



CAMPUS REOPEN PLAN

2020-2021 (updated 1/18/21)

Dear Colleagues,

As you know, in early May 2020, the Associate Dean and I formed six Fall 2020 Planning and Preparation Teams to address aspects of campus life during COVID-19 as the campus re-opens. The teams have worked diligently over the past several weeks to plan for as many facets of Fall 2020 as possible while keeping in mind the goals of reopening and return. Thank you for your input on the surveys that were distributed and for your communication with your academic division chair or supervisor. Your input and feedback assisted greatly in this planning process.



President Caslen and Chancellor Elkins have continued to keep in the forefront of all 2020-2021 planning the following guiding priorities:

The University remains guided by four enduring priorities:

- Maintaining the health, safety and welfare of our people;
- Limiting and mitigating the spread of the virus on campus and in neighboring communities;
- Maintaining academic, research and athletic excellence;
- Sustaining the university.

The plans presented in these pages harmonize with these priorities as well as the guiding principles and procedures noted in the [Palmetto College Risk Mitigation Document](#).

As with every decision and new announcement since March 2020, we need to keep in mind that what is printed here today could eventually be altered, revised, or changed depending on our fluctuating environment and other dictating circumstances or governing authorities. Without a doubt, the new academic year will be characterized by flexibility and understanding while delivering the highest quality and most robust educational experience possible.

Sincere thanks to everyone who participated in the formulation of these plans. Please accept my gratitude and appreciation in advance to all USC Lancaster faculty and staff who will assist in carrying these plans out on a daily basis as we re-dedicate ourselves to the tenets of our educational mission during a global pandemic.

My best to each of you,

Walter P. Collins, III

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USC Lancaster Planning and Preparation Teams

Please note that these teams do not supplant the official USCL Organization Chart

Academic and Student Affairs: Todd Lekan (Deborah Cureton), Sarah Sellhorst, Phillip Parker, David Roberts, Laura Carnes, Dana Lawrence

Enrollment Management: Justin Pearson, Ken Cole, Megan Catoe, Dominique Waller, Jennifer Blackmon

Safety, Sanitizing/Cleaning, Security: Butch Lucas, John Rutledge, Greg Parker, Becky Lowery

Information Technology: Blake Faulkenberry, Antonio Mackey, Colby Jones, Karen Owens

Campus Health: Courtney Catledge, Denise Roberts, Liz Easley, Lauren Thomas

Athletics: Nick Calhoun, Kenny Halas, Mario Reyes

***Campus Dean** will consult with all teams and will coordinate directly with the following functional areas: Budget/Finance, HR, Communication and Public Information, Risk Management, Institutional Effectiveness/Research/Reporting

***Campus Associate Dean** will consult with all teams and will coordinate directly with the following functional areas: TRiO, Native American Studies Center, Indian Land Location, Medford Library

Academic and Student Affairs

The following Policies and Procedures bullet points were developed to serve as a guide for instruction by the Academic and Student Affairs Planning Team.

- Each classroom will only be occupied at half capacity of the fire marshal occupancy limits at any given time. We are working on an Excel spreadsheet of room capacities to be distributed.
- Enrollments will not be reduced from normal class caps held in Banner. This means that if you have an enrollment of 24 in a room where the normal capacity is 24, you will have to adjust your class to meet with half of the class at a time.
- Flipped classroom instruction techniques and other methods will be encouraged to reduce in class meetings to meet the half-room capacity requirement. You can find resources on implementing flipped pedagogy and other strategies on the CTE website: https://www.sc.edu/about/offices_and_divisions/cte/teaching_resources/adapting_large_classes/delivery_options/index.php
- Classrooms will not be able to be booked with back-to-back classes to allow for cleaning procedures. This may require flexibility on the part of the faculty to adjust to the new classroom requirements. We thank you in advance for your patience and flexibility.
- Administration and the Academic and Student Affairs Planning Team have worked on procedures for the Student Attendance Policy.
- Masks will be required for classes meeting in person and in places where people congregate (ie. Library, Student Center, Book Store, etc). They should be worn properly covering both the mouth and the nose.
- Faculty will be provided a clear face shield from the University for use when teaching.
- Staff may request a clear face shield to be provided from the University, if needed.



- Students, faculty, and staff are encouraged to provide their own face mask/covering. However, the university does have a sufficient stock of face masks available upon request. They will be distributed through the campus mailboxes, but please contact supervisors if others are needed.
- Faculty and staff offices will have access to a stock of face masks in each building should a student or visitor require one.
- If a faculty member is sick or tests positive for COVID-19, they must email their division chair and the Academic and Student Affairs Dean. The Academic Dean will then report any relevant information to Human Resources. If a staff member is sick or tests positive for COVID-19, they must e-mail their supervisor who will report any relevant information to Human Resources.
- Accessibility for courses:
 - All videos and live feeds need to provide closed captioning (transcription is an alternative if closed captioning is not available).
 - Provide (specific) alternate text for images, graphs, and charts.
 - Structure content with hierarchical settings (assists with read aloud software).
 - Make references to web links descriptive (i.e. “USC Lancaster home page” instead of “click here”).
 - Use large, bold font on uncluttered pages with plain backgrounds.
 - Use color combinations that are high contrast (so they may be read by individuals with colorblindness).
 - Make sure all content and navigation are accessible using the keyboard alone.
 - If testing in Blackboard – remember extended time for students requiring it.
 - Remember, most software (Word, PowerPoint, PDFs, etc.) has accessibility formatting to check the accessibility of documents.

Keep Teaching website:

https://www.sc.edu/about/offices_and_divisions/provost/academicpriorities/keepsteaching/index.php

University Research website:

https://www.sc.edu/about/offices_and_divisions/research/support_for_researchers/covid-19/index.php

Frequently Asked Questions

USCL COVID-19 Preparation

1. Will Physical Education classes (PEDU) be offered?

PEDU courses will be offered. Some classes may meet in person with modifications to meet COVID 19 social distancing standards. We will have to operate under the guidelines set forth by both the Upper Palmetto YMCA and the University. Some of our PEDU offerings will be held in an online format to meet the needs of students and instructors who do not feel comfortable coming on campus.

2. What is the difference between synchronous and asynchronous courses?

What qualifies as Synchronous at USCL:

- Live classes that you REQUIRE all students to attend at the same designated time.
- Exams are given during a narrow window.
- A possible requirement that students attend at a specific time, even if it is only held once a week or once every few weeks.

