

Employee Details Regarding COVID-19

March 18, 2020

Dr. Luckey sent an email earlier today updating our community that students will not return for the Spring semester and that the residence halls are closing. The following communication is an updated list of FAQs that were disseminated on March 12.

We will follow the guidance from health and/or government officials for when staff will return to campus to work. As soon as this is possible, we look forward to the opportunities that this unfortunate set of circumstances creates for us. We want to think about things that we can do to help our students or improve the campus environment, processes, or services so that when students return to campus, they will find things better than when they left. Please think about the things you and your team can do to make this a reality.

New or Updated FAQs:

How does the announcement that the entire spring semester will be taught via online instruction impact me as faculty?

The transition to online instruction for the remainder of the semester means you will be expected to develop and implement instructional content in Blackboard. For additional details, refer to the email sent to faculty by Trish Parrish on March 18. It will be particularly important that you are checking your LWC email daily and logging into Blackboard at least once every 48 hours to check on student progress.

How does the announcement that the entire spring semester will be taught via online instruction impact me as staff?

Staff continue to be expected to support College operations as usual with as little disruption as possible. You should expect to return to work sometime after March 29 at a to-be-determined date. We are living and working in an unprecedented time and your supervisors may be asking you to do things that may not normally be done during the spring semester.

Essential personnel will continue to report to work as necessary and as directed by their supervisor. All other staff are expected to continue working remotely on normal duties and tasks assigned by supervisors. Certain individuals may need to continue to report to campus at times, as necessary to complete required work.

Will I continue to get paid?

Faculty and staff will continue to receive their normal pay during the spring semester and the foreseeable future. Until requested to return to your regular work locations, the expectation is that faculty and staff complete all work on campus or working remotely as requested by their supervisors, even if it is not a full load of normal work.

If I can't work from home, will I be required to use my vacation days or sick time if I choose not to come to my office on campus to work?

Staff will be expected to support the College operations as usual with as little disruption as possible and work until requested to return to their respective work locations. If you are unable to perform your regular duties remotely as confirmed by your supervisor, you will still be compensated for your normal schedule without the use of vacation or sick

days. After staff are requested to return to their work locations, you will need to use vacation days or sick time for any time in which you are absent.

Will I be able to continue to work remotely after staff are requested to return to their respective work locations?

Staff who have extenuating circumstances (e.g., childcare, caring for someone who is sick, health issues) and would like to work remotely until things are back to normal must first obtain approval from their supervisor. Supervisors will set parameters and expectations for those staff who receive approval. If supervisors deny the request, staff will need to report to work and any time in which staff are not at work will require the use of vacation days or sick time.

If I am an hourly employee, do I log my time the same way as if I was in the office or on campus?

Yes. You will use Banner Self Service to record your hours. You will use the Regular Pay code (REG) to record any hours in which you work, whether it is on campus or remotely. For any hours that you are not able to work, you will use the Hazard Pay code (HZP).

Once staff are requested to return to their work locations, staff will only be paid for the time they work or use vacation or sick time. The Hazard Pay code will cease being used.

Can I come to campus and work from my office?

The College encourages you to work remotely until otherwise instructed, with the exception of essential personnel. If you or someone you are in contact with, are experiencing any symptoms, such as fever, cough, shortness of breath, sore throat, runny or stuffy nose, body aches, headache, chills or fatigue, you should not go into work.

If I become ill, what do I do?

You should inform your supervisor and contact your healthcare provider. Do not report to your work location but rather you should stay home.

Will there be any students living on campus?

There will be a limited number of students who receive permission to stay on campus for the remainder of the Spring semester. The NAIA cancelled the winter sport playoffs and the spring sports season which drastically reduces the number of potential students needing to stay on campus. Many international students are travelling to their home countries. Students must request permission and Residence Life is approving any requests on a case-by-case basis.

Previous FAQs

Who are considered essential personnel?

Essential personnel include but are not limited to: Executive Staff, Plant Operations (Maintenance & Housekeeping), Dining Center, Public Safety, Residence Life, and Library staff. Supervisors will communicate with essential personnel and other staff members about their work schedule.

How are you ensuring the health and safety of College employees?

