

# **RETURN 2 BUSINESS**

**Summer & Fall 2021**

**Phase III**

**May 17 – December 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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# Executive Summary

The objective of the Laramie County Community College (LCCC) Return to Business (R2B) plan 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. LCCC's Phase III Plan will at a minimum align with state and local guidance. There may be times when LCCC's guidance is more stringent than state and local guidance to maintain a safe environment for our students, employees and visitors.



## R2B Plan Phases

<b>Phase I –</b> <b>June 1 – August 14, 2020</b>	<b>Phase II – Fall 2020</b> <b>August 15 – December 31, 2020</b>	<b>Phase II – Spring 2021</b> <b>January 1 – May 16, 2021</b>	<b>Phase III – Summer &amp; Fall 2021</b> <b>May 17 – December 31, 2021</b>
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## Phase III Summer & Fall 2021

### LCCC College Operations:

- Summer 2021: LCCC will increase on-campus, in-person physical operations to serve students and community members.
  - Summer operating hours: 7:30 a.m. to 4 p.m., May 17 – August 15
- Fall 2021: LCCC will be fully open for on-campus, in-person physical operations to serve students and community members.
  - Fall operating hours: 8 a.m. – 5 p.m., beginning August 16
- Functional areas will be open and may require appointments.
- In-person, on-campus meetings may be scheduled in rooms that allow for social distancing; online conferencing (e.g., Zoom and Microsoft Teams), email, or telephone may be used to address limits to social distancing when necessary.
- Certain areas of campus may have alternate hours of operation, to meet the needs of stakeholders, which will be posted on the office door and department website.
- College-sponsored travel will continue to be restricted for Summer & Fall 2021 and must be approved by an area's Cabinet representative.



### Face Coverings, Distancing and Screening:

- Do not come to campus if you are experiencing COVID-19 related symptoms.
- All LCCC employees, students and visitors that are not vaccinated for COVID-19, are recommended to use face coverings and practice social distancing. This guidance is subject to change based on the local conditions around the COVID-19 pandemic.
- All new employees and residence hall students will participate in education and training regarding COVID-19, unless training was completed in a previous R2B phase.

### Testing, Contact Tracing, Quarantine:

- Testing will be based upon state and local guidance, availability and funding.
- Contact tracing will be coordinated by the LCCC task force and/or the Cheyenne-Laramie County Health Department.

### COVID Vaccination Education:

- With the approval and distribution of several vaccines, it is important to provide easy access to credible vaccine information. There are several links to credible information provided in Appendix I.



## Academic Course Delivery:

- LCCC will plan to deliver a standard number of on-campus, in-person classes for the Summer & Fall semesters. They will also continue to offer academic courses in both hybrid and online modalities.
- **Summer 2021:** Schools will adjust the scheduled instructional spaces, number of course sections, and course capacities as necessary in the following order of expectations:
  - When a valid and demonstrable risk exists to students and employees as a result of population density.
  - Small classrooms capable of hosting a pre-COVID class cap of 15 will be considered “full” at 75% capacity, or 12 students.
  - Larger classrooms capable of hosting a pre-COVID class cap of 20 will be considered “full” at 90% capacity, or 18 students.
  - Lab spaces in Pathfinder and the Science Center will “fill” at 100% pre-COVID capacity. The need to reduce gathering size in these spaces is mitigated by the ventilation and size of these rooms.
- **Fall 2021:** Capacities in instructional spaces will not be adjusted; 100% occupancy will be allowed.
- The academic calendars for LCCC will remain the same as posted.

## Residence Halls:

- LCCC will have three residence halls open for the Summer & Fall 2021 semesters with normal density models.
- Students living in the residence halls will be tested prior to moving into the halls, unless they provide proof of being fully vaccinated.
- Non-Students (i.e. vendors, camp participants, etc.) temporarily residing in the Halls will complete a waiver upon check-in.

## LCCC 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.

## Events and Gatherings:

- Events and gatherings that meet state and local health guidelines and with approval of Facilities and Events Office will be considered.

