



# RETURN 2 BUSINESS

Spring 2021

**Phase II**

January 1 – May 31, 2021



**LARAMIE COUNTY COMMUNITY COLLEGE**



*The Mission of Laramie County Community College is to transform our students' lives through the power of inspired learning*

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The College has a designated person to monitor compliance and to answer any questions regarding the college's non-discrimination policies. Please contact: Title IX and ADA Coordinator, Suite 205, Clay Pathfinder Building, 1400 E. College Drive, Cheyenne, WY 82007, 307.778.1144, [NDS@lccc.wy.edu](mailto:NDS@lccc.wy.edu).

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# Executive Summary

The objective of the Laramie County Community College (LCCC) Return to Business (R2B) plans is to establish a structure of protocols that will allow LCCC to return to a state where people can engage with each other as appropriate to effectively carry out the programs, services, and activities necessary for the attainment of LCCC's mission.

The overarching purpose of the R2B Plan is to define *the conditions* that are necessary to allow *College functions* to reopen in a *strategic way*.



## R2B Plan Phases

Phase I – June 1 – August 14	Phase II – Fall 2020 August 15 – December 31	Phase II – Spring 2021 January 1 – May 31	Phase III – June 1 and beyond – TBD
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## Phase II Spring 2021

### LCCC College Operations:

- LCCC will continue physical operations to serve our students and community members.
- Areas may be open with limitations regarding the number of individuals they can serve and/or may require appointments.
- When possible, online conferencing (e.g., Zoom), email, or telephone should be used in place of in-person meetings.
- Campus hours of operation will be 8 a.m. - 5 p.m. (M-F).
- College sponsored travel will continue to be restricted for Spring 2021.



### Testing, Contact Tracing, Quarantine:

- Testing will be based upon state and federal guidance and availability.
- Contact tracing will be coordinated by the COVID Response Team and/or the Cheyenne-Laramie County Health Departments.
- Students living in the residence halls will be tested prior to moving into the halls.
- LCCC will provide resources and isolation space for those diagnosed with COVID-19, while living on campus.



### Health, Distancing and Screening:

- Do not come to campus if you are experiencing COVID-19 related symptoms.
- All LCCC employees, students and visitors will be required to wear a face covering on campus when social distancing is not possible.
- While on campus social distancing of at least six feet is strongly encouraged and may be required in certain areas.
- All employees and students must complete self-screening each day prior to coming to campus.
- All employees and students will participate in education and training regarding COVID-19.

### Academic Course Delivery:

- LCCC will continue to offer academic courses in the Spring 2021 primarily online, but also via face-to-face and hybrid modalities.
- The academic calendar for LCCC will remain as posted.

### Residence Halls:

- LCCC will have three residence halls open for the Spring 2021 semester, all operating at lower-density than normal.
- Students that are considered a household unit or are in an athletic or academic cohort with regular and close interactions may share a room and bathroom unit.
- All other students will be assigned to a single room.
- Visitors will be limited to shared open spaces.

## LCCC Athletics:

- Golden Eagle athletics will resume in the Spring 2021.
- A limited number of spectators will be allowed at athletic contests. Indoor events will be limited to 150 people (including participants, coaches, officials, and event workers).
- Spectators will be required to wear a face covering at all indoor athletic competitions and social distancing will be practiced in the stands between household units.
- Athletic teams and their coaches will follow Region IX Screening Protocol on competition days.
- Student athletes will participate in daily self-screenings and have their temperatures taken regularly.
- Specific protocols for each event—basketball, volleyball, and soccer—will be shared with visiting teams prior to their trip to LCCC.
- During athletic contests, no open usage of RAC facilities will occur.

## Events and Gatherings:

- Events on campus will be allowed under certain circumstances and with certain approvals, but rarely with numbers of people exceeding 50.
- Gatherings of groups larger than 50 MAY be permitted with appropriate approvals.

## Operations Plans:

Functional areas will be required to submit a Phase II Spring 2021 Operations Plan for their specific area, unless they currently have an approved Phase II Fall 2020 reopening plan that does not require significant changes for Spring. If their Phase II Fall 2020 reopening plan requires updates, a Phase II Spring 2021 Operations Plan must be submitted.

- Phase II Spring 2021 Operations Plans require functional areas to demonstrate how they will meet stakeholder needs, while adhering to all external guidance and LCCC criteria and how COVID-19 mitigation strategies will be maximized.
- It is highly recommended that functional areas conduct a risk assessment to support the development of their Phase II Spring 2021 Operations Plan, if not completed for their Phase II Fall 2020 plan.

## Communication:

- Official LCCC email will remain the College's main source of communication for all students and employees.
- R2B Plans and critical updates are available at [lccc.wy.edu/covid](https://lccc.wy.edu/covid).
- R2B forms, the complete R2B plan, and approved area-specific Operation plans are available to employees and students on the College's portal, myLCCC.



# RETURN TO BUSINESS (R2B) PLAN

## Overview/Context

Central to LCCC's mission, as a community college, is having deep integration and meaningful relationships with the people it serves. This is often best facilitated through in-person social interactions and by having a physical presence on campus. Many of LCCC's functions and services require on-campus interaction with people, either in whole or in part.

In response to the COVID-19 pandemic, in March of 2020 LCCC transitioned to performing operations and delivering instruction primarily in a virtual format. As more is understood about the virus and how to best mitigate its spread, LCCC is adopting an evidenced-based and best practice informed process for restoring physical operations. The College's reopening will be phased, data-informed, and purposeful.

Currently the risk of exposure to or transmission of COVID-19 cannot be eliminated, only mitigated. LCCC is establishing this plan and its included guidance, protocols, and information to guide its Return to Business (R2B). Although this plan has been developed to align with the national, state, and local guidance, in some instances, these protocols may exceed those standards to reflect what LCCC feels is a safe learning and working environment.

## Institutional Objective

Our objective is to establish a structure of protocols, guiding procedures, and operational formats that will allow LCCC to return to a state where people can engage with each other as appropriate to effectively carry out the programs, services, and activities necessary for the attainment of LCCC's mission.

## Purpose of the Plan

The overarching purpose of the R2B Plan is to define *the conditions* that are necessary to allow *College functions* to continue operations in a *strategic way*.

## Guiding Principles

The following will serve as guideposts for LCCC's Return to Business:

- **Data Driven**—Our plan should be developed following the most current, relevant, evidenced-backed, and reliable guidance from national, state, and local health experts, as well as being ordered by elected officials.
- **Focused upon our Peoples' Safety and Needs**—Our plan should focus on the safety of our students and employees, by minimizing risk for exposure, spread, or resurgence of COVID-19, especially among the most vulnerable populations.
- **Focused on the Essential**—Our plan should remain focused on the most essential aspects of our operations, programs, and services, and not become encumbered or distracted by the "nice to have."
- **Keep it Simple**—Our plan must meet the three C's—Clear, Concise, and Consistent—regarding protocols, expectations, timelines, etc. We cannot risk over-complication.
- **Anticipate Curveballs**—Our plan must be nimble and adaptable. We need to be prepared to expect the unexpected, including closures or rollbacks in restrictions.
- **Minimize Risk, Maximize Innovation**—Our plan needs to ensure LCCC minimizes any major risks to the future sustainability and viability of the College's operations, while allowing for creative concepts and ideas of how we might thrive in this environment.
- **Responsive to Stakeholders**—Our plan, and the guidance and requirements that come from it, should be responsive and in response to our primary stakeholders.



Wash your hands



Wear a face mask



Avoid the big congestion of people

# Definitions

## Common Area

- Any area normally used by several individuals, which social distancing or close interaction can't be guaranteed. Examples include hallways, elevators, lobbies, etc.

## Course Delivery Modality

- The method through which instruction is delivered for specific courses. Generally speaking, the modalities are defined as follow:
  - **Face-to-Face** – all instruction is provided through in-person, on-campus delivery.
  - **Hybrid** – instruction is provided partially in a face-to-face format on-campus and partially through an online modality.
  - **Online** – all instruction is provided through online or virtual delivery, in either an asynchronous, synchronous, or mixed format.
    - **Asynchronous** (Online Anytime) – when referring to online instruction, the instructor and students *are not* engaged in the learning process at the same time. There is no required real-time interaction with other people.
    - **Synchronous** (Online on a Schedule) – when referring to online instruction, instructors and students *are* engaged in the learning process at the same time.

## Essential Services/Functions

- Those activities and/or employees whose service/function cannot be performed effectively through remote means, and/or is required to ensure the continuity of operations for the College.

## Gatherings/Events

- Are any planned or spontaneous activities, public or private, bringing together, or likely bringing together, groups of people in a single room or a single confined space (whether indoor or outdoor) at the same time.

## Masks and Face Coverings

- In this document “mask” and “face covering” means a covering made of cloth, fabric, or other soft permeable material, without holes, that covers the nose and mouth and surrounding areas of the lower face. In some situations, face shields may be allowed in place of a face covering.

## New Normal

- LCCC is working to create an environment, where students, employees and community members can access campus with a low or limited risk of exposure to COVID-19.
- For the foreseeable future “normal” will be a non-static state. The decisions for conducting LCCC operations will be process based on external regulations/requirements, known mitigation factors, and informed by continuous improvement processes.

## PPE

- Personal protective equipment, commonly referred to as “PPE”, is equipment worn to minimize exposure to hazards that cause serious workplace injuries and illnesses. These injuries and illnesses may result from contact with biological, chemical, radiological, physical, electrical, mechanical, or other workplace hazards.

