



LAKE FOREST COLLEGE PLAN

FOR FALL 2020 SEMESTER

IN RESPONSE TO CORONAVIRUS

Introduction

The Lake Forest College Plan for the Fall 2020 Semester in Response to the Coronavirus (the “Plan”) expresses the College’s commitments to protect the health and safety of our community and deliver a transformative education. The Plan complies with Phase 4 of *Restore Illinois*, the State of Illinois’ multi-phase program to combat COVID-19; with the Illinois Board of Higher Education’s guidelines published in *Safely Launching Academic Year 2020*; and with guidance and recommendations from the Centers for Disease Control and Prevention (CDC).

As the Plan makes clear, the fall semester will be different than any previous semester, due to actions the College must take to protect the health and safety of students, faculty, and staff. What won’t change, however, is the special opportunity Lake Forest College provides for students to enroll in exceptional courses taught by outstanding faculty; to meet, grow and learn with fellow students from across the country and around the world; and to experience a full, empowering undergraduate program.

The Plan is the collaborative product of work performed by many members of the campus community, including the Crisis Management Team, Transitions Support Team, COVID-19 Academic Task Force, Campus Spaces Team, and Campus Community Team. The Plan is also informed by many helpful comments and suggestions from students and parents in recent weeks. The College’s Board of Trustees endorsed the Plan’s directions and decisions on June 26, 2020.

The Plan includes the following sections:

- Mutual support and individual accountability
- Health and safety
- Teaching and learning
- Campus life
- Athletics
- Campus facilities and spaces

The Plan presents the fullest expression that is currently possible of the College’s preparations and expectations for the coming fall semester. If required by coronavirus developments, the College will make adjustments to the Plan and promptly communicate them to students, faculty and staff.

1. Mutual Support and Individual Accountability

The College is committed to the principle that “we are all in this together.” Much more than a rhetorical phrase, this principle informs everything in the Plan and must direct our individual and collective actions throughout the coming fall semester.

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 will need to sign a Forester Commitment that affirms they will uphold the new community standards, summarized herein, which the College has established to keep our community safe. The Forester Commitment will be finalized and distributed to students by July 17. For residential students, the Forester Commitment will include the new housing contract for 2020-2021. Student athletes will be also asked to sign an additional Forester Athletics Commitment. Faculty and staff must also uphold the community standards expressed in the Forester Commitment, because those standards represent key College expectations and will be added to Faculty and Staff Handbooks.

Training: Before arriving on campus, all students, faculty, and staff will be required to complete customized video training on best practices to prevent COVID-19. Topics in the video will include community standards, PPE, personal hygiene, and daily medical screening.

2. Health and Safety

Vulnerable Populations: The College encourages students, faculty, and staff to learn, teach, or work at home if they are at higher risk of contracting or suffering from COVID-19 due to underlying personal health conditions, as identified by CDC or medical professionals.

Comprehensive Adherence to CDC Guidelines: All students, faculty, and staff are required to follow [CDC guidelines to prevent the spread of COVID-19](#) in the 14 days immediately before they travel to campus, and also to continue complying with those guidelines throughout the fall semester. Compliance includes, but is not limited to, these mandatory actions: wearing face coverings (which the College will provide: see below) 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.

Reducing Density: Campus population density will be significantly reduced due to: a) lower occupancy limits in campus buildings including residence halls, academic buildings, dining and recreational facilities, and administrative offices; b) large numbers of students, faculty, and staff

who will be learning, teaching, or working remotely during the fall; and c) limitations on campus visitors and guests.

Testing: All community members will be tested for the COVID-19 virus in August through a partnership with Rosalind Franklin University of Medicine and Science. The College is working on arrangements to cover testing costs. The testing will occur on campus, and testing days will include all major arrival days for student leaders, fall athletes, new students, and returning students. Specific testing dates for faculty and staff will soon be confirmed and communicated, as well. Those who need to be tested outside of the published schedule may be asked to travel to Rosalind Franklin University four miles from our campus. To be tested, students, faculty, and staff simply need to present a form of photo identification, and the nasal swab will be collected by medical professionals. Results will typically arrive in 24 hours. After the initial tests are administered, further testing will be provided throughout the fall semester based on factors including individual symptoms, athletic contests or travel, progression of the coronavirus, and still other situations.

Contact Tracing: The College has assembled a Contact Tracing Team (CTT) comprised of 18 College staff members. CTT members are currently completing certification training to equip them to review contacts on campus, identify potential exposures, and manage positive cases.

