

LSC-Tomball

Fall 2020 COVID-19 Response Handbook

STUDENT CENTER

TO ALL NEW & RETURNING STUDENTS

**WELCOME
BACK TO
THE PACK**



[LoneStar.edu/BackToThePack](https://lonestar.edu/BackToThePack)

09.10.20.ver1

Dear LSC-Tomball Community:

Unprecedented.

This one word describes the many adverse experiences we have collectively shared during 2020. While the challenges have been unprecedented, so too has been the response. During this Fall 2020 semester, LSC-Tomball's commitment to provide extraordinary experiences is more resolute than ever.

For several years, LSC-Tomball has believed in and helped students learn GRIT: Growth, Resilience, Instinct and Tenacity, defined by Dr. Paul G. Stoltz in his book, *GRIT: The New Science of What it Takes to Persevere, Flourish, Succeed*, as the "capacity to dig deep, do whatever it takes—even sacrifice, struggle and stumble—to accomplish your most worthy goals." Our worthy goal is to compassionately and competently provide students with the opportunity to accomplish their worthy goals, even during a pandemic. Now more than ever before, with high quantities of high-quality GRIT, we will persevere. We will all look back someday and wonder how we did it. We will tell stories about 2020 for years to come.

By no means will Fall 2020 be a normal semester. As LSC-Tomball resumes more face-to-face classes and reopens more buildings, our priority is to keep everyone safe. We have reduced the number of people who will be on campus by moving most classes to a virtual or hybrid modality, by enabling services to be provided virtually, and by implementing measures to control access into and within our buildings. We have also developed protocols to minimize exposure and mitigate infection.

To guide us through this semester, we need to remember the values of our college: Community, Connection, Learning and Leadership. We are all in this together. Individual actions will make a difference for others. We are growing and evolving in response to our challenges. We are facing adversity with courage. Thank you for being an LSC-Tomball Timberwolf.

One wolf.

One pack.



Lee Ann Nutt
President



Fear Less
is not the absence of fear
it is using fear to fuel our
**determination and
perseverance!**
- Dr. Nutt
(President of LSC-Tomball)

 **We are here for you!**
You can stay updated & reach us on all social media:

  LSCtomball  Lone Star College Tomball

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General Safety Policies for All Campus Members

LSC-Tomball strives to: (1) protect everyone who enters buildings; and (2) remain operational during the Fall 2020 semester. Safety measures to mitigate and minimize exposure, risk and interruptions have been established. Safety protocols, contact tracing, and access restrictions are necessary strategies that have been put into place. Cooperation and adherence to established safety measures is critical.

During Fall 2020, access to all LSC-Tomball locations will be restricted to approved personnel and students enrolled in face-to-face and hybrid classes. LSC-Tomball will not be hosting or allowing any outside events, meetings or gatherings in any of our spaces typically used by the community, including the Beckendorf Conference Center, the Performing Arts Center and the Wellness Center. Invitations to guest speakers in classrooms should be avoided. Utilizing virtual options for bringing in guest speakers is preferred. Visitors and guests will be prohibited from entering buildings on campus, however there are a few exceptions:

- Community members may access the Harris County Public Library on campus in accordance with the protocols established by the Community Library (See Library Resources section below).
- Community members may enter the LSC-Creekside Center in the November election. Voting rules and regulations will be followed.
- Potential new students who need face-to-face assistance with the admissions process may enter the LSC-Tomball main campus and LSC-Creekside Center. Family members and friends of potential students should not accompany a potential new student. As stated below, the Virtual Timberwolf Assistance Counter is available for potential new students as well.

Visitors who are approved to come on campus must follow established protocols. (We will follow voting rules at LSC-Creekside during early and regular voting.)

Prior to Entering Campus

Please familiarize yourself with the contents of this Back to the Pack Handbook, an easy-to-use resource for students, faculty, staff and community members. Key information, contacts, links, and supporting documents are provided herein. Please also review the Back to the Pack website (www.LoneStar.edu/BackToThePack).

Additionally, please complete online training (for students and employees) through the SafeColleges platform. While this training is not mandatory, all students and employees who need to enter a building on campus are strongly encouraged to complete the training. Click below to access.



Training for Students

[Click Here](#)

Training for Employees

[Click Here](#)

Entering Campus

Access to buildings at all LSC-Tomball locations will be limited to currently enrolled students and pre-approved faculty and staff. Potential students may enter the main campus through a Designated Entrance (see next section, Entering Buildings) to meet with staff to take care of registration and enrollment processes. Community members may visit the Harris County Public Library in accordance with the library's established plans.

Vendors and deliveries will be managed by the office of the Vice President of Administration.

Campus entrances and designated parking lots are listed below for each location.

LSC-Tomball Main Campus (30555 Tomball Parkway, Tomball)

- Baker Street and Zion Street entrances will be open
- While any parking lot can be used, it would be advantageous to park near Designated Entrances (described below)
- Vet Tech students should park near the tennis courts, as usual.