## Reopen

- When referring to areas, services, programs, etc. on campus, reopening means bringing people back to campus to conduct their work in a physical way (versus remote/virtual). In many instances that work may be serving community members and students in person, or it may also be serving internal stakeholders (e.g., employees) in person and with a physical presence on campus.

## Social distancing

- The practice of staying at least six feet away from other people while in public, except for others who share the same household. Because the virus that causes COVID-19 is transmitted through the air and on contaminated surfaces, wearing face coverings, social distancing (along with frequent cleaning and hand hygiene) is a primary method for preventing the spread of the disease.

## Vulnerable individuals

- Individuals with underlying health conditions (as defined by the [CDC](#)).
- Persons who live with or are in frequent, ongoing, proximity to individuals identified with underlying health conditions as defined by the CDC.



## Assumptions

LCCC must assume certain things to appropriately develop plans for continuing its physical operations. The following assumptions, while likely to change, are intended to provide context for the elements within this plan. They apply to all LCCC campus locations (unless otherwise noted). LCCC will update these assumptions as needed and will communicate all changes regularly to stakeholders, employees, current and prospective students.

### General Overall Assumptions

- It is very likely COVID-19 will not be fully under control until a successful vaccine or treatment is widely available. Therefore, the risk for exposure, contraction, and spread of the virus will be with us for the duration of this plan.
- It is likely that LCCC will have employees, students, or visitors present on campus who will have contracted or are infected with COVID-19.
- Conditions will change between the date of these assumptions and the start of various phases in LCCC's reopening.
- LCCC will continue and expand campus operations as public health restrictions ease, following Wyoming guidance and requirements.
- The terms of LCCC's return to business will be determined and informed by:
  - The Wyoming Governor's plan and State and Local Health Officer Guidance
    - [WY Governor's Plans](#)
    - [Wyoming Department of Health Orders](#)
    - [Laramie County Public Health](#)
    - [City of Laramie](#)
  - Center for Disease Control (CDC) Guidelines
    - [CDC Guidance Documents](#)
    - [CDC Considerations for Higher Education](#)
  - The safety, health and well-being of our students and employees
- LCCC assumes that public health restrictions will change over time but will remain in place in some form or fashion through May 31, 2021.
- Enhanced and increased cleaning will need to occur regularly throughout the day consistent with approved activities on campus.
- All employees and students coming to campus will require training/education on COVID-19 safety precautions and protocols.
- LCCC will have visitors on campus who may not be well-informed of appropriate COVID-19 safety precautions and protocols.
- Over time increased testing capacity and capabilities, new technologies, and advancing science will allow for improved screening and population monitoring of LCCC's employees and students.
- Social distancing protocols will be required throughout all phases of LCCC's R2B plans.
- Screening protocols will be required throughout all phases of LCCC's R2B plans.
- Enhancements to facilities and signage will be required in most areas on campus to promote good hygiene practices, help people assess for symptoms of COVID-19, and to engage in social distancing. This signage will be developed and made available by the LCCC Public Relations team.
- Budget challenges and potential state funding cuts may impact the ability of LCCC to fully execute and implement our reopening efforts.





## General Guidance

The following are general guidance orders for LCCC's R2B and are derived primarily from the Laramie County Recovery Plan, informed by other state and CDC guidance.

### For Individuals (Employees, Students, and Visitors)

- Those individuals who are especially vulnerable (see definition above) are urged to work or learn remotely or stay at home unless it is necessary to be on campus.
  - LCCC employees should consult with their supervisor and HR for assistance if they are considered a member of a vulnerable population.
  - Students should consult with their advisor or Disability Support Services for assistance if they are considered a member of a vulnerable population.
- All individuals while on College property are urged to maximize physical distance from others. The current recommendation is six feet, LCCC will continue to follow the guidance and recommendations of the CDC. Maintaining good social distance (about 6 feet) is very important in preventing the spread of COVID-19. The virus is thought to primarily spread:
  - Between people who are in close contact with one another (within about 6 feet), generally in a prolonged period (more than 15 minutes cumulative, whether in one instance or multiple brief encounters).
  - Through respiratory droplets produced when an infected person coughs, sneezes, or talks; These droplets can land in the mouths or noses of people who are nearby or possibly are inhaled into the lungs.
  - Potentially by people who are not showing symptoms (asymptomatic).
- All students and visitors will be required to wear face coverings or masks (defined above) whenever feasible, but especially while in any common area (defined above), when social distancing is not possible.



- You could spread COVID-19 to others even if you do not feel sick (asymptomatic)
- The cloth face cover is meant to protect other people in case you are unaware you are infected.
- The cloth face cover is not a substitute for social distancing.
- Employees will be required to use face coverings or masks while in common areas and when physical distancing is not possible.
- Individuals should wash hands often with soap and water. If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol.
- All employees and students will ensure their contact information and emergency contact details are up to date in the event LCCC may need to reach them or their contacts quickly.
- Individuals who are ill or feel generally unwell must stay home. Use the LCCC Self Screening tool (see *COVID-19 Screening, Monitoring, and Response Plan* in the appendices) as your guidance



### For LCCC in General

- Areas should use rotating work schedules (with some employees working on campus and others remotely), adjust break and lunch schedules, and stagger arrival and departure times, among other strategies. Enhancing this practice will reduce the number of individuals within college buildings and on campus, in general.
- When possible, online conferencing (e.g., Zoom), email, or telephone should be used in place of in-person meetings.
- Special accommodations for employees who are confirmed members of a vulnerable population (as defined above) may be provided by Human Resources (HR). Please contact HR for more information. Employees who had an approved Temporary Work Arrangement due to COVID-19 for Fall 2020 must reapply for Spring 2021. All Temporary Work Arrangement requests for Spring 2021 must be received in HR by 12/1/2020 in order to be considered.

- LCCC will develop and provide education/training for all employees and students coming to campus about the threat of the COVID-19 pandemic, what the College is doing to address it, and what individuals should do to protect themselves and their families. Please see the *Education and Training Plan* in the appendices.
- Signage will be provided solely by Public Relations and posted at each public entrance to inform all employees, students, and visitors to campus that they should:
  - Avoid entering if they have a fever, cough, muscle aches/pains, sudden changes in smell or taste, sore throat, shortness of breath, or feel generally unwell;
  - Maintain a minimum six-foot distance between themselves and others;
  - Wear masks/face coverings when in common areas or when social distancing is not feasible; and
  - Practice good hygiene such as frequent and thorough hand washing, keeping their hands away from their face, etc.
- LCCC will develop a comprehensive plan for its facilities that will guide protocols in rigorous cleaning, individual hygiene, control for individual and group traffic, etc. See *Facilities Preparation Plan* in the appendices.
- It is highly recommended that each functional area conduct a risk assessment to identify

potential risks related to COVID-19 and determine what types of staffing plan, controls or PPE are needed, and use this to develop or continue their Phase II Spring 2021 Operations Plan, if not completed for their Phase II Fall 2020 plan. The Director of Risk Management will facilitate this assessment upon request.

### **Cleaning and Hygiene Guidelines**

- All areas should actively promote etiquette for coughing, sneezing, and handwashing; avoid touching face, especially eyes, nose, and mouth. Public Relations will provide standardized materials to help with this promotion in alignment with approved Phase II Spring 2021 Operations Plans.
- When possible, discourage sharing of equipment, work tools, etc. where multiple people may touch surfaces frequently without the opportunity to clean.
- List and identify high-touch surfaces requiring routine disinfecting and perform routine cleaning. Physical Plant will provide necessary supplies (e.g., disinfectant wipes or cleaning solution), in alignment with approved Phase II Spring 2021 Operations Plans, to ensure areas are able to implement these cleaning processes.
- Make hand sanitizer, soap and water, or effective disinfectant readily available. Physical Plant will provide necessary supplies upon request.



- Do not share used Personal Protection Equipment (PPE), or masks/face coverings, and dispose of it properly. Physical Plant will provide necessary PPE in alignment with approved Phase II Spring 2021 Operations Plans or exception requests.

### **Social Distancing Guidelines**

- Employees, students, and visitors should not congregate in groups, and certainly never in numbers greater than allowed by current health orders.
- Any area on campus that may serve as a waiting or staging area must allow for individuals to be able to remain at least six feet apart.
- Signage to remind employees and customers to follow distancing guidelines should be widely used and clearly visible. Public Relations will provide signage upon request and in alignment with Phase II Spring 2021 Operations Plans.
- Floor markings should be used where appropriate to mark appropriate physical distance (six feet) and to guide directional flow of traffic. Physical Plant will provide these upon request and in alignment with Phase II Spring 2021 Operations Plans.
- Furniture and workstations should be arranged in a manner to enforce social distancing. Either through the removal of items or by marking them unusable.
- Although contrary to our interpersonal relationship values, it is highly recommended that individuals avoid handshaking or other close contact (e.g., hugging, etc.).

### **Health Screening/Reporting Guidelines**

- All employees, students, and visitors will follow the health screening and reporting plan in the *COVID-19 Screening, Monitoring, and Response Plan* in the appendices.

- Additional screening may be required by specific areas.
- Those who are, or work with, members of vulnerable populations, should undergo daily screening/symptom monitoring, and be tested if they begin to experience COVID-19 symptoms. Members of vulnerable populations should take extra precautions to avoid close contact with multiple people.
- All LCCC employees and students who will be on campus must complete the LCCC Self Screening prior to coming on to campus using the Eagle Health Screening app.
- Mandatory education/training will be provided for all LCCC employees and students to spot symptoms of COVID-19 and to be clear on relevant LCCC protocols (see *COVID-19 Screening, Monitoring, and Response Plan* in the appendices).

