorm areas with apartment-style bathrooms, whereas we previously required students to purchase their own cleaning supplies for these areas. Our housekeeping professionals will instruct Resident Directors and Resident Advisors how to use these products and how to teach students to do so.
- Students will be responsible for cleaning and sanitizing their living areas in accordance with CDC guidelines under the supervision of resident directors and resident advisors.

- Dormitories will be limited to resident students, physical plant staff, public safety staff, the campus nurse, and student affairs staff.
- Roommates and apartment mates will be treated as family units. Students in the same section will be considered extended family.
- For the first two weeks of the semester, face coverings will be required in all areas outside of one's dorm room, except for outdoor areas where consistent social distancing can be maintained. After the first two weeks of the semester, if the campus is free from COVID-19, residents will be permitted to remove face coverings in assigned shared residence hall spaces with family unit and extended family members only.
- Visits to other dormitories will not be permitted.
- Overnight guests will not be permitted in the dormitories.
- Admissions tours will not visit occupied dormitories.
- Students will be assigned to use specific bathrooms and lounges.
- People should not congregate in the lobbies.
- Larger common areas will be closed.
- **Main lounges:**
  - **Peterson:**
    - The first floor Peterson lounge will be **closed** and furniture removed. The TV will be disconnected. The kitchenette will remain accessible.
    - The second floor Peterson lounge will be **closed** and furniture removed. The TV will be disconnected. The kitchenette will remain accessible.
    - The basement Peterson lounge will remain **open**. Furniture will be limited and "self-service" cleaning/disinfecting chemicals will be available.
  - **East:** Bubbles will be **closed/locked** and available by reservation only. If bubbles are reserved for use of game tables and/or section events, the area should be sanitized before and after the event.
  - **Weber:** The knuckle to the left of Henry (from inside the U) will be emptied of all furniture and will remain **closed** except for through-traffic. The refrigerator will remain accessible.
    - The Francis knuckle will be emptied of fabric furniture and replaced with Peterson furniture which can be wiped down more easily. The Frances knuckle will remain **open** with "self-service" cleaning supplies available.
  - **Clemens:** The lounge will remain **open** and shared between the first and second floors as a "family unit" lounge.
- **Section lounges** - all section and suite lounges will remain **open** and each lounge will be assigned to a single family unit.
- **Bathrooms** – all students in residence halls will be assigned one bathroom to use within their family unit.
  - Peterson first and second floor lobby bathrooms – private, ADA accessible 1-person capacity – will remain **open** and cleaned by Physical Plant
  - East first floor lobby bathroom – private, ADA accessible 1-person capacity – will remain **open** and cleaned by Physical Plant
- **Laundry rooms**
  - Peterson – max capacity of (6) students
  - East – max capacity of two (2) students
  - Weber – max capacity of two (2) students

- **Elevators** – all elevators will have a maximum capacity of two (2) students.
- **Lower Peterson Fitness Area** – will be **closed**. No lock or fob access on the door but a security camera has been requested.
- **Visitors** – no visitors will be allowed in dorms. Open dorms will be canceled for the FA20 semester, to be reassessed for the SP21 semester. Requests for visitor exceptions may be made in writing to Residence Life ([ResidenceLife@lbc.edu](mailto:ResidenceLife@lbc.edu)).
- **Non-essential travel on weekends**– will be discouraged, especially to high risk areas.
- **Quarantine** – For men, 2 ADA rooms (4 beds) are reserved as well as section 108 in Peterson Hall (8 beds). For women, the Bluegrass suite (3 beds) is reserved as well as 1 ADA room (2 beds).

**Facemasks and social distancing.** For students and employees on our Lancaster campus and our Philadelphia site, by order of the governor and secretary of health on July 1, 2020, face-masks will be worn by employees and students when on campus. During outdoor activities, the masks may be removed when people are able to maintain six feet distance between other people. Mask wearing requirements do not apply among students who are roommates, when they are in their dorm or residence room.

**Timely communication.** Students and employees will receive informational updates instantly on the LBC|Capital LiveSafe app, via email, in daily postings on [www.lbc|Capital.edu](http://www.lbc|Capital.edu).

**Professional travel.** LBC|Capital is limiting professional travel to the minimum essential to meet mission requirements. Conference travel, speaking travel, and professional development travel scheduled for the Fall 2020 term should be canceled.

**CONTAINMENT.** LBC|Capital will take the following steps if a COVID-19 case appears on campus.

**Quarantine.**

- On our Lancaster campus, a designated quarantine area exists for students and employees who experience coronavirus-like symptoms until testing can be completed at a local medical facility.
- At LBC|Capital’s Philadelphia location, people who require quarantining will do so at home.
- At LBC|Capital’s Washington, DC location, people who require quarantining will do so at home.