Health Science Building (700 Graham, Tomball)

- Any parking lot access point can be used
- Please park in the East lot

LSC-Creekside Center (8747 West New Harmony Trail, The Woodlands)

- Enter campus through the second main entrance off West New Harmony
- Park in the West parking lot (Lot B)

Entering Buildings

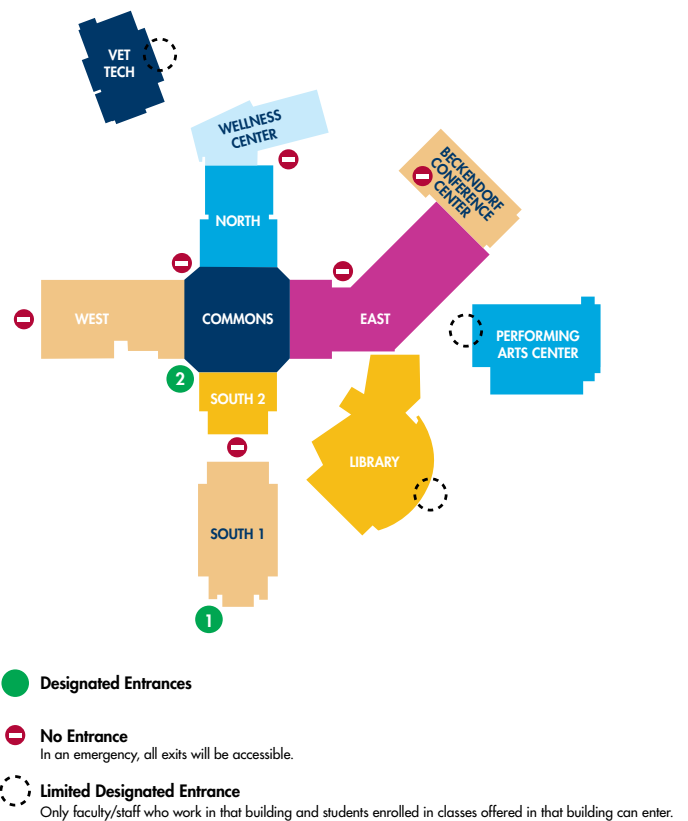
Minimizing access to the buildings and mitigating risks are key to safety and operations. Therefore, steps have been taken to control which buildings are open and how to access them; protocols have been established that must be followed to enter an approved building. See Appendix A for campus maps.

Designated Entrances & Limited Designated Entrances

Designated Entrances (DEs) have been identified, as noted below, for each location. Other entrances will be closed for entry.

LSC-Tomball Main Campus

- DE 1 – South Hall 1
- DE 2 – South Hall 2, The Commons, West Hall, North Hall, and East Hall
- Vet Tech and Performing Arts Center – open only to students/employees who have classes in those locations



- Tomball Community Library – will not be open to the public until October; only drive through services will be available in September; Students may enter the library from the second floor, after entering through a DE (see Library Resources section on page 13)

LSC-Creekside Center

- West Entrance Only for students and employees
- Main entrance will be used for voters for the November election

Health Science Building (700 Graham Drive, Tomball)

- East Entrance Only for students and employees

Not all DEs will be open at all times. During times of fewer classes and less people on campus (such as mid to late afternoon), some DEs may be closed. Please refer to the [Back to the Pack website](#) for the most current information. Designated entrances will be clearly marked. Closed entrances will have information about designated entrances to use.

A few buildings at the LSC-Tomball Main Campus will be accessible through a Limited Designated Entrance (LDE). Entry into these buildings is restricted to students and employees who have classes or office in these buildings (hence, the Limited Designated Entrance). These buildings include:

- Veterinary Tech Building – main entrance
- Performing Arts Center – north entrance

Gaining Building Access

Prior to entering any building, each student must pass a temperature check and complete the digital LSC Health Declaration & Release Form (see links below) for the location to be visited. Employees must also complete a LSC Health Declaration Form. Please complete the form prior to arriving to a building for faster screening at a Designated Entrance (DE), to minimize contact with screeners at a DE, and reduce risk by eliminating paper.

To facilitate the completion of the form, a QR code will be posted approaching Designated Entrances for students. The QR code will take students to the electronic health declaration form.

Student Health Declaration Form & Release links:

Students must complete a health declaration and release form each day building access is needed. It is also required for each location if taking classes at more than one location.

- Main Campus: <https://lsctomball.formstack.com/forms/fa20mainhealthdec>
- Creekside: <https://lsctomball.formstack.com/forms/fa20creeksidehealthdec>
- HSB: <https://lsctomball.formstack.com/forms/fa20hsbhealthdec>
- Vet Tech: <https://lsctomball.formstack.com/forms/fa20vettechhealthdec>
- PAC: <https://lsctomball.formstack.com/forms/fa20pachealthdec>

Designated Entrances Hours:

Visit [LoneStar.edu/BackToThePack](https://lonestar.edu/BackToThePack) to see the times that the Designated Entrances will be open. Hours may be subject to change, so review the website periodically for updates.

Employee Health Declaration Form link:

- <https://lonestar.service-now.com/sp?id=index>

Employees must complete a health declaration form each day building access is needed. It is also required for each location if working at more than one location.

Access Steps

Anyone entering any LSC-Tomball building must meet certain criteria and follow established guidelines. Anyone who does not meet certain criteria and/or does not follow established guidelines will be denied entry.

- Step 1: Approach the digital kiosk to take temperature. If temperature is 100.4 degrees or less, proceed to Step 2. If temperature is higher than 100.4 degrees, entry will be denied. (Screener will confirm.)
- Step 2: Confirm completion of health declaration form.
- Step 3: If health declaration form is complete and questions are answered so as to allow entry, student proceeds to another table to select a wrist band*.
- Step 4: Proceed directly to the destination.