Isolation: Faculty, staff, or commuting students who test positive for COVID-19 – or who are presumed positive – will be required to isolate in their homes for the length of time specified by the CDC. Students who reside on-campus or in hotels will be asked to return to their homes for self-isolation whenever possible; when not possible, they will be moved to the Glen Rowan House or another appropriate facility for isolation. Meal delivery and laundry service will be provided so that strict isolation guidelines can be followed. Students, faculty, and staff who test positive will be given appropriate accommodations to allow them to learn, teach or work remotely during isolation. The College’s professionally-staffed Health & Wellness Center will oversee all care provided for any student requiring isolation. If any student or other community member should require hospitalization, the College is fortunate to be located minutes away from two world-class hospitals.

Quarantine: A quarantine procedure is required for students, faculty, and staff who have not yet been tested or presumed positive, but who are determined to have had significant exposure to someone with COVID-19. Quarantines may take place at home or in residence-hall rooms, and specific CDC quarantine guidelines will be followed.

Daily Medical Screening: Information will soon be provided about a free, convenient smartphone app that will allow students, faculty, and staff on campus to review their own symptoms every day and assess whether it is safe to go to work or class. The app, which has a web version for those who do not use a smartphone, will prompt users to take their temperature and answer a set of questions that screen for symptoms of COVID-19. Those with

elevated temperatures and/or other virus symptoms will be asked to stay home. Additional temperature checks will be conducted in the dining hall and other public campus areas.

Masks / Facial Coverings: Masks will be required inside buildings at all times, unless a community member is alone in an office or residence hall room, and also outside when 6 feet of distance cannot be maintained. The College will supply a welcome kit to every student, staff, and faculty member that 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.

Arrival Precautions: The College is currently tracking the federal restrictions that prohibit entry to the United States for F-1 students who, 14 days prior to their arrival in the USA, are in countries facing restrictions (Brazil, China, Iran, and most of Europe). Additional guidance will be provided directly to students in that situation. Students from countries other than those just mentioned, and students from states other than Illinois, can travel to the College without being required to quarantine upon arrival, based on current CDC and State of Illinois guidance. If requirements change, the College will be prepared to pivot and notify affected students or other community members. As it relates to the campus move-in process, students will be limited to two move-in helpers who will be required to follow campus and CDC guidelines, and orientation programming will be offered to families virtually instead of in-person.

Influenza: This year, due to unknown interactions of seasonal influenza with COVID-19, it is vital that all community members get the flu vaccine. Furthermore, the upper-respiratory symptoms of influenza and COVID-19 are so similar that those presenting with symptoms will be presumed positive for COVID unless a test shows otherwise, and isolation will be imposed. The College will offer flu vaccines on campus; most insurance providers cover vaccine costs.

Cleaning: Aramark Custodial Services will increase cleaning in public areas and shared residence hall bathrooms, following CDC guidelines. Extra cleaning of high touch surfaces will take place daily, and custodians will use EPA-approved disinfectants against COVID-19. 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: Guiding 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. Lake Forest College courses are delivered by dedicated faculty who are experts in their field.

Calendar: The College has optimized the [academic calendar](#) to protect the health and safety of students, faculty and staff. Semester breaks have been eliminated in order to reduce travel-related risks of introducing the virus to campus. All post-Thanksgiving instruction will be remote, and Winter Break will last throughout January, in accordance with the most current health recommendations.

Flexibility: All fall semester courses will be open to all students. Students who learn remotely will be able to complete courses taught in-person and on campus from their remote locations. Student access to courses in both teaching modalities is guaranteed. In rare cases where remote instruction cannot accommodate specific course content, students will be individually advised about ways to adjust their academic schedules to ensure progress toward their degrees.

Synchronous/Asynchronous Learning: The College prioritizes access to professors and will provide synchronous instruction. Students impacted by COVID-19, whether for medical, wellness, financial, or other reasons, will also be able to opt-in to asynchronous learning, and will be assigned a COVID-19 case manager to help them engage with their coursework and their professors. These measures affirm our commitment to all students and ensure that students from vulnerable populations and international students will remain on track for their degree.

Course Schedule: By July 17, the College will publish a comprehensive list of fall courses that will be taught in person on campus, and courses that will be taught remotely. The modality of a course is informed by both the health consideration 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, it is possible that certain individual students will have a majority of their courses delivered remotely. All students will receive a meaningful experience with equal access to their faculty and equal support for their success.