### **Testing/Contact Tracing/Quarantine**

- LCCC's testing protocols and requirements will be based upon county, state and federal guidance and test availability.
- Testing will be required in certain LCCC populations (i.e., students in the residence halls). The COVID Response Team may coordinate with the Cheyenne-Laramie County Health Department, and other healthcare providers for testing, contact tracing and disease investigation.
- LCCC will maintain current addresses and contact information for students and employees to ensure timely communication in case testing notification or contact tracing is required.
- LCCC will provide quarantine space for students diagnosed with COVID-19 who live in residence halls.





# PHASE II Spring 2021:

January 1, 2021 through May 31, 2021

## Assumptions for Phase II

### General

- All general guidance and assumptions apply to Phase II Spring 2021 Plans
- Larger gatherings may be allowed with decreased prevalence of COVID-19 cases and spread, and increased capabilities to test, monitor, and trace.
- Government guidance on keeping employees working remotely may ease allowing more operations to return to campus

### College Workforce

- Employees will be expected to return to work on campus unless:
  - Their job description/contract allow for remote work, or
  - They are a member of a vulnerable population, or
  - They have an approved alternative work schedule as part of an area Phase II Spring 2021 Operations Plan that includes remote work.
- Travel will be restricted for Spring 2021 and will be evaluated on a case by case basis; virtual attendance to conferences and training is recommended.
- This plan is being implemented to address the COVID-19 pandemic and the guidelines and provisions addressed herein are subject to LCCC Procedure 6.10P, Employee Conduct and Discipline

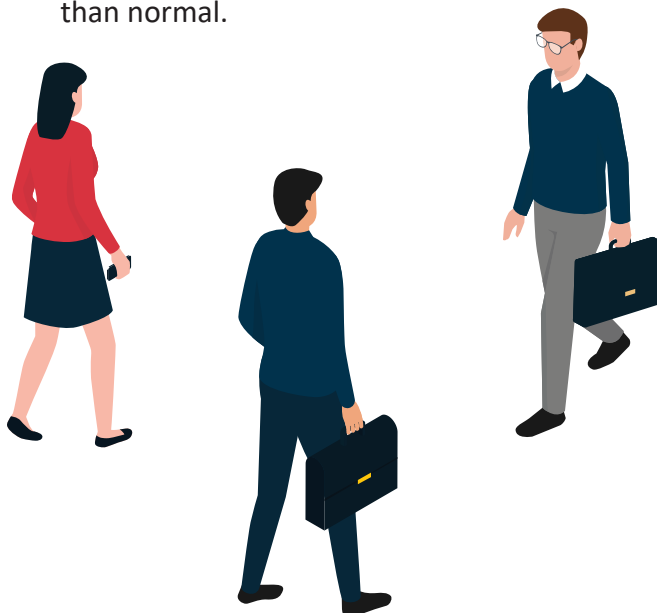
### Course Delivery

- The primary course delivery modality will be online; however, limited face-to-face and hybrid classes will also be offered.
- LCCC will have some on-campus, in-person delivery of courses, although the numbers, class size, and scope will be limited.
- On-campus, in-person classes will record and track attendance using Canvas' RollCall tool.
- Instructional modalities will be assigned in order to ensure adherence to protocols regarding COVID-19.

- The 2020-2021 Academic Calendar will remain unchanged.
- Instructional modalities for all courses will be defined institutionally for consistent communication.
- All classes will be designed as "flexible" with plans to transition to exclusively virtual instruction should circumstance dictate that action.
- College procedure defining enrollment management practices will continue to dictate course offerings at all locations.

### Campus Access and Operations

- Access to and congregation on campuses will be monitored to assure adherence to any current health guidance and social distancing requirements.
- Accommodations for remote provision of services may be offered for individuals who are unable to meet LCCC's health and safety protocols.
- Access to campuses will remain limited.
- Increased on-campus activities or functions may be allowed, especially over time, either at the direction of College leadership or through exception requests.
- Events on campus will be allowed under certain circumstances and with certain approvals, but rarely with numbers of people exceeding 50.
- Residence Halls will operate at a lower density than normal.



# Specific Guidance for Phase II Spring 2021

## Administrative Offices and Campus Hours

- LCCC will continue physical operations, with limited access to areas, services, and functions, while maximizing use of all known effective measures for COVID-19 mitigation.
- LCCC Functional Areas will develop or continue area specific Phase II Operation Plans that outline how areas will meet stakeholder needs. This will include specific details regarding alternate work schedules, employees work environment (in-office/remote) and other tactics to reduce density in the workspace.
- Employees will be expected to return to work on campus unless:
  - Their job description/contract allow for remote work, or
  - They are a member of a vulnerable population, or
  - They have an approved alternative work schedule as part of an area Phase II Spring 2021 Operations Plan that includes remote work.
- The primary focus will be ensuring that the numbers of individuals on-campus at any time (campus density) remains at a level where safety and health protocols can be maintained. This may place limitations on numbers of individuals that can be served on a walk-in basis and appointments may be required.
- Standard operating hours will be 8 a.m. to 5 p.m. Monday-Friday. Individual areas may have alternative hours based upon an approved Phase II Spring 2021 Operations Plan.
- College buildings *will not* be open for the general public (those not formally enrolled/engaged in an LCCC program or service), other than to access specific areas or services per their Phase II Spring 2021 Operations Plan, or exception requests.
- Functional areas may continue or add alternative delivery of services to individuals who are unable to meet LCCC's health and safety protocols or are members of vulnerable populations.

## Areas and Services

- **Student Services** will be operational on campus to serve students; however, a majority of the services are being offered virtually. Offices may operate on a rotating schedule for social distancing purposes. The following areas will be available on campus and open for Phase II Spring 2021.
  - Pathfinder Lobby/Student Hub
  - Admissions
  - Student Planning and Success (Advising, Career Services)
  - Student Life (Disability Support Services, Counseling & Wellness, Student Engagement & Diversity)
  - Residence Life
  - Financial Aid / Veteran Services
  - Student Records
- **ITS Support Desk and Computer Center** located in the Crossroads building will be available during campus operating hours for Phase II Spring 2021. All services will be available; however, to meet the Social Distancing Guidelines available computer stations may be reduced.



- **Recreation and Athletics Complex (RAC)**

- The RAC and its facilities will be open and operate under current state and local guidelines for similar facilities in Wyoming.
- Facemasks are required to be worn in all common areas of the building and when social distancing is not possible.
- The total number of individuals (occupancy) within the aerobic center, weight room, pool, and other spaces in the RAC may be limited at any given time.
- The designated entrance to the RAC will be the northeast doors, and the designated exit will be the southeast doors.
- Additional closures will occur during competitions and events to facilitate social distancing and avoid higher density of individuals.
- More details on the RAC operations and protocols will be provided in the approved RAC Phase II Spring 2021 Operations Plan.

- **Dining Services/Catering** will be provided with limited services to on-campus populations and will adhere to state guidelines for restaurants. Priority will be given to providing food services for residential students on meal plans.

- **Children's Discovery Center.** A Children's Discovery Center (CDC) Phase II Spring 2021 Operations Plan that demonstrates alignment with national, state, local, and LCCC guidance will be developed and approved.

- **Ludden Library and Learning Commons** will operate in a hybrid fashion, with most services available through virtual delivery. It is expected that there will be limited on-campus hours in order to provide in-person access to customary services such as resource identification and access, and limited technology availability. Tutoring services through the Learning Commons will primarily be delivered virtually, as will exam proctoring.

- **LCCC's Dental Hygiene Clinic** will develop a phased approach for operations through Phase II Spring 2021. It is expected that their Phase II Spring 2021 Operations Plan

will adhere to all protocols identified in this plan and will further address the COVID-19 response criteria outlined by the Commission on Dental Accreditation (CODA).

- The focus of the Clinic's operations will be to provide for program progression for Dental Hygiene students.
- Dental Hygiene Clinic hours may increase progressively through Phase II Spring 2021.



### Athletics

Golden Eagle Athletics will resume practices and competitions, in alignment with current health order guidance, and further determined by NJCAA, NIRA guidance, and Region IX coordination. Detailed guidance and information are provided in the LCCC Golden Eagle Athletics **Return to Competition** Phase II Spring 2021 Operations Plan.

- **Pre-season Activities (beginning January 4 for basketball & volleyball; January 19 for soccer & rodeo)**

- Student athletes will be tested prior to or upon arriving on campus; if testing is not possible for individual student athletes, they will be instructed to quarantine for 14-days at home prior to arriving on campus.
- Student athletes will participate in daily self-screening and have their temperatures taken prior to entering any practice space.
- Region IX Screening protocol will be followed on competition days.



- Per LCCC protocols, student athletes and coaching staff will wear face coverings when social distancing is not possible.

- **Athletic Competition**

- LCCC Spectators will be encouraged to wear a mask at all athletic competitions, and will be required to wear face coverings at indoor competitions.
- Specific protocols will be adopted for each sport. For example, volleyball will not switch sides during their matches. (specific protocols can be found in the Golden Eagle Athletics Return to Competition Plan for Spring 2021)
- There will be a designated entrance and exit into the indoor competition facility
- Social distancing guidelines and protocols will be implemented to ensure adequate space between individuals/family groups.



number of spectators at indoor competitions will be 150 (this includes players, coaches, officials and game personnel).