*Wrist bands assure that appropriate screening occurred prior to entrance into the building. Wrist bands must be discarded upon exit when leaving campus for the day.

Being in the Building

While in the building, all employees and students will be required to follow established protocols, minimize destinations visited on campus, and self-regulate in a manner to contribute to the greater good and overall safety of others on campus. Remaining in a building between classes, to work or study is allowable. Follow protocols, do not congregate, and limit destinations.

Face Coverings

Masks are required to be worn in an appropriate manner (covering the mouth and nose) while in the building. LSC-Tomball can provide a mask if needed. A face shield may be worn; however, a shield does not replace a mask or other covering of the mouth and nose.

Handwashing & Hand Sanitizing

Students, faculty and staff should wash their hands often with soap and water for at least 20 seconds. Common sense should be used about the appropriate times to wash hands.

Hand sanitizing stations are located throughout the entire campus.

Campus Safety Measures Overview

Lone Star College has invested millions of dollars in securing personal protective equipment for students and employees. While most people will provide their own face coverings, masks are available at designated entrances. Gloves are also available at designated entrances.

LSC-Tomball has installed hand-sanitizing stations around buildings, sneeze guards/plexi-glass barriers in key locations, and rearranged furniture to accommodate physical distancing.

Face-to-face class sizes have been adjusted to ensure physical distancing is possible in classrooms.

Access to buildings will be restricted and controlled. Likewise, contact tracing measures are in place in the event of a positive COVID-19 case on campus.

Buildings will be continuously cleaned while open. They will be deep cleaned each weekend.

Minimizing Destinations

Students and employees may need to access multiple classrooms, office and service areas on campus. Everyone is welcome to go to locations that must be accessed. However, everyone should consider alternatives to physically accessing multiple locations. For instance, telephone calls, WebEx meetings, and virtual office hours are examples of ways to minimize destinations visited.

Protocols require destination tracing for each workplace/office visited. You will be required to “check in” so we can identify individuals to isolate if doing so becomes necessary.

Minimizing destinations entered on campus will help minimize the number of people who may have to be isolated if you are diagnosed with COVID-19.

Please do not enter any space that is indicated as closed or open only to approved personnel. Please heed signage, barriers and any other form of blockage that indicates closure.

Food and Drink


Although inconvenient, no food service of any kind will be available in any LSC-Tomball building. Vending machines have been emptied. The Commons Café is closed. Water fountains have been disabled. Please feel free to bring your own food and drink.


For each location, the following spaces have been designated as eating areas:


- LSC-Tomball Main Campus– West Hall lobby
- LSC-Creekside Center – Room 116
- Health Science Building – Room 122 and Room 310
- Vet Tech Building – First floor foyer, second floor exterior balcony
- Library – no open eating areas will be provided

Exiting Buildings


Students should exit through a Designated Entrance. Wrist bands must be removed and discarded on site.


2019 Novel CORONAVIRUS
(2019-nCoV) 

Spreads
through close personal contact with a sick person 

Prevention Tip
Wash your hands often with soap and water for at least 20 seconds 

More info: [LoneStar.edu](https://www.lonestar.edu)

2019 Novel CORONAVIRUS
(2019-nCoV) 

Practice Social Distancing
Use alternate lunch/break areas 

More info: [LoneStar.edu](https://www.lonestar.edu)

2019 Novel CORONAVIRUS
(2019-nCoV) 

Practice Social Distancing
6ft. apart 

More info: [LoneStar.edu](https://www.lonestar.edu)

2019 Novel CORONAVIRUS
(2019-nCoV) 

How to Properly Put On/Take Off a Mask

More info: [LoneStar.edu](https://www.lonestar.edu)

Attending Class on Campus

We have purposefully minimized the number of face-to-face courses and restricted the maximum capacity of face-to-face courses to keep the number of people in buildings to a manageable and reduced number. For face-to-face and in-class meetings for hybrid courses, everyone must follow established protocols and self-regulate personal behaviors to keep everyone safe. Doing so means being a good member of the LSC-Tomball Timberwolf pack.

To the extent possible, classrooms have been scheduled to allow for time in-between classes for cleaning. To accommodate this schedule, students and faculty are asked to leave the classroom as soon as class is over. Please exit in a manner that maintains physical distancing. Please wait to enter a vacant classroom until time for class to start. Do not congregate in the hallway as you wait to enter a classroom. Maintain 6' distance at all times.

Classrooms and labs will have disinfecting wipes present. Some faculty may request that you wipe down your workspace prior to leaving the space.

Masks must be properly worn at all times, even during class. Refusal to wear a mask could result in disciplinary action and/or removal from campus.



While we hope to maintain face-to-face classes throughout the entire semester, please understand it may be necessary to shift to online instruction for a period of time or for the remainder of the semester under certain circumstances. For example, if a faculty member must be isolated due to exposure to COVID-19, instruction may continue online during the isolation period.

On-Campus & Virtual Student Success Services

Continuing to provide support for students remains a top priority. Students can receive services virtually or on campus.

On-Campus Schedule

On Campus Student Success services will also be available at the LSC-Tomball main campus according to the following schedule:

- Monday – Thursday, 8 am – 5 pm
- Friday, 8 am – 4:30 pm
- Saturday, 9 am – 2 pm

Stations will be set up in The Commons for services. Students will be guided to the appropriate location depending on services needed.