What qualifies as Asynchronous at USCL:

- Optional study sessions or review sessions are recorded, and student attendance is not required for any part of the grade.
- Exams that have a window of completion of 24 hours or longer.
- Online material can be viewed and accessed for 24 hours or longer.

3. Which fees are eligible/ineligible for refunds?

Refund guidelines and drop dates are published on the Bursar's Office webpage.

https://www.sc.edu/about/offices_and_divisions/bursar/refunds/index.php

<https://my.sc.edu/codes/partofterms/index>

4. Are students required to wear masks?

Students will be required to wear masks on campus. If a student does not have a mask, then one will be provided.

5. *If a student decides he/she needs an online format mid semester, am I required to deliver online content?*

If a student requires online content due to COVID-19, we need to approach this as an accommodation as we would for disability services. Please deliver online content, as necessary.

6. *What are the policies/procedures for outside presenters on campus?*

Campus visitors or “guest presenters” for classes need to complete the [visitor’s screening form](#) and wear a mask while on campus. This also applies to vendors or contractors coming to campus for work.

7. *What special accommodations/policies exist for students testing positive?*

Online accommodations will need to be made for these students if they are able to participate remotely. The forthcoming temporary COVID-19 attendance policy from USC will address the student and faculty responsibilities regarding student absences for COVID-related absences.

8. *Are we allowed to host campus events? And what are the policies/procedures for outside presenters on campus?*

The health and safety of the university’s faculty, staff, students, and guests remains the top priority as special events resume on campus. Mass gatherings can be super-spreader events and can lead to the virus spreading rapidly. There will be a risk at any event, so event organizers will be mindful of the risk and consider all factors before planning an event.

Important factors to consider are:

- Venue — location, size, type, crowd density, indoor/outdoor, air flow
- Attendees — age, health status, travel to the event
- Event activities — level of interaction among participants
- Duration — length of the event
- Reasoning — purpose and necessity of the event
- Accommodations for individuals with registered disabilities – how to identify and accommodate participants

If there is substantial risk, planners should conduct the event virtually or in a hybrid of in-person and virtual means.

For live, in-person events, it is important to have clear, concise and consistent guidelines across campus. The following measures should take place in accordance with campus, local, state and federal guidelines:

- **Communication with employees, vendors and guests**
 - Communicate in advance of event about event modifications to manage expectations:
 - face coverings
 - advance or in-person health screenings
 - maximum event capacity/RSVP deadlines
 - event ticketing
 - physical distancing guidelines
 - staggered arrival/departure times
 - ingress/egress plans
 - Employee/vendor pre-shift meetings should be conducted virtually or outdoors to review event specific details (special needs of guests, event program, etc.)
 - Establish plan to notify guests of possible exposure post-event
- **Employee and vendor health screening and training**
 - Follow the University's Return to Work (RTW) daily screening protocol.
 - Face coverings required for all employees during events; gloves when appropriate and changed frequently per industry standards.
 - Modified event checklists with extensive cleaning and sanitation protocols and guidelines for modifications to event space and event practices.
 - Establish plan to alert campus health officials and others if guests or staff get sick to contain and trace as necessary.
- **Modifications to event space and event practices**
 - Revised occupancy limits and floor plans (50% capacity, 6-foot distance).
 - Removal of high touch, shared items from venue, such as magazines, pens, bowls of mints, etc.
 - Touchless event registration is recommended.
 - Limit personal belongings brought to event; items remain with guest.
 - Use only paper/disposable printed materials at events. This includes nametags, table cards, place cards, menu cards and food identifiers.
 - Event signage to promote safe guidelines as needed; utilize university links to printable signs.
 - Monitor event entrances/exits, restrooms, elevators and shared spaces to control safe capacity.
 - If possible, adjust air handlers, prop doors open and use outdoor space.
- **Food service modifications**
 - The same general/basic food safety guidelines are applicable, with extra safety and sanitation precautions now in effect.
 - No buffet or self-serve catering will be allowed; offer served or packaged items. Ensure alternative meal selections for individuals with allergies.
 - Use of sneeze guards and other protective measures are encouraged when appropriate.
 - No shared utensils or service vessels; flatware should be rolled up in napkins

- or individual cutlery packets provided.
- Coffee, beverages and other break items should be attended to by a server unless individual bottled beverages and snacks are provided for guests.
- Cocktail napkins should be given to the guest with their beverage by a gloved server.
- At served meals, guests should not pass bread baskets, cream/sugar, salt/pepper. Bread will be served, and condiments served should be disposable, individual packets or sanitized individual containers.
- All linens, clean or soiled, should be wrapped or placed in single use plastic for transport.
- **Enhanced cleaning protocols**
 - A sanitation plan will be created for each venue prior to an event and should be supervised and documented throughout the event.
 - Hand sanitizer dispensers (touchless whenever possible) should be placed at the main entrance and throughout the venue. Handwashing stations should be used if outdoors and appropriate.
 - It is highly advised to have trained custodial/facilities staff present to properly clean, although all event staff should be trained to clean and sanitize correctly.
 - Specific sanitation consideration should be paid to the following items in the public areas prior to, during and following events:
 - High-touch areas
 - Desks, counter tops, tables and chairs
 - Phones, AV, electronic equipment and remotes
 - Thermostats
 - Cabinetry, pulls and hardware
 - Doors and doorknobs
 - Elevator fixtures and handrails
 - Restroom vanities/accessories, fixtures and hardware
 - Windows, mirrors and frames
 - Lights and lighting controls
 - Closets, hangers and other amenities

9. *What procedures do we follow if a faculty or staff member feels ill, reports they are being tested for COVID-19, or have been confirmed to have the Covid-19 infection?*

What to do when a faculty or staff member reports he/she is feeling ill or may have been exposed to COVID-19?

- Faculty/Staff should report feeling ill to supervisors (Division Chairs for faculty) as soon as possible who will then report to the Associate Dean/Campus Dean and to campus HR. The Associate Dean/Campus Dean will report this to the Campus Nurse.

- If the individual states they are experiencing any of the below symptoms (per CDC) or have been exposed to COVID-19, and have not been tested, advise that they contact a healthcare provider for care and testing.
 - 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
 - Diarrhea
- For community resources, including COVID-19 testing options, contact Ms. Vicki Hinson, Campus Nurse, at 313-7576.

What happens after a faculty or staff member reports he/she has been tested?

