



LAKE FOREST COLLEGE PLAN

FOR SPRING 2021 SEMESTER

IN RESPONSE TO CORONAVIRUS

Introduction

The coronavirus (COVID-19) continues to pose extraordinary challenges to Lake Forest College, the nation, and the world. The surging virus in late summer led the College to pivot to a remote fall semester in which most students have stayed home, faculty have taught courses remotely, and most staff have worked from home. Today, the virus is surging again, and the daily infection rate is higher than ever across the nation. As a result, the College must continue to carefully monitor conditions in and beyond our region, and the future course of the coronavirus will unavoidably impact our plans to return to campus. The health and safety of students, faculty, and staff will always be the College's greatest responsibility, and will continue to guide our decisions.

As we look ahead to the start of spring semester on February 1 – ten weeks from now – we hope the current surge will have abated by then. Many students have shared their strong desire to return to life on campus. With their hopes in mind, we plan for a majority of students, faculty, and staff to return to campus for the spring semester. In contrast to the summer, several positive factors now support this plan. The College has gained ample access to COVID-19 tests, reserved 100 residential rooms for potential quarantine and isolation, enhanced building ventilation, and learned valuable lessons from the scientific community. The College has also paid close attention to other schools that have safely and successfully maintained on-campus operations this fall. In particular, the College has monitored the experience of seven other small liberal arts colleges in urban locations. Those colleges are Augustana (IL), Beloit, Bryn Mawr, Coe, Franklin & Marshall, Lawrence, and North Central. These lessons have influenced the following Lake Forest College Plan for the Spring 2021 Semester in Response to the Coronavirus (the "Plan").

The Forester Commitment spells out the duties of care we owe to each other and to the campus community during this pandemic. For the College to successfully hold an on-campus spring semester, these duties are essential, and they require our firm commitment. The Office of Student Affairs is actively working with student leaders and organizations to create mechanisms to ensure that commitment. By February 1, most students will have spent nearly 11 months in relative isolation and understandably want contact with each other upon returning to campus. Understanding this, we must carefully create and manage safe opportunities for student contact. As you will read, we expect only two-thirds of the ordinary residential student population will live on campus in the spring. Other students will learn remotely or will commute from home or off-campus rental units. Additionally, a number of

faculty will continue to teach remotely, and many staff will be working from home. In contrast to last summer, the College does not expect to lease hotel units in the spring.

The Plan is the collaborative product of work performed by many members of the campus community, including the Crisis Management Team, Transition Support Team, COVID-19 Academic Task Force, Campus Spaces Team, and Campus Community Team. As always, our planning relies on guidance from the State of Illinois, the Illinois Department of Public Health and Board of Higher Education, and the Centers for Disease Control and Prevention (CDC). The Plan is also informed by many helpful comments and suggestions from students and parents. The College's Board of Trustees endorsed the Plan's directions and decisions on November 20, 2020.

The Plan includes the following sections:

- Mutual support and individual accountability
- Health and safety
- Teaching and learning
- Campus life
- Athletics
- Facilities and spaces
- Transitioning to campus

As noted above, the Plan presents the fullest expression that is currently possible of the College's preparations and expectations for the spring semester. If required by the future course of the coronavirus and public health developments, the College will adjust the Plan and promptly communicate this to students, faculty and staff.

1. Mutual Support and Individual Accountability

Expectations and Accountability: All students, faculty, and staff must embrace their responsibility to each other as members of our community. To confirm this responsibility, all students, faculty, and staff will need to sign a new Forester Commitment and affirm they will uphold the new community standards, summarized in this document, which the College has established to keep our community safe. [Residential and commuting students should click here](#) to sign the Forester Commitment; [faculty and staff should click here](#) to sign the Forester Commitment. *(Students who are learning remotely, faculty who are teaching remotely, and staff that are working remotely need not sign the commitment since you will not be coming to campus.)*

Any violations of these community standards will be addressed through the accountability procedures that already exist for students, faculty, and staff in their respective handbooks.

Violations that affect the public health of our community may warrant amplified consequences. Both student and student organization infractions will be addressed through the student conduct process. Progressive discipline, when warranted, will be administered swiftly in order to interrupt violations and protect the safety of our community.

In order to hold a successful on-campus experience in Spring 2021, we must all work together in complete commitment to these guidelines. Community members who do not uphold this commitment risk their opportunity to be a part of the on-campus experience.

Training: Before arriving on campus, all students, faculty, and staff will be required to review a customized video detailing best practices to prevent the transmission of COVID-19. Topics in the video include community standards, PPE, personal hygiene, and daily medical screening. Look for an announcement about the release of the training video in mid-December.

2. Health and Safety

Transparency in Communication: Beginning January 1, 2021, the College will publish a dashboard on the institution's public COVID-19 web page: lakeforest.edu/coronavirus. This dashboard will include metrics about the number of tests administered and the number and percentage of positive results for both the week prior and in total since January 1, 2021. Summaries of residential populations in isolation and quarantine will also be provided. This information will be updated weekly and will inform potential future action by the College. By way of example, a rise in positive student tests would be followed by an increase in the number of students moved to isolation rooms. The College, in turn, would respond differently to a high number of isolated students than to a low number. If a significant portion of the isolation rooms are occupied by students at a time when positive tests are rising on campus, then the College would need to consider pivoting to all-remote instruction and requiring all residential students to quarantine in their rooms for 14 days.