## Operations Plans:

- Functional areas will be required to submit a Phase III Summer & Fall 2021 Operations Plan for their specific area demonstrating how they will meet stakeholder needs, while adhering to LCCC guidance and how COVID-19 mitigation strategies will be maximized.

## Communication:

- Official LCCC email will remain the College’s main source of communication for all students and employees regarding updates to this R2B plan. Additionally, critical updates are available at [lccc.wy.edu/covid](https://lccc.wy.edu/covid).
- Town Hall meetings will be conducted throughout Phase III, with Dr. Schaffer providing updates on how COVID-19 continues to impact the campus and community.
- R2B forms, the complete R2B plan, and approved area-specific Operations Plans are available to employees and students on the College’s portal, myLCCC.



# RETURN TO BUSINESS (R2B) PLAN

## Overview

Building a Better Normal – Our objective is to achieve an environment far better than before the COVID-19 pandemic. We will create a campus where people engage in ways most conducive to their success and the attainment of LCCC’s mission of transforming students’ lives through inspired learning.

The objective of the Phase III R2B plan is to establish a structure of protocols, guidance, and operational formats that provide the direction needed to allow individuals to safely engage with each other to carry out the programs, services, and activities necessary for the attainment of LCCC’s mission.

As we enter the summer and fall semesters of 2021, LCCC will resume on-campus classes and in-person business operations to serve both our students and our community. We will continue to offer our services in a manner that protects our students, employees and our guests. As we move through the summer and fall semesters you may see “rollbacks” on guidance for our students, employees and visitors as we learn more about COVID-19 trends and vaccinations.

The overarching purpose of the R2B Plan is defining the **conditions** that are optimal to ensure all functions reopen in a better way than before.

## Goals:

Our goals continue to remain the same:

1. Keep people safe
2. Deliver a quality education/service
3. Ensure the sustainability of LCCC

## Phase III Scenarios:

We have identified two scenarios that are directing our decisions and providing guidance for our strategies. Our Phase III R2B Plan should take into consideration both scenarios and allow for the college to remain nimble and continue serving our stakeholders in both scenarios.

### Scenario 1: Vaccines for All, Immunity for Fall

- In this scenario we see progress with vaccinations as planned and case numbers continue to decline, thus the prevalence of COVID-19 becomes more and more rare.

- Improved weather in the summer and more opportunities to be outdoors may reduce infection rates.
- The availability of vaccines for all individuals, including the students in our residence halls, continues to move forward.
- Under this scenario, LCCC plans to have normal density levels of individuals on campus, and most operations are allowed to function as they typically would.
- Caveat – we will still have to follow state and local health guidelines. There may be times when LCCC’s guidance is more stringent than state and local guidance to maintain a safe environment for our students, employees and visitors.

### Scenario 2: Mutations and Setbacks

- In this scenario, mutated strains of COVID-19 still create significant spread, perhaps an increase/spike in the number of COVID-19 cases as it finds easier transmission or more receptive hosts who don’t have immunity, especially as states loosen restrictions.
- This scenario would also include the assumption that as the virus mutates, the existing vaccines are less/or not effective against the new strains, or it requires additional time to develop boosters and adjustments to current vaccines.
- This may require that LCCC plan for rolling closures for visitors and events as well as temporary shifts to virtual delivery of courses and services.
- This scenario is likely more applicable to the summer semester, but it could play out well into the fall. We will have contingency plans for this Scenario.



### **Rollback Priorities:**

As conditions continue to improve, active cases continue to decline and vaccinations become more readily available, LCCC will consider “rollbacks” on guidance, including:

- Increase Density on Campus
- Reduce Social Distancing Requirements
- Wearing Face Coverings and Masks
- Testing and Screening



### **COVID-19 Lessons Learned:**

**Parts of a Better Normal:** During Phases I and II LCCC has learned how to create a safe working and learning environment and developed guidance to manage situations related to COVID-19.