On Campus Student Success services will be available at the LSC-Creekside Center according to the following schedule:

- Monday – Thursday, 8 am – 5 pm
- Friday, 8 am – 12 pm
- Saturday, Closed

Note: The above hours are subject to change as the semester progresses.



Virtual Timberwolf Assistance Counter Schedule

Virtual services through the Timberwolf Assistance Counter (TAC) will be available according to the following schedule:

- Monday – Thursday, 8 am – 5 pm
- Friday, 9 am – 4:30 pm
- Saturday, 9 am – 2 pm

To access TAC, follow this link: <https://www.lonestar.edu/student-help.htm>

Assessment Center – Testing Services

Students who need to take the Texas Success Initiative (TSI) assessment may do so virtually. We partner with Examity to proctor students only needing to test in one section. LSC-T employees will proctor the TSI for students needing to complete two or more sections. The TSI test is spread out over three (3) days so a student does not have to complete all sections at once. There is a \$20 proctoring for Examity to proctor the exam along with a \$10 fee for the test section.

Follow the steps below to take the TSI exam remotely with LSC-T virtual proctors.

1. Complete your Pre-Assessment Activity (PAA) in your My Lonestar account. Once you log in to your My Lon-

estar account, you should see a link to the video on your checklist. If you run into any issues, please contact OTS at 832-813-6600.

2. Pay for the exam online through our website: <http://www.lonestar.edu/testing-tomball.htm>. Once on the page, scroll down and click on the "Marketplace (payment)" link and follow the instructions to pay for your TSI Exam. The cost is \$29 for all parts or \$10 per section. You will receive an email with your receipt.
3. Forward your receipt to Tamica.S.Roberts@lonestar.edu.
4. Email Tamica Roberts at Tamica.S.Roberts@lonestar.edu to schedule a testing appointment. Once you receive your voucher.

The Testing Center will not be available during Fall 2020 to proctor exams for professors.

Counseling Services

LSC-Tomball counselors will be available face-to-face and virtually to assist with academic, career and personal goals. Academic counseling helps students develop skills for success. Topics may include learning styles, note-taking strategies, time management, a how to get the most out of a textbook. Career counseling helps students select a major and a career path. Disability Services help students with disabilities obtain necessary accommodations to be successful. Other self-help resources are available to all students.

Crisis intervention is also available for students who feel overwhelmed or is having difficulty coping. Guidance, support and education will be provided. For on-going mental health support, Communities in Schools (CIS) counselors are available virtually.

Students can reach out to CIS counselors for mental health support through this link:

<http://sgiz.mobi/s3/LSC-Referral-Form>

More information about LSC-Tomball counseling services is available here:

<https://www.lonestar.edu/counseling-services.htm>

Extended Learning Center

The Extended Learning Center is here to help you succeed. All services are free to students. We have many academic resources and an exceptional group of professional tutors in Math, Writing, and Science.

Our expert tutors have moved online and will be happy to connect with you. This fall, we are offering [Online Drop-In Tutoring](#) where you don't need an appointment and can spend as much or as little time as you need in a WebEx room with a tutor or you can make an individual appointment through [Brainfuse Tutor Match](#). Our [Online Writing Lab](#) is available as well and all you need to do to use it is email your name and student ID# to LSC-TELC@LoneStar.edu to be enrolled and it will show up in D2L for you.

All the information for how to access tutors is on our website at www.LoneStar.edu/learning-Tomball.

Our tutors are ready and willing to help!

Cashier Services

For students who need to make tuition payments or tend to other financial matters, cashier services will be available on the LSC-Tomball main campus according to the following schedule:

- Monday – Thursday, 8 am – 5 pm
- Friday, 10 am – 4:30 pm
- Saturday Closed

Cashier services will be available on the LSC-Creekside Center campus according to the following schedule:

- Monday - Thursday, 8 am – 5 pm
- Friday, 8 am – Noon

Library Resources

LSC-Tomball and Harris County Public Library are partners in providing library services to students and the general public. However, the Tomball Community Library will not be open to the public any earlier than October 1, 2020. For at least the month of September, drive through service will be available by appointment only. Therefore, the main entrance to the Library will be closed until October 1st, at the earliest. Once this building opens, capacity will be restricted to 25%. Therefore, the entrance will be limited for use by the patrons only. Patrons of the library will have to be screened for entrance in accordance with Harris County and Lone Star College requirements. Safety protocols must also be followed.



Tomball Community Library

Starting September 8, 2020, drive-through service begins and includes the following:

- Library materials pick up
- Return library materials
- Replacement cards

Drive-through services are available as follows:

- Monday through Thursday, 10 am – 6 pm
- Friday, 10 am – 4:30 pm
- By appointment only
- Please call 832-559-4200 (between 9:30 am and 5:30 pm) to schedule an appointment
- The last appointment will be scheduled at 5:45 pm

Tomball Community Library is **not currently accepting** any late fees/fine or book donations.

If you need an HCPL library card, please visit the www.hcpl.net website to get an iKnow Digital Access card. During the Covid-19 building closures, HCPL's iKnow Digital Access cards can be used to place holds and check out up to 75 books and DVD's for drive-thru pick-up. This applies to new and existing iKnow cards.