Comprehensive Adherence to CDC Guidelines: All students, faculty, and staff are required to follow current CDC guidelines to prevent the spread of COVID-19, which include but are not limited to these mandatory actions: wearing face coverings as directed, maintaining physical distance of six feet from others whenever possible, frequently washing hands for 20 seconds and abiding by all other aspects of public health guidance designed to reduce the spread of COVID-19.

Additionally, we expect all students, faculty, and staff to carefully follow all CDC guidelines for the 14 days in advance of their arrival to campus, and to take (and pass) a COVID-19 test upon their arrival (more on testing below).

Reducing Density: Campus population density will be significantly reduced, as stated previously, through: a) lower occupancy limits in campus buildings, including residence halls, academic buildings, dining and recreational facilities, and administrative offices; b) a significant percentage of students, faculty, and staff who will continue to learn, teach, or work remotely; and c) continued limitations on campus visitors and guests. In particular, the College will make decisions in coming weeks about staff who may work on campus or need to work from home. At present, the State of Illinois is urging staff to work from home wherever possible, and the College will need to attend closely to State guidance or requirements in the future. Staff who have questions about their specific circumstances, or about applicable State guidance, should consult with their supervisors or the Director of Human Resources.

Testing: All students, faculty, and staff will receive regular, frequent, and free testing for the COVID-19 virus through two common tests that will be collected at our new on-campus testing clinic located in the Pierson Rooms of the Mohr Student Center: a rapid antigen test that will be analyzed at our campus clinic, and a PCR test that will be analyzed by Rosalind Franklin University of Medicine and Science (RFUMS). The College has hired additional staff in order to run this testing clinic from 8:00am-5:00pm, Monday-Friday.

Testing upon arrival (students): First, all residential students will receive a rapid antigen test upon arrival to campus in January during the check-in process. Results will be available within 15 minutes. Students who test negative for COVID-19 will move into their residence hall rooms; those who test positive will move into isolation housing (see more on isolation below). Commuting students will also be required to get tested during the week prior to classes.

Testing upon arrival (faculty and staff): All faculty and staff working on campus are required to be tested during the week prior to the beginning of classes.

Remote community members: Students learning remotely, and faculty/staff who will not be coming to campus, will not be required to participate in testing.

Athletics testing: At this writing, the plans for athletic activities (practices, games, and travel) are still being established, while the relevant athletic conferences (Midwest Conference, Northern Collegiate Hockey Association, and St. Louis Intercollegiate Athletic Conference) make their final decisions. We are committed to meeting or exceeding any NCAA testing regimen required to minimize risk for our student athletes in spring semester competition. For sports that the NCAA categorizes as medium or high transmission risk, participants will be tested three times weekly. For low transmission risk sports, participants will be tested weekly.

Surveillance testing: Residential and commuting students, faculty teaching on campus, and staff working on campus will be required to participate in a regular cycle of

surveillance COVID-19 testing every other week. More frequent testing of student-athletes, other appropriate groups of students, and essential staff will also be required, along with immediate testing of any symptomatic individuals. These provisions will result in testing significantly more than 50% of the total campus population every week.

Testing logistics: All community members will be required to select a designated biweekly (or weekly) testing time at the testing clinic, and to arrive at their scheduled time with their College ID. Participating in the scheduled testing is compulsory; failure to participate in regular testing will end one's privilege to participate in the on-campus experience.

Testing results: Negative test results will be delivered via email shortly after the test is processed. Positive test results will be delivered via phone call from staff in Health & Wellness to the cell phone on record. This call will initiate the contact tracing process. All individuals with a positive test must fully cooperate with the contact tracing process.

Contact Tracing: The College has assembled a team of 26 contact tracers. The team is composed of College staff members, who have each completed a certification program through Johns Hopkins University. Contact tracers are trained to interview those who test positive for COVID-19, review their contacts on campus, identify potential exposures, and manage positive cases. As per campus accountability expectations, it is essential that community members are honest with their contact tracer about their contacts with others, so that we can accurately determine who may have been exposed. To that end, we intend to offer amnesty for routine infractions of the community standards that are committed by students who are responsibly participating in the contact tracing process.

Isolation: Faculty, staff, or students who test positive for COVID-19 will be required to isolate, under the guidance of the Associate Director of Health Services, for the length of time specified by the CDC. At this writing, the duration of isolation is 10 days from the first symptoms, or in the case that there are no symptoms, 10 days from the date of the positive test. Isolation can end only when three conditions are met: 1) after those 10 days, 2) once the person is fever-free for 24 hours without medication, and 3) any symptoms significantly improve.

Faculty, staff, and commuting students will isolate in their own homes. Residential students will be moved to one of the three campus buildings we have set aside (Cleveland-Young Residence Hall, Glen Rowan House, or Gregory Residence Hall). Students will not be permitted to exit their isolation building for the duration of their isolation period unless urgent medical care is required. Meal delivery and laundry options will be provided in order to maintain strict isolation protocols. The College's Nurse Practitioner and Registered Nurse from the Health & Wellness Center will oversee all care for any student requiring isolation on campus. Students, faculty, and staff who test positive will learn, teach or work remotely during isolation. If any

student or other community member should require additional medical care, the College is fortunate to be located minutes away from two world-class hospitals. Residential students are encouraged to prepare a “go bag” that will expedite their move to isolation housing; more details are provided under “packing” in the Campus Life section.