- Don't come to campus if you are sick or feeling sick
- Use of enhanced cleaning and custodial services and effective hygiene protocols
- How we respond to COVID cases that occur in our campus community
- Individuals not vaccinated for COVID-19, are recommended to use face coverings and practice social distancing.
- Practice personal responsibility for protecting yourself and others in our community
- Education is an important step with compliance of precautionary measures
- Use of technology (ZOOM, MS Teams, etc.) for efficiency and time management for meetings and appointments



### **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.

- It is very likely COVID-19 will not be fully under control; however, vaccines and treatments will be widely available. Therefore, there

will continue to be some risk of exposure, contraction, and spread of the virus for the duration of this plan.

- It is possible 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 publication date of these assumptions and the start of various phases in LCCC's reopening.
- LCCC will continue and expand campus operations and population density as public health restrictions ease, following state and local guidance and requirements. There may be times when LCCC's guidance is more stringent than state and local guidance to maintain a safe environment for our students, employees and visitors.
- 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 there may be public health restrictions in place in some form or fashion during parts of the Phase III plan.
- Social distancing may be relaxed in order to facilitate education when mask wearing is strictly enforced and consideration is given for classroom layout.
- Larger gatherings will be considered with decreased prevalence of COVID-19 cases and should always follow current state and local health orders.



## **LCCC 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 national guidance.

- Individuals who are ill or feel generally unwell must stay home.
- All LCCC employees, students and visitors that are not vaccinated for COVID-19, are recommended to use face coverings and practice social distancing. This guidance is subject to change based on the local conditions around the COVID-19 pandemic.
- Signage will be provided solely by Marketing & Communications and posted at each public entrance to inform all employees, students, and visitors to campus on current protocols.
- Testing will be based upon state and local guidance, availability and funding.
- Contact tracing will be coordinated by the LCCC task force and/or the Cheyenne-Laramie County Health Department.

### **College Operations**

- Summer operating hours will be 7:30 a.m. – 4 p.m., from May 17 – August 15. Certain areas of campus may have alternate hours of operation, to meet the needs of stakeholders. Alternative hours should be documented in the Operations Plan for Phase III Summer & Fall 2021.
- Fall operating hours will be 8 a.m. – 5 p.m., beginning August 16. Certain areas of campus may have alternate hours of operation, to meet the needs of stakeholders.



### **Employees**

- Beginning with the Fall 2021 semester **all** LCCC employees without a health exemption from HR are expected to return to campus full-time.
- Those individuals who are especially vulnerable (see definition in appendices) are urged to work or learn remotely or stay at home unless it is necessary to be on campus.
  - LCCC employees should consult with HR for assistance if they are considered a member of a vulnerable population and need to have a temporary work arrangement.
    - All new Temporary Work Arrangement requests for Summer 2021 must be received in HR by 05/1/21 in order to be considered.
    - All Temporary Work Arrangement requests for Fall 2021 must be received in HR by 07/16/21 in order to be considered.
  - Students should consult with the Dean of Student's Office for assistance if they are considered a member of a vulnerable population.
- LCCC employees that have not completed the LCCC Reopening Plan – Employee Training during a previous phase will need to complete it for Summer or Fall 2021.
- 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](#).
  - The emergency paid sick leave and expanded family and medical leave requirements of the Families First Coronavirus Response Act (FFCRA) are not available. LCCC will be following normal leave procedures found in [LCCC Procedure 6.6.1P, Leaves of Absence-Paid Leave](#). If you have any questions please contact Melissa Dishman in HR.
- Travel will be restricted for Summer & Fall 2021 and will be evaluated by the area's President's Cabinet representative on a case-by-case basis; virtual attendance to conferences and training is recommended.



