



LINFIELD AHEAD
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Be Wild for our Health. Check out Linfield's website dedicated to the safety and health of our community during the pandemic at linfield.edu/covid. Questions may be sent to covid19ert@linfield.edu. Please address medical questions to SHLT@linfield.edu.

TOP NEWS

Updates to Linfield's face covering policy

Due to Linfield's new vaccination policy and changing recommendations from federal and local health authorities, Linfield University has updated its face covering policy for the McMinnville and Portland campuses. [The updated policy is available online](#) and goes into effect Monday, June 21.

Most notably, Linfield students and employees who have [uploaded their proof of vaccination](#) are not required to wear a face covering when indoors.

Linfield students and employees who are unvaccinated (or have not submitted proof of vaccination), and all guests regardless of vaccination status, must continue to wear masks anytime they are indoors or when they are within six feet of people outside.

A helpful "[When to Wear a Mask at Linfield](#)" chart has been developed to use, and signs will be installed around campus buildings in the near future.

























As a reminder, people may continue to wear their face coverings even when it is not REQUIRED of them to do so. Our community is encouraged to support each other and their decisions without making assumptions about vaccination status, personal beliefs or medical conditions.

Questions can be directed to covid19ert@linfield.edu.



EFFECTIVE
06/21/21

WHEN TO WEAR MASKS ON CAMPUS

| | STUDENTS, FACULTY & STAFF | | GUESTS |
|--|--|---|---|
| | FULLY VACCINATED | NOT VACCINATED | |
| INDOORS |  NOT REQUIRED |  REQUIRED |  REQUIRED AT ALL TIMES WHEN INDOORS, REGARDLESS OF VACCINATION STATUS. |
| INDOORS, IN ROOMS AT FULL CAPACITY |  RECOMMENDED |  REQUIRED | |
| CLASSROOMS |  NOT REQUIRED |  REQUIRED | |
| LABS AND SIMULATION SPACES |  NOT REQUIRED |  REQUIRED | |
| DINING AND RESIDENCE HALLS |  NOT REQUIRED |  REQUIRED UNLESS IN OWN ROOM | |
| WORKING OUT IN INDOOR SPACES |  REQUIRED |  REQUIRED | |
| OUTDOORS |  NOT REQUIRED |  NOT REQUIRED | |
| OUTDOORS, ANYTIME 6' DISTANCE CANNOT BE MAINTAINED |  NOT REQUIRED |  REQUIRED | |
| LARGE OUTDOOR EVENTS |  RECOMMENDED |  REQUIRED | |
| WORKING OUT IN OUTDOOR SPACES |  NOT REQUIRED |  NOT REQUIRED | |
| ATHLETIC EVENTS |  RECOMMENDED |  REQUIRED |  REQUIRED |

MORE INFORMATION AT [LINFIELD.EDU/COVID](https://linfield.edu/covid)

[Download this chart as a PDF.](#)

COVID-19 INFORMATION

COVID-19 case update for June 21

Since the last report on June 14, Linfield University has had no confirmed cases of COVID-19 reported among its faculty, staff and students on the McMinnville or Portland campuses. More information about COVID-19 cases at Linfield can be found on Linfield's [COVID-19 tracking webpage](#).

| <u>McMinnville Campus</u> | <u>Portland Campus</u> |
|--|--|
| New cases among staff, faculty and students since last report: 0 | New cases among staff, faculty and students since last report: 0 |
| Total cases since Jan. 1: 59 | Total cases since Jan. 1: Fewer than 5 |

Vaccination status FAQs added

Can I ask others to show me their vaccination card? Should supervisors track the vaccination status of their employees? [New Vaccine FAQs](#) have been added about protocols around employee's vaccination status. [Read the new questions and answers online.](#) (And the answer to both questions is no.)

Watch for SafeColleges/Vector Solutions training

Watch your email this week for an assigned training from Vector Solutions (formerly SafeColleges). The training, "Coronavirus: The Basics of Vaccines" is informational only. The module is ten minutes in length; an eight minute video followed by a two minute three question assessment which is optional. If you would like to receive the completion certificate and have this training added to your employment record, the assessment will need to be completed. While this module is not mandatory, it does contain valuable information that may be of interest to you. If you have questions, please contact HR Coordinator Tami Stoltz at 503-883-2594 or Director of Human Resources Lynn Johnson at 503-883-2568.

Higher Education Relief Funds (HEERF III) money available to students who attended spring 2021

Linfield University was awarded a third round of funds for Student Emergency Relief Grants prioritizing awards to those with exceptional need. HEERF III grant funds may be used for any component of the student's cost of attendance or for emergency costs that were incurred after March 13, 2020 due to the coronavirus, such as tuition, food, housing, health care (including mental health care) or childcare. These funds are available to any student who was enrolled on or after March 13, 2020. HEERF III relief funds are currently not available to new students for fall 2021.

