

Faculty/staff

Faculty and staff,

Freshman move-in begins today and final preparations for the semester are happening. I'm sharing with you below the text of an email I sent to students yesterday as they make their way to campus, but a few notes to bring your attention to:

Reporting

Longwood is committed to keeping our community updated on important developments related to COVID-19 and public health. The University has launched a [dashboard](#) from our [main Covid-19 page](#) that will be updated daily to report any positive tests administered to students by the University Health Center. For privacy reasons, we will not release any identifying information of students who test positive. The Virginia Department of Health will conduct contact tracing of any student, faculty, or staff member who tests positive for the virus, and will give instructions to anyone who may need to quarantine.

Cleaning/Sanitizing

Director of Environmental Health & Safety Michael Lonon has put together [this instructional video](#) on how to use some of the cleaning supplies available from his office, including sanitizing spray that will be in each classroom. Area Coordinators can help coordinate replenishing these supplies when necessary.

Reserving Space

This fall, indoor space across campus will be very limited. Academic needs have been prioritized in many gathering spaces, and some spaces like Soza Ballroom have been temporarily repurposed for the semester. This makes the ability for Longwood to host outside groups and events very limited. We will do our best to accommodate your group, but likely will have to turn down some requests that would generally be approved. Please continue to use our [25Live system to request reservations](#).

Wheeler Mall Construction

Attached is a map for navigating around the Wheeler Mall Steam Tunnel construction.

Stay healthy,

Matthew McWilliams
Assistant Vice President, Communications
Longwood University

Lancer students,

Freshman Move-In begins tomorrow, and while we know this semester will be different in important ways, we couldn't be more excited to welcome you to campus. As you prepare to come to campus, I'd like to share a few reminders and notes about the upcoming semester:

Daily Screenings

You should have begun conducting daily screenings for symptoms more than a week ago in preparation for returning to campus. While you continue to do so, please note that you should not come to campus if you have any symptoms of Covid-19, have tested positive and have not been cleared by a physician, or are awaiting test results. If you are awaiting test results or have tested positive recently, please contact the University Health Center at 434-395-2102.

Packing For Campus

A reminder to bring a few items with you as you return to campus:

- Thermometer for daily temperature checks
- Cleaning/disinfectant for your room and bathroom
- Extra hand sanitizer
- Proper face coverings to have with you at all times

So we are all using the same definition of "proper" face coverings, they should meet the definition from the Virginia Department of Health. Face coverings should:

- Fit snugly but comfortably against the side of the face
- Completely cover the nose and mouth
- Be secured with ties or ear loops
- Include multiple layers of fabric
- Allows for breathing without restriction
- Be washable and machine dried without damage or change to shape

Weather forecasts predict some rain showers for Wednesday and Thursday, during Freshman Move-In. Please bring rain gear and/or protective coverings for your bags and sensitive equipment.

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Academics

As you prepare for classes to begin, a few notes:

Class schedules

The in-person experience will look and feel different this fall. Your course schedule may have a combination of a fully online course, a fully in-person course, or a Hybrid course, where you attend a class both in-person and online. If one or more of your courses has been moved fully online, then you have already received an email notifying you of this change.

Regardless, you need to pay special attention to your schedule in myLongwood for details on your courses.

If you have a **fully online course**, then the Location column in the course listing will read “Web Online.” That class may either occur synchronously (at planned days and times) or asynchronously.

- If there is a day and time listed with the course, then the course is synchronous. In other words, your professor will communicate to you how you will be meeting via Zoom or other means at planned days and times.
- If the day and time are listed “TBA,” then the course is asynchronous. Your professor will communicate to you deadlines of when assignments should be completed and may poll the class about particular individual or small group meetings.
- In either case, your professor should also have office hours listed in the syllabus that will occur via Zoom or some other means.

If you have a **Hybrid course**, where you attend a class both in-person and online, then myLongwood may list the days you are online and the days you attend in person. Look under the day and time and location column to see more details.

Some **blended courses**, which combine in-person and online learning, will not be listed in myLongwood. Because of physical distancing of furniture, some classes will not be able to fit in a classroom all at once. Professors will split the course into groups, so one group attends in-person certain days while the other group attends via Zoom. In such cases, your professor will let you know what days you should attend in-person and what days you will be attending class via Zoom.

Pay particular attention to MWF class times as well. Many times have changed to allow for 15 minutes between classes. The new start and end times of classes are listed in myLongwood. Communication will be essential to your success. Look out for emails and Canvas announcements from your professors and be sure to read them because they will include details about how your class will be conducted (what days you might attend in-person or what days you might attend online). You can add your contact methods and set your notifications for Canvas so that you can receive updates in your email and on your phone.

Class layouts and locations

Classrooms will look different:

- All furniture has been physically distanced in the classroom. Please abide by signage and do not sit in seats that are blocked off. Please do not move the furniture or tables.
- In order to have the entire class in-person at the same time, your class may have moved to a different space. You may not have a course in a traditional classroom; it may be in a large

auditorium instead. Check myLongwood for the location of the course.

Before/after classes

- When moving to and from class, please follow the ingress and egress arrow signs and entrance and exit signs in academic buildings.
- Try not to arrive at a class more than ten minutes early to help prevent hallway congestion from departing classes.
- Please avoid waiting in the hallways outside of classrooms. Wait until classes have been dismissed and students have left the classroom to enter the classroom.