## Academics

- LCCC will plan to deliver a standard number of on-campus classes for typical summer and fall semesters.
- On-campus, in-person classes will record and track attendance using Canvas' RollCall tool during the summer and fall semesters.
- The Summer and Fall 2021 Academic Calendars will remain unchanged.
- All classes with on-campus and in-person elements will be prepared to transition to exclusively virtual (online) instruction and learning should circumstance dictate that action.
- **Summer 2021:** Schools will adjust the scheduled instructional spaces, number of course sections, and course capacities as necessary in the following order of expectations:
  - When a valid and demonstrable risk exists to students and employees as a result of population density.
  - Small classrooms capable of hosting a pre-COVID class cap of 15 will be considered "full" at 75% capacity, or 12 students.
  - Larger classrooms capable of hosting a pre-COVID class cap of 20 will be considered "full" at 90% capacity, or 18 students.
  - Lab spaces in Pathfinder and the Science Center will "fill" at 100% pre-COVID capacity. The need to reduce gathering size in these spaces is mitigated by the ventilation and size of these rooms.
- **Fall 2021:** Capacities in instructional spaces will not be adjusted; 100% occupancy will be allowed.

## Co-Curricular Activities

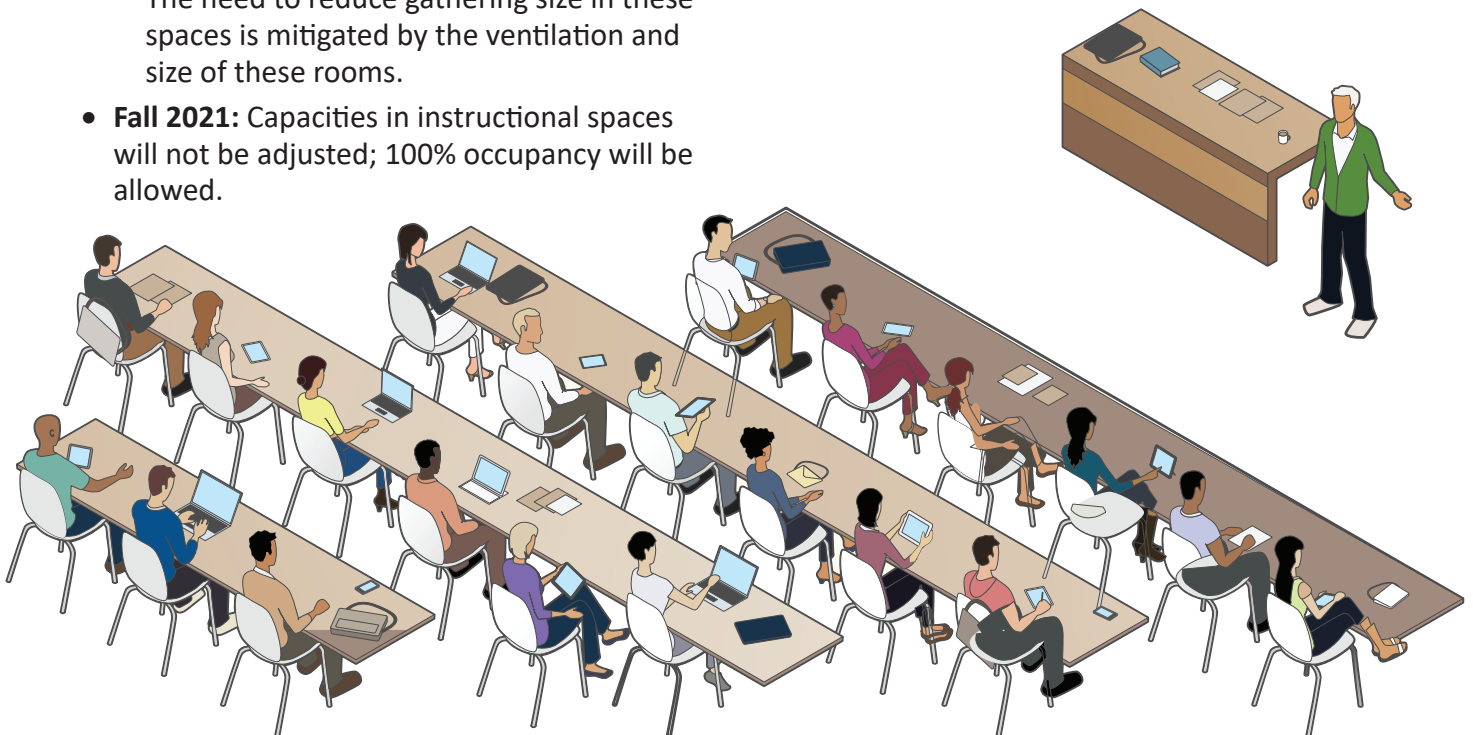
- College-sponsored activities (i.e. student clubs and organizations) associated with curricular offerings will submit their Operations Plan to the Vice President, Academic Affairs by July 1, 2021. Activity sponsors must have a Cabinet-approved plan in place on or before July 20, 2021, or these activities will be cancelled for Fall 2021.