**Contact Tracing.** LBC|Capital will coordinate contact tracing with local and state health officials.

- Students and employees who test positive for COVID-19 will be encouraged to cooperate with health authorities in the practice of contact tracing.
- LBC|Capital has specific people trained to assist with contact tracing at all locations.

**REPORTING.** LBC|Capital will provide fully transparent reporting of the health of our community.

- LBC|Capital will submit a weekly “negative” report to county and state health officials in each location while those locations are “case-free” and daily while cases exist at a location.
- LBC|Capital will submit reports of positive cases to local and state officials when they are known.
- LBC|Capital will provide personal communication to the families of any student who tests positive for COVID-19 or who exhibits COVID-19 symptoms within the limits of privacy laws.



## Strategy 5

### Communication of Timely and Accurate Information to Stakeholders

**Welcome letter and packing list.** Students will receive correspondence with a list of recommended items. This correspondence will also include a description of the learning environment and health practices to enhance their safety and academic success. Traditional undergraduate (resident), traditional undergraduate (commuter), adult undergraduate, and graduate students will receive lists tailored to their programs' unique circumstances.

**Timely communication.** Students and employees will receive informational updates instantly on the LBC|Capital LiveSafe app, via email, in daily postings on [www.LBC|Capital.edu](http://www.LBC|Capital.edu).

**Parental notification.** LBC|Capital will provide personal communication to the families of any student who tests positive for COVID-19 or who exhibits COVID-19 symptoms within the limits of privacy laws.

## Strategy 6

### Athletic Program Health Management

The Northeast Athletic Conference has cancelled intercollegiate completion for all sports this fall. This reduces the need for Athletic Program-specific sanitization procedures.

In the Fall 2020 term, the Athletic Department will follow the mitigation procedures in place across the LBC|Capital Lancaster campus. In addition, the Athletic Department will continue to perform the additional mitigation procedures in its current July 2020 memorandum for use of facilities in the Horst Athletic Center and the Student Center. Maintaining our summer cleaning and sanitizing protocols in these facilities will provide a safe environment in much reduced utilization rate that they will experience in the Fall 2020 term.

**Weight room guidelines.** Usage is currently restricted to LBC students, staff, alumni and by appointment only. Hours during the fall semester are:

- Monday – Friday 6:00 am – 10:00 pm
- Saturday 8:00 am – 8:00 pm
- Sunday 1:00 – 8:00 pm

Open times will vary according to team training times. The fitness center will be closed during team trainings. Peterson gym will not be available during the fall semester.

Workout slots: 50 minutes to allow 10 minutes for staff to disinfect between sessions

No more than 6 people will be permitted in the area at a time.

The following safety protocols apply.

- Have temperature taken prior to entry.
- Each participant will spray each piece of equipment before usage and after usage and wipe down everything that is touched. Complete sets on one piece of equipment prior to moving to another.
- Wash hands prior to and after working out in the fitness center.
- Follow posted signs and existing weight room rules.
- Social distancing where able and minimize loitering indoors.

**Team trainings.** The fitness center will be closed during team training sessions. The same cleaning protocol will apply to team workouts.

**Fitness staff.** The fitness staff will take temperatures of each individual prior to entry and will wear masks while working. At each 50-minute interval, the staff will disinfect all equipment and spray bottles with a sanitation gun.

**LBC Locker Room & Facility Guidelines.** All facilities will follow Pennsylvania Department of Health, NEAC & NCAA requirements.

**Locker Rooms.** Locker rooms are closed to guests. The following procedures will be used by students and staff.

- The downstairs Horst Athletic Center men's and women's team rooms are limited to 10 people at a time.
- Resident student-athletes are encouraged to shower in dorm rooms.
- Commuter student-athletes are encouraged to shower at home.
- Locker rooms will be cleaned and sanitized daily.
- The upstairs Horst Athletic Center women's team room is limited to 6 people at a time.
- Resident Student-Athletes are encouraged to shower in dorm rooms.
- Commuter Student-Athletes are encouraged to shower at home.

**Horst Athletic Center and weight room.**

- Use the sanitizing stations at entrance and exit.
- Student athletes will provide their own water bottle.

**Practice & Competition Guidelines.**

- Social distance will be followed when possible on the field/court of play.
- Masks will be worn by student athletes.
- Coaches and staff will wear mask during practice and competition.

## LBC|CAPITAL COVENANT OF CARE

John 13:35 "By this all men will know that you are My disciples, if you have love for one another."

