

Faculty and staff,

Move-in day approaches rapidly, and I am hearing every day from students eager to return. In the coming days, all students will receive an email with a link to the Student Handbook, which outlines their responsibilities, policies, and rights as members of the campus community. The handbook is naturally different this year: It will contain information about expectations for distancing, classroom procedures, face coverings, and other precautions. Consistent with the Shared Commitment students themselves initiated, the rules in the Handbook require students to wear face coverings in classrooms and any other shared indoor spaces on campus, and any time outside when they cannot maintain six feet of distance.

We've launched a [reporting form](#) where members of the community can let us know about instances where students or employees 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.

A few other clarifications and items of note:

#### Updated Workplace Policy

In response to community feedback and evolving guidance, the [Temporary Covid-19 Workplace Policy](#) has been updated. I encourage you to read it carefully. This update clarifies and simplifies in two main areas:

- Face coverings. As with students, faculty, staff and campus guests should wear face coverings while inside in any public areas of campus buildings. That means all lobbies, hallways, restrooms, or any other public place. You may remove your face covering inside your private office. You may also require that anyone who enters your private office wear a face covering. There are a few public areas, where other precautions are in place, that are exceptions, such as the Health & Fitness Center, Dorrill Dining Hall, and some Athletics facilities. Per Commonwealth guidance, users of the Health & Fitness Center must enter and exit while wearing a face covering, however, and maintain social distancing while exercising. Outdoors, as with students, employees and guests should wear a face covering if they cannot maintain six feet of distance.
- Leave policies. The updated policy also updates and clarifies the steps employees must take if they have possible Covid symptoms or may have been exposed, as well as leave options available and steps for returning to work.

#### Cleaning

Last week I shared some information regarding Budd Group's upgraded cleaning protocols. In addition, sanitizing spray is available in all classrooms and for pickup from University Events and Ceremonies when you are hosting a meeting in a room on campus. Locations that require the pick-up of a sanitation kit will have instructions in your event confirmation. Faculty and meeting hosts

should take responsibility for spraying desks and tables inside spaces before they leave. The mist needs 3 minutes of contact time to work, and should dry on the surface. There are instructions on the bottle, and drying should only take a few minutes. In the coming days, we will share further instructions on how to properly disinfect surfaces in a room.

#### Health Care Resources

A reminder to faculty and staff that you can use the University Health Center for all your primary care needs, including testing for Covid-19 and regular checkups. Please call 434-395-2102 to make an appointment.

Thanks,

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