Quarantine: The contact tracing procedure may reveal close contacts who may have been exposed to the virus and must be quarantined for 14 days in order to prevent transmission of the disease. Our community will reduce the number of people who must quarantine if we commit to 100% mask compliance and maintaining social distance of at least 6 feet whenever possible. At this writing, the CDC guidance requires that any person who had over 15 cumulative minutes of contact with a COVID-positive person (or persons), within 6 feet, and without mutual facial coverings, must quarantine.

Faculty, staff, or commuting students will be required to quarantine at home. Residential students will be required to quarantine in one of the three campus buildings we have set aside (Cleveland-Young Residence Hall, Glen Rowan House, or Gregory Residence Hall) for the duration of their quarantine period, and they will not be permitted to exit the building. Meal delivery and laundry options will be provided in order to maintain strict quarantine protocols. Individuals in quarantine will be tested at the time they are identified as a close contact of a COVID-positive person, a second time between day 5-7, and finally at approximately day 12-14. This will clear them for leaving quarantine after 14 days. Students, faculty, and staff will learn, teach, or work remotely during quarantine. Residential students are encouraged to prepare a “go bag” that will expedite their move to quarantine housing; more details are provided under “packing” in the Campus Life section.

Daily Medical Screening: All faculty, staff, and students will use #CampusClear, a daily self-screening app. Those who are learning, teaching, and working from home – not coming to campus – are not required to use the daily app, but are welcome to do so. Community members are required to download the app and begin using it each day, starting 14 days before arriving on campus: Apple users can find the app [here](#) and Google users can find the app [here](#). If you don’t have access to a mobile phone, please write coronavirus@lakeforest.edu to request access to the web-based version. Please make sure you enable notifications from the app. There will only be one notification each day to prompt you to take the self-screening survey. Log in by entering your Lake Forest College email address. You’ll receive an email confirmation, and after clicking the confirmation link, you’ll have access to the app. It only takes a few seconds to self-screen, and participation helps to keep our campus safe for everyone by providing users a daily prompt to take their temperature and check-in on their own health, even if they have no symptoms. If individuals are symptom-free and do not have elevated risk factors, they will receive a message indicating that they are “Good to Go” cleared to be on campus. If an individual has symptoms or presents other risk factors, then the individual will receive a message telling them not to come to campus and to contact their health care

provider (or, in the case of students, the Associate Director of Health Services). Certain areas on campus will require community members to show this green pass.

Masks / Facial Coverings: Masks or facial coverings must be worn at all times outside and inside (rooms, hallways, bathrooms, kitchens, lobbies), with only four exceptions:

- a) a mask is not required when faculty, staff, or students are alone inside a room
- b) a mask is not required when students are inside their residence hall rooms with their assigned roommate (if applicable)
- c) a mask is not required when faculty, staff, or students are outside, and more than six feet away from others. Even when walking alone outside, please keep your mask readily available in case you come across others
- d) a mask is not required when consuming food, but must be worn before and immediately thereafter

Other than these limited exceptions, 100% mask compliance is critical from all community members. Most of the commonly available mask types are approved (N95, K95, one-use disposable surgical/medical masks, and reusable multi-layer cloth masks) provided that both the nose and the mouth are covered. Single-layer neck gaiters, loose-fitting bandanas, and masks with valves are not approved: they are not sufficient to block the virus' particles.

The College is supplying a welcome kit to every student upon arrival. Staff and faculty have already received theirs at home. The kit includes five reusable four-layer cloth masks; a two-ounce refillable bottle of hand sanitizer with a carabiner so the sanitizer can be attached to a backpack, purse, or belt; and a reusable forehead thermometer, packed in a branded drawstring sports pack. Also included is a carabiner to be used at mealtime to exchange for a washable "to go" container.

Arrival Restrictions: At this writing, most travel restrictions that our students were facing in the late summer have been lifted. Current CDC and Lake County guidance does not require students from any home location to face an automatic quarantine upon arrival. Given the worldwide spread of the coronavirus, students traveling to campus from other countries or other states present no greater risk of bringing the virus to campus than students from Illinois. The College will continue to track any state or federal restrictions that affect student travel, and if requirements change, the College will be prepared to pivot and notify affected students or other community members.

Influenza: This year, we face potential, undetermined interactions of seasonal influenza with COVID-19, and the respiratory symptoms of influenza and COVID-19 are very similar.

Therefore, all students, faculty, and staff are required to get the flu vaccine before returning to campus and confirm this is complete when signing the Forester Commitment. The College will offer flu vaccines on campus in early February to cover any outlying needs for students, faculty, and staff; most insurance providers cover vaccine costs. Exceptions to this requirement for the influenza vaccine will be very rare and only for legitimate medical reasons; appeals can be submitted to Kathy Salinger, Associate Director of Health Services, by December 20. Those who refuse to get the flu vaccine will not be permitted to learn, teach, or work on campus.

Cleaning: Following CDC guidelines, Aramark Custodial Services will increase cleaning in public areas and shared residence hall bathrooms. Extra cleaning of high touch surfaces will take place daily, and custodians will use EPA-approved disinfectants against COVID-19. Additional custodians will be hired, as needed, and high-traffic buildings will have a custodian porter assigned. Faculty, staff, and students will also have ready access to College-provided sanitizer in locations around campus, including offices, classrooms, private restrooms and at multiple refill stations. Students will also have ready access to cleaning materials in the residence halls.

