



RETURN 2 BUSINESS 2020

Phase II

August 15 – December 31, 2020



LARAMIE COUNTY COMMUNITY COLLEGE

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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.

LARAMIE COUNTY COMMUNITY COLLEGE

Return to Business (R2B)

Phase II Reopening Plan

August 15 – December 31

*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) 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 – August 15 – December 31
- Phase III – January 1 – TBD

Phase II

LCCC College Operations:

- LCCC will resume physical operations to serve our students and community members.
- Functional Area supervisors will determine area specific operational plans that will outline how areas will meet stakeholder needs. These plans may vary from area to area.
- 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 be restricted for Fall 2020.

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; a cloth mask will be provided to all full-time LCCC employees. Cloth masks will be available to part-time employees and students upon request.
- 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 prior to coming to campus.
- All employees and students will participate in education and training regarding COVID-19.

Testing, Contact Tracing, Quarantine:

- Testing will be based upon state and federal guidance and availability.
- LCCC will coordinate with Laramie County Public Health for contract tracing.
- 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.



Academic Course Delivery:

- LCCC will offer academic courses in the Fall 2020 primarily online, but also via face-to-face and hybrid modalities.
- Additional information regarding course offerings, is available at lccc.wy.edu/Fall2020 (Available after July 7).
- The academic calendar for LCCC will remain the same as posted.
- Students will not return to campus following the Thanksgiving Break, they will complete the semester in a virtual format.

Residence Halls:

- LCCC will have two residence halls open for the Fall semester, with those 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, single bathroom unit.
- Visitors will be limited to shared open spaces.

LCCC Athletics:

- Golden Eagle athletics will resume in the Fall 2020.
- Spectators will be encouraged to wear a mask at all athletic competitions (especially indoor) and social distancing will be practiced in the stands between household units.
- Student athletes will participate in daily self-screenings and have their temperatures taken regularly.

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.

Operation Plans:

Functional areas will be required to submit a Phase II Operations Plan for their specific area, unless they currently have an approved Phase I re-opening plan that does not require changes for Phase II. If their Phase I re-opening plan requires updates, a Phase II Operations Plan must be submitted.

- Phase II Operation 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 inform the development of their Phase II Operation Plan.

Communication:

- Official LCCC email will remain the College's main source of communication for all students and employees.
- Updates and the full R2B Plan are available at lccc.wy.edu/covid.
- R2B forms, the complete R2B plan, and approved area-specific plans are available to employees and students on the College's portal, myLCCC, as well as to the general public via the LCCC website.



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 reopen 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.

Definitions

Common Area

- Any area normally used by several individuals. Examples include hallways, elevators, break rooms, lounges, restrooms, meeting rooms, study spaces, exercise areas, and classrooms, 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 a non-medical setting this document uses “masks” and “face coverings” interchangeably. These refer to any fabric covering of the lower face including the mouth and nose. Face shields may be used in place of the fabric coverings. Based on current disease understanding, these do little to prevent the wearer from becoming infected, but current evidence indicates significant effectiveness in reducing the spread of virus if the wearer is unaware they are infected and/or have no symptoms.



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

- Persons 65 years or older, regardless of baseline state of health.
- Individuals with underlying health conditions (as defined by the [CDC](#)), including high blood pressure, chronic lung disease, diabetes, severe obesity, asthma, and those whose immune system is compromised (such as by cancer therapy, or certain medical conditions) and possibly others.
- Persons who live with or are in frequent, ongoing, proximity to individuals identified in the two groups above.

Assumptions

LCCC must assume certain things to appropriately develop plans for the phased reopening of 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 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 date of these assumptions and the start of various phases in LCCC's reopening.
- LCCC will resume campus operations gradually 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 ease over time but will remain in place in some form or fashion through the end of 2020.
- 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 reopening.
- Screening protocols will be required throughout all phases of LCCC's reopening.
- 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.
- 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 orders for LCCC's R2B and are derived primarily from the Laramie County Recovery Plan, informed by other state and national 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. Maintaining good social distance (about 6 feet) is very important in preventing the spread of COVID-19. The virus is thought to spread:
 - Between people who are in close contact with one another (within about 6 feet), generally in a prolonged period (more than 15 minutes).
 - 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 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.
- 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 area-specific reopening plans. 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 area-specific reopening 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 area-specific reopening 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 area-specific reopening 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 or announcements 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 area-specific reopening 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 area-specific reopening 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 designated app (TBD).
- 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 state and federal guidance and test availability.
- Testing will be required in certain LCCC populations (i.e., students in the residence halls). LCCC will coordinate with Laramie County Public Health, 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: August 15 through December 31