- All regular season competition will occur within the states comprising Region IX and/ or North Central Region (Rodeo)
  - Any LCCC athletics teams (basketball, soccer or volleyball) that win their Regional tournament would be automatic qualifiers for their sports respective National tournaments which are held in various places around the country.
  - CNFR (Rodeo) is held in Casper, Wyoming

## College Travel

- Travel will be restricted for Spring 2021 and will be evaluated on a case by case basis; virtual attendance to conferences and training is recommended.
- Out-of-state college-sponsored travel will be restricted to essential travel and will require approval from President's Cabinet.
- In-state travel will be limited and approved by an employee's immediate supervisor.

## Events and Gatherings on Campus

- Events and gatherings on campus will be allowed under certain circumstances and with certain approvals, but rarely with numbers of people exceeding 50.
- Gatherings of groups larger than 50 *may* be permitted with appropriate approvals.
- Events or gatherings exceeding the Governor's most-current orders must have an approved exception from the Laramie or Albany County Health Officer, as well as the President's Cabinet; all external groups requesting access to any LCCC facility will provide proof of County Health Department approval of their plan/protocols for the event, before LCCC will consider the request.
- Requests for access to any LCCC facility may necessitate increased custodial services; this may result in an increased fee structure.
- Events will be restricted to certain rooms and/or spaces at the discretion of the Facilities and Events Office, in consultation with primary area stakeholders, Building Services, and an approved Phase II Spring 2021 Operations Plan.
- The Facilities and Events Office will maintain location-specific guidelines to adhere to the standards of this plan. These guidelines will be shared with each customer prior to the signing of any contractual agreement.
- All contractual agreements pertinent to events will be made with consideration for the safety and security of LCCC employees.
- LCCC contracts for events must include an indemnification clause associated with the risk of contracting COVID-19.

## **Instruction and Curricular/Co-Curricular Offerings**

### **General Parameters for Instructional Delivery**

The majority of course offerings for the Spring 2021 semester at LCCC will be converted to ensure safe and effective delivery of instruction within the COVID-19 environment. The following provide the general parameters for how course delivery modalities will be assigned.

- Face-to-Face instruction will be assigned to select disciplines in BATS and HSW where virtual opportunities are greatly limited and/or have been ineffective. Additionally, some classes delivered through Life Enrichment will be in the face-to-face environment.
- Hybrid delivery will consist of some scheduled on-campus in-person class meetings and some virtual instruction. Hybrid classes will be designated as Hybrid Distance or Hybrid Face-to-Face; this designation is determined by the environment in which the majority of the instruction is delivered.
  - Hybrid will be the instructional modality assigned to all classes delivered from the Albany County Campus.
  - Specific disciplines in all academic schools will likewise be delivered in a hybrid format.
- Online instruction will be delivered through Canvas and its supported technologies. Online sections will be defined as synchronous (online on a schedule) or asynchronous (online anytime).

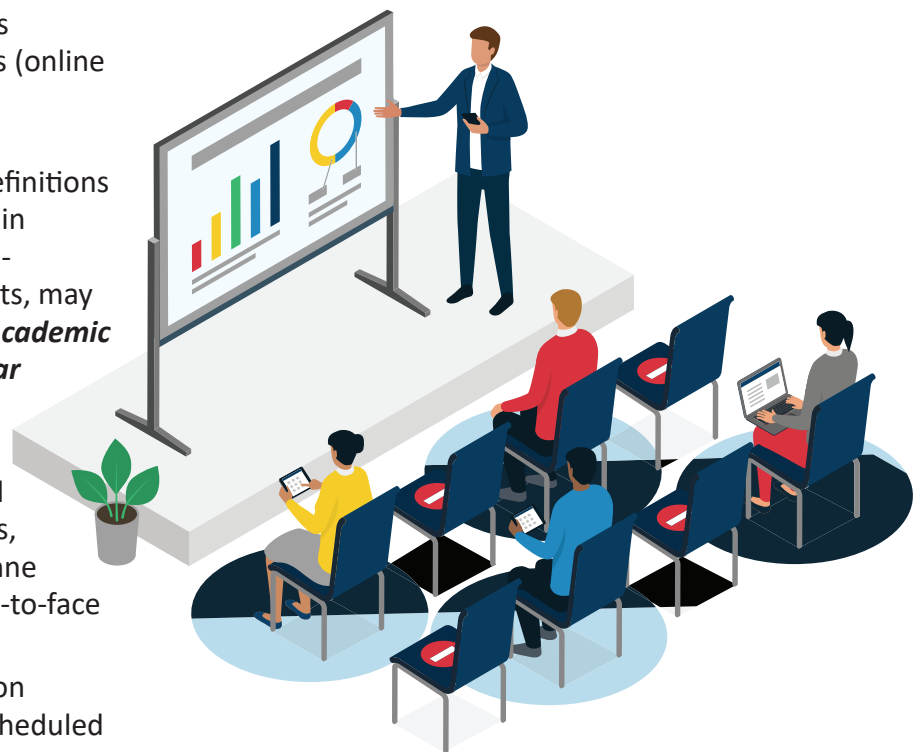
### **Further Definition and Considerations**

In general, the following provide further definitions and specific considerations for where certain course modalities, especially those with on-campus, in-person instructional components, may occur. Additional detail is provided in the ***Academic Affairs Spring 2021 Curricular/Co-Curricular Delivery Plan*** and the academic schools' Phase II Spring 2021 Operations Plans.

- **Face-to-face instruction** – Instructional delivery through exclusively on-campus, in-person class meetings at the Cheyenne campus. Per Academic Leadership face-to-face instruction is reserved for:
  - EQST courses that require students on horseback or on livestock and are scheduled

exclusively in the LCCC Arena (BATS)

- Some clinical and/or preceptorship classes as required by external accreditation (HSW)
- Non-credit instruction in CPR/First Aid, CDL, Fiber Optics, OSHA, Shooting, Crochet, Equine, Autobody, VA Claims, Introductory Computers, March through History, Zumba, Art (OWD)
- Delivery plans must:
  - identify how all COVID-19 protocols will be followed when meeting on-campus in-person,
  - allocate instructional spaces per institutionally defined social distancing protocol (approximately ½ capacity unless seating is fixed),
  - identify the option to change to virtual instruction should circumstances warrant.
- **Hybrid instruction** – Instructional delivery that includes some element of on-campus, in-person class meetings at one of the LCCC campuses combined with an element of online/virtual instruction.
  - Hybrid Face-to-Face classes will have no more than 75% of the standard contact time as scheduled on-campus in-person



meetings. Class meeting days and times will be scheduled in Colleague prior to the start of Spring 2021 registration.

- Hybrid Distance classes will have no more than 25% of the standard contact time as scheduled on-campus in-person meetings. Class meeting days and times will be scheduled in Colleague prior to the start of Spring 2021 registration.
- Per Academic Leadership, Hybrid instruction is reserved for specific classes in the following disciplines:
  - Some high-demand General Education courses as defined by Pathways' program maps
  - Art, Music, Theater, some English (A&H)
  - Agriculture, CIS, Equine, some Business (Accounting, Marketing, Information Management) all Trades (BATS)
  - Dental Hygiene, EMS, Exercise Science, Nursing, PTA, Radiography, Sonography, Surgical Technology (HSW)
  - Some Math and some Sciences (M&S)
  - Non-credit instruction in Backflow, CCMA, CDL, Fiber Optics, Manufacturing, Phlebotomy, Pharmacy Technician, Plumbing, some Life Enrichment, and ACES components (OWD)
  - All classes scheduled at ACC will be delivered as Hybrid.

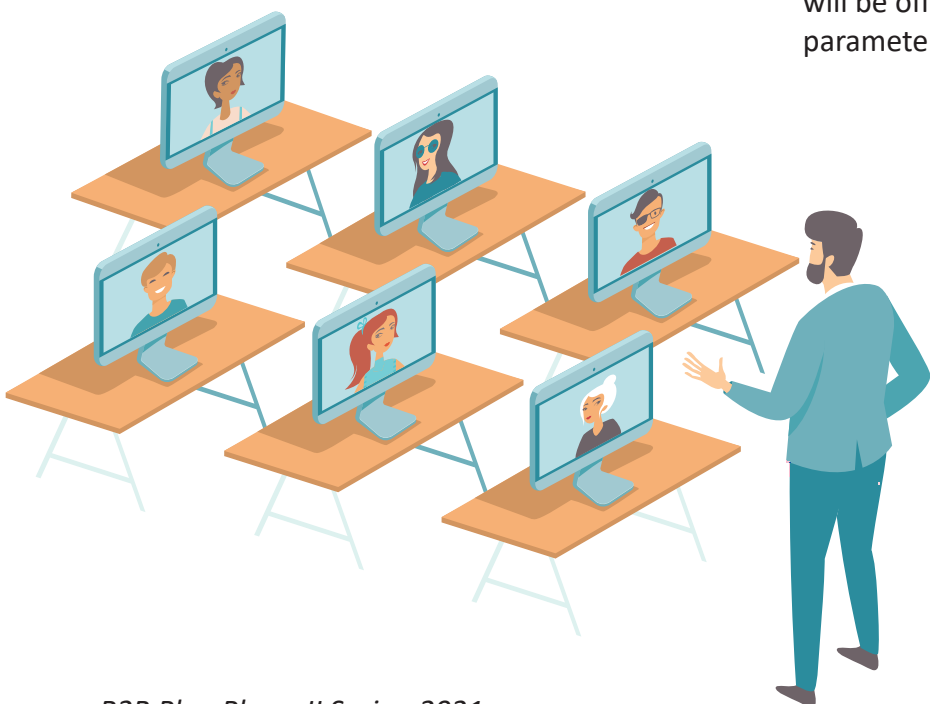
- Delivery plans must:
  - identify how all COVID-19 protocol will be followed when meeting on-campus, in-person,
  - allocate instructional spaces per institutionally defined social distancing protocol (approximately ½ unless seating is fixed), when meeting on-campus, in-person,
  - identify an option to change to virtual instruction should circumstances warrant.
- **Online instruction** – Online instruction can occur in one of two formats: asynchronous (online anytime) or synchronous (online with a schedule).
  - All classes that do not meet the on-campus in-person parameters for face-to-face or hybrid instruction will be delivered online.
  - All online classes will be scheduled from the academic school offices on the Cheyenne campus.
  - All online classes will be delivered through Canvas.