- The faculty/staff member should self-quarantine until test results return.
- To support individuals, provide them with CDC’s “10 things you can do to manage your COVID-19 symptoms at home” handout.
- If the individual tests positive, contact tracing will be conducted, and the individual will be instructed to isolate from others for at least 14 days
 - If a Faculty member is sick or tests positive for COVID-19, they must email their division chair and the Academic and Student Affairs Dean. The Academic Dean will then report any relevant information to Human Resources and to the Campus Nurse.
 - If a staff member is sick or tests positive for COVID-19, they must e-mail their supervisor who will report any relevant information to Human Resources and to the Campus Nurse.
- If the individual tests negative, their healthcare provider will continue appropriate support, the individual can return to campus per healthcare provider’s instructions (this may still include a 14-day quarantine).
- Thoroughly clean any areas where the individual was known to have recently been on campus.
- Ensure HR follows proper leave reporting procedures per University policy.

What to do when a student reports he/she is feeling ill or may have been exposed to COVID-19?

- If the student states they are experiencing any of the below symptoms (per CDC) or have been exposed to COVID-19, and have not been tested, advise they contact a healthcare provider for care and testing.
 - 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
 - Diarrhea
- Please report the student's name to the Associate Dean or the Campus Dean. The Associate Dean (or administrative assistant) will then notify the Campus Nurse, providing student contact information. The Campus Nurse will contact the student in order to provide resources, start contact tracing, and provide a timeline for return to campus. The Campus Nurse will notify the Associate Dean of the student's decision to disclose the COVID-19 diagnosis to university instructional employees. If the student permits disclosure, the Associate Dean will contact the student's instructors and other relevant educational staff members.
- Suggest students notify their friends and family that they are feeling ill or may have been exposed to COVID-19.
- Follow instructions, fill out, and submit the COVID-19 Reporting Form (form to be completed and submitted by campus HR, Associate Dean, or Dean).
- Advise students to follow their healthcare provider's instructions and suggest students to do the following, per CDC guidelines:
 - **Stay home.** Most people with COVID-19 have mild illness and can recover at home without medical care. Do not leave your home, except to get medical care. Do not visit public areas.
 - **Take care of yourself.** Get rest and stay hydrated. Take over-the-counter medicines, such as acetaminophen, to help you feel better.
 - **Stay in touch with your doctor.** Call before you get medical care. Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency.
 - **Avoid public transportation, ride-sharing, or taxis.**

What happens after a student reports he/she has been tested?

- The student should self-quarantine until test results return.
- To support students, provide them with CDC’s “10 things you can do to manage your COVID-19 symptoms at home” handout.
- Ensure students have support at home, and if not, assist with providing where able (e.g., locating medical providers for non-local students, arranging for food/water deliveries, etc.).
- If the student tests positive, the Campus Nurse will conduct contact tracing, and the student will be instructed to isolate from others for at least 14 days.
- If the student tests negative, their healthcare provider will continue appropriate support, and the student can return to campus per healthcare provider’s instructions (this may still include a 14-day quarantine).
- Thoroughly clean any areas where the student was known to have recently been on campus.

10. Will common areas remain open or have limited capacities?

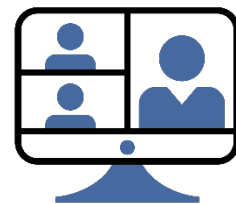
Yes, they will. The number of people who can use each area (lounges, student center, etc.) will be dependent upon the size of the common area and its configuration. Some common areas may have to be closed temporarily and permanently (semester-long) dependent upon current health care conditions.

11. Who is the COVID-19 point of contact for all questions at USC Lancaster?

USC Lancaster has employed a clinical nursing professional since August 20. This person will be the main point of contact for all COVID-19 related questions. The Campus Nurse is Ms. Vicki Hinson, phone: 313-7576 and email: vphinson@mailbox.sc.edu

12. What resources will be available for students?

The majority of our typical on campus resources will be available both in person and virtually (counseling, advising, academic coaching, tutoring, etc.).



Virtual Advising

https://www.sc.edu/about/system_and_campuses/lancaster/internal/current_students/covid_student_instructional_guide/index.php

Personal Counseling

https://www.sc.edu/about/system_and_campuses/lancaster/internal/current_students/covid_student_instructional_guide/index.php

Tutoring

https://www.sc.edu/about/system_and_campuses/lancaster/study/student_opportunities/academic_success_center/index.php

Mask use and, social distancing procedures will be followed in accordance with University policy.

13. *What happens if I miss a class because I am sick with COVID 19 symptoms? What if the test turns out to be positive? What if the test turns out to be negative?*

A temporary COVID -19 absentee policy is under review and will be shared as soon as it is released.

14. *How will accessing the library resources be impacted?*

This document is a working document for the Return to Work Procedures for Medford Library. The procedures are based off other Medford library procedures and other libraries in the country. This document may be changed when additional information is received. The document has been split into five sections: Space, Materials, Outreach, Librarian/Staff, and Patrons.

Space

- Plexiglass will be placed in front of the Information Desk. The plexiglass will go from the front swing door to the column. There will be a space for materials to be slid under the plexiglass.
- Study Rooms will be closed until further notice.
- Every other computer in the two computer labs will be made unavailable to assist with Social Distancing.
- Only 1 community computer will be available.
 - Community computer will be available for reserve for 1 hour at a time.
- The downstairs student printer will be moved to enable more space between the printer and the students on the computers.
- The print stations will be moved to allow for social distancing.
- A reserve system will be created for the reserving student computers, study carrels, and group tables.
 - Student computers will be available for up to 4 hours.
 - Study carrels will be available for up to 4 hours.
 - Group tables will be available for up to 4 hours.
- The food zone will be used for study. There will be a limit of 8 people in the room at a time and the door will be left open.
- Library Conference Room will be available for Staff and Faculty use. There will be a limit of 4 people in the room.
- The tea shop will be closed until further notice.

- Wipes will be provided for all the student and community use computers.
- The library spaces will be sanitized 4 times a day by staff.
- Wireless mice and keyboards for the student computers will be kept behind the desk and are available for use with a reservation for the computer.
- A wired mouse and keyboard for the Community Use Computer will be kept behind the desk and is available for use when signing up for the computer.
- Wireless and wired mice and keyboards will be sanitized by library staff after each use.
- The computer space (table, computer screen and tower, and chair) will be sanitized by library staff after each use.