3. Teaching and Learning

The Lake Forest College Way: Continuing to guide all instruction, [The Lake Forest College Way](#) features the College's Mission Statement, Diversity Commitment Statement, and three principles that ensure student access to professors, the integrity of our academic programs, and a community-focused education model.

Calendar: The College has optimized the [academic calendar](#) to protect the health and safety of students, faculty and staff. J-Term will be entirely remote. For students who return to campus for the Spring 2021 semester, life on campus will be conducted in accordance with the most current health recommendations, as detailed above. Spring break has been eliminated in order to reduce travel-related risks of introducing the virus to campus.

Course modalities: The modality of a course is informed by both the health considerations of faculty and the pedagogical needs of the course. An individual student studying on campus, depending upon their schedule, will have a mix of in-person and remote courses. Depending on their specific course selections, students may have a majority of their courses delivered remotely. Regardless of the modality of their courses, all students will receive a meaningful experience with equal access to their faculty and equal support for their success.

Flexible instruction/ course modality: Courses will be offered in two different modalities. First, "In-Person/Hybrid" courses are offered on campus and may have remote components. Second, "Remote" courses are offered entirely through remote delivery,

with no on-campus meetings. The schedule notes these courses as IPH or RMT, respectively.

Flexible learning/course modality: Students will have the choice to be in-person or remote learners. In-person students will be eligible to take all courses, including those labeled IPH and RMT on the schedule. Remote learners will take as many *remote* courses as possible for their academic progress but will also be eligible to access IPH courses, as needed, for their degree. In rare cases where IPH courses cannot accommodate remote learning, students will work with their advisors to adjust their academic schedules to ensure progress toward their degrees.

Synchronous/Asynchronous Learning: The College will again prioritize access to professors and will emphasize live or synchronous instruction for students, wherever possible. Students impacted by COVID-19 will again be able to request asynchronous learning (1) before classes begin and (2) after classes start, if circumstances require. Please note that for number 1, asynchronous learning will not be available for all courses for pedagogical or safety reasons, and, in those cases, students will work directly with advisors to ensure the path to their degree. For number 2, all courses will accept asynchronous learners who are later approved due to COVID impacts.

Asynchronous learning requests: Academic Success Specialist Kris Sundberg manages the asynchronous request process, and students will receive additional information as to how and when to apply. When appropriate, asynchronous learning ensures that both students from vulnerable populations and international students will remain on track for their degree. Even under the difficult realities of COVID, however, students should avoid working a significant number of hours at an off-campus job while attempting a full course load. The time-management challenge is simply too great. For this reason, spring asynchronous learning requests that are tied to off-campus work requests will require an additional review process.

Stretched Course Schedule: The course schedule indicates two important features: 1) course modalities and 2) new starting/ending times that prescribe increased passing periods. We call this the “stretched schedule.”

Classrooms and Buildings: Classroom capacities have been reduced to provide a minimum spacing of seven feet between all seats. Longer passing periods between courses will help minimize congestion in the hallways and during classroom ingress and egress. To enhance ventilation, filters in the HVAC systems have been upgraded to provide maximum possible filtration; a number of classrooms will also have stand-alone HEPA filtration devices.

Academic Policies: To ensure continued flexibility and understanding, the deadline for opting to take a course Pass/Fail rather than for a letter grade has been extended to the last day of classes on May 7. The deadline for an automatic Withdrawal has been similarly extended on

the same timetable. These measures allow students the entire semester to make important decisions about their academic progress. They also allow time for consultation with academic advisors, and when helpful, the staff in the Center for Academic Success. Additionally, the Add/Drop deadline has been extended from Monday, February 8 to Friday, February 12, which provides an extra week of deliberation.

Ready to Pivot: Given the still-unpredictable course of the coronavirus, the College recognizes that the need to pivot to remote instruction--for a short or long period--could occur at any time. To prepare for that situation, faculty are preparing all courses in order to make that pivot, if required. Any such pivot will be accompanied by flexibility and understanding should students need to relocate while taking their courses. In the event of a pivot to remote instruction after the semester has started, the College will hold a two-day break between the decision to pivot and the resumption of courses. This will give faculty and especially students additional time to adjust to all-remote, non-residential instruction.

Advising: Faculty will continue to provide active academic advising for all students. To protect the health and safety of students and faculty, individual advising appointments--where six feet of distance is not possible to maintain--will happen through Zoom. The College intends for the important work of advising and mentorship to continue as fully and effectively as possible.

Student Support: The College will continue to provide high-quality support in all modalities, and we have converted tutoring services in the Writing Center and Quantitative Resource Center, as well as in our Disability Services offices, to meet the needs of all learners during COVID. As with the advising appointments above, these meetings will occur remotely, since six feet of distance cannot be maintained in the physical spaces on campus. Departmental tutors and course peer assistants will continue to work with students as scheduled through virtual appointments. Our services will reach students in all modalities; if you are learning remotely, you will have access to tutors and the full range of academic support services. If you are impacted by COVID at any point during the academic semester, our staff in Student Affairs and the Center for Academic Success will assist you in making sure you have the support that you need.

Library: To comply with health and safety protocols, the Donnelley and Lee Library will offer more structured access to individual study spaces, reserves, computers, scanners, and print collection resources through reservations. The library will share information about how to make these reservations in advance of the start of the semester.

