

Faculty and staff,

As part of my regular update to campus regarding re-opening plans, I'm sharing with you all the attached email communication that was sent to students late last week. It calls to their attention the updated [What Will Fall Look Like](#) guide on our website, which I encourage you to review as well. The updated guide includes the most recent information for the community regarding such things as face covering policies, daily health screening questions, and working with university staff regarding the availability of online classes.

Course Offerings Update

While most classes will continue to be held in-person with hybrid elements for flexibility, some courses—we estimate about 20 percent—are moving to a fully online format. If a student is registered for a course that is moving from in-person to fully online, he or she will be notified this week via email (see email text below). These updates will be reflected in the student's My Longwood 'Week at a Glance' by the end of the day Friday, August 7.

Students that inquire about hoping to try to schedule their classes online should be routed to questions@longwood.edu. This is the process for tracking these requests and routing them to Enrollment Management. While we are not making guarantees that a student can take a full load of online courses, we will work to help students on a case-by-case basis. Please refer questions you may receive from students to questions@longwood.edu for help with this process.

Shared Responsibility

In the coming days, Vice President for Student Affairs Tim Pierson and SGA President Brandon Bolden '21 will send a shared commitment that all students will agree to before they return to campus. Developed with student leadership, it will include a list of personal responsibilities all students must abide by -- including physical distancing in social situations, practicing good hygiene, respecting gathering limits on- and off-campus, and the list of daily screening questions students must begin 10 days before coming to campus initially, and once on campus before they leave their residences each morning. Regular communication and signage in all Longwood-managed residence halls will remind students of these screening questions.

We are also asking all employees to do daily screening questions before coming to campus. They should conduct a self-check for [symptoms of the virus](#). Stay home if any are present. Please consult with HR and review the [Temporary COVID-19 Workplace Policy](#) for additional information. Screening questions are:

- Are you currently experiencing a fever (100.4 degrees Fahrenheit or higher)
- Are you currently experiencing a new cough?
- Are you currently experiencing a new shortness of breath?
- Are you currently experiencing new chills?

- Are you currently experiencing a new sore throat?
- Are you currently experiencing new muscle aches?
- Have you had a loss of taste or smell?

Signage and Sanitation

Campus signage continues to be posted, with a priority on finishing classroom setups and over the next few days working on signs indicating adjusted ingress/egress. Newly expanded cleaning practices by the Budd Group include greater staffing by certified sanitizing technicians and a four-hour cycle for cleaning high-touch points. As installation work continues, Budd Group and Environmental Health and Safety estimate we will have about 260 hand sanitizer stations in place on campus by the time students arrive, compared to about 79 last spring. There are also numerous refill stations for personal containers. We'll be sharing some more updates about process changes for various University Operations and Service Departments in the days ahead.

Stay safe,

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Below is the email that students receive this week if they are enrolled in a course that will be moving from in-person to fully online:

Hello Lancer! Just a few weeks until classes begin and we can't wait to get started.

Most of our classes will continue to meet in-person this fall. The majority of those will incorporate hybrid elements like some lectures or assignments being completed online, or portions of a class meeting in-person while the other portion of class joins via Zoom. Other classes - about 20% of our Fall 2020 courses - are moving to a fully online format.

You are receiving this email because one or more of the courses you have registered for is moving to a fully online format.

This change will be reflected in your My Longwood 'Week at a Glance' by 5 p.m. Friday, August 7. The Building will change from where it would have been held to 'On-line'.

Thank you for your patience as we make these changes this week and if you have any questions, please send them to us at questions@longwood.edu