Materials

- Returned materials will be quarantined for 3 days and then made available.
 - Books and DVDs will still be available for checkout.
 - Games will not be available for checkout during the Fall and Spring semesters.
- Reserves will consist of copies of 1-3 chapters of books or copies of files. No physical books or DVDs will be made available for the Fall semester. Electronic resources will be available.
- Materials returned from Columbia will be quarantined for 3 days after being received. Once they are processed the materials will be quarantined for an additional 3 days prior to being shelved.
- PASCAL materials will be placed on 3 day quarantine when received.
 - Requested materials will be made available for requester after the 3 day quarantine.
 - Returned materials will be shelved after 3 day quarantine.
- There will be no displays of books during Fall Semester. Displays will consist of copies of covers placed in acrylic holders.
- Browsing electronically will be encouraged. The stacks will stay open.
- Materials pulled from the stacks and not checked out will be placed on a 3 day quarantine.
- Dry erase boards will be available for use.
 - Dry erase markers will be available for use. Patrons will need to come to the Circulation Desk to pick up the markers. The markers will be sanitized after each use.
- Pens will be available for use upon request. Pens will be sanitized after each use.
- Newspapers and magazines will be made available upon request. Materials will be placed on 3 day quarantine after use.

Librarian/Staff

- Staff will wear masks while working.

- Staff will not be required to wear a mask in the library breakroom or study room #4. There will be a limit of 2 people in the breakroom at a time.
- Study room #4 will be made available for library staff use.
- Staff will sanitize their hands after shelving materials and handling materials being checked out or returned. Staff also have the option to wear gloves while performing these duties.
- Staff will focus on providing as much technical assistance using the dual screen computer. When the technical assistance requires using the student's computer, the staff member will maintain social distance and sanitize their hands after the interaction.
- Library instruction will be available for classes.
- Book-a-Librarian will be available, including online assistance.
- Sanitizing the library will happen 4 times a day. The sanitizing will include wiping down the computers, the desks, and any high touch surfaces (for example door handles).
 - Sanitizing will happen at 11:00AM, 2:00PM, 5:00PM, and 7:00PM.

Outreach

- There will be no in person events during the Fall and Spring Semesters.
- Events will be hosted online.
- Marketing will focus on providing access to electronic materials.

Patrons

- Masks will be required for everyone in the library. Additional masks will be made available as supplies last.
- Social distancing will be strongly encouraged.
- Groups of no more than 5 will be encouraged.

15. Will the restrooms be monitored so that social distancing can be accomplished?

Restrooms will be assessed for cleanliness and sanitation at regular intervals throughout the day. Signage will be posted to help with social distancing awareness. Adjacent facilities will be closed in a manner to encourage social distancing while utilizing a multi capacity restroom. Single person restrooms are available in every building.

16. How can faculty and students meet in offices and ensure social distancing?

Faculty and students will be encouraged to provide their own masks, however clear masks and cloth masks will be made available to students and faculty, as necessary. Plexiglass barriers are an option but will need to be requested through your supervisor and installed.

17. What are the plans for the Native American Studies Center?

Please see the following press release communicated on August 3, 2020:

https://www.sc.edu/about/system_and_campuses/lancaster/documents/native_american_studies_center_closure_press_release.pdf

Text of release:

Native American Studies Center

Remains Closed to Public, Goes Virtual

This Fall After considering safety

concerns related to the current spikes

in COVID-19 cases, USC Lancaster's

Native American Studies Center will

remain closed to the public through fall

instead of opening on Aug. 1, as

previously announced. "We regret this

decision but feel confident that this is

in the best interest of our students,

faculty, staff and our patrons," said Center Archaeologist and Facilities Manager Chris

Judge. "Over the next months we will monitor the situation and if conditions improve,

we are prepared to open our doors to the public once again." Judge says the Center is

keeping in tandem with its sister facility located at USC Columbia, McKissick Museum,

which also plans to remain closed to the public this fall. Though the Center remains

closed, plans are underway to go virtual with exhibits, the monthly W. Brent Burgin

Lunch and Learn Lecture Series, the annual Artists-in-Residence program, and the 15th

Annual Native American Studies Week, which is slated to take place the first week of

November. For more information, please visit the Center's website

(www.sc.edu/Lancaster/NAS) and social media outlets for breaking news on virtual

activities and programs.

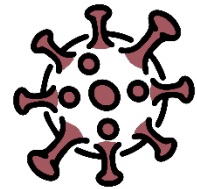


18. What are the plans for the Indian Land Location?

A delay in construction of the new Indian Land High School means that renovations on our building at the current high school location are delayed. We will continue to offer evening courses at the Indian Land Location in the 2020-2021 academic year with the goal of occupying our own building and moving toward a daytime operation and presence there in 2021-2022.

Safety Statements

COVID Health and Safety Expectations for Students and Faculty



Absentee, Face Covering, and Office Hours Policies for Syllabi:

COVID-19 Absentee Policy

Students who are sick, or who are engaging in self-quarantine at the direction of the County Health Department or their health care professional, should not come to campus for any academic or nonacademic purpose. Students will not be required to provide formal documentation from a health care provider and will not be penalized for absences. Students are responsible for notifying instructors of absences as soon as possible. Instructors will document communications with students who have missed class due to illness. All work missed due to illness must be completed in accordance with the instructor's grading policies.

This temporary campus-wide policy puts everyone on their honor. It requires that faculty and instructors trust the word of their students when they say they are ill, and it requires that students report the reason for their absence truthfully. The usual codes of conduct and rules of academic integrity are still in place.

Face Coverings

The university is requiring face coverings to be worn at all times when inside campus buildings. Students are not permitted to enter classes without face coverings. The mask should be worn properly covering both mouth and nose. Students and employees should carry a face covering of their choice to use on campus. Failure to comply with the face covering mandate will result in disciplinary action.



COVID-19 Office Hours Policy

Due to the need to maintain social-distancing protocols, no in-person office hours will be held this semester. Virtual office hours will be held _____.

COVID-19 Face-to-Face Notice of Possible Format Change:

The course may require change to an online format due to public health mandates or to COVID-19 infections among course participants. If such a change occurs, students are responsible for meeting any new course requirements implemented due to the online format.

Notes to faculty:

- *Students may have difficulty obtaining documentation from a community healthcare provider verifying an illness. Because of this, faculty should not require documentation absences (unless student misconduct is suspected) nor should they require documentation for a student to return to class.*
- *Please put the same office hours meeting policy on your doors.*

Student Conduct Information (FYI)

- **We will be adding a Public Health Directive Concern Report** section to the USCL's BIT team report. This is currently under construction.

Public Health Directive Violations and Outcomes

- In the case of student violations, the first step is for the instructor or staff member to discuss the matter with the student.
- If that discussion does not get satisfactorily resolved, a Public Health Directive Concern Report should be filed.
- The Associate Dean will receive that report and communicate the concern to the student and other relevant support staff.
- If the violation is severe and/or repeated, the Non-Academic Grievance Policy will be applied.