Technology: The College's Information Technology Services (ITS) understands the needs of remote learners and the technology needs of hybrid classrooms. ITS will assist students and faculty to maximize their classroom success. Our responsive Help Desk is also available to assist with individual technology problems such as lack of reliable internet or computer at home.

Internships: The College is accepting applications for spring and summer academic credit internships, which are available to juniors and seniors. These are subject to review and approval by the Dean of Faculty and Career Advancement Center. Any internships must be in accordance with new employer and employee COVID-19 guidelines set forth by the CDC, OSHA (Occupational Safety and Health Administration), and state, county, and local regulations. Please refer to the Career Advancement Center Academic Internship Program [webpage](#) or email cacintern@mx.lakeforest.edu for more specific information.

4. Campus Life

Gatherings: All campus events and gatherings will be limited in accordance with the assigned phase of State of Illinois plan called *Restore Illinois*. Most campus spaces have already been reduced in capacity to accommodate significantly fewer people. Any performance, competition, or celebration will adhere to State of Illinois limitations, and event organizers are responsible for managing such a gathering for maximum health and safety. To ensure compliance with all occupancy limits, students who wish to schedule an event must submit an event request to the Gates Center, and faculty and staff must inform the Director of Conferences and Facility Rental, and all events must receive approval at least three weeks in advance.

Reducing Contact: Like student advising appointments (see above), meetings that typically occur in small offices where six feet of distance cannot be maintained (e.g., therapy appointments, tutoring sessions, student meetings with administrators, and the like) will be conducted virtually. Large committee meetings will also be held virtually or in campus spaces that can ensure social distancing. Students will continue to have individual Zoom licenses, so club and organization meetings should continue to take place virtually.

Social Experiences: Students who have been isolated for months are understandably enthusiastic about human interaction and will seek opportunities to connect with other students in person. We hope to support this process, but only insofar as we can protect the safety of our community. The College has designed a phased re-entry to campus social life that observes the following stages:

Phase 1 / Early-arrival period and first two weeks of classes: Students should only leave their residence hall rooms for meals in a dining facility, classes, to visit the library or Sports and Rec Center by reservation, official practices (as applicable), and outdoor exercise. No indoor social gatherings are permitted.

Phase 2 / Second two weeks of classes: Students can visit residence halls other than their own, but only while wearing masks, maintaining six feet of social distance, obtaining consent from any applicable roommates, and complying with occupancy limitations of the room they are visiting.

Phase 3 / Third two weeks of classes and beyond: Expanded access for students to gather (with masks and six feet of distance) in the Mohr Student Center, residence hall lounges, fraternity and sorority lounges, and the student organization lounges under new capacity limits for the square-footage of the space. Except in the Mohr Student Center, attendance cannot exceed 25 students in any of these spaces.

In order to stop community spread of the virus, the College may revert to Phase 1 or Phase 2 at any time. Circumstances that could warrant such movement between phases include, but are not limited to, an increase of cases of the virus in the town of Lake Forest, a surge of cases on campus, or the need for residential students to quarantine in place.

College-Sponsored Trips: The Center for Chicago Programs will operate at reduced capacity, sponsoring guests for remote class sessions. No enrichment course field trips will be held, and essential experiential trips will require prior approval through the Assistant Dean of the Faculty for Operations. Service and volunteer trips have also been cancelled.

Off-Campus Study: Off-Campus Programs and Lake Forest College In The Loop have been cancelled for the Spring semester.

Room and Board: The room rate for all residential students is \$2,965 for the Spring 2021 semester. All residential students are required to have a board plan, which offer choices in number of weekly meals and amount of flex. Commuting students can also still elect to purchase a more minimal board plan. Tuition and fees for Spring 2021 can be found [here](#).

Living Off-Campus: Students who would otherwise live on campus but have decided to commute from home, live in a rental unit, or learn remotely will be offered the same financial aid package they would receive if living on campus, except that room and board charges will be removed. Students who commute from home or a rental unit must register their vehicle and purchase a parking permit through Public Safety before the first day of classes.

Disability Accommodations: The Director of Disability Services will continue to give personalized attention to students who need either residential or academic accommodations. For the spring semester, the Center of Academic Success will offer a transition program for a select group of students with cognitive processing and communication disorder disabilities. Director of Disability Services, Kara Fifield, will oversee this program. These students will participate in weekly academic coaching covering areas of time management, organization

skills for remote learning, and strategies for building relationships and communicating effectively with faculty and fellow classmates.

International Students: There are unique challenges for international students during this global pandemic including access to visa services, travel issues, and F-1 status compliance.

New international students: Some first-year international students are having difficulty accessing a visa for their entry into the United States, and Student Affairs staff are in direct contact with those students. In those cases where new international students have not obtained visas before the start of the semester, they can continue to learn remotely in the spring, and the College can begin our F-1 sponsorship for Fall 2021.

Returning international students: The U.S. government's regulatory accommodations for COVID-19 expire at the end of the fall 2020 semester. These accommodations allowed returning F-1 students to maintain active F-1 status while studying from outside the U.S. as well as to engage in remote learning from inside the U.S. It is currently unknown whether this accommodation will be extended or updated, which we understand causes uncertainty for our returning international students. Associate Dean Erin Hoffman and SEVIS Coordinator Sandra Ortiz are monitoring the situation closely and will directly update F-1 international students as soon as the U.S. government releases guidance for spring 2021.