School Deans will assist all faculty in determining the synchronous or asynchronous delivery for each online class.

### Co-Curricular Activities

College-sponsored activities (i.e. student clubs and organizations) associated with curricular offerings will be offered with the following expectations and parameters:

- Activity sponsors will develop Phase II Spring 2021 Operations Plans that adhere to the guidance and recommendations of the association or organization that provides structure to the activity (i.e. The American Choral Directors' Association).
- Activity Operations Plans must assure alignment with the guidance provided in this plan.
- Activity sponsors must have a Cabinet-approved plan in place on or before November 24, 2020, or these activities will be cancelled for Spring 2021.





## **Residence Halls**

LCCC will have three residence halls operational for the Spring 2021 semester: New Residence Hall, East Hall and Foundation Hall. To minimize risk of exposure and the spread of COVID-19 we will be operating in a lower-density model. Greater detail is provided in the LCCC Residential Living approved Phase II Spring 2021 Operations Plan.

- Residence Halls will be open from January 15 (regular move-in day) through 5 p.m. on May 14; Athletes can begin moving in January 3.
- Students that are considered a household unit or are in an athletic or academic cohort with regular and close interactions may share a room and bathroom unit. These groups will include:
  - LCCC student athletes;
  - Students enrolled in the Wyoming Highway Patrol Program;
  - Siblings or direct family relatives;
  - Students that request to share a room with another current LCCC student; and
  - Students that are in a high-contact academic cohort.
- Students that do not fall into the above categories, will be placed in single room, single bathroom/assigned bathroom unit to allow for social distancing.
- All students residing in the Residence Halls will be tested for COVID-19, with the assistance of LCCC, prior to, or at the time of moving into the halls.
  - Students will be required to present a negative test result prior to moving in; or have an exception from the Director of Residential Living & Learning.
  - Students are encouraged to be tested within 48 hours prior to their scheduled move-in time so they can move directly in without waiting for results.
  - LCCC is exploring on-site testing availability on move-in days, however there will be a waiting period for the results.
  - Communication will be sent to all students planning to reside in the Residence Hall prior

to their scheduled move-in day with clear instructions, restrictions, and requirements.

- Shared spaces and visitors will be limited:
  - In-building laundry services will be available however students will be limited to no more than four students in the laundry room at one time, preferably your suitemates/ household members.
  - Kitchens will be available on a limited basis and a check-in/out process will be instituted for access and use.
  - Students will be required to participate in training focused on social distancing, testing, screening, monitoring, potential travel restrictions, and proper hygiene.
  - No visitors will be allowed in the individual hall rooms or wings during the Spring 2021 semester and access to common areas will be limited.



- Operations during Phase II Spring 2021 will follow [CDC Guidelines for Shared or Congregate Housing](#) as well as [CDC Guidelines for Institutions of Higher Education](#), to include:
  - Maintaining safe operations;
  - Encourage staff and residents to prepare and act to protect themselves and others;
  - Communication;

- Considerations for common spaces;
- Considerations for communal rooms; and
- Protocol for suspected or confirmed case (isolation).
- Lease amendments and contracts for housing will include an indemnification clause associated with the risk of contracting COVID-19.
- A student's room assignment prioritization plan is part of the Residence Hall's approved Phase II Spring 2021 Operations Plan.

# PROCESS FOR APPROVAL OF AREA

## Phase II Spring 2021 Operations Plans

Functional areas, including academic schools, should submit a Phase II Spring 2021 Operations Plan to their President's Cabinet member, if they do not have an approved Phase II Fall 2020 plan, they will follow the process below. If only minor changes from the Phase II Fall 2020 plan are needed (employee schedule change, etc.) these should be reviewed and approved by the President's Cabinet member, the President's Cabinet will have discretion to submit to the full Cabinet for approval as necessary.

1. Plans will be developed in consultation with the area cabinet member. It is highly recommended that all areas work with LCCC's Director of Risk Management to conduct a risk assessment.
2. The area will complete the Phase II Spring 2021 Operations Plan form (Microsoft Word Template available through myLCCC), detailing how protocols and standards have been met and supply any needed documentation.
3. For any function or activity needing to follow specific or resource-intensive standards, the plan should be developed in collaboration with LCCC's subject matter experts (Physical Plant, HR, Disability Services etc.).
4. President's Cabinet will review and approve plans ensuring they adhere to LCCC's safety and cleaning protocols.
5. All areas should allow for a minimum two-week review period after submission of a fully completed plan. If the plan requires additional information or approvals, this timeframe may be extended.
6. Once a plan is approved, the Cabinet member will notify the contact for the Plan of the decision and the area will work with appropriate campus entities to implement the plan (i.e., working with Physical Plant for PPE, or with PR for signage, etc.).
7. Requesting area will ensure employees have completed the R2B training module and have submitted the *Employee Readiness to Return to Work Acknowledgment* for each employee returning to campus, if not already completed for Phase II Fall 2020.
8. All plans must be submitted and approved no later than November 20, 2020.

## RESPONSE SCENARIOS

The College recognizes that LCCC's campus community of employees, students, and vested stakeholders may need to navigate the uncertain and various situations as they relate to COVID-19 during Phase II Spring 2021 R2B plan. To assist with these scenarios as they may arise, the following Response Scenario infographics have been developed.





# Response Scenarios

## General Notes:

1. Not all scenarios can be planned. These are the assumed most likely scenarios. The LCCC Response Team consisting of Jessie Blair, Tammy Maas, and James Miller is in place to quickly resolve any unforeseen scenarios and provide further instructions.
2. In all instances of a suspected or positive case of COVID-19 it is **CRITICAL** to maintain confidentiality. This includes any identifying terms like position or even student/staff/faculty when discussing relevant items, such as a supervisor working with plant to determine closures.
3. In any instance of a positive case of COVID-19 on campus, the COVID Response Team and/or local health officials will be involved in determining the correct course of action.
4. The COVID Response Team and/or local health officials will conduct campus contact tracing and inform individuals who have had a prolonged close contact with a positive case.
5. Any instance of an employee testing positive for COVID-19 will require an investigation per OSHA to determine if the illness is work related.
6. During any quarantine time an employee will be instructed to work from home if possible and students will be advised to continue schoolwork with synchronous education if possible.
7. When in doubt, employees or students should be instructed to return home for quarantine and/or contact a health professional and await further instructions regarding your return to work or class from the COVID Response Team or local health officials.



# Employee Scenarios

## Employee has symptoms on the health screening

1

Employee informs supervisor

- a. Supervisor instructs the employee to stay home & work from home if possible
- b. Supervisor informs HR

2

Employee returns to work when fever free for 24 hours without medication and other symptoms have improved or the employee provides a negative COVID test\* result or as otherwise instructed by County Health or the COVID Response Team .

## Employee has had prolonged close contact (within 6' for more than 15 mins. cumulative, whether in one instance or multiple brief exposures) with or is caring for someone who has tested positive for COVID-19.

(Note: This is a "Fail" on the health screening)

1

If the individual you had close contact with lives in Laramie County you may be contacted by County Health or the COVID Response Team via contact tracing with specific instructions. Other counties/states may be different.

2

Employee informs supervisor

- a. Supervisor instructs the employee to stay home & work from home if possible
- b. Supervisor informs HR

3

Employee follows instructions from County Health or the COVID Response Team. In the event contact tracing didn't come from County Health or the COVID Response Team, Employee will quarantine for 14 days.

4

Employee will be in contact with HR regarding return to work.

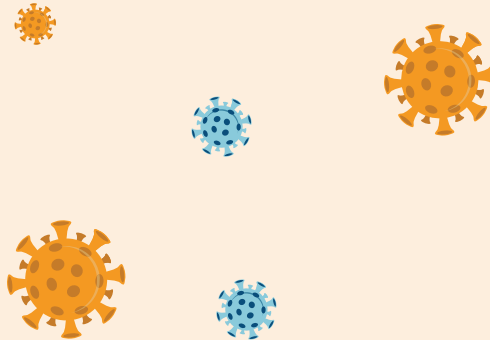
\* The current recommendation for testing individuals who have been quarantined is to test no sooner than 5 days after exposure.



**Employee has had prolonged close contact (within 6' for more than 15 mins. cumulative, whether in one instance or multiple brief exposures) with someone who is being tested for COVID-19 and is awaiting results.**

1

If the individual tests positive, the employee may be contacted through the COVID Response Team or County Health with specific instructions.



**Employee develops symptoms while at work and is ok to travel home.**

1

Supervisor immediately separates the employee from other employees

2

Employee is sent home

3

Supervisor notifies HR of the action

4

If possible, the individual's work area and personal items should be left untouched until the individual returns.