Academic Policies: To ensure continued flexibility and understanding, the deadline for opting to take a course Pass/Fail rather than for a letter grade will be extended from October 23 to the last day of fall classes on December 4. 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, and allow time for consultation with academic advisors, and, when helpful, our COVID case manager and the staff of our Center for Academic Success.

Ready to Pivot: Given the still-unpredictable course of the coronavirus, the College recognizes that the need to pivot to remote instruction could occur in the future. 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.

Advising: Faculty will continue to provide active academic advising for all students. To protect the health and safety of students and faculty, individual advising will happen through Zoom or other remote appointments, in most cases. For those on campus, these important conversations may also take place in appropriately socially distanced spaces, and we can ensure all members of the community that the important work of advising and mentorship will continue at its same high quality.

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 our disability services, to meet the need of all learners during COVID. 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 COVID case manager will assist you in making sure you have the support that you need.

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.

Internships: The College is accepting applications for fall academic credit internships, but they are subject to review and approval by the Dean of Faculty and Career Advancement Center and 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.

4. Campus Life

Gatherings: As required by Phase 4 of *Restore Illinois*, all campus events must be limited to no more than 50 people. This means that any performance, competition or celebration must adhere to this limitation, and event organizers are responsible for managing such a gathering for maximum health and safety. To ensure compliance with all occupancy limits, students, faculty or staff who wish to schedule an event must inform the Director of Conferences and Facility Rental and 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, 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.

Course Trips: The Center for Chicago Programs will operate at reduced capacity, sponsoring guest speakers for safe visits to in-person classes, and 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.

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

Room and Board: The room rate for all residential students (on campus and in hotels) is \$2,965 for the Fall 2020 semester. All residential students (on campus and in hotels) are required to have a board plan. Further information on the board plan – including specifics for students on campus and students in hotels – will be published by July 17, and the cost will not exceed the cost previously published before the onset of the coronavirus. Commuting students can also still elect to purchase a reduced board plan.

Living Off-Campus: Returning students who would otherwise live on campus, but who 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.

Disability Accommodations: The Director of Disability Services will continue to give personalized attention to students who need either residential or academic accommodations.

International Students: New F-1 international students may have trouble accessing a visa for their entry into the United States. In those cases where students have not obtained visas before the start of the semester, new international students can learn remotely in the fall, and the College can begin our F-1 sponsorship for Spring 2021. Returning F-1 international students will want to make efforts to return to the United States to resume classes on-campus, if possible. It must be noted that the U.S. Government has not yet issued guidance to permit returning international students to continue remote learning in the fall semester as they did in the spring. As soon as the College learns that the U.S. government has finalized guidance for the fall semester, we will update F-1 international students with further information.

Hotels: As stated previously, the College is taking numerous steps to reduce population density on campus this fall. As one of those steps, the College plans to rent the entire Hilton Garden Inn in Mettawa and a portion of a similar hotel in a nearby suburb. Each hotel is located within 20 minutes of campus, and the hotels will provide private rooms and multi-bedroom suites. All rooms will have microwaves, small refrigerators, air conditioning, and weekly housekeeping service. Daily breakfast will be served at the hotels and there are laundry

facilities on site. Information Technology Services is working with the hotels to ensure appropriate internet service; printers are also available. Socially distanced buses will run between the hotels and campus multiple times a day and will be cleaned frequently per COVID-19 protocols.

Packing: We encourage all residential students (on-campus or in hotels) to pack light. With very little notice, students may be asked to move, so maximum flexibility is important for fall. For example: Residential students who test positive – or are presumed positive – for COVID-19 will be required to self-isolate for at least 14 days at home or in a designated location. Residential students may be asked to consolidate during winter break. And, at any time, if a COVID-19 outbreak occurs, we may have to pivot to a remote semester. Therefore, we urge students to pack light and bring only the essentials for Fall 2020.

Guests: Policies are being developed to govern residential student access to residence halls other than their own. Campus guests will be prohibited from visiting residence halls, the library, and other campus buildings.

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.

5. Athletics

Plans: The College, in collaboration with other colleges in our athletic conferences, plans to conduct intercollegiate varsity fall, winter, and spring sports this year. There will be new health and safety protocols for each season and potentially fewer contests.

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, testing and retesting of student-athletes prior to competition, daily student-athlete self-monitoring, and safety-related practice and facility modifications.

Coaches, staff, and student-athletes will 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, self-quarantine, self-isolation, 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 before the beginning of each season.