The College moved all classes to an online format beginning March 16th through the end of the spring semester in order to limit potential exposure. The dining center will be closed to the public. Everyone is encouraged to practice social distancing by limiting interaction with people in large groups, remaining six feet apart, and no contact greetings. The Housekeeping staff has been cleaning and disinfecting all common areas and surfaces, such as doorknobs, bathroom faucets, and handrails, every hour. In addition, hand sanitizer and posters demonstrating how to prevent the spread of germs are in all common areas. The College has personal protective equipment for appropriate staff in the event it is needed.

How do I connect in order to work remotely?

If you only need to access websites such as Blackboard, Banner Self-Service, and email, you will be able to use a Chromebook or any computer or mobile device. A connection to the campus network is not necessary. However, if you need access to Banner Admin Pages and/or shared network drives such as your Z drive or the S drive, you will have to use a computer that can run our Global Protect software to establish a secure connection.

Nearly all school-issued laptops have Global Protect software installed, but if you plan to use your own computer, you will need to install it. If you are not already using Global Protect to connect, we will also need to authorize your account before it can connect. Please contact the Computer Center for instructions and account authorization.

Our supply is limited, but please contact the Computer Center if your supervisor has instructed you to work from home and you need to borrow a Chromebook or laptop.

What do I do if I do not have a laptop in order to work remotely?

Contact your supervisor to discuss options for working. If it is deemed that you need a laptop or Chromebook, contact the Computer Center to submit a request to borrow a College device.

How do I connect to Banner remotely?

You will need a computer with Global Protect software installed and an account authorized by the Computer Center. Then you will need to launch Global Protect, connect to the College network with your network ID and password. Upon successful connection, navigate to [myLWC](#), select the Menu, and choose Banner 9.

What if I do not have any sick time available and become ill or need to care for a loved one who is ill?

The College is loosening its current policy during this unprecedented time. If all sick and vacation time is used, you may borrow up to 10 sick days against future accruals.

What is the status of College-sponsored travel?

All non-essential travel is suspended at this time until further notice. If you have questions, contact your supervisor.

If you have additional questions, please contact your supervisor or Human Resources at hr@lindsey.edu or 270-384-7313.

The following pages are an updated list of FAQs that is being sent to students. We wanted you to have this information to be informed and to be able to answer questions.

Student FAQ's

Updated March 18, 2020

General

The College moved from face-to-face instruction to online learning for all campuses –for the rest of the 2020 spring semester. What are the details?

The College decided to move all face-to-face instruction to online for the main campus and all extended campuses in an abundance of caution given the threat of the Coronavirus. This adjustment will continue for the remainder of the spring semester.

Will campus operations continue?

Yes. Essential personnel will be present on campus and all other employees are encouraged to work remotely. Students are encouraged to email or call the respective campus offices. Here is a [link](#) to the online directory and a [link](#) to the Offices and Services webpage.

How long will classes be online?

Classes will be online through the end of the 2020 Spring semester.

Are there any confirmed cases of coronavirus on campus?

There are no confirmed cases on LWC's campus or in the surrounding counties.

Has the College canceled on-campus events after Spring Break?

Yes, all campus events including athletic events have been cancelled for the Spring semester. Certain events may be rescheduled at a later time.

What will happen with Spring commencement?

There will not be a traditional Spring commencement ceremony. The administration is working with SGA to determine how we can honor graduates virtually or at a later date. Degrees will still be conferred in May for all students who have completed the requirements for their degrees so that they may enter the workforce or pursue graduate studies.

I'm a student employee - may I return to my campus job while classes are online?

No, students may not work on campus from March 16 through the end of the semester. However, student employees who are not work study students are encouraged to call or email their respective supervisors about the opportunity to work remotely. There is a need for tutors and writing consultants to continue working during this time. Google hangouts and other technology can be used when not on campus to engage in tutoring and writing sessions.

Will I lose my RaiderBucks?

No, your RaiderBucks will roll over to future semesters.

Class Instruction

How do I know what assignments are due and how learning will be moved to an online format?