Assumptions for Phase II

General

- All general guidance and assumptions apply to Phase II
- 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 will ease allowing more operations to return to campus

College Workforce

- Employees will be returning to work on campus (if that is an expectation of their position) unless they are a member of a vulnerable population, have an approved alternative work schedule as part of an area reopening plan.
- There will be more employees on campus than have been in Phase I.
- Travel will be restricted for Fall 2020 and will be evaluated on a case by case basis; virtual attendance to conferences and training is recommended.

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.
- All program-specific PPE previously donated to local hospitals/public health will be restocked in all labs, prior to the start of Fall 2020 classes.
- On-campus, in-person classes will record and track attendance.
- Prior to COVID-19 the Fall 2020 schedule aligned with Guided Pathways and will continue to do so for Phase II.
- Instructional plans must be revised in the least disruptive way, while still adhering to protocols regarding COVID-19.
- Instructional modalities will change in most instances, but not the Fall 2020 Schedule; 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.
- All classes will transition to exclusively virtual delivery after November 20, 2020 and will conclude the Fall 2020 semester in that modality.
- 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

Administrative Offices and Campus Hours

- LCCC will resume 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 area Phase II Operation Plans that will 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 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 8:00 am to 5:00 pm Monday-Friday. Individual areas may have alternative hours based upon approved area-specific reopening plans.
- 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 area-specific reopening plans, or exception requests.
- Functional areas may continue or add alternative or remote 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. Offices may operate on a rotating schedule for social distancing purposes. The following areas will be required to return to campus and be open for Phase II.
 - Pathfinder Lobby/Student Hub
 - Admissions



- Student Planning and Success (Advising, TRIO, 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 operational during campus operating hours for Phase II. 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 southeast doors, and the designated exit will be the northeast doors.
 - Additional closures may 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 and approved RAC Phase II 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.
- **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. Further details will be described in the library's Phase II Operations Plan.
- **LVCC's Dental Hygiene Clinic** will develop a phased approach to opening through the duration of Phase II. It is expected that reopening plans will adhere to all protocol 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 will increase progressively through Phase II.



Athletics

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

- **Pre-season Activities**

- Student athletes will be tested prior to or upon arriving on campus; if testing is not possible for individual student athletes, they will be asked 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.
- Practices will be limited to small group activities (maximum of six players) until and if the situation allows for greater numbers.
- 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 may be required to wear face coverings at indoor competitions.
- Social distancing guidelines and protocols will be implemented to ensure adequate space between individuals/family groups.
- The number of spectators at indoor competitions will likely be limited.

College Travel

- Travel will be restricted for Fall 2020 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 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 approved area-specific reopening plans.



- The Facilities and Events Office will develop 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 Class Conversion

The majority of course offerings for the Fall 2020 semester at LCCC will have to be converted to ensure a safe, and effective, delivery of instruction within the COVID-19 environment. The following provide the general parameters for how course delivery modalities will be converted.

- Classes currently scheduled as Face-to-Face will remain Face-to-Face or be converted to Online Synchronous unless the original location is identified as ACC.
 - These online courses will be delivered as Online Synchronous unless asynchronous components are proposed and approved as an element of the School's Phase II Operations Plan.
- Classes currently scheduled as Face-to-Face on the Albany County Campus (ACC) will all be converted to Hybrid.
- Classes currently scheduled as Hybrid will remain characterized as Hybrid provided:
 - The class is in a discipline identified as requiring some component of on-campus, in-person instruction; or
 - The class is scheduled at the ACC; or
 - The class has been identified by Academic Leadership as a high-demand General Education course for a significant number of students in one or more Pathway; each academic school and the ACC will collaborate to schedule *two to three* sections of the most important gateway courses in a Hybrid format.
 - All currently scheduled Hybrid classes that do not meet any of the above criteria will be converted to Online Synchronous.
- Classes currently scheduled as Online will remain unchanged. Currently scheduled Independent Study sections will be delivered Online.
- Classes currently scheduled as Web will be delivered as planned, with all students attending synchronously in a virtual environment.