Contests: Contest schedules are not yet finalized for fall, winter, or spring sports. Once schedules are confirmed, they will remain unavoidably subject to coronavirus developments on one campus or another. The Midwest Conference is currently developing new fall contest schedules that will incorporate divisional play in order to minimize travel distances and eliminate the need for overnight stays. The new academic calendar for this year will also prohibit traditional spring break trips.

Spectators: Decisions about spectators at contests are pending and will be announced as soon as possible.

Club Sports, Intramurals, and Classes: Physical Education classes and Club and Intramural Sports will be cancelled for Fall 2020. A decision about Spring 2021 has not yet been made.

6. Campus Facilities and Spaces

Signage and Building Protocols: In all campus buildings, a variety of academic and other building protocols will 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. Doors will be propped open whenever possible. In restrooms, new handles will allow operation by elbows or feet in many locations, and paper towel dispensers will replace air dryers. In shared residence hall bathrooms, some sinks will be placed out of service to increase distance between users.

Residence Hall Capacity: The CDC recommends reducing density as the safest option for colleges to resume on-campus instruction and residential life this fall. The College will reduce density in our residence halls by carefully limiting room occupancy, and a new housing process is underway based upon new room capacity guidelines. All previous room selections/assignments and housing contracts for 2020-2021 are now voided and will be replaced. On-campus residents will have private or semi-private rooms. Quads are now doubles, doubles are singles, and triples were reduced to either doubles or singles depending on the square footage. Priority for on-campus rooms will be given to new students, international and domestic students who live at a great distance from campus, and then seniors.

Rooms will be initially assigned by Residence Life based upon preferences gathered from recent student surveys, and students will be informed of their assignment by July 17. An opportunity to request to swap rooms will likely be offered in late summer. Restrooms will be assigned to decrease the number of students using them. Students can cancel their new

housing contract in favor of commuting or learning remotely from home at any time before moving in, without penalty or fees. Hotel rooms will be available for students who wish to live on campus but for whom there is not space.

Ventilation: Residence hall and building windows should be open except when high outside temperatures or humidity require them to be closed, in order for air conditioning to operate effectively. Filters in building ventilation systems are being replaced on a monthly basis, and the filters are the highest MERV rating each system will allow. All HVAC systems have been inspected and are properly functioning.

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.

Dining Hall: Only students will have access to the dining hall, and a coordinated effort is underway to decrease density in the space and provide appropriate separation for groups of 50. New measures include extending physical distance between seats, creating additional seating space outside of the dining hall, providing “to go” options for all meals, and supplementing the typical items with bagged meal exchanges at multiple locations including Boomers, The Paw, Cyber Café, and Deerpath Café. Food will be served by Parkhurst staff, and all servers will wear masks and be appropriately trained in health and safety protocols. Decals on the floor will keep students at safe distances while waiting.

Sports and Recreation Center: Plans are underway to provide students, faculty, and staff with access to the work-out areas in the Sports and Recreation Center this fall. The use of particular spaces will be scheduled and limited to allow for safe social distancing and cleaning. Plexiglass has been installed at the building entrance, and new traffic patterns and building protocols have been established.

Staff Offices: Administrative staff will work from home when possible. When 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 will wear masks when not able to work more than six feet apart. Plexiglass 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 when using common objects such as photocopiers, or in spaces such as break rooms, to use hand sanitizer and wipe down surfaces with sanitizer.

Parking: The College plans to develop new temporary parking areas on campus to support our additional commuting students and hotel residents.

Tents: Several tents with roll-up canvas walls will be set up to provide open-air spaces that can be used for studying, waiting between classes, and academic instruction, if desired.

Conclusion

The College will continue to update this Plan in weeks ahead, as coronavirus developments may require, and will regularly communicate with students, faculty, and staff. Specific information still to be provided, as noted above, includes:

- The academic course schedule that will designate which courses are taught in-person and which remotely (by July 17)
- Board plan rates and options, and dining hall policies, hours and expectations (by July 17)
- Room assignments on campus or in hotels, or confirmation of commuting/learning remotely/renting off campus (by July 17)
- Forester Commitment with housing contract (by July 17)
- Daily medical screening app (by August 1)
- Specific instructions for arrival days (by August 1)
- Detailed athletic schedules (by August 1)
- Hotel shuttle hours and route (by August 9)

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 soon.

Stephen Schutt, President

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

Chris Ellertson, Vice President for Enrollment

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