## Student Services

- All areas will be operational with in-person services to serve students. Offices may operate on a rotating schedule for social distancing purposes.

## Functional Areas

- LCCC Functional Areas will develop an area specific Phase III Operations Plan, which will outline how areas will meet stakeholder needs and adhere to current LCCC COVID-19 protocols and guidelines. Additionally, the Operations Plan will outline how they will be using the summer semester to transition employees back to on-campus work.
- If necessary, functional areas should consult with the Director of Risk Management to adjust capacity, protocols or other risks due to COVID-19, if they have not previously done so.



## **Events and Gatherings**

- Events and gatherings that meet state and local health guidelines and with approval of Facilities and Events Office will be considered.
- In addition, 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 III Summer & Fall 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.

## **Residence Halls**

- Residence Halls will operate at normal density.
- LCCC will have three residence halls operational for the Summer & Fall 2021 semester.
  - The Residence Halls will host camps, events, gatherings, and some students through the summer.
  - Fall semester will be open as normal with some rooms designated for isolation should the need arise.

## **Athletics**

- 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, rodeo, 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. This guidance is subject to change.



# APPENDICES

# Appendix I. **COVID Vaccination Education**

Below are reliable links to information about the COVID-19 vaccinations, resources and post vaccination options from the Center for Disease Control (CDC).

- [COVID-19 Vaccine information](#)
- [COVID-19 Vaccine FAQ page](#)
- [COVID-19 Myths and facts](#)
- [Conversations with friends and family](#)
- [Key things to know about COVID-19 vaccines](#)
- [When You've Been Fully Vaccinated](#)



# Appendix II. Definitions

## Better 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 a “better 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.

## Common Area

- Any area normally used by several individuals, which social distancing 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 follows:
  - **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.

## Events and Gatherings

- 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.

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

# Appendix III. Operations Plan Process for Approval

Functional areas, including academic schools, will submit a Phase III Summer & Fall 2021 Operations Plan to their President's Cabinet member for approval. The intention of this redesigned Operations Plan form is to allow functional areas the ability to explain how their return to campus may be different from standards, protocols, and guidelines from the R2B Phase III Plan. Additionally, the plan is being used to document the area's schedule for the summer transition to campus. The form offers the option to submit a separate plan for Summer and Fall, depending on the Functional Area's needs. The Cabinet member will have discretion to submit the plan(s) to the full Cabinet for approval as necessary.

1. The Functional Area will complete the Phase III Operations Plan *form* (Microsoft Word Template available through myLCCC) and develop their plan(s) 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. 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.).
3. Each cabinet member will review and approve their area's plans.
4. The Functional Area should allow for a minimum two-week review period after submission of a fully completed plan to their cabinet member. If the plan requires additional information or approvals, this timeframe may be extended.
5. All plans must be approved no later than May 3, 2021.
6. If necessary, once a plan is approved, the cabinet member will notify the Functional Area to work with appropriate campus entities to implement their plan (i.e., working with Physical Plant for PPE, or with Marketing & Communications for signage, etc.) by May 17, 2021.