Packing: We encourage all residential students to pack lightly when they prepare to move into their residence hall. With very little notice, students may be compelled to move as we respond to changing situations, so maximum flexibility is important. At any time, the COVID-19 situation could require the College to pivot to a remote semester. Therefore, we urge students to bring only the essentials for Spring 2021, which includes an adequate supply of prescription medication. We also urge students to keep handy a "go bag" prepared for the possibility of a quick transition to isolation or quarantine. The bag should be pre-packed with comfortable clothes, a clean spare mask, a thermometer, basic symptom-reducing medications like acetaminophen, ibuprofen, and cough drops, a spare cell phone charger, a spare set of hygiene products (toothbrush, toothpaste, shampoo, soap, and feminine products), some non-perishable snacks, and an empty water bottle to refill. The "go bag" should also include a list of things you'll need to pack in the moment, as a reminder: medications, laptop and charger, academic materials, etc.

Guests: Campus guests (i.e., friends, significant others, alumni, and family that are not immediate members of the Lake Forest College community) will be prohibited from visiting residence halls, the library, and other campus buildings, except for move-in helpers outlined below in the "Transition to Campus" section. We may be able to lessen this restriction as the spring semester progresses.

Amnesty: Students are asked to report sexual misconduct or acts of bias on our campus without fear of being held responsible for a violation of the Forester Commitment that may be revealed when reporting. To that end, we intend to offer amnesty for routine infractions of the community standards that are unearthed in the Title IX/bias reporting processes.

Parking: Junior and senior residential students who bring a car to campus must register their vehicle and purchase a parking permit through Public Safety before the first day of classes. While first-year and sophomore residential students are not eligible to obtain a permit to park on campus, they can request to purchase a regular permit for documented medical reasons by submitting a [Verification of Need for Accessibility Services form](#). In rare and demonstrated cases of extreme financial need or hardship, students can request to purchase a regular permit by submitting a [First-Year or Sophomore Resident Parking Permit Application](#) form before bringing a car to campus.

Smoking: In accordance with the 2008 Smoke-free Illinois Act, smoking is prohibited within 25 feet of the building entrances, exits, windows that open, or ventilation intakes. Since one must remove their mask to smoke or vape, it is even more important to adhere to these regulations.

5. Athletics

Plans: The College, in collaboration with other colleges in our athletic conferences, is currently planning to conduct intercollegiate varsity practice and competition during the spring semester. All athletic practice and competition schedules will remain tentative given the uncertain future course of the coronavirus and necessary mitigation strategies. Tentative early arrival dates for a subset of athletic teams are detailed below in the “Transition to Campus” section. All other athletic teams will return to campus as outlined on the new and returning student arrival dates.

Guidelines: To protect the health and safety of our student-athletes, all athletic practices and competition will comply with or exceed the protocols and best practices prescribed by the NCAA Sports Science Institute (SSI), National Athletic Trainers Association (NATA), American College Health Association (ACHA), and CDC, as well as state and local athletics guidelines.

Protocols will include, among other things, frequent testing of student-athletes, coaches, and athletic staff, daily self-monitoring, and several safety-related modifications for practice, competition, and facilities.

Coaches, staff, and student-athletes must comply with the Core Principles of Resocialization of Collegiate Sport (developed by the NCAA Sport Science Institute in consultation with the NCAA COVID-19 Advisory Panel). Specific details on testing, contact tracing, cohorts, isolation, quarantine, and phased practice and competition plans, along with student-athlete

requirements for adherence to the various protocols, will be communicated by the College's Athletic Director and head coaches prior to the beginning of each season.

Athletic Contests: Contest schedules for fall, winter, and spring varsity sports will be announced as soon as they become available but will be unavoidably subject to change due to coronavirus developments on conference campuses over the course of the semester. The Midwest Conference and Northern Collegiate Hockey Association are finalizing league contest schedules that incorporate divisional play in order to minimize travel distances and eliminate the need for overnight stays. At this writing, the winter and fall sport scheduling has been reduced to less than half of a typical season of competition, whereas the spring sport scheduling remains comparable to previous years. This year's academic calendar will also prohibit traditional spring break athletic trips.

More specific details on Midwest Conference (MWC) and Northern Collegiate Hockey Association (NCHA) competition will be forthcoming in early December and communicated to student-athletes and their families as soon as possible. The St. Louis Intercollegiate Athletic Conference (SLIAC), of which Forester golf is a member, recently announced the spring conference tournament dates for men's and women's golf as April 26-27 and May 1-2 respectively. Information related to handball competition will be communicated by mid-January.

Spectators: Decisions about spectators at contests are pending and will be announced as soon as possible. As previously established, we will follow NCAA and league guidance, and campus events will be limited in accordance with the assigned phase of State of Illinois plan called *Restore Illinois*.

Club Sports, Intramurals, and Physical Education Classes: Club sports will operate per the College's guidelines for other co-curricular clubs and organizations. This may limit the group size or ability for some clubs to operate this Spring. There will be no College sponsored travel or competition against other institutions or organizations.

Intramural Sports and Physical Education classes (with the exception of PHYE-126: Concepts of Health Education) will not be offered this Spring. The Sports and Recreation Center will however remain open and will be available for individual and small group physical activity per newly established operational guidelines.