The Tomball Community Library will not be open to the public any earlier than October 1, 2020. For at least the month of September, drive through service will be available by appointment only. Therefore, the main entrance to the Library will be closed until October 1st, at the earliest. Once this building opens, capacity will be restricted to 25%. Therefore, the entrance will be limited for use by the patrons only. Patrons of the library will have to be screened for entrance in accordance with Harris County and Lone Star College requirements. Safety protocols must also be followed.

LSC-Tomball Library

Students who need library services will be able to access the college's library through the second floor, after access the building through a Designated Entrance. Students who need physical access to the library reserves before Oct 1, may make an appointment by phone or text to 832-559-4211 or via email to tceref@lonestar.edu. Access to the library will be via the second-floor library entrance. Databases, electronic books and videos will continue to be available 24/7.

Contact Tracing, Symptom Monitoring, Isolation Requirements & Re-Admission to Campus

Lone Star College's protocols for contact training, symptom monitoring, COVID-19 positive case management are detailed in this section. Refer to Appendix B for a "What do I do if..." guide for faculty and staff.

Contact Tracing

Lone Star College adopted the Center for Disease Control's definition of Close Contact, "any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the patient is isolated."

Additionally, Lone Star College uses a Presumed Close Contact definition in the following settings to heighten the safety of individuals should a CP enter any of the following spaces:

CLASSROOMS. Any face-to-face ("F2F") classroom, laboratory, or student-involved session a Confirmed Positive (CP) visits regardless of visit duration. For purposes of contact tracing, professors will take attendance of all students each time the class meets face-to-face. Only the professor and students listed on a course roster should be in a classroom (as defined above). If it is necessary for someone other than the professor or students to enter (such as police or OTS support), the professor must document that person's presence.

WORKPLACES AND WORK AREAS. The "four walls" of the room where an employee sits or stands. Walking through a space is not the same as having that place as your workplace destination for the purposes of this presumption. For purposes of contact tracing, staff will document all individuals who enter their workspaces.

If you have COVID-19, symptoms of COVID-19, or have been exposed to anyone who has COVID-19, please report your illness or exposure to LSC-ReportVirus@lonestar.edu or 832-246-0119. If additional information is needed, the Office of Governance, Accountability and Compliance (OGAC) will contact students; the Office of Human Resources (OHR) will contact employees.

ENTRANCE CHECKPOINTS. Designated Entrances are entrance checkpoints staffed by screeners who will determine access approval or denial based on temperature checks and completion of health declaration forms. Loitering or congregating at checkpoints must not occur. For purposes of contact tracing, the name, date and time an individual is approved to enter the building is documented.

CHECKPOINT LINES. The line that may form at a Designated Entrance. For purposes of contact tracing, any individual in the checkpoint with the CP that both (a) checked in within 5 minutes of the CP, and (b) was either three people behind, or three people ahead, of the CP within those 5 minutes. In other words, the College will presume no more than 6 people (in addition to the CP) require isolation after coming into Presumed Close Contact with the CP.

See Appendix C for a copy of the *Return to Buildings 1.4 Confirmed Positive Individual Isolation Protocols*.

Each day before reporting to campus, you must complete a daily self-screening and submit the Health Declaration form to confirm you do not exhibit any symptoms potentially related to COVID-19. If you do not feel well, do not come to campus. A student should notify their professor(s). An employee should notify his/her supervisor.

Signs and symptoms of COVID-19 include the following:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- New gastrointestinal symptoms

2019 Novel CORONAVIRUS
(2019-nCoV)

Symptoms

- Cough
- Shortness of breath or difficulty breathing

Or at least two of these symptoms:

- Fever • Chills • Repeated shaking with chills
- Muscle pain • Headache • Sore throat
- New loss of taste or smell

More info: [LoneStar.edu](https://www.lonestar.edu)

Experiencing Symptoms While on Campus

If you become symptomatic while on campus:

Please leave immediately, if possible

- Call 281-357-3747 if you cannot leave immediately
- You will be escorted to a designated isolation room for your location:
LSC-Tomball Main Campus – Wellness Center Racquetball Court
LSC-Creekside Center – Room 112
LSC-Health Science Building – Room 123
Vet Tech Building – Large Animal Facility
- Contact your supervisor (employee)
- Contact your professor(s) (student)

You will be asked to identify all destinations you have been on campus from the onset of symptoms and for two days prior to onset.

Experiencing Symptoms While Off Campus

If you become symptomatic, test positive for COVID-19 or are exposed to anyone who has COVID-19:

- Do not come to campus
- Report to LSC-ReportVirus@lonestar.edu or 832-246-0119
- Contact your supervisor (employee)
- Contact your professor(s) (student)

Health Care & COVID-19 Testing Resources

The following information is not intended to be an exhaustive list of all resources available. However, the resources listed may be useful for students and employees:

Harris County Public Health

<https://publichealth.harriscountytexas.gov/Resources/2019-Novel-Coronavirus/COVID-19-Testing-Information>

Tomball VA Clinic

https://www.houston.va.gov/locations/tomball_va_outpatient_clinic.asp

TOMAGWA HealthCare Ministries provide medical, dental, vision, lab, pharmacy and case management services to individuals with limited resources who do not have medical insurance.

<https://tomagwa.org/>

City of Tomball Coronavirus Information

<https://tomballtx.gov/649/Coronavirus-Information>

Center for Disease Control and Prevention

<https://www.cdc.gov/>

Confirmed Positive Individual Isolation Protocols

Close Contact, as defined by the Center for Disease Control (CDC), states "any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the patient is isolated." Per the CDC, wearing PPE is irrelevant to this definition.

