

TO: All Adult, Graduate, Online Belhaven Students

RE: PLEASE READ – Important Fall 2020 COVID Safety Guidelines and Procedures

Dear Students,

We are excited to resume our classes with you, face-to-face, online, and virtually beginning the week of August 24, 2020. While the past five months have been challenging for all of us, we have also been greatly encouraged by the spirit of cooperation and persistence that our students, faculty, and staff have exhibited. We are truly “in this together,” and we ask your continued patience and prayers as we move forward.

This letter is especially relevant for students who will return to face-to-face ground campus locations, but because so many of you move between ground, online, and virtual courses, please familiarize yourself with the information we are sharing.

We are here for you!

Regardless of your modality or campus location, please work with your Student Services Advisor to complete your registration as soon as possible. We are working closely with each student to develop their preferred schedule, but because of COVID-19 precautions, we are asking everyone to be patient as there is limited room in our ground classes due to the social distancing requirements. To insure the safety of our students, faculty, and staff, we will follow the guidelines in the [Belhaven Promise](#). Please contact your Student Services Advisor or the Dean, Dr. Kim Priesmeyer, if you have any questions.

Revised Adult Campus Location Hours

Like most of you, we have been actively working remotely since March. All of our staff will continue to keep “normal” work hours from 8 am to 5 pm Monday through Thursday and 9 am to 3 pm on Friday. **Please contact us by phone at anytime.** To begin this fall, we are revising our campus hours at our Jackson-Lefleur, Desoto, Chattanooga, and Dalton Locations. Beginning the week of August 24, all campuses will open at 3:00 pm and remain open through the end of class on Monday through Thursday. Staff will be present to meet with you face-to-face and counsel you on any need that you may have. Also, we will continue to meet with you at anytime that best fits your schedule by appointment. Please call your local branch to schedule a time that works for you.

The “BELHAVEN PROMISE” is our key to minimizing risks this fall.

We have made many changes to assure we are all safe this fall, and we are asking our students to make some significant changes as well. We are calling these requirements the [Belhaven Promise](#) – a promise we make to each other to protect the most vulnerable among us. Because of our need to work together, we’re requiring every student, faculty member, and staff to make a commitment to follow the “Belhaven Promise,” which is a series of precautionary actions we’ll each follow for the protection of all.

Most importantly, we have a biblical mandate to do “for the least of these” which, in this time of COVID-19, are those who are older or have underlying health conditions. Don’t do it just to protect

yourself – do this for others, because God calls you to do so. **These Belhaven Promise requirements will not be optional.** It is critical for our safety that we agree to these precautionary boundaries and hold to these standards because of our commitment to love each other in Christ. By enrolling this fall, you are doing so with the agreement to follow the standards of the Belhaven Promise.

Belhaven Promise Highlights for our Branch Locations

1. Students and faculty are required to wear face masks appropriately (full mouth and nose covered) in the classrooms and all public areas. Students should supply their own masks, but each campus will have additional mask supplies if needed. Out of Christian love and respect for each other, we expect everyone to practice safe social distancing. Classrooms at all campuses have been modified for social distancing.
2. Because of the size of our classrooms and out of consideration for others, food/eating will not be allowed in the classroom. However, drinks are allowed (please use a straw and lid when possible). We encourage you to eat before class.
3. Faculty or students with a temperature of 100.4 or greater should NOT come to class. Students should contact their faculty to let them know the reason for their absence.
4. If faculty or student becomes exposed to COVID, or exhibits symptoms of COVID, and depending on the circumstances, the course will continue with a different faculty or will move to a VS (virtual synchronous) modality for the remainder of the course.
5. Students who become ill or who have an extenuating circumstance can be given an extension to turn in work late for the course. Faculty will record the grade earned at the time the course ends and then submit a grade change when the final work is received. However, **in ALL cases**, the grade change MUST be received no more than 30 days after the last day of the course.
6. Students will not have their grade decreased or receive a failing grade for lack of attendance in VS or on-ground classes. Faculty will mark attendance each week in Blazenet, but it will only be used for Financial Aid purposes. There is no additional assignment for missed class.
7. At Lefleur, hallways will be marked as one-way with appropriate signage to reduce potential congestion.
8. At Chattanooga and Lefleur, no more than 3 people can be in an elevator at one time, and all must be wearing a mask while on the elevator.
9. Sufficient soap and hand sanitizer will be made available in the restrooms and throughout the campus.

Again, please see the full Belhaven Promise. We will have copies posted, printed, and available on all of our campus locations.

Plans Going Forward

Because the future is uncertain with COVID, two scenarios below describe contingency plans for moving ALL on-ground courses for Adult Studies to Virtual Synchronous (VS). All on-ground courses have a matching VS course already created and accepting students; therefore, there will be no interruption to the course.

Scenario 1 – Prior to the start of the term, if it is deemed that having on-ground courses is unsafe, all those enrolled in on-ground sections will be automatically moved to an online section of the same course. You can choose to drop the online section and re-enroll in a VS section if one is available. Please contact your Student Services Advisor if you have questions.

Scenario 2 – At any point after the term has begun, if it is deemed that having on-ground courses is unsafe, all ground sections will be immediately shifted to VS format.

1. Faculty will simply adapt the course to the VS delivery modality and continue to the end of the course.
2. Students will be notified at the earliest opportunity of the change and provided VS orientation material.

In this Together

We've all heard the phrase "In this together." As an education community, your Belhaven faculty and staff are committed to help you navigate the coming months of your educational journey. In these uncertain times, the only thing we can be CERTAIN of is the sovereignty of our Lord Jesus Christ. At Belhaven, everything we do is built on this foundation. We are praying for each of you and covet your prayers for us in return. The fall 2020 semester will be different, but together we will thrive as we look to Christ!