6. Facilities and Spaces

Residence Halls: The CDC recommends reducing density as the safest option for colleges to resume on-campus instruction and residential life, and many other colleges have had success with this strategy. The College will reduce density in our residence halls by carefully limiting

room occupancy to allow for more private rooms. On-campus residents will have the opportunity to either a) request a roommate (no more than two people per room, no matter the size), or b) request a private/semi-private room. Current survey results indicate that we may be able to house all students who have indicated a preference to live on campus. If more students seek to live on campus than reduced-capacity rooms will accommodate, then the College will be required to prioritize based on factors such as class year, disability accommodations, and students' distance from campus, among other variables.

Residential students must log in to their [MyHousing portal](#) by December 2 to sign their Housing Contract for Spring 2021, specify whether they prefer to have a roommate or live alone, and to indicate preferences for campus residence halls. Rooms will be initially assigned by Residence Life based upon these preferences gathered. Students will be informed of their assignment by January 4 (earlier for those arriving due to an approved activity). An opportunity to request to swap rooms will likely be offered in mid-January. In some cases, students will be assigned to use specific restrooms in order to decrease the number of students using any restroom. Students can cancel their Spring 2021 Housing Contract in favor of commuting or learning remotely from home at any time before moving in, without penalty or fees, by emailing reslife@lakeforest.edu.

Classroom Capacities: Capacity reductions in classrooms meet CDC guidelines and will be achieved by: a) providing a seven-foot-diameter “bubble” of space for each student or b) installing plexiglass partitions, primarily around computer workstations and study carrels. Additional space will also be provided between teaching faculty and student seats in classrooms. All academic rooms not used for classrooms will have posted capacity limits and some will be made available to students for studying or attending classes that are designated as remote.

Other spaces on campus, such as lounges or rooms used previously for group gatherings, will also be labelled with occupancy limits. Furniture will be removed in many of these locations to discourage gathering.

Signage and Building Protocols: In all campus buildings, protocols will be in place to decrease the risk of spreading the virus, including designated entrances and exits, limits on elevators, one-way stairwells, turned-off water fountains, and a proliferation of sanitizer stands. Clear signage will designate the appropriate rules and behavioral expectations. Floor decals will show 6 feet distancing in areas where persons are likely to congregate or need to stand in line. Doors will be propped open whenever possible. In restrooms, new handles allow operation by elbows or feet in many locations, and paper towel dispensers replace air dryers.

Ventilation: All mechanical ventilation systems have been inspected by an engineering firm and are properly functioning as designed, with the highest possible level of outside air flow. Filters in building ventilation systems have been inspected and replaced, and the filters are the

highest MERV rating each system will allow. Additional HEPA filters have been placed in classrooms, student gathering spaces and administrative offices to increase the amount of air exchanges per hour where warranted per Illinois Department of Public Health guidance. In residence halls, the windows are operable and are unlocked, and we anticipate that the windows will remain open and operable, even in air-conditioned residence halls, unless an unseasonably hot and humid spring occurs. Exhaust fans in washrooms have been set to run continuously, 24/7. We are following the recommendations of ASHRAE, the national standard for ventilation during the pandemic.

Dining Services: Only students will have access to the dining hall, which has been modified to provide physical distance between seats and appropriate space for no more than 50 diners in each separate dining area. Other new measures include creating additional seating outside of the dining hall, providing “to go” options for all meals, and supplementing the typical items with meal exchanges at multiple locations including Boomers, The Paw, Cyber Café, and Deerpath Café. Dietary restrictions will continue to be accommodated. For “to go” meal exchanges, students will trade the carabiner provided in their welcome kit for a green washable container. When the container is returned, the student will receive a sanitized carabiner to hold for the next exchange.

Food will be served by Parkhurst staff, who will wear masks and will have completed training in health and safety protocols. As diners finish and leave, staff will circulate during mealtime to clean surfaces. Decals on the floor will keep students at safe distances while waiting, and heated tents will accommodate the lines, if necessary, outside of the student center. Menu options will be limited in order to facilitate quick movement through lines, but options will still be available for allergen free meals, vegetarian, and vegan diners.

Faculty and staff will be permitted to purchase to-go items in the Market and the Cyber Café and will be able to purchase a meal at Boomer’s. However, faculty and staff are encouraged to bring their own meals and snacks to campus in order to reduce density in high-traffic areas.

Sports and Recreation Center: Current plans include student, faculty, and staff access to the Sports and Recreation Center for workout purposes during the spring semester. These plans, however, are limited in scope to ensure safe social distancing. The plans will also be implemented in a phased manner for campus safety and will be subject to change based on the future course of the coronavirus. More specific details on access, including a new reservation policy, will be shared prior to the first day of classes on campus. Plexiglas has been installed at the building entrance, and new traffic patterns and building protocols have been established.

Staff Offices: Administrative staff who can effectively work from home should do so when possible. Staff should confirm with supervisors any services that can be delivered remotely and should avoid face-to-face interactions when possible. When required to be on campus, staff

should either work in single offices or be scheduled for on-campus work on alternate days/hours in order to reduce density. Staff must wear masks at all times as outlined above, unless in an enclosed office. Plexiglas barriers will be placed in areas that have frequent interaction with others. Staff will have ready access to hand sanitizer to supplement custodial cleaning of touchpoints. Care should be taken to use hand sanitizer and to wipe down surfaces with sanitizer when using common objects such as photocopiers. Staff are also encouraged to purchase additional small office supplies such as staplers to avoid sharing. Departments that share areas such as break rooms should remove common coffee makers and otherwise post cleaning protocols for items such as microwaves.