Enrollment Team

The COVID-19 pandemic has forced the Office of Admissions and Records to make several changes to recruitment and enrollment processes, such as:



- **Waiving SAT/ACT test scores** for Fall 20, Spring 21, Summer 21 and Fall 21. Since the ACT/College Board canceled many test dates this past spring, students had no way of meeting this admissions requisite. This is in line with many other institutions in our area including the University of South Carolina Columbia.
- **Spring/Fall Open House Events:** Because our open house events draw huge crowds, the Spring 20 event was cancelled but the Fall 2020 and Spring 2021 open house events will be in-person with all safety and distancing protocols observed.
- **VIP Campus Tours:** Since our campus tours were suspended for several months, the Office of Admissions decided to host 30-minute admissions information sessions via Zoom. These sessions were one on one which provided flexible times to meet with prospective students and parents. These sessions will continue in addition to our VIP Campus Tours beginning in August. Also, a virtual campus tour was created by the Office of Public Information and the IT department and added to our website for external stakeholders.
- **CACRAO Fairs:** Because high schools are limiting campus visits, virtual sessions are being planned to communicate with students across our six county service area as well as Union and Mecklenburg counties in North Carolina.
- **College Application Day Events:** These events are still being planned, but we will create a “how to” video on applying online and understanding the admissions process. This video will be circulated to each high school we normally visit during a college application day event.
- **NACAC Fair in Charlotte, NC** will be a virtual event. Details are still being worked out regarding this large college fair.

As is evident, the changes and adjustments due to this pandemic have caused the enrollment management division to rethink the way we reach prospective students/parents. Virtual presentations, text messaging, emails, and one-on-one phone counseling have increased due to the present situation. Lastly, acceptance letters are still being mailed, but we also sent many via email in order to get critical information to our external stakeholders regarding academic advising and course registration.

Financial Aid

Financial Aid Presentations: A presentation given to middle and high school students, parents, and teachers on the types of financial aid, how to apply, and what to expect from the process.

Normal Process: The Financial Aid staff attend high school and middle school workshops, and other sponsored events as invited, presenting before audiences ranging from a handful of attendees to nearly a hundred attendees.

Adjusted Process: The Financial Aid director intends to coordinate Virtual Financial Aid Live Presentations and Q&A sessions and invite students, parents, and teachers to attend these events. One such presentation has already been conducted and worked successfully.

Resources Needed: A publicly accessible Virtual Meeting or Presentation tool, such as Zoom or MS Teams. Coordination with the Public Relations coordinator to advertise such events on our Facebook page, and coordination with the LCSD and other districts to share information with students and parents.

FAFSA Workshops: A sit-down session with potential students and parents to assist in filing the FAFSA for the next academic year. Applicants get hands-on assistance from Financial Aid professionals and access to a secure and safe computer lab to complete the FAFSA. They often seek additional information about admissions to USCL at this event.

Normal Process: USCL FA and TRiO conduct a College Goal SC Event on the first Saturday in October, held on our campus in the TRiO computer lab. Beginning in October, and running through Spring, high schools and other organizations often invite USCL to come onto their campus on an evening in Fall to give the same hands-on assistance to their students and parents in their own secure computer labs.

Adjusted Process: Beginning in October, USCL FA counselors intend to provide virtual assistance in filing the FAFSA. Applicants could setup appointment times for a virtual meeting and receive assistance via a Virtual Meeting tool. Ideally, such software would allow applicants to show their screen to the FA Counselor so very specific assistance could be provided.

Resources Needed: A publicly accessible Virtual Meeting or Presentation tool, such as Zoom or MS Teams. A publicly accessible appointment scheduling software, such as Calendly.

In-person FA Counseling: A one-on-one counseling session with individual aid applicants and parents to assist in making financial decisions regarding the cost of college; receiving professional advice regarding types of aid available to them, their own application process, special circumstances they may have, and tools to compare the costs of college for that particular student at various institutions.

Normal Process: USCL FA counselors have in-person meetings in office, either scheduled in advance or by walk-in, for potential students and parents to receive guidance.

Adjusted Process: Students can contact individual counselors via LIVE Chat on a daily basis. They may make appointments to receive in-office assistance from counselors, though masks must be worn and physical distancing must be maintained. Applicants could setup appointment times for a virtual meeting and receive assistance via a Virtual Meeting tool. Ideally, such software would allow applicants to show their screen to the FA Counselor so very specific assistance could be provided.

Resources Needed: A publicly accessible Virtual Meeting or Presentation tool, such as Zoom or MS Teams. A publicly accessible appointment scheduling software, such as Calendly.

Financial Literacy: Financial Literacy is a series of opportunities provided to USCL Students to learn the basics and complexities of financial literacy.

Normal Process: USCL FA organizes and conducts "Money Smart Week" in March, during which the staff provides students opportunities to attend workshops, presentations, and events to learn the basics and complexities of financial literacy information.

Adjusted Process: No change yet, as this event occurs in Spring.

Resources Needed: Nothing new required to change the plan, since this event has not been changed as of now.

Office Staffing:

There will always be at least 1 staff member in the office during the workday.

Phones: There will always be at least 1 staff member available to answer phones during the workday. Missed calls will go to voicemail and be returned by the end of the next working day.

Live Chat: There will always be at least 1 staff member on Live Chat during the workday.

Student Appointments:

An appointment scheduler and virtual meeting software are being considered for students to make appointments with FA counselors.

Students are encouraged to contact our office by phone at 803-313-7168, by Live Chat, or by e-mail to usclfa@email.sc.edu.

If a student still wishes to meet with a staff member in person, they can do so, but are asked to make an appointment.

The Financial Aid and Veteran Affairs Office will be open 8:30-5:00, M-F.

Staff will still see students in the office, but are limiting the number due to the size of our office. Only one student or family will be allowed into the office at a time. Other students waiting will remain in the hall, at six feet intervals, or be asked to wait outside weather permitting.

Staff members will meet with students at the front counter, behind plexi-glass.

This also allows students a chance to meet with staff face to face.

No direct contact should be necessary.

Office Visit Procedures:

Students and other visitors should make appointments in advance.

Visitors entering the office would come in one at a time (or one family at a time).

Those in line will wait in the hall and will social distance (6 foot intervals have been marked).

Chairs will be provided to those waiting who cannot stand for a long period of time.

If a visitor is not wearing a face mask they will be asked to put one on. If they do not have one, one will be provided.