If an individual is COVID-19 positive and was present on campus, LSC will compile a Close Contact list as well as a Presumed Close Contact list. Together, these become the Isolation List. The lists will be identified through a variety of sources, such as conversation with the COVID-19 positive individual, collection of Designated Entrance screening lists (which are time and date stamped), classroom attendance rolls, and tracking by staff of visitors to offices.

If circumstances dictate, additional people may be added to the Isolation List.

Individuals on the Isolation List will be notified as soon as possible.

Supervisors who receive a report from an employee must report immediately to OHR and Dr. Lee Ann Nutt.

Re-Admission to Campus

Returning to campus will be gauged according to the LSC Re-Admission Decision Guide (version 1.4). See Appendix D.

Close Contact + Presumed Close Contact = Isolation List

Compliance and Enforcement of Protocols

All students, faculty and staff depend on each other to comply with protocols, keep each other protected from exposure, and to ensure the semester successfully proceeds. If anyone has concerns about the implementation of the college's protocols, please contact the Office of the President at 281-357-3755 or email OfficeofthePResidentLSCT@lonestar.edu.

Students who refuse to comply with established protocols may be subject to Lone Star College non-academic misconduct policies ([VI.F.1.01 Student Discipline Policy for Non-Academic Misconduct](#)). Faculty may refer students to the Chief Conduct Officer, Ann Johnson – Vice President of Student Success.

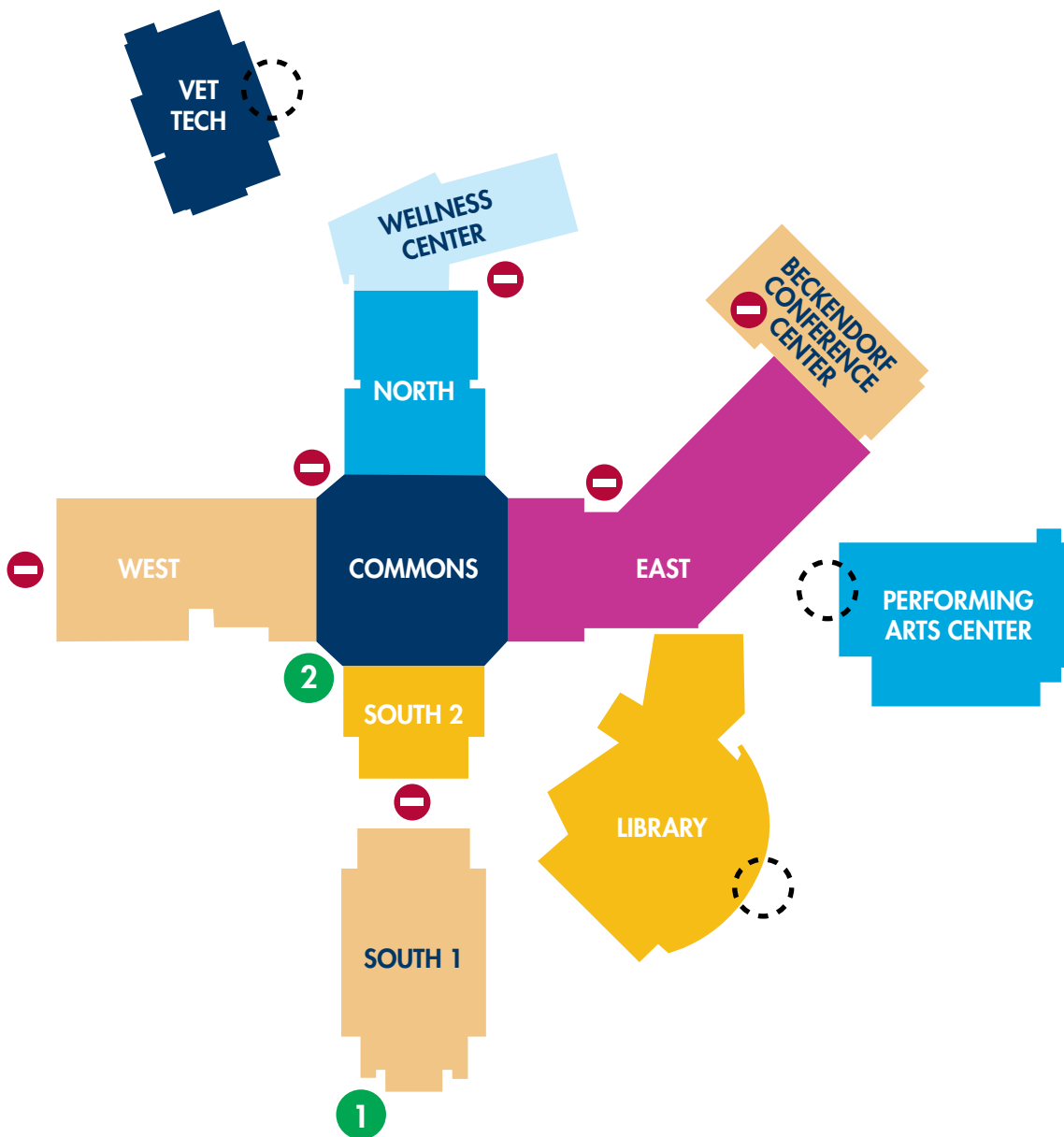
Employees who refuse to comply with established protocols may be subject to disciplinary action in accordance with college policy.