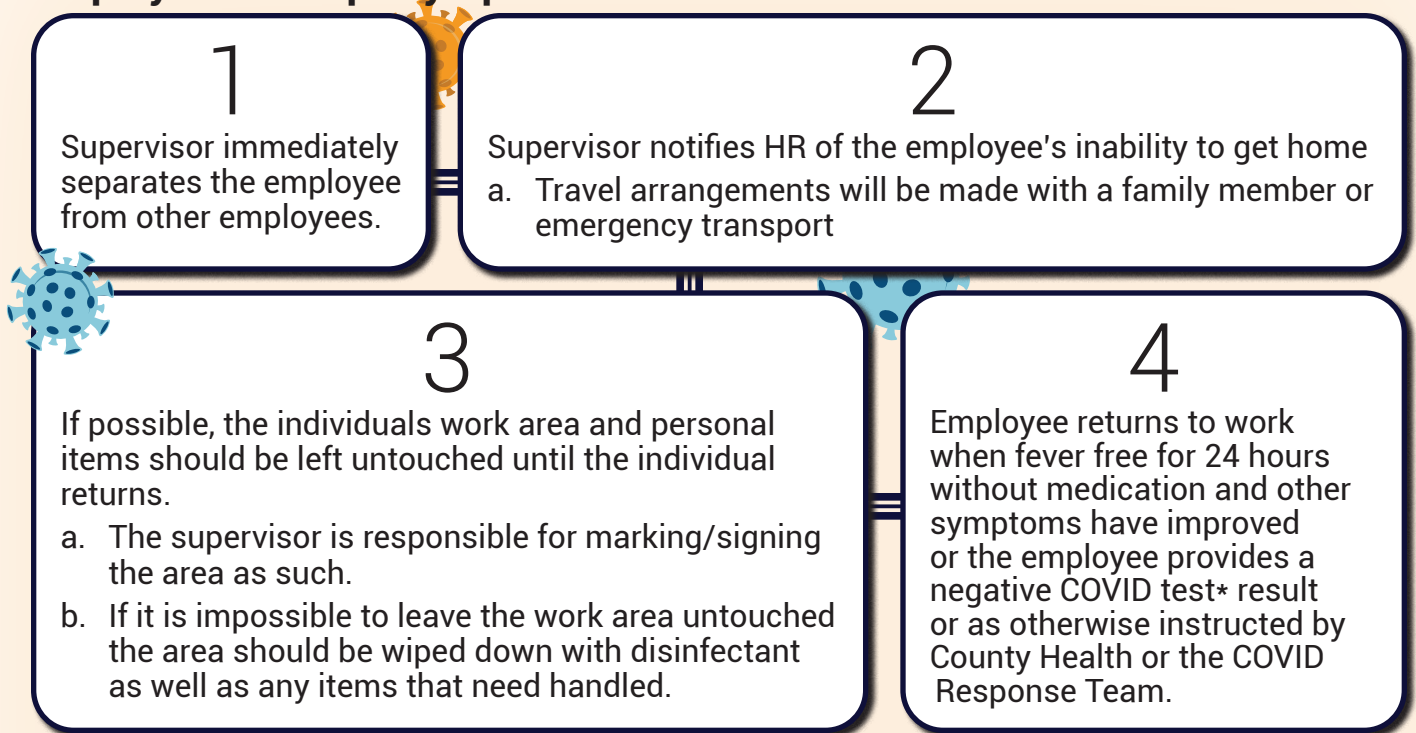
- a. The supervisor is responsible for marking/signing the area as such.
- b. If it is impossible to leave the work area untouched the area should be wiped down with disinfectant as well as any items that need handled.

5

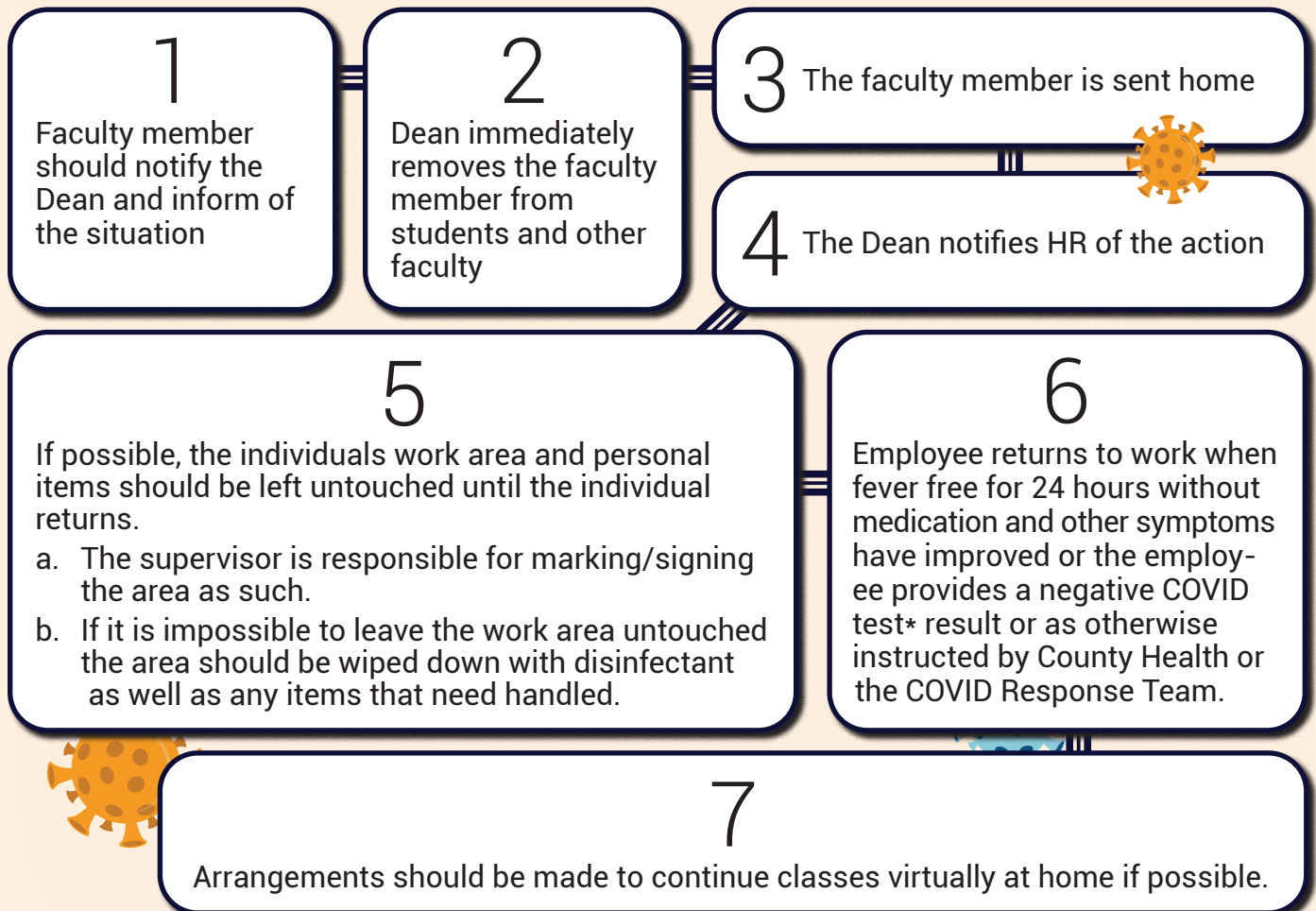
Employee returns to work when fever free for 24 hours without medication and other symptoms have improved or the employee provides a negative COVID test\* result or as otherwise instructed by County Health or the COVID Response Team.



## Employee develops symptoms while at work and is not ok to travel home.



## Faculty member develops symptoms while at work.



\* The current recommendation for testing individuals who have been quarantined is to test no sooner than 5 days after exposure.



# Student Scenarios

In reference to self-isolation and quarantining in the student section, it is expected that students living in the residence halls will isolate in the residence halls. Self-isolation rooms have been set aside for "if needed" and a procedure is in place for assisting any individuals in self-isolation.

## Student has symptoms on the health screening

1

Student contacts the Dean of Students\*\*

- a. Student will be instructed to stay home
  - i. Dean of Students will notify instructors
  - ii. School work will continue with synchronous education if possible

2

Student returns to campus when fever free for 24 hours without medication and other symptoms have improved or the student provides a negative COVID test\* result or as otherwise instructed by County Health or the COVID Response Team.

**Student has had prolonged close contact with (within 6' for more than 15 mins. cumulative, whether in one instance or multiple brief exposures) or is caring for someone who has tested positive for COVID-19.** (Note: This is a "Fail" on the health screening)

1

If the individual you had close contact with lives in Laramie County you may be contacted by County Health or the COVID Response Team via contact tracing with specific instructions. Other counties/states may be different.

2

Student informs the Dean of Students

- a. Dean of Students instructs the student to not visit campus
- b. Dean of Students will notify instructors
- c. School work will continue with synchronous education if possible

3

Student follows instructions from County Health or the COVID Response Team. In the event contact tracing didn't come from County Health or the COVID Response Team, student will quarantine for 14 days.

4

Student will be in contact with the Dean of Students regarding return to class.

\* The current recommendation for testing individuals who have been quarantined is to test no sooner than 5 days after exposure.

\*\*Albany County students should contact the Dean of Student & Academic Services

**Student has had prolonged close contact (within 6' for more than 15 mins. cumulative, whether in one instance or multiple brief exposures) with someone who is being tested for COVID-19 and is awaiting results.**

1

If the individual tests positive, the student may be contacted through the COVID Response Team or County Health with specific instructions.