You already have access to all of your courses in Blackboard. To access your course, log in to the [myLWC](#), click on the drop-down menu and select "Blackboard." Your faculty

members will communicate with you using Blackboard and email to let you know when and how to submit assignment and to provide you with instruction.

What if I don't have a computer or access to the internet from home?

Blackboard can be accessed using your mobile phone. Just log in to the [myLWC](#) and select Blackboard from the hamburger (☰) icon. If you still cannot access Blackboard, please email your instructors and academics@lindsey.edu so we can work with you to ensure your success.

I am a student with accommodations. What should I do regarding remote instruction?

Your instructors were notified of your accommodations at the start of the course. They also have been given additional information about how to provide these accommodations in an online setting. Please email your instructor to request your accommodations and contact Ben Martin (martinb@lindsey.edu) if you have concerns.

I'm an international student and therefore restricted from taking online courses. How does this affect me?

The College was authorized by the Student and Exchange Visitor Program to adapt our procedures and policies to address the significant public health concerns associated with the COVID-19 crisis. As a result, international students will remain in status during the Spring semester while classes are taught online.

Does the shift to online instruction change deadlines for withdrawals, incompletes, etc.?

The move to online instruction does not change any deadlines for course withdrawals or for incomplete grade requests.

How will I get help from the writing center and tutoring center?

You will be able to make appointments with writing center consultants by following the steps listed here: <https://www.lindsey.edu/academics/Writing-center.cfm>. You can request tutoring by emailing asc@lindsey.edu.

Will the Katie Murrell Library be open?

Yes. There will be limited staff and the building will be open from 9am – 3pm Monday through Friday. Students not on campus may contact the library by email at library@lindsey.edu or call 270-384-8102.

When are library books due?

Library books checked out by residential students should be returned when you move out of the residence halls. If you have further questions, contact the library at email at library@lindsey.edu or call 270-384-8102.

Student Housing

Will the residence halls remain open?

The Residence Halls are closed with limited exceptions for domestic and international students with no other viable options. Contact Residence Life at 270-384-7480 or email at prostaff@lindsey.edu to obtain approval.

What if I am unable to travel to my permanent address? Am I able to stay on campus?

Limited exceptions for domestic and international students with no other viable options will be approved to live on campus. Contact Residence Life at 270-384-7480 or email at prostaff@lindsey.edu to obtain approval.

How do I obtain approval to stay in the residence halls?

Contact Residence Life at 270-384-7480 or email at prostaff@lindsey.edu.

Will College staff be on campus to help support those students who stay?

Essential personnel will be available to support students who are approved to live on campus.

I stayed on campus during spring break. Should I plan to return to my permanent address home?

Yes, unless you are approved by Residence Life you should gather your essential belongings or materials for coursework and head home as soon as possible.

Do I have to move out of my residence hall?

Yes. Students will be required to contact Residence Life staff to schedule a check-out date and time.

I removed my essential belongings last week. Do I still need to retrieve the rest of my possessions?

Yes, between Thursday, March 19, 2020 through Tuesday, March 31st students will need to schedule a pick-up time. To schedule an appointment contact the pro-staff member for your area:

Phillips and Keefe Halls: Bethany Kreutzer; kreutzerb@lindsey.edu

McCandless and Weldon Halls: Catherine Wibbels; wibbelsc@lindsey.edu

Draper Female and Grider: Thomas Alvey; alveyt@lindsey.edu

Lilly Hall, Huff and Pickett Houses: Sarah Mitchell; mitchells@lindsey.edu

Horton Complex; Scot Kirby; kirbys@lindsey.edu

Draper Male, College Hill and Trabue: Dakota Smith; smithd2@lindsey.edu

Richardson Hall: Austin Hickman; hickmana@lindsey.edu

Smith Hall: Brandon Roark; roarkb@lindsey.edu

What do I do with my room key?

When you check-out of your residence hall you will turn the key into your residence hall director.

What do I do with my mailbox key?

You can turn that key into your residence hall director and they will return it to the service center.

What do I do if I have a package in the mailroom?

The Service Center is currently open from 7:30 – 12:00 Mon – Fri. If you will be on campus at another time when you are moving out, call 270-384-8126 or email smithr@lindsey.edu to make arrangements.