We have a scanner installed at the front desk to receive documents from visitors as they are brought in, so there is no need for direct contact. Visitors will scan their documents. The staff member will import the scan into BDMS, check it for accuracy, and forward it to the appropriate staff member.

Student paperwork will be sent to the counselor to work in the order they are received.

As visitors exit they will go down the other hall to leave (away from those in line).

The staff member will sanitize the front counter, scanner, chairs, plexiglass, pens and door knobs at regular intervals and as necessary. The next person in line will be called after the current visitor has left, and proper sanitation procedures have been performed.

Mailed Documents:

The mail will be checked twice daily (morning and afternoon).

Mail will be opened with gloves, and sprayed with disinfectant if deemed necessary by the person opening the mail.

Mail will be left untouched for 12 to 24 hours to allow any germs to die, if deemed necessary by the person opening the mail.

Safety, Sanitizing/Cleaning, Security

The Safety, Sanitizing/Cleaning, Security Committee has been and continues to be planning for the safety mitigation of our campus population. As part of this planning process we have reviewed and actioned items related to safety during the COVID 19 pandemic that have been provided by Palmetto College and the greater University. In February/March 2020, we completed a USCL Continuity of Operations Plan with three revisions to date. Additionally, this Plan follows the [Palmetto College Risk Mitigation Document](#). Protective gear as well as cleaning supplies and products have been and will continue to be ordered to mitigate risks.



Other notes of importance to keep our campus healthy and safe:

- Planned and either requisitioned/or the plan is to receive from Columbia masks, gloves, disinfecting wipes, hand sanitizer and thermometers (Columbia to provide from stockpile).
- Masks and face shields also ordered separately.
- The PPE required will be provided for each employee, building/activity.
- Buildings will have a hand sanitizer station for all entrances/exits.
- Signage for entrances/exit, elevators, stairwells, doors, restrooms, floors will be in place.
- Planned considerations include how much time custodial staff need to sanitize classrooms between classes.
- We are monitoring the potential need to add more custodial staff members due to enhanced cleaning and disinfecting regulations.
- Additional considerations for adjustment of custodial schedules are also being taken into consideration.
- It is recognized that we must be a team of faculty, staff, students, and visitors to accomplish successfully a safety campaign which uses posters/video and other media to emphasize the importance of wearing masks and proper social distancing. Emphasis on the importance of peer enforcement regarding COVID 19 safeguards is paramount.

Link to Enhanced Cleaning Procedures for COVID-19

https://www.sc.edu/about/system_and_campuses/lancaster/internal/faculty_and_staff/facilities_management/cleaning_procedures/index.php

Links to additional safety protocols;

<https://sc.edu/safety/coronavirus/>

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

MUSC On-site Visit Information

USC Lancaster has worked with a team from the Medical University of South Carolina to help the campus “reopen smoothly and seamlessly and follow the latest evidence-based guidelines for maintaining a safe environment.”

The MUSC “team of dedicated medical and public health professionals will provide USC Lancaster with customized services and resources from preparations for reopening to implementing and managing maintenance and mitigation strategies. Throughout the course of the COVID-19 pandemic, [the MUSC] team will be available to re-evaluate and adjust resources as needed.”

The on-site assessment took place on Wednesday, August 5, 2020. The information, which enhances and supplements our already robust plan, can be accessed by following this link:

https://sc.edu/about/system_and_campuses/lancaster/documents/homepage/usc_lancaster_final_play_book.pdf

Information Technology

Quick Contacts:

IT Support Service Desk # 803-313-7122

IT Support Service Desk email – USCLTECH@mailbox.sc.edu

(It is requested the departmental email be used to contact the IT Support Team.)

Section 1

Delivering IT Department services in “close contact” situations.

In response to the Covid19 Pandemic, the USC Lancaster IT Support Team is preparing to deliver as many departmental services as possible while limiting direct contact with students, faculty and staff. IT Staff is equipped with the resources to provide a large percentage of support using remote tools, through telephone support or e-mail. The working group identified the following scenarios that resulted in students visiting the IT Department office spaces.



- **Paper exchange and printing** – The print management application will be upgraded so that students can print from their personal devices through Web Print access. Instructions will be provided via the website or printed instructions located near web print accessible printers. Paper “exchanges” for credit will be done with a pack of paper being put in a bin or on the floor outside IT office doors and the student providing their username at greater than 6 feet away. Packages of paper will be handled using gloves and wiped with a disinfecting wipe. Consideration is being given to temporarily convert to free print. (Telling them to go to Walmart to buy paper puts students at risk of exposure thus increasing spread on campus).
- **BYOD device registration** – The campus wireless network will be updated for student login to the campus wireless network on their BYODs using their network IDs and passwords. The LANCGuest wireless network will be limited to true guest areas.
- **Identity management/Network Account Support** – Using remote support tools, students can request remote assistance from designated walkup stations.

General assessment and proposed modifications for the IT Department workspaces. The IT Department offices are all located in Hubbard Hall and include rooms 223, 224, 205 and 233. Rooms 225, 205 and 233 average 93 square feet as confined office spaces. Taking into account the very limited square footage, IT Staff occupying those spaces will create signage stopping patrons at the threshold of their office doors and suggest striping to route patrons who must enter those spaces to stand in front of a plexiglass barrier. Hubbard Hall 224 is a larger space but must still be setup to maintain limited contact between IT staff and student patrons. The IT working group suggests installation of a horizontally split door with a platform to pass items

across and a removable plexiglass barrier from the top of door frame to 12” above the door platform.

All IT staff will comply with University policies regarding use of cloth face covering, maintaining social distance, hygiene, and cleaning of work areas. In addition, gloves will be worn and disposed of when handling items between staff and patrons.

Section 2

Classroom multimedia/Computer lab support

The IT Support Team will be proactively supporting campus computer labs and instructional multimedia. Historically, there is not a high volume of support calls that require IT staff to enter a class in session. IT staff will be periodically checking the computer labs and classroom technology to assess operational status and address any issues outside of the scheduled class meeting times. Computer labs will be assessed at intervals throughout the day and classroom presentation equipment at intervals throughout the week.

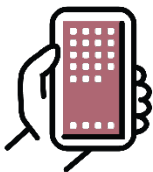
Classroom support – (Preventive Measures) – IT staff will begin checking the general functionality of classroom multimedia at regular intervals to minimize the need to enter a room during class time.

If there is an issue that requires a service call, faculty should call the service desk, 803-313-7122, to report the issue.