As a member of the LBC|Capital Community, I am a member of a larger body of believers, each of whom has innate value from our Creator God. I am interconnected yet a distinctly separate member, as Paul teaches in I Corinthians 12, which impacts the way I care for and respond to others within the body. During this present COVID-19 pandemic, I have a special opportunity to practice a lifestyle of care representative of Christ's love for me within the body of Christ and to model this lifestyle within the broader local community.

**1. I will care for my own health as a valuable child of God. I Corinthians 6: 19 -20**

Care for my body and immune system; striving toward healthy diet, exercise and sleep habits.

Wash my hands often with soap and water, or use hand sanitizer.

Monitor my health for symptoms related to COVID – 19. Early symptoms include fatigue, body aches, sore throat, headache or fever, which could lead to a dry cough, fever, shortness of breath, severe chills, or loss of taste or smell. Contact a health professional for treatment.

**2. I will recognize the impact my actions have on others. Philippians 2:3-4, Titus 3:2**

Maintain appropriate social distancing, especially within enclosed spaces (like classrooms or bathrooms), outside of dorm family units.

Stay home if I feel sick or after exposure to someone who is ill or who has been tested for COVID-19.

Wear an appropriate face covering as directed by campus signs and policies.

**3. I will respect the community in which I live and work. Romans 13: 1-2, Romans 12:10**

Keep my clothing, belongings, personal spaces and shared common spaces clean.

Comply with institutional policies designed for the overall safety and health of all members.

Carefully observe instructional signs and follow directions.

Affirming this Covenant of Care does not mean that I agree with every facet of the response to this pandemic. Within our LBC|Capital community there is room for diverse views, robust debate and dialogue. This covenant does mean, however, that I am willing to submit in love, without derision, to the policies of LBC| Capital and this Covenant of Care for the ultimate glory of Christ. Signing this document is voluntary.

Signed

Date

## BIBLICAL SUPPORT AND FRAMEWORK

I Corinthians 12:12 – 27 For even as the body is one and yet has many members, and all the members of the body, though they are many, are one body, so also is Christ. <sup>13</sup> For [a]by one Spirit we were all baptized into one body, whether Jews or Greeks, whether slaves or free, and we were all made to drink of one Spirit. <sup>14</sup> For the body is not one member, but many. <sup>15</sup> If the foot says, “Because I am not a hand, I am not a part of the body,” it is not for this reason [b]any the less a part of the body. <sup>16</sup> And if the ear says, “Because I am not an eye, I am not a part of the body,” it is not for this reason [c]any the less a part of the body. <sup>17</sup> If the whole body were an eye, where would the hearing be? If the whole were hearing, where would the sense of smell be? <sup>18</sup> But now God has placed the members, each one of them, in the body, just as He desired. <sup>19</sup> If they were all one member, where would the body be? <sup>20</sup> But now there are many members, but one body. <sup>21</sup> And the eye cannot say to the hand, “I have no need of you”; or again the head to the feet, “I have no need of you.” <sup>22</sup> On the contrary, [d]it is much truer that the members of the body which seem to be weaker are necessary; <sup>23</sup> and those members of the body which we [e]deem less honorable, [f]on these we bestow more abundant honor, and our less presentable members become much more presentable, <sup>24</sup> whereas our more presentable members have no need of it. But God has so composed the body, giving more abundant honor to that member which lacked, <sup>25</sup> so that there may be no [g]division in the body, but that the members may have the same care for one another. <sup>26</sup> And if one member suffers, all the members suffer with it; if one member is [h]honored, all the members rejoice with it. <sup>27</sup> Now you are Christ’s body, and individually members of it.

I Corinthians 6:19 -20 Or do you not know that your body is a temple of the Holy Spirit who is in you, whom you have from God, and that you are not your own? <sup>20</sup> For you have been bought with a price: therefor glorify God in your body.

Philippians 2:3-4 Do nothing from selfishness or empty conceit, but with humility of mind regard one another as more important than yourselves; <sup>4</sup> do not merely look out for your own personal interests, but also for the interests of others.

Titus 3:1-2 Remind them to be subject to rulers, to authorities, to be obedient, to be ready for every good deed, <sup>2</sup> to malign no one, to be peaceable, gentle, showing every consideration for all men.

Romans 13:1-2 Every person is to be in subjection to the governing authorities. For there is no authority except from God, and those which exist are established by God. <sup>2</sup> Therefore whoever resists authority has opposed the ordinance of God; and they who have opposed will receive condemnation upon themselves.

Romans 12:10 Be devoted to one another in brotherly love; give preference to one another in honor.