**Student develops symptoms while at campus and is ok to travel home.**

1

Student will be separated from other students and staff

2

Student is sent home

3

Dean of Students\*\* should be notified by either the student or staff

4

If possible, the students work area and personal items should be left untouched until the student returns.

- The Dean of Students or the School Dean is responsible for making the call on if the area can be left alone and marking it as such
- If it is impossible to leave the work area untouched the area should be wiped down with disinfectant as well as any items that may have been handled.

5

Student returns to campus when fever free for 24 hours without medication and other symptoms have improved or the student provides a negative COVID test\* result or as otherwise instructed by County Health or the COVID Response Team.



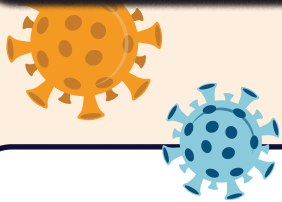
\* The current recommendation for testing individuals who have been quarantined is to test no sooner than 5 days after exposure.

\*\*Albany County students should contact the Dean of Student & Academic Services

## Student develops symptoms while at campus and is not ok to travel home

1

The Dean of Students\*\* should be notified by the student or staff



2

Student will be isolated from other students and staff

- Ideally in a room that can be closed off for 7 days, but a minimum of 24 hours
- The Dean of Students\*\* will make travel arrangements with a family member or emergency transport

3

If possible, the students work area and personal items should be left untouched until the student returns.

- The Dean of Students or the School Dean is responsible for making the call on if the area can be left alone and marking it as such
- If it is impossible to leave the work area untouched the area should be wiped down with disinfectant as well as any items that may be handled.

4

Student returns to campus when fever free for 24 hours without medication and other symptoms have improved or the student provides a negative COVID test\* result or as otherwise instructed by County Health or the COVID Response Team.



\* The current recommendation for testing individuals who have been quarantined is to test no sooner than 5 days after exposure.

\*\*Albany County students should contact the Dean of Student & Academic Services

## Employee or Student returns from traveling.

## Additional Scenario Items

At present the CDC recommends following the state recommendation for self-quarantining from traveling within the US.

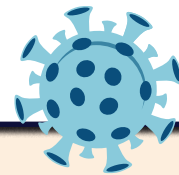
1

Wyoming has no requirement for self-quarantining in place currently as of 11/18/2020. However, the following should be considered:

- Did the person travel to an area with a growing number of cases of COVID-19?
- Did the person spend time with a large group of people?
- Was the individual and those around them practicing mask wearing, social distancing and good hygiene?

2

If unsure if self-quarantining should be done, contact the Dean of Students or HR for assistance.



## Receive notification several days after the fact that an employee or student tested positive for COVID-19.

As in all instances, we will work closely with the local health authorities or the COVID Response Team in determining the appropriate response. The below steps are recommended action in this scenario by the CDC.

1

If it has been less than 7 days since the sick individual used campus facilities, clean and disinfect all areas used by the sick individual, following CDC cleaning and disinfection guidelines.

2

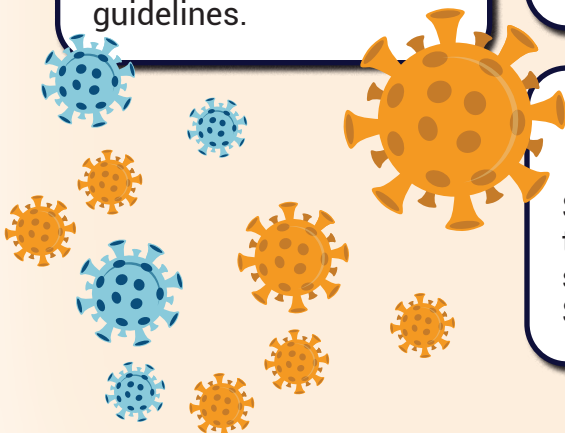
If it has been more than 7 days since the individual used campus facilities, no additional cleaning and disinfection is required.

3

Students and staff who had prolonged close contact with the sick individual may be contacted by local health or the COVID Response Team with instructions for quarantining.

4

Students and Staff who were not identified as exposed through contact tracing should continue to perform daily self-screenings and notify their supervisor or Dean of Students if they develop symptoms.





# APPENDICES

# Appendix I. Communication Plan

## College Updates

### • All Employees:

- Information for all campuses will continue to be sent via email to the LCCC Distribution list and posted on the [LCCC Covid-19](#) webpage. All employees are encouraged to check their campus email on a regular basis to receive updates regarding how LCCC is responding to COVID-19.
- The list of FAQs will continue to be updated for employees with information that pertains to general audiences. New questions will continue to be added and out-of-date questions will be removed.
- For the foreseeable future, Town Hall meetings will continue through Phase II Spring 2021, with Dr. Schaffer providing updates on how COVID-19 continues to impact the campus and community. We will also address general campus updates in the Town Hall meetings.
- The HR newsletter will contain a section specifically dedicated to Covid-19 updates
- LCCC employees should reference myLCCC for Return 2 Business (R2B) plan information, operation plans, and forms
- Current LCCC COVID case information will continue to be available at: [lccc.wy.edu/covid19testdata.aspx](http://lccc.wy.edu/covid19testdata.aspx)

### • Faculty Updates:

- Faculty will receive faculty-specific updates from the VP, Academic Affairs or from their Dean directly. This will include:
  - Updates on changes to instructional approaches for the Spring 2021 semester
  - Access to campus and teaching materials
  - Procedural changes to accommodate the above
  - Professional development opportunities
  - Schedule changes

### • Staff Updates:

- Staff will receive staff-specific updates from their Cabinet representative or supervisor directly that may not be covered in the area's operations plan.

### • Student Updates:

- Students will receive updates via their official LCCC email accounts and through Canvas for general information about changes to their academic programming and updates on Phase II Spring 2021 operations.
  - LCCC email will serve as the primary source of communication and should be used only when necessary and when messaging is for all students about significant updates, announcements or changes to programming. Messaging for students will be sent from Dr. Melissa Stutz, vice president of student services and will be coordinated with LCCC Public Relations.
  - Canvas should be used for general announcements that impact all students and on a limited basis. The existing request process should be used to place a message in Canvas.
  - Navigate should be used when texting is an appropriate way to communicate with students and should provide information directing students to an email message with more detail. Requests to use Navigate should be made through the Student Planning and Success office.
- Students are encouraged to continue using the LCCC COVID-19 webpage for updates. The list of FAQs will continue to be updated for students with information that pertains to general student audiences. New questions will continue to be added and out-of-date questions will be removed.
- Students are encouraged to submit questions related to the impact of Coronavirus via the LCCC COVID-19 email address, [Covid-19@lccc.wy.edu](mailto:Covid-19@lccc.wy.edu). LCCC personnel manage this email address and will forward any messages to the appropriate individual for response.
- Current LCCC COVID case information will continue to be available at: [lccc.wy.edu/covid19testdata.aspx](http://lccc.wy.edu/covid19testdata.aspx)

## Community Updates

- The Public Relations office will write and distribute a News Release to appropriate community media outlets as necessary to address relevant updates.
  - All releases will come from the LCCC PR Department
  - All releases should be comprehensive and include updates from all areas of the College reporting a change in practice or operation.
  - Releases are for information about College changes that impact our community or have general LCCC information, they are not for employee announcements or for information only impacting a small segment of the College community.
- When possible and as needed LCCC representatives may be asked to speak to media about updates and changes taking place throughout the College.
  - A subject matter expert from LCCC will be asked to provide these interviews when possible and as time response permits.
  - All media inquiries and interview requests will go through the Public Relations office. PR will work with the appropriate personnel to coordinate and prepare individuals in these situations.
- Current LCCC COVID case information will continue to be available at:  
[lccc.wy.edu/covid19testdata.aspx](https://lccc.wy.edu/covid19testdata.aspx)

## Digital Media

- The Public Relations office will continue to use social media to push out releases and announcements and for feature stories on students and programs
- The outdoor marquees will continue to be updated as information becomes available and is relevant to a general community audience.
- Digital Signage at the College will be used for announcements and reminders (social distancing, washing hands, etc.)

## Signage

- LCCC will update the signage on campus to support the R2B Phase II Spring 2021 plan.
  - Hand washing posters will be placed in all restrooms.
  - Signage will focus on: 1. stopping the spread of germs in common spaces and classrooms and 2. reminding individuals to not come on campus or enter buildings if they are not feeling well.
  - When CDC guidance signage is not used, appropriate signage will be produced by the LCCC Public Relations office.
  - Floor signage will also be installed in identified high traffic spaces where lines might develop. This signage will encourage social distancing of 6-feet and be installed by Plant Operations.

# Appendix II. Education and Training Plan

## Employees

- Employees that participated in the Fall 2020 training will not need to repeat the training, but are encouraged to visit the R2B app in myLCCC to revisit the information.
- Employees that did not participate in the R2B training in the fall will be asked to complete the training for Spring 2021. The training is available in the R2B app in myLCCC.

This training will include:

- What is COVID-19?
- Symptoms of COVID-19 and what to do if you have symptoms
- How to prevent the spread of COVID-19
- LCCC Checklist for returning to work
- LCCC Screening Protocol
- LCCC Social Distancing Guidelines
- LCCC Mask Usage
- LCCC Cleaning & Hygiene Guidelines
- LCCC COVID-19 Resources
- Future Plans

Note: The content that is covered in training will be provided in document format so that employees have it for future reference.