Thank you for your cooperation and for adhering to established protocols.


Please be aware that protocols may change as the semester progresses. Updates will be noted on the Back to the Pack website, LoneStar.edu/BackToThePack.

Appendix A – Campus Maps

LSC-Tomball Entrance Map–COVID Protocols
9.15.20



 **Designated Entrances**

 **No Entrance**
In an emergency, all exits will be accessible.

 **Limited Designated Entrance**
Only faculty/staff who work in that building and students enrolled in classes offered in that building can enter.

Appendix B – What do I do if...

Prior to coming to campus, I do not feel well:

- Do not come to campus
- Notify your supervisor
- Wait until symptoms subside to return to campus
- Seek medical attention
- Refer to the Re-Admission Decision Guide
- Be able to respond negatively to questions on the health declaration form (no fever, no cough, etc.) before returning to campus

I start to feel sick while on campus:

- Leave campus immediately
- If cannot leave immediately, do not interact with others; call 281-357-3747
- Go to identified isolation room for your campus location:
 - LSC-Tomball Main Campus – Wellness Center Racquetball Court
 - LSC-Creekside Center – Room 112
 - LSC-Health Science Building – Room 123
 - Vet Tech Building – Large Animal Facility
- Notify your supervisor
- Implement a continuity plan for classes (faculty)
- Refer to the Re-Admission Decision Guide

I have been or believe I have been exposed to COVID-19:

- Do not come to campus
- Notify your supervisor and provide information about the last date/time you were in an LSC-Tomball building, Designated Entrance used, and destination(s) visited; (Your supervisor will contact Lee Ann Nutt)
- Send email to LSC-reportvirus@lonestar.edu
- Implement a continuity plan for classes (faculty)
- Speak with Office of Human Resources when contacted
- Stay in contact with your supervisor
- Refer to the Re-Admission Decision Guide

I am COVID-19 confirmed positive:

- Do not come to campus
- Notify your supervisor and provide information about the last date/time you were in an LSC-Tomball building, Designated Entrance used, and destination(s) visited; (Your supervisor will contact Lee Ann Nutt)
- Send email to LSC-reportvirus@lonestar.edu
- Speak with Office of Human Resources when contacted
- Implement a continuity plan for classes (faculty)
- Stay in contact with your supervisor
- Refer to the Re-Admission Decision Guide

A student notifies me via email or phone that they do not feel well:

- Reassure student that LSC-Tomball cares
- Advise student not to come to campus

Appendix B – What do I do if... continued

- Advise student to wait until symptoms subside to return to campus
- Advise student to seek medical attention (TOMAGWA HealthCare Ministries is a local resource for individuals who do not have health insurance.)
- Refer student to the Re-Admission Decision Guide

A student notifies me while on campus they do not feel well:

- Reassure student that LSC-Tomball cares
- Find out as much information as possible, such as date last in an LSC-Tomball building, Designated Entrance used, and destinations visited
- Advise student to leave campus
- If student cannot leave immediately, call 281-357-3747; the student will be escorted to the appropriate isolation room:
 - LSC-Tomball Main Campus – Wellness Center Racquetball Court
 - LSC-Creekside Center – Room 112
 - LSC-Health Science Building – Room 123
 - Vet Tech Building – Large Animal Facility
- Advise student to seek medical attention (TOMAGWA HealthCare Ministries is a local resource for individuals who do not have health insurance.)
- Refer student to the Re-Admission Decision Guide

A student notifies me via email or phone that they have been or believe to have been exposed to COVID-19:

- Reassure student that LSC-Tomball cares
- Advise student to not come to campus
- Advise student to seek medical attention (TOMAGWA HealthCare Ministries is a local resource for individuals who do not have health insurance.)
- Find out as much information as possible, such as date last in an LSC-Tomball building, Designated Entrance used, and destinations visited
- Provide student with information about COVID-19 testing locations, if needed
- Send email to LSC-reportvirus@lonestar.edu
- Advise student to send email to LSC-reportvirus@lonestar.edu
- Notify your supervisor, who will notify Lee Ann Nutt
- Refer student to the Re-Admission Decision Guide

A student informs me via email or phone that he/she is confirmed positive COVID-19

- Advise student to not come to campus
- Find out as much information as possible, such as date last in an LSC-Tomball building, Designated Entrance used, and destinations visited
- Advise student that someone from the Office of Governance, Accountability and Compliance will be reaching out to him/her
- Send email to LSC-reportvirus@lonestar.edu
- Advise student to send email to LSC-reportvirus@lonestar.edu
- Notify your supervisor, who will notify Lee Ann Nutt
- Refer student to the Re-Admission Decision Guide

Appendix C - Return to Buildings 1.4 Confirmed Positive Individual Isolation Protocols.

Lone Star College is—effective August 22, 2020—adopting the [CDC’s definition of Close Contact](#) as the [THECB recommends](#). The CDC defines Close Contact as “any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collection) until the patient is isolated.” Please note that the CDC finds that wearing PPE, even respirators, is irrelevant to this definition.