To apply for HEERF III Funds please log in with your Linfield credentials and find the 'Emergency Grants – HEERF III' form: <https://etcentral.linfield.edu>.

Eligible students have been expanded to include those enrolled exclusively in online programs, as well as to international students, *undocumented students*, and *Deferred Action for Childhood*

Arrivals (DACA) recipients.

If you and/or your parents have experienced a loss of income due to the COVID-19 pandemic, please reach out to the financial aid office at finaid@linfield.edu or call 503.883.2225.

Vaccination information for School of Nursing students

The university requires all students to be immune by vaccination to COVID-19 to begin the fall semester unless an exemption is approved. Nursing students must upload documentation into the compliance system, American Databank/Complio. Below are some facts if you are interested in applying for an exemption to this vaccination requirement.

The School of Nursing works with clinical partners throughout the region and students have clinical requirements to attend educational rotations. Some clinical partners require or prefer nursing students be fully vaccinated against COVID-19. We recommend all students in the nursing program get vaccinated against COVID-19 to protect themselves, vulnerable patient populations, and the general community.

If a nursing student is **unvaccinated** against COVID-19:

- Clinical placement of the student may be limited based on site requirements.
- The student will be required to mask in clinical experiences, even if others are not required to wear masks.
- The student could be required by a clinical partner to get regular (even weekly) COVID-19 testing using their own resources to attend clinical rotations.
- Missing scheduled clinical experiences in a course due to any reason, including illness or isolation from exposure to COVID-19, may lead to progression issues or a need to take a leave of absence. Refer to the [Linfield-Good Samaritan School of Nursing Student Manual](#) for policy details.

County risk levels remain the same

Effective June 18-24:

- Multnomah County, home to the Portland campus, remains in "Lower Risk"
- Yamhill County, home to the McMinnville campus, remains in "Moderate Risk"

[Linfield's Temporary Pandemic Policies](#) surrounding face coverings, maintaining physical distance and avoiding large gatherings continue to reflect important ways to protect yourself and others, even for those who have been vaccinated. The next risk level changes will be announced on Tuesday, June 22, to take effect on Friday, June 25.

Find a vaccination site near you

Find a COVID-19 vaccination site near you by:

- Visiting <https://www.vaccines.gov/>,
- Text your zip code to 438829,
- or call 1-800-232-0233

Because every location handles appointments differently, you will need to schedule your appointment directly with the location you choose.

Larger vaccination clinics in Portland metro and Jackson County closing

If you live in Jackson County or the Portland metro area and you've been waiting for the perfect time to get your vaccine, this is it. Some of the larger clinics in Oregon will be shutting down soon. Here are the details:

- [All4Oregon clinic](#) at the Oregon Convention Center and [OHSU PDX Red Economy Parking Lot](#) drive-through clinic ended June 19.
- [OHSU Hillsboro Stadium](#) drive-through clinic will end June 25.
- The [Jackson County Vaccination Equity Center at the Expo](#) drive-thru clinic will end June 15 and the walk-thru clinic will end June 25.

Oregon will continue to have many clinics and pharmacies available for vaccinations after these close.

Vaccinated at the VA or out of state? Register for the Oregon incentive drawing

Want to 'Take Your Shot' at winning up to \$1 million in the state's COVID-19 Vaccine incentive drawing? While most vaccinated Oregonians are entered automatically in the June 28 drawing, veterans and others who received their shots through the Federal VA Health Care System or out of state need to take an additional step to enter. For more information or to register, visit <https://takeyourshot.oregon.gov>.

UNIVERSITY ANNOUNCEMENTS

Forward Together Task Force open meetings

All faculty, staff and students are welcome to join the open Forward Together Task Force meetings in June. Meeting dates and links can be found on the [Task Force webpage](#) and on the [Events Calendar](#).

Five faculty members receive university awards

For more than forty years, Linfield has recognized its outstanding faculty members for their scholarly and creative achievement, international scholarship and impact on the university. This year, five faculty members received these distinguished awards: **Lisa Weidman, Brian Gilbert, Tania Carrasquillo Hernández and Janet Gupton** from the College of Arts and Sciences and **Madeleine Romero** from the School of Business.