## Students

- Appropriate LCCC Protocols will be shared via student email prior to appointments.
- New students will complete COVID-19 training prior to starting Spring 2021
- Residence Hall students will complete a residence-hall specific COVID-19 training prior to move-in.
- COVID-19 information added to New Student Orientation.



# Appendix III. Facilities Preparation Plan

## **Facilities Preparation**

- Re-arrange furniture to help with distancing guidelines, where practical
- Place signage in strategic areas as a reminder for social distancing, hygiene, and COVID-19 symptoms.
- Hand sanitizer will be placed in various locations around the campus to use if hand washing is not accessible or practical
- Spray bottles of disinfectant will be placed in classrooms along with paper towels for students and faculty to use as needed
- Plexiglas guards will be available to help with distancing guidance along with floor signage to help maintain distance when lines are necessary
- List and identify high-touch surfaces requiring routine disinfecting and perform routine environmental cleaning (e.g., elevator buttons, workstations, countertops, handrails, doorknobs, breakrooms, bathrooms, common areas, water fountains and filling stations, etc.).
- Keep a logbook of cleaning regimen. Those cleaning should:
  - Wear gloves
  - Prior to disinfecting, clean surfaces with soap and water if visibly soiled
  - Use EPA-approved disinfectant
- Provide no-touch trash bins
- Make hand sanitizer, soap and water, or effective disinfectant readily available. Provide pop-up handwashing stations or facilities where feasible (e.g. open houses, construction sites)

## **Cleaning procedure**

- Follow CDC's Cleaning and Disinfection for Community Facilities guidelines: [www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html](https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html)
- Wear disposable gloves to clean and disinfect
- Clean surfaces using soap and water, then use disinfectant
- Disinfectant with recommended EPA product – registered disinfectant
- Practice routine cleaning of frequently touched areas
- Vacuum the space

### ***Cleaning and disinfecting a building or facility if someone is sick***

- Quarantine sick persons space as soon as possible
- Close off area for 7 days if possible and post necessary signage
- Offices and vehicles, place signed biohazard signage with date
- If closing the area for 7 days is not possible, then wait 24 hours before you clean or disinfect if possible, if not wait as long as possible (not office, paperwork, or personal items)
- Clean and disinfect all areas used by the person who is sick
- Once area has been appropriately disinfected it can be open for use

# Appendix IV. Screening, Monitoring, and Response Plan

## Screening & Response

The purpose of Daily Self-Health Screenings (symptom screening) is to identify individuals who may have COVID-19 and exclude those individuals from campus to reduce the risk of transmission to others. Symptom screening **does not** assess whether it is safe for an individual to attend campus or whether an individual has an increased risk for severe illness if they develop COVID-19. Symptom screenings also do not provide enough information to diagnose someone with COVID-19.

## Daily Self-Health Screening

- During Phase II Spring 2021, employees, students, and visitors will be required to complete a self-screening prior to coming to campus, to help identify individuals that are experiencing symptoms related to COVID-19. The screening app is available in myLCCC for employees and students and is available to both employees/students and visitors at each entrance, by scanning the available QR code or using the provided weblink.
- Upon completion of the daily screening an email will be sent to the submitter indicating their status to come to campus. In the event they are told to stay home due to responses provided, instructions will be included in the email and a follow-up phone call will be made to the employee or student.
- If an employee, student or visitor of the college indicates that they have one or more of the identified symptoms they should not visit campus, and should contact the appropriate individual:
  - o Employees should contact LCCC Human Resources
  - o Students should contact the Dean of Students
  - o Visitors should contact the sponsoring individual or organization

- It is essential for individuals to **stay home when sick** until they are fever free for 24 hours (temperature of 100.4 or higher) or no longer have signs of a fever (chills, feeling very warm, flushed appearance, or sweating) without the use of fever-reducing medicine (e.g., Tylenol).
- Individuals that do not pass the self-health screening will be contacted by the Dean of Students office or Human Resources to discuss a course of action.

## Campus Monitoring & Testing

### Waste Water Testing:

LCCC will continue to participate in waste water testing throughout the Spring 2021 semester. The testing will be limited to the residence halls and will help provide awareness of the presence of COVID-19 within our student and resident population. LCCC will work with Trihydro Corporation to collect the samples and the State of Wyoming Lab to conduct the testing. All information gathered will be shared with the Laramie County Health Department and State of Wyoming as appropriate.

### Surveillance Testing:

The COVID Response Team will coordinate surveillance testing when appropriate and as needed or when directed by the local county health department. In certain high contact student groups regular surveillance testing will occur, these groups are outlined below. If testing will be implemented for students, decisions will be made by James Miller, Diana Wilson, and/or Megan Shifflet. Employee testing decisions will be implemented by the LCCC HR Office (Melissa Dishman, Tammy Maas, and/or Marina Malatesta).

- **Student Athletes:** Student athletes are at high risk for contracting COVID-19. This is due to the close physical nature of their activities, and the non-use of masks during sport practice/competition. For this reason, student athletes are treated as a family unit and each team will be separated as much as possible from other students.

Student athletes will be surveillance tested at a rate of 10 percent of student athletes each week (per team). Should a student athlete test positive for COVID-19 all athletes on the team will be tested. This is in addition to any testing ordered by County Health or recommended by the COVID Response Team as established through contact tracing. NOTE: There will only be one test per individual, either ordered by County Health as established through contact tracing or surveillance testing.

- **Residence Halls:** Residence halls are a higher density area on campus. During the fall semester, it was determined that student athletes make up 60 percent of the residence hall population and the surveillance testing done on student athletes is sufficient to cover the residence halls. During the spring semester this process will be evaluated on an ongoing basis.

In the event a positive case of COVID-19 is identified in the residence halls, the entire floor or wing where the case is located may have surveillance testing performed. This is in addition to any testing ordered by County Health or recommended by the COVID Response Team as established through contact tracing. NOTE: There will only be one test per individual, either ordered by County Health as established through contact tracing or surveillance testing.

- **Academic program family groups:** Academic program family groups are defined as those groups of students that participate in regular and consistent in-person interactions through the academic process where social distancing isn't always possible. Only if deemed necessary LCCC will surveillance test academic program family groups.

In the event a student in a program that uses family groups, due to the close nature of interaction among students, tests positive, at a minimum all students in the program may have surveillance testing performed. This is in addition to any testing ordered by County Health or recommended by the COVID Response Team as established through contact tracing. NOTE: There will only be one test per

individual, either ordered by County Health as established through contact tracing or surveillance testing.

- **Students and Employees:** For our general student and employee populations, those that fall outside identified family groups, regular surveillance testing will not occur. It has been determined that if students and employees continue to wear face coverings and practice regular social distancing they are at low risk of COVID-19 transmission. Surveillance testing will be considered on a case-by-case basis for situations where a student or employee outside of a family group has had exposure to COVID-19.

Additional information can be found on the [CDC website](#).

## Testing Scenarios

**In any situation, orders issued by County Health will supersede any instructions below.**

**If an individual has any of the symptoms in the daily health screening, and has had close contact (within 6 feet of an infected person for at least 15 minutes cumulative, whether in one instance or multiple brief exposures) with a person with confirmed COVID-19.**

1. Contact supervisor, Dean of Students, or HR
2. Consult a medical professional for evaluation and possible testing.

While not a substitute for a medical professional, the CDC self-checker is designed to help you make decisions on seeking appropriate medical care. Try the CDC self-checker.

3. Individuals with a negative test or have a doctor's clearance may return to campus after remaining fever free (temperature of 100.4 or higher) for 24 hours without the use of medication and other symptoms have improved.
4. Individuals who test positive for COVID-19 may be issued orders from County Health or instructions from the COVID Response Team to follow.

**If an individual has had close contact (within 6 feet of an infected person for at least 15 minutes cumulative, whether in one instance or multiple brief exposures) with a person with confirmed COVID-19.**

1. Contact supervisor, Dean of Students, or HR
  - a. Individuals who believe they have had close contact but have not been contacted by County Health should contact County Health of the COVID Response Team for instructions. The current recommendation for testing individuals who have been quarantined is to test no sooner than 5 days after exposure.
2. If you are notified via contact tracing that you have had close contact with an infected person,

you may be issued orders to follow by County Health or instructions by the COVID Response Team. And at a minimum:

- a. Be diligent about mask wearing, social distancing, and self-monitoring for symptoms.
- b. Per CDC guidelines, get tested for COVID 5 days after exposure. Testing earlier can lead to a high likelihood of false negatives.

**If an individual's test is positive for COVID-19, with or without symptoms.**

3. Contact supervisor, Dean of Students, or HR
4. Individuals who test positive for COVID-19 may be issued orders from County Health or instructions from the COVID Response Team to follow.



## Appendix V. Risk Identification and Mitigation Plan

- The LCCC reopening plan will be reviewed and updated regularly for compliance with CDC guidelines, state of Wyoming health orders, and Laramie County guidance.
  - Typically, this will occur whenever new guidance is published or the county enters a new phase.
- As best practices are established by businesses, colleges, and universities, LCCC will update and incorporate them into the reopening plan as deemed appropriate.
- County Health's assistance will be sought on appropriate items within the return to work document.
- Legal advice will be sought on relevant items within the return to work plan.
- It is highly recommended that each functional area conducts a risk assessment to identify potential risks related to COVID-19 and determine what types of staffing plan, controls or PPE are needed, and use this to develop a Phase II Spring 2021 Operations Plan. The Director of Risk Management will provide this service.