Computer Labs – (Preventive Measures) – IT staff will begin checking the general functionality of lab computers at regular intervals to minimize the need to enter a room during class time. If there is an issue that requires a service call, faculty should call the service desk at 803-313-7122 to report the issue. Ideally, IT staff would like to assess and address issue in the labs outside of class time. We will have gloves and masks but avoiding the close contact situation is the absolute best way to protect the University community.

IT Support Team on campus presence and accessibility

The IT Support Team established a designated service desk number and shared e-mail account to be used by students, faculty, and staff. Those have been published on the Campus website as well as e-mailed to the Lancaster campus distribution list. Use of service desk number and e-mail to submit requests will help the IT Support Team manage and respond to issues and requests more efficiently.



Communications Plan will be posted to the USC Lancaster website 10 days before the semester begins.

IT Support Service Desk # 803-313-7122

IT Support Service Desk email – USCLTECH@mailbox.sc.edu

(It is requested the departmental email be used to contact the IT Support Team.)

For 2020-2021, the IT Support Team is discussing a variable/hybrid onsite telecommuting work schedule. Two of the IT technical support staff would be on campus Monday through Thursday and one on Fridays. This limits potential exposure opportunities. We will continue working from home as necessary while rotating scheduled days in the office for Colby and Antonio. Karen will continue working both from home and on campus with limited hours.

Instruction and course content delivery—student computer recommendations.

From an IT support related perspective, there are three options for course format:

- 1) Exclusively in-person lectures without a remote access element.
- 2) Exclusively online synchronous or asynchronous deliver.
- 3) Hybrid in-person with synchronous remote access.
- 4) Half of the computers will be removed from Hubbard Hall 204, 206, and 222, Bradley 112 and Medford Library 209 to allow for social distancing. Bradley 113 will have to be reconfigured and half of the computers removed.
- 5) A Windows 10 or Macbook computer is recommended for both undergraduate and dual credit students attending USC Lancaster for both in-person and online course work. (The Chromebooks provided by LCSD or any other SC public school are not a viable option for Dual Enrollment students taking classes offered on Lancaster campus or online classes. USC Lancaster IT staff cannot assist dual credit students with the issues the public school issued Chromebooks present. Dual Enrollment students should be informed at acceptance that the public school provided Chromebooks may impede their ability to complete their assignments.

Options 2 and 3 will be discussed and evaluated after mid- to late-July as faculty prepare for classes to begin in August. In addition, due to the shortage of USB webcams on the market, faculty may have to conduct the “hybrid” course delivery using only screen share and audio. Connecting a laptop with webcam is also an option in the Founders and Bradley Classrooms. Also, note that allowing webcam presence for all class participants will impact the overall quality and performance of the all the class delivery options.

The [Toolsandresources pdf](#) from the COVID-19 Keep Teaching resources website is linked for guidance. The tools Lancaster Faculty intend to utilize will become more focused as the summer progresses.

Campus Health



1. USC Lancaster will have clear verbiage that will be incorporated into all syllabi for 2020-2021 as provided by the Academic and Student Affairs Team.
2. USC Lancaster will have clear signage distributed and posted throughout the campus, classrooms, and websites related to COVID-19 mitigation procedures. See the below links for USC approved signage as well as available CDC posters, and SC DHEC posters:

USC approved signage:

https://sc.edu/about/offices_and_divisions/communications/toolbox/resources/downloadable_resources/index.php

CDC posters: <https://www.cdc.gov/coronavirus/2019-ncov/communication/print-resources.html?Sort=Date%3A%3Adesc>

SC DHEC Posters: <https://www.scdhec.gov/infectious-diseases/viruses/coronavirus-disease-2019-covid-19/educational-outreach-materials-2019-ncov>

3. All faculty, staff and students are required to wear facemasks in classrooms, buildings and public spaces as well as any time in other locations on campus where social distancing is not possible. See the below link related to guidelines for COVID-19 basic prevention, guidelines for COVID-19 face coverings, and policy for Communicable Disease Outreach Mitigation Measures.
https://sc.edu/safety/coronavirus/safety_guidelines/covid-19_basics/index.php
https://sc.edu/safety/coronavirus/safety_guidelines/face_coverings/index.php
<http://www.sc.edu/policies/ppm/univ304.pdf>
4. USC Lancaster will implement and adhere to the USC [Return to Work](#) policies and procedures including the required faculty and staff training videos/resources.
5. All USC Lancaster faculty, staff, and students will adhere to the outlined COVID-19 mitigation strategies to assure the health and safety of all students, faculty, and staff while on the USC Lancaster campus:
https://sc.edu/safety/coronavirus/safety_guidelines/physical_distancing/index.php
6. USC Lancaster Academic and Student Affairs Team has issued an absences policy to guide 2020-2021 academic year. Consistent communication between instructors and the Office of Academic and Student Affairs.



The following locations have no-touch thermometers:

Thermometer	Building Location and Room #
#1	Starr, Office of Academic and Student Affairs
#2	Starr, Office of Student Life
#3	Carole Ray Dowling, Athletics
#4	Carole Ray Dowling, Athletics
#5	Medford Library Circulation
#6	Medford, TRiO Lab
#7	Hubbard Switchboard
#8	Maintenance Building
#9	Carole Ray Dowling Faculty Suite
#10	Hubbard 217, Campus Nurse
#11	Bradley, copier room on 2 nd floor near faculty office area
#12	Founders, 1 st floor faculty office area (top right drawer near printer)

We will purchase more thermometers to cover the NASC once they reopen.

Human Resources needs only to be made aware of cases where symptoms exist or where individuals have been in contact with others who have been infected with the virus.

7. USC Lancaster faculty and staff will adhere to the cleaning and sanitation policy developed by the Safety, Sanitizing/Cleaning Team with the oversight of the custodial and maintenance staff. Janitorial staff will be trained on advanced cleaning required to reduce the spread of COVID-19. Janitorial staff will adhere to staggered shifts to clean after students leave campus to be prepared for next day. See the link below for guidelines for risk reduction and mitigation measures related to cleaning and sanitizing:
https://sc.edu/safety/coronavirus/safety_guidelines/risk_mitigation_measures/index.php
8. Messaging from faculty, staff, and administrators will be consistent and regular in order to keep the campus community informed as much as possible. The USC Lancaster student instructional guide is but one example of concentrated messaging for students:
https://www.sc.edu/about/system_and_campuses/lancaster/internal/current_students/covid_student_instructional_guide/index.php
9. All faculty and staff must adhere to strict confidentiality and HIPPA guidelines related to student, faculty, and staff personal health matters. This plan communicates the procedure for faculty/staff regarding the chain of command for COVID-19 communications and concerns (see FAQs question #9, p. 10ff.).
10. The Campus Health Team highly recommends that faculty/staff/administrators avoid in-office meetings as much as possible due to the difficulty to social distance. All faculty should clearly post signage on office doors so that students and visitors understand clearly how to communicate with them. The Office of Academic and Student Affairs has provided a communication template to assure consistent messages at all offices.
12. USC Lancaster administration is developing a symptom reporting and contact tracing process in collaboration with SC DHEC and the MUSC partnership. See the below contact tracing flyer for more information.