Both the THECB and the CDC recommend the College institute contact tracing to determine the individuals with which an infected individual had Close Contact to facilitate notice and quarantine protocols. The College hereby adopts the CDC’s definition of Close Contact for the purposes of its Return to the Buildings (RtB) protocols. The College will require quarantine or isolation protocols, informed by CDC guidelines, for all individuals that have Close Contact with an individual that is confirmed positive for COVID-19 (“CP”) **at least**.

Moreover, the College will also presume Close Contact (“Presumed Close Contact”) in the following settings in addition to the definition established by the CDC to heighten the safety of individuals, and the College will also require this second group of individuals to quarantine or isolate, **at least, as follows**:

1. **Classrooms.** Any face-to-face (“F2F”) classroom, laboratory, or student-involved session a CP visits regardless of visit duration. Instructors should take attendance of all individuals that visit these sessions every time a class meets F2F. Local administrators should err on the side of protecting students (and therefore ban as much outside visits to a classroom as possible). Moreover, recall that the CDC recommendation – which LSC hereby adopts – requires isolating individuals going as far back as two days from the visit.
2. **Workplaces and Workareas.** The “four walls” of the room where an employee sits (or stands) as their place of workplace destination will be considered Presumed Close Contact with all the individuals that also have as a final destination those specific “four walls.” Walking through a space is not the same as having that place as your workplace destination for the purposes of this presumption.
3. **Checkpoints.** Any individual working a checkpoint table, counter, etc., at the time the CP proceeded through the checkpoint. Local administrators should always ensure that no loitering occur at the checkpoints for this reason and that all individuals working checkpoints be clearly tracked at the local level with ready lists available.
4. **Checkpoint Lines.** Any individual in the checkpoint with the CP that both (a) checked in within 5 minutes of the CP, and (b) was either three people behind, or three people ahead, of the CP within those 5 minutes. In other words, the College will presume no more than 6 people (in addition to the CP) require isolation after coming into Presumed Close Contact with the CP.

The Presumed Closed Contact List (the aggregate of items 1-3 above) will be combined with the Closed Contact List the CP reports. Together these lists comprise the Isolation List. The Isolation List will follow CDC protocols for isolating individuals (e.g., Readmission Standards—a separate document). The RtB Building Owner retains the discretion to isolate additional individuals at their discretion, but in no event shall an RtB Building Owner isolate a smaller group than that above (e.g., an RtB Building Owner can elect to isolate everyone in the building at the same time as the CP as circumstances require).

Building owners should also be very intentional about groups that are given the **option to isolate** and those that are **required to isolate**. Lone Star College puts individuals (employees) on paid administrative leave that must isolate, but people that elect to isolate must follow normal time off procedures. Please be intentional about how you communicate the difference between employees that must isolate compared to those that may isolate (if at all). Individuals isolating—who are not diagnosed with COVID-19—should self-isolate for 14 calendar days from their last potential exposure.

The information herein is subject to change as circumstances warrant.

Appendix D - LSC Re-Admission Decision Guide (version 1.4).

Re-Admission Decision Guide with RtB 1.4 for Fall 2020

The following are Lone Star College's re-admission standards applicable to all College stakeholders--deviation is unauthorized in the expressed situations below.

DENIED ENTRY	Individuals in these statuses cannot be allowed entry under any circumstances.
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Confirmed Positive	This is an individual that has received positive COVID-19 test results.
Presumptive Positive 1	A health professional has informed this individual that they are presumed positive pending test results.
Presumptive Positive 2	A health professional has informed this individual that they are presumed positive without a test.
Presumptive Positive 3	An individual that has been personally exposed (within 1 degree) to a Confirmed Positive, Presumptive Positive 1, or Presumptive Positive 2 individual within the last 14 days.
Presumptive Positive 4	An individual that discloses symptoms consistent -- as outlined by the CDC -- with COVID-19, not caused by a known medical pre-existing condition.
Presumptive Positive 5	An individual that at an onsite checkpoint presents with a temperature higher than 100.4 (regardless of the reason).

ADMISSION OKAY	These individuals should be allowed in barring some other aggravating factor. An aggravating factor can mean, for example, disclosing pending COVID-19 test results
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Flagged Individual 1	This individual exhibits symptoms but those symptoms are not on the CDC-approved COVID-19 symptoms.
Flagged Individual 2	This individual has had personal interaction with a high risk environment (a rally, a protest, a hospital, etc.).
Flagged Individual 3	This individual has traveled to a travel risk area as defined by the CDC or the Governor's Office.

READMISSION OKAY	These individuals should be allowed in barring different instructions from the Office of Human Resources or the Office of Governance, Accountability, and Compliance
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Returning Individual 1	Individual with mild to moderate COVID-19 case as determined by a health professional can discontinue isolation and gain building access if all of the following conditions are met: 1) at least 10 days have passed since symptom onset; 2) at least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and 3) all other symptoms have improved.
Returning Individual 2	Individual with a severe COVID-19 case as determined by a health professional can discontinue isolation and gain building access if all of the following conditions are met: 1) at least 20 days have passed since symptom onset; 2) at least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and 3) all other symptoms have improved.
Returning Individual 3	Individual severely immunocompromised with a COVID-19 case as determined by a health professional can discontinue isolation and gain building access if all of the following conditions are met: 1) at least 20 days have passed since symptom onset; 2) at least 24 hours have passed since resolution of fever without the use of fever-reducing medications; and 3) all other symptoms have improved.



[LoneStar.edu/BackToThePack](https://www.lonestar.edu/BackToThePack)