What counts as a valid reason to stay in housing?

We recognize that individuals have special circumstances. Residence Life will work with students on an individual basis to address personal issues. Email Sarah Mitchell at mitchells@lindsey.edu if you have a personal concern.

Will residential students have the opportunity to come back and move out?

Yes, between Thursday, March 19, 2020 through Tuesday, March 31st students will need to schedule a pick-up time. To schedule an appointment contact the pro-staff member for your area:

Phillips and Keefe Halls: Bethany Kreutzer; kreutzerb@lindsey.edu
McCandless and Weldon Halls: Catherine Wibbels; wibbelsc@lindsey.edu
Draper Female and Grider: Thomas Alvey; alveyt@lindsey.edu
Lilly Hall, Huff and Pickett Houses: Sarah Mitchell; mitchells@lindsey.edu
Horton Complex; Scot Kirby; kirbys@lindsey.edu
Draper Male, College Hill and Trabue: Dakota Smith; smithd2@lindsey.edu
Richardson Hall: Austin Hickman; hickmana@lindsey.edu
Smith Hall: Brandon Roark; roarkb@lindsey.edu

Why can't all students remain on campus during the virtual learning period?

In compliance with state and federal directives LWC is adhering to best practices to create a safe and healthy environment that prevents the spread of the Coronavirus.

What about the housing lottery and my assignment for next year?

Students will be able to complete a housing contract and lottery registration form, in addition to paying the \$25.00 lottery fee online. Through this process, assignments will be generated, assigned and communicated to students. This information will be made available soon. If you have any questions contact prostaff@lindsey.edu or call 270-384-7480.

Will students who are allowed to remain in their current room or will they be relocated?

Students granted permission to remain on campus will be consolidated to other campus housing. Residence Life staff will contact those students individually.

If I have more questions regarding residence hall closures, what should I do?

Email prostaff@lindsey.edu or call 270-384-7480 for more information.

If I remain on campus and do not feel well, what should I do?

Contact Public Safety at 270-384-8106 for immediate attention.

Textbooks

When will LWC textbook rentals be due?

The LWC Rental Books due date has been extended to Friday, May 15, 2020.

How do I return my LWC Rental books?

LWC Rental books will need to be mailed to the LWC Bookstore at 210 Lindsey Wilson St, Columbia, KY 42728 and will need to be postmarked by May 16, 2020.

Can we sell books back at the end of the semester?

We will conduct our book buy online through MBS Online Buyback on the LWC Bookstore's webpage at the end of the semester.

Athletics

What is the status of Lindsey Wilson Athletics?

All athletic programs are cancelled for the remainder of the 2020 Spring semester. There will be no team organized activities during this time (practices, scrimmages, meetings, weightlifting, etc.).

Campus Facilities

Is the Health and Wellness Center open?

The Health & Wellness Center will remain closed until further notice.

Is the Dining Center open?

The Roberta D. Cranmer Dining Center is closed to the public until further notice. A modified dining schedule and menu will be implemented for the students who have no option but to remain in campus housing. Students will receive food in to-go boxes and will not eat in the dining center in adherence with social distancing.

Work Study

Will I be paid for my remaining Federal or Lindsey work study hours?

Yes, students will be paid based on the percent of their current pace of hours worked. For example: work study students should have worked 241.5 hours or 70% of the total hours allotted for the academic year through February. Students who were on track and have worked 241.5 hours or more will be paid the full amount remaining of their work study award. Students who have worked less than 241.5 hours will be paid based on the percentage they were on track for completing their annual work study award. So if a student worked 121 hours through the end of February, they would receive 50% of the remaining 103.5 hours for a total of \$377.

Do I need to submit a timesheet?

No, the hours worked will be determined by the formula outlined above.

Will I be paid in one payment?

No, students will receive one half of their respective payments in March and the other half in April.

Will I receive a check for my payment?

Students will be paid through the normal work study process where your student account will be credited with the work study earnings. If the work study payment creates a credit balance on your student account, then you will receive the excess funds.

Travel

What is the status of College-sponsored travel?

All non-essential travel is suspended at this time until further notice.