https://www.sc.edu/about/offices_and_divisions/human_resources/docs/osha_covid19_flyer.pdf



Athletics and Athletics-Related Activities

The Palmetto College Campuses are committed to following the requirements as outlined in U of SC Campus Reopen and Risk Mitigation Plan. The protocols include recommendations based on the current available scientific evidence and advice from the Centers for Disease Control (CDC) and the South Carolina Department of Health and Environmental Control (DHEC). This protocol will be updated as new information and recommendations are made public.

Resumption of Athletic Activities

Palmetto College Campuses Athletics Departments have developed comprehensive plans and protocols to return to athletics activities that adheres to NJCAA and conference regulations, CDC, DHEC, and NSCA (National Strength and Conditioning Association) guidelines. The protocols in the following link below are in addition to the Palmetto College Campuses Reopen and Risk Mitigation Plan and may be more stringent than the university plan due to the frequency of contact and the inability to physical distance during athletic activities.

Link to NJCAA COVID-19 related updates: <https://www.njcaa.org/covid19>

FALL 2020 UPDATE and Plan: <https://www.njcaa.org/general/2019-20/releases/20200713l9o7t8>

SPRING 2021 UPDATE and Plan: <https://www.njcaa.org/general/2020-21/releases/20210116maxx7j>

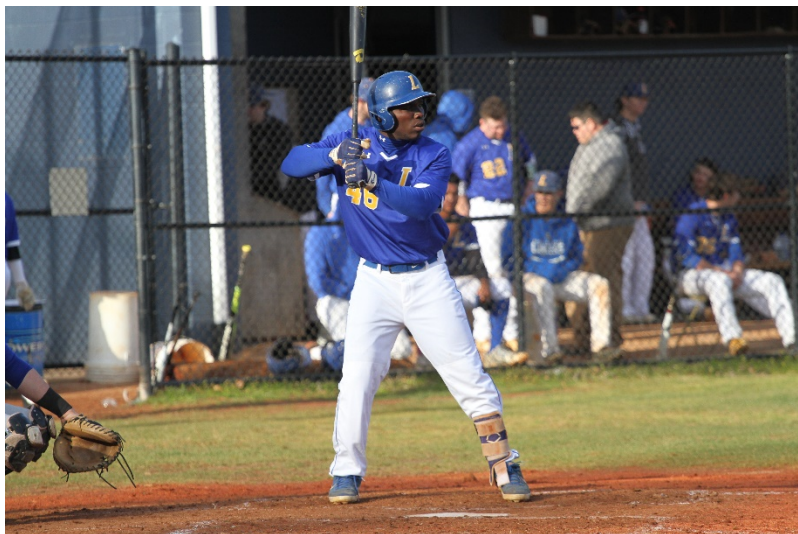
The following are requirements for NJCAA Region 10 related to the COVID-19 virus:

Pre-Return and Return-to-Campus Preparation and Communication Plan

- Campus General Council/Risk Management Liability Understanding & Communication
 - Align department policies with campus policies and communication of public healthcare guidelines.
 - Reporting, monitoring, and resolution of symptoms of illness align with institutional guidelines.
 - Patient/health care provider contact
 - Emphasis on avoiding communal buildings
 - Infectious disease education for student athletes and departmental staff (recommended during athletics orientation).
 - Guidelines for infection prevention and transmission control
 - Proper communication methods for reporting symptoms
 - Individual personal conduct and hygiene

The Path for 2020-2021 NJCAA Sports at USC Lancaster

- Safety Protocol for 2020-2021 Regular Season and Region Championship Competition



- Member colleges should adhere to all institution, state and local regulations, and guidelines regarding COVID-19 and re-opening.
- Temperature checks for all student-athletes, coaches, game personnel prior to each competition.
 - Daily temperature checks will be administered for all student-athletes before any sort of team activity.
 - Student-athletes may wear a mask during outdoor team activities if they choose to, but it will not be mandatory.
- Visiting team travel parties should be checked for temperature readings between the bus and athletic venue. Action must be taken for anyone having a temperature of 100.3 degrees and above. The Action Plan should include

processes and procedures for anyone with a temperature of 100.3 degrees and above.

- If any student-athlete were to show signs of possible COVID-19 symptoms, the athletic department will follow the steps determined by the University for any student, faculty, or staff member.
- Visiting teams are required to check temperatures before departing from their home location.
- Provide sport medicine staff (or appointed designee) with necessary personal protective equipment.
- Limit contact between teams when possible, including the elimination of pre-game and post-game handshake.
- Limit student-athlete fan engagement before and after competition.
- Safety Protocol for Athletic Facilities and Equipment
 - Member colleges should adhere to all state and local regulations and guidelines regarding COVID-19 and re-opening facilities.
 - When entering any USCL athletic building, a mask must be worn at all times.
 - Member colleges should clean and disinfect frequently touched surfaces and equipment on the field, court, or playing surface.
 - Develop a schedule for increase, routine cleaning and disinfecting. If you play at a rented facility, you need to have a copy of the cleaning and disinfecting schedule.
 - Limit the use of shared objects and equipment when possible.
 - Eliminate the sharing of water bottles and towels amongst teammates.
 - All USCL student-athletes will be provided with their own water bottle to prevent the need of sharing water bottles.
 - Limit facility access for student-athletes as deemed appropriate.
 - Implement social distancing for team benches when possible.
 - Encourage fans, staff, and other event attendees to wear face masks.
 - Encourage social distancing for fans during the event.



Links to online information

Internal

[Palmetto College Campuses Risk Mitigation Plan](#)

[COVID Student Instructional Guide](#)

[Health Screening Form](#) (For Visitors, Vendors, or Contractors)

University of South Carolina [Return-to-the-Workplace web page](#)

[Palmetto College Campuses COVID Dashboard](#)

External

South Carolina Department of Health and Environmental Control—
<https://www.scdhec.gov/>

South Carolina Governor's Office—[COVID-19](#) information and [Executive Orders](#)

Centers for Disease Control and Prevention—[cdc.gov](https://www.cdc.gov)