Tents: Tents will be available in several areas on campus where students are expected to queue and more space is needed (e.g., the dining hall and testing clinic).

7. Transition to Campus

Early Arrivals, First Connection, Orientation, and Returning Students: Certain populations of students are currently approved to come to campus early for College-sponsored reasons. That schedule is listed below; please note that all arrivals must occur on weekdays before 4:00pm in order to facilitate on-arrival COVID testing during the testing clinic's open hours (with an extra testing day scheduled on Saturday, January 30 to accommodate returning students). No other early arrivals will be granted.

Monday, December 28	Hockey student-athletes arrive* <i>(*Tentative until league decisions are made.)</i>
Monday, January 4	Basketball student-athletes arrive* Swimming and diving student-athletes arrive* <i>(*Tentative until league decisions are made.)</i>
Monday, January 18	Resident Assistants arrive Orientation Coordinators arrive Track, tennis, and softball student-athletes arrive* <i>(*Tentative until league decisions are made.)</i>
Friday, January 22	First Connection Mentors arrive Orientation Leaders arrive
Monday, January 25	First Connection participants arrive
Tuesday, January 26	First Connection Day 1
Wednesday, January 27	First Connection Day 2
Thursday, January 28	New Students arrive <i>First-years and transfers who started in Fall 2020 AND those starting in Spring 2021 should arrive this day. Residential students will be assigned check-in slots between 8am-3pm, and commuting students will be assigned check-in slots between 3pm-5pm.</i>

Friday, January 29	New Student Orientation Day 1 Returning student arrival slot A (a.m.) and B (p.m.)
Saturday, January 30	New Student Orientation Day 2 Returning student arrival slot C (a.m.) and D (p.m.)
Sunday, January 31	Quiet period on campus with in-room quarantine except for meals and official athletic practices
Monday, February 1	Classes begin Regular Testing Clinic schedules begin

New and returning students will be assigned to their arrival slot in the days ahead, with the opportunity to switch with other families as needed. More information will be emailed directly to early-arrival students by the sponsoring department at least two weeks before their scheduled arrival day.

Arrival Day Logistics: Each student that arrives on campus between December 28 and January 30 will be pre-scheduled to arrive in a particular three-hour arrival window and proceed directly to the Sports and Recreation Center. There, a comprehensive, socially-distant, highly structured check-in process will allow students to get screened and tested for COVID, pick up keys, have their ID card made (if applicable), receive their welcome kit described above, watch a training presentation, and obtain any other relevant arrival information or materials. Students will not be allowed to leave the check-in site until they have accomplished all tasks and their rapid COVID test results are clear. For move-in, students will be limited to two move-in helpers who will be required to follow campus and CDC guidelines; helpers must depart campus within four hours of arrival. Orientation programming for families will be offered virtually instead of in-person.

Reminders Before Arriving: Throughout this document, community members were informed of several things they are required to do before arriving on campus. We've collected these here to remind you:

- Residential students must log in to their [MyHousing portal](#) by December 2 to sign their Housing Contract for Spring 2021, specify whether they prefer to have a roommate or live alone, and to indicate preferences for campus residence halls.
- Get your influenza vaccine before returning to campus and indicate your compliance on the Forester Commitment.
- Students should sign the Forester Commitment for Spring 2021 [here](#). Faculty and staff should sign [here](#).
- Follow CDC guidance to prevent the transmission of the virus always, and especially in the 14 days before coming to campus.
- Download and use the #CampusClear medical screening app for 14 days before coming to campus.
- Commuting students, and faculty/staff who will be working on campus, must be tested for COVID-19 in the week before classes begin; an email will be sent in early January to schedule those appointments. (Residential students are tested upon arrival as described above.)

- Residential students are reminded to pack lightly and prepare a “go bag” to expedite possible moves to isolation or quarantine housing.

Conclusion

The College will continue our planning process in the weeks ahead, as virus developments may require, and will regularly communicate with students and their families, faculty, and staff. Time will be devoted to this topic at the faculty meeting on December 2 and the staff meeting on December 16.

Additionally, we have scheduled a Zoom community forum for students and families on **Wednesday, December 2 from 7:00-8:30pm central**. Please register for the forum [here](#); the link and other instructions will be provided to you after you register. Questions can be submitted in advance to coronavirus@lakeforest.edu and we will have an opportunity to respond to questions during the forum as well.

Finally, we encourage you to watch your email closely and visit www.lakeforest.edu/coronavirus regularly for updates. We understand that – despite our efforts to communicate comprehensively – individual questions will remain. Please continue to direct your questions to coronavirus@lakeforest.edu and we will respond as soon as possible.

We send you our best wishes and look forward to seeing you on campus again very soon.

Stephen D. Schutt, President

Andrea Conner, Vice President of Student Affairs and Dean of Students

Chris Ellertson, Vice President for Enrollment

DeJuran Richardson, Volwiler Professor and Senior Advisor to the President

Sean Riedel, Chief Information Officer

Davis Schneiderman, Krebs Provost and Dean of the Faculty

Jackie Slaats, Vice President for Career Advancement and Athletics

Lori Sundberg, Vice President for Finance and Planning; Treasurer