## Appendix IV. Education and Training Plan

### **Employees:**

- Employees that completed a previous R2B training will not need to repeat the training but are encouraged to visit the R2B app in myLCCC to review the information.
- Employees that did not participate in a previous R2B training will be asked to complete the training for Phase III. The training is available in the R2B app in myLCCC.

### **Remote Work Expectations:**

As we continue to work to bring employees back to campus, we recognize that some of our employees may need to continue to work in a remote environment. The following information is designed to provide an outline of expectations for all employees continuing to work remotely during the summer and/or fall semesters.

#### ***Employees should:***

- Be available for meetings, appointments or assigned work during business hours or take the appropriate leave.

- Have reliable internet allowing for participation in virtual meetings/appointments.
- Have their video on during virtual meetings and be prepared to engage. If any employee is only at the meeting for informational purposes, they do not need to have their video on.
- Have a presentable workspace for virtual meetings or use a virtual background.
- Have a professional appearance for all virtual meetings.
- Engage in a virtual meeting in the same way they would an in-person meeting, if an action or activity is not acceptable during an on-campus, in-person meeting it is not acceptable for a virtual meeting.
- Have Microsoft Teams launched and available during business hours, if training is needed on this application it can be provided.
- Maintain an accurate Outlook calendar to assist others when scheduling meetings/appointments.



# Appendix V. Facilities Preparation Plan

## Facilities Preparation

- LCCC enhanced the air handling control systems while also installing an ionization system to better clean the inside air for all buildings during Phase II. The ionization system helps eliminate airborne pathogens for safer, cleaner air.
- Re-arrange furniture to help with distancing guidelines, where practical.
- Place signage in strategic areas to remind students, employees and visitors about distancing, hygiene, face coverings, 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.
- Plexiglass guards will be available to help with distancing guidance along with floor signage to help maintain distance when lines are necessary.
- Perform routine environmental cleaning of high touch areas (e.g., elevator buttons, workstations, countertops, handrails, doorknobs, breakrooms, bathrooms, common areas, water fountains and bottle filling stations, etc.).

## Cleaning procedure

- Follow [CDC's Cleaning and Disinfection for Community Facilities](#) guidelines:
- 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 the sick person's space as soon as possible.
- Close off the area for seven (7) days if possible and post necessary signage.
- Offices and vehicles, place biohazard sign with necessary dates.
- If closing the area for seven (7) days is not possible, then wait 24 hours before cleaning or disinfecting. If not, wait as long as possible (not paperwork or personal items).
- Clean and disinfect all areas used by the person who is sick, including office space.
- Once area has been appropriately disinfected it can be opened for use.





# Appendix VI. Campus Monitoring & Testing

## **Surveillance Testing**

The COVID Response Team will coordinate surveillance testing when appropriate and as needed or when directed by the local county health department. Testing is dependent on availability of tests and funding. If testing is recommended for students, directions will be provided by James Miller, Diana Wilson, and/or Megan Shifflet. If testing is recommended for employees, directions will be provided by the LCCC HR Office (Melissa Dishman, Tammy Maas, and/or Marina Malatesta).

## **COVID Response**

1. The LCCC COVID Response Team consists of Jesse Blair, Melissa Dishman, and James Miller. This team is in place to quickly resolve any COVID related issues.
2. This team and their designees can help resolve COVID related issues like testing, when to quarantine, and other concerns quickly.
3. In all instances of a suspected or positive case of COVID, it is critical to maintain confidentiality.

4. In an instance of a positive case of COVID on campus, the COVID Response Team and/or local health officials will be involved in determining the correct course of action.
5. The COVID Response Team and/or local health officials will conduct campus contact tracing and inform individuals who have had prolonged close contact with a positive case.

## **What to do if you develop COVID symptoms**

If you develop COVID symptoms or believe you have had close contact with a positive case, the best course of action is for students to contact the Dean of Students. Employees should contact their supervisor or Human Resources. In either case, Human Resources or the Dean of Students office will provide you with the appropriate next steps. They will advise you based on current state and local health recommendations.