"It is a pleasure to recognize outstanding faculty, particularly this year highly unusual year when just maintaining is noteworthy and to excel is truly a feat," said Susan Agre-Kippenhan, provost and vice president of academic affairs at Linfield University. [Read the full story.](#)

Demolition of Mac Hall begins

In order to make way for the new science facility, the demolition of Mac Hall will begin this week. The plan is to begin by removing some bricks from the exterior of the building and saving them on pallets for future reuse by Linfield. Then, over the next few weeks, an excavator will be used to reach up and begin pulling down pieces of the building starting at the top. This slow and methodical approach will help keep dust under control and protect Graf Hall and Linfield Avenue from flying objects, etc. To monitor construction activity throughout the project, follow the live feed at <https://www.youtube.com/watch?v=kVWILkrYtas> or by clicking the image below.



External email warning message

On July 14, 2021, ITS will be implementing an email warning that you will see in Outlook when an email is received from an external source. The notice will say something like “CAUTION: This email originated from outside of the organization.” This will assist you in identifying legitimate emails from phishing or spoofing emails. These types of emails may indicate it is from a co-worker and may ask you to click on a link, provide personal information or even change your password. With this warning in place, you should be able to easily identify whether the email is legitimate.

Portland Campus Library resumes lending materials

Given the most recent research, current guidelines and the high percentage of vaccinated individuals on campus, the Portland Campus Library is happy to announce that effective Monday, June 14, it will resume lending all library materials, including reserve items. Reserve items will be in-library use only, and check out will require the patron to use hand sanitizer and wear a mask during use. The check-out period for most reserve items is 4 hours.

HHPA summer recreational usage extended to family and retirees

The HHPA Complex will be open for summer recreational use of the weight rooms, cardio room, pool and lower gym from June 7-Aug. 6 for Linfield employees, family members, retirees and students. Hours are 11 a.m. to 1 p.m. and 5-8 p.m. Monday through Friday and closed on the weekends. Users may reserve their space using the [Bookings link](#). Usage guidelines and COVID-19 policies will be the same as in the spring, with maximum capacities for each venue, mask protocols, check in procedures and usage time. [Usage guidelines and COVID-19 policies](#) can be found online.

Register for Blackboard Bootcamp

Blackboard Bootcamp is a 3-module training course offered by the Linfield Instructional Design team. It is for faculty and staff who want to learn how to more effectively use the Blackboard course management system. You can sign up for one module or all three. Instructional Design is offering the program this summer in a self-paced format, with regular synchronous check-ins with the instructor. Complete the program over 2 or more weeks as your schedule allows. Please read [this informational PDF](#) and contact [Laura Zaepfel](#) for more information and to sign up.

Paycom Timecard Approval process change

Paycom recently added an update to the timecard approval process for both Employee Self Service and Managers. Please see the [Paycom Spotlight](#) for the new process. If you have any questions, please contact Payroll Manager Brittany Parrott on 503-883-2627 or bparrott@linfield.edu.

June 2021 earnings and timecard deadlines

Due to the 4th of July holiday, all June earnings will be paid on Friday, July 2. Because of the short processing timeframe, Payroll is requesting all employees pre-enter their estimated scheduled hours for Wednesday, June 30 in Paycom. Employee timecards must be reviewed and approved by 11:59 p.m. Tuesday, June 29. Supervisors will have until 8:30 a.m. Wednesday, June 30 to review and approve their direct reports timecards. If you have any questions, please contact Payroll Manager Brittany Parrott on 503-883-2627 or bparrott@linfield.edu.

Performance reviews for 2020-21

The Office of Human Resources is ready to begin the performance review process for the evaluation period based on the fiscal year July 1, 2020 through June 30, 2021. Performance evaluation forms are currently live in Paycom. All employees should be included in the evaluation process, regardless of their date of hire. Dates to be aware of:

- June 30 - All face-to-face annual review meetings completed and 2021-22 goals input into Paycom

For more information and step-by-step instructions, [see the following attachment](#).

Employment opportunities at Linfield

Employees can view current openings for staff positions [here](#), and faculty positions [here](#). If you know someone who you think may be a good candidate, please share this [link](#) for staff positions, and this [link](#) for faculty positions.

Submit an Announcement for Linfield Ahead

UPCOMING EVENTS

- **First class day - summer semester (OCE, MSN):** June 21
- **Last day to add (OCE):** June 22
- **[Forward Together Task Force meeting:](#)** June 24, 11 a.m.-12:30 p.m. Zoom. [Register for link.](#)

- Last day to drop a course without a W (OCE): June 25
- Performance evaluation meetings completed: June 30
- Last day to add courses (MSN): July 2
- Last day to drop a course without a W (MSN): July 2

Submit an Event to 25Live



Linfield Ahead is currently operating on its summer schedule. During the months of June and July, Linfield Ahead will be published every Monday, with the exception of July 5.

Linfield University, 900 SE [Baker St, McMinnville](#), OR 97128, United States