

Faculty and staff,

I wanted to share with you a few other notes about campus this fall and also an email I sent to students yesterday (text below).

### Post Office/Printing Services

Beginning Monday, Aug. 17, the University Post Office will move to the eastern side of Graham Hall where the faculty/staff self-serve post office is located. The faculty/staff self-serve post office will move to the space adjacent to the current location. Hours of operation will be 10 a.m. to 5 p.m. Monday-Friday when the university is open, with a one-hour lunch closure from noon-1 p.m. The entrance to the University Post Office will be the doors facing Maugans Alumni Center. Printing Services pick-up will be located at the doors facing Hiner Hall.

### Ingress & Egress

You will notice that ingress and egress signage has been placed in on-campus buildings. Please use appropriately marked building entrance and exit doors and one-way stairwells. Faculty, staff and students with mobility issues may use any doorway regardless of how it is marked.

### Office Cleaning

Beginning Monday, Aug. 24, faculty and staff who would like their office wastebin or recycling container emptied will need to put them outside their office or office suite. When you return in the morning, your wastebin or recycling container will have a clean liner and you can return it to your office. This is in place so housekeeping can focus its energy on cleaning classrooms and common spaces. Sanitizing for individual offices and workspaces should be done by the employee, and office cleaning by housekeeping staff will be done once weekly. Sanitizing spray and wipes should be requested through your Area Coordinator. If you would not like housekeeping staff to enter your office, please [request a printed sign](#) that reads "Please do not clean this office."

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### **Email sent to students 8/13/20**

Lancers,

We are less than a week away from beginning to welcome you back on campus, and everyone here is excited to see you. In the next day or two, you'll receive an email link to the Student Handbook, which outlines your responsibilities, policies, and rights as members of the campus community. In the meantime, I'd like to offer you some further clarification on a few policies and guidelines that we've put in place for your return.

I know this email is long, but the information is important, so please read the entire thing.

### Visitor Policy

We've received some questions about the visitor policy for on-campus residence halls, and I want to clarify the part of the shared commitment on visitors to your residence halls or apartments. This restriction is part of our return-to-campus protocol, and will be in effect at least until Labor Day. At that time, we will evaluate in light of public health conditions and guidance, and either extend these restrictions or potentially adjust them with other continued precautions. In the meantime, students who live in these groupings of student housing are asked to visit only others in the same housing group:

- Lancer Park
- Moss Hall
- Johns Hall
- Longwood Landings
- Sharp, Register, Stubbs halls
- Cox, Wheeler halls

Remember you can gather with friends outside or in public spaces on campus. The weather is particularly beautiful in the fall, and there are plenty of outdoor spots to see each other.

### Face Coverings

I'd also like to clarify the policy for when students need to wear face covering—usually a mask that covers the mouth and nose. Every member of the Longwood community—students, faculty, staff, and visitors—needs to wear a face covering inside the public areas of campus buildings. That means all lobbies, hallways, restrooms, or any other public place. There are a few exceptions to this:

- Your personal room in your residence hall or Longwood-managed apartment is your own. You are not required to wear a face covering while in your room.
- The private offices of faculty and staff. Employees may require that anyone who enters their office wear a face covering, however they are not required to wear a face covering while in their office.
- There are some public areas on campus, where other precautions are in place, which are also excepted from the rule, notably the Health & Fitness Center, Dorrill Dining Hall, some Athletics facilities, and some academic spaces for particular subjects with specific needs. The Health & Fitness Center has detailed, state-guided protocols in place. Among them: students must enter and exit while wearing a face covering, and maintain social distancing while exercising.

### Student Gatherings

A subject on all of our minds as we picture the fall semester is social gatherings. It's an important part of campus life, and one we know students are eager to engage in. Throughout the summer, we have been in contact with students and student organizations to remind you of your personal responsibility to wear face coverings in social situations where you can't maintain proper distancing from others, and to follow state limits on numbers of people at gatherings. Student Affairs will be working with student organizations on this throughout the semester.

### Travel

We ask that you limit travel off campus this semester, including visits home. While this is an inconvenience, limiting the spread of the Covid-19 virus is paramount so that we can all stay on campus. If you must leave campus, you are responsible for following the same guidance you adhere to while at Longwood—daily symptom checks, wearing a face covering in public areas, maintaining social distance, and washing your hands properly and often.

### Reporting Form

Our full expectation is that students and all members of the community will lead by example. If there are instances where there is non-compliance and a reminder does not work, we've launched a reporting form where members of the community can let us know about instances where others are not adhering to face covering or social distancing guidelines. We fully expect that all members of the Longwood community, being citizen leaders, will follow the guidelines set forward.

### Wheeler Mall/Construction updates

On a non-Covid note, I want to update you on progress on our summer project to install a new steam tunnel under Wheeler Mall, which provides heat to buildings on the western side of campus including Wheeler and Cox halls, is still underway. A portion of Wheeler Mall including Brock Commons will be fenced off, and the campus community will need to walk around the fenced-in portion to go from the north end of campus to the south end. You can find a navigation map attached and signage will direct you around the construction area. We have spread out the schedule in part to allow you time to walk around the construction area. The project should be complete enough by Oct. 1 to allow access down Brock Commons, and the entire steam tunnel replacement will be finished by the start of the spring semester.

Two other major construction projects are finished, however.

- Moss Hall—the second of the high-rises—will welcome students back next week. This has been a major upgrade to our campus residence halls and many students are excited to move into these brand-new iconic buildings.
- Allen Hall, our newest academic building, is open and ready for students and faculty. For those of you who have classes in the new building, enjoy it. If you don't, please make time to stop by and check out the inside.

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