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 Fall 2020 Curricular/Co-Curricular Delivery Plan*** and the academic schools' Phase II Operations Plans.

- **Face-to-face instruction** – Instructional delivery through exclusively on-campus, in-person class meetings at one of the LCCC campuses as originally defined in the Fall 2020 schedule. Per Academic Leadership face-to-face instruction is reserved for:
 - Colt training class (School of Business, Ag, & Technical Studies)



- *Some* clinical and/or preceptorship classes as required by external accreditation (School of Health Science & Wellness)
- Non-credit instruction in CPR/First Aid, CDL, Fiber Optics, OSHA (School of Outreach & Workforce Development)

Schools providing face-to-face instruction will develop Phase II Operations Plans that must:

- identify how all COVID-19 protocols within this Phase II R2B plan 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);
 - meet in-person as was originally planned in the Fall 2020 Course Schedule; and
 - identify an option to change to virtual instruction should circumstances require that action.
- 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. Per Academic Leadership, Hybrid instruction is reserved for specific classes in the following disciplines:
 - High-demand General Education courses as defined by Pathways' program maps
 - Art, Music, Theater, English co-req only
 - Agriculture, CIS, Equine, all Trades (BATS)
 - Dental Hygiene, EMS, Exercise Science, Nursing, PTA, Radiography, Sonography, Surgical Technology (HSW)
 - Math co-req only, *some* Sciences (M&S)
 - Non-credit instruction in Backflow, CCMA, CDL, Fiber Optics, Manufacturing, Phlebotomy, Pharmacy Technician, Plumbing, some portions of *some* Life Enrichment (OWD)
 - ACES components (OWD)
 - All classes currently scheduled at ACC will be delivered as Hybrid.

Schools providing hybrid instruction will develop Phase II Operations Plans that must:

- identify how all COVID-19 protocols within this Phase II R2B plan will be followed when meeting on-campus, in-person;
 - allocate instructional spaces per institutionally defined social distancing protocol (approximately ½ unless seating is fixed);
 - meet on-campus, in-person to maintain the originally scheduled face-to-face component; and
 - 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). Courses originally scheduled as Online for Fall 2020 will be delivered as online asynchronous. Previously scheduled on-campus, in-person courses will be delivered mostly as online synchronous. Per Academic Leadership Online Synchronous instruction is reserved for:
 - All currently scheduled face-to-face classes that do not meet the on-campus in-person parameters identified above.



- All currently scheduled Hybrid classes that do not meet the on-campus in-person parameters identified above.

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 Operations Plans that adheres to the guidance and recommendations of the association or organization that provides structure to the activity (i.e. The American Choral Directors' Association).
- Activity operation plans must assure alignment with the guidance provided in this plan.
- Activity sponsors must have a Cabinet-approved plan in place on or before August 1, 2020, or these activities will be cancelled for Fall 2020.

Residence Halls

LCCC will have two residence halls operational for the fall semester: East Hall and Foundation Hall. LCCC's new residence hall will not be open for the fall semester but will open for students in spring 2021. To minimize risk of exposure and the spread of COVID-19 we will be operating in a lower-density model. Greater detail will be provided in the LCCC Residential Living Phase II Operations Plan.

- Residence Halls will be open from August 22 (move-in day) through noon, November 23; early August for Athletes
 - Students needing to remain in the Hall past November 23 will need to complete an exception request by November 5, 2020.
- 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 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.
 - 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 required to reserve a time to access this service.
 - 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 Fall 2020 semester and access to common areas will be limited.
- Operations during Phase II 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.



Process for Approval of Area Phase II Operation Plans

Functional areas, including academic schools will be required to submit a Phase II Operations Plan for their specific area, unless they currently have an approved Phase I re-opening plan that does not require changes for Phase II. If their Phase I reopening plan requires updates, a Phase II Operations Plan must be submitted. Phase II Operation 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.

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 *R2B Area Plan for On-Campus Operation with COVID-19 Risk Reduction* 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 for maximization of mitigation protocols and cross-campus impact.
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 elongated.
6. Once a plan is approved, the Cabinet member will notify the area on the decision and the area will work with appropriate areas 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 Acknowledgement* for each employee returning to campus.
8. All plans must be submitted and approved no later than August 14, 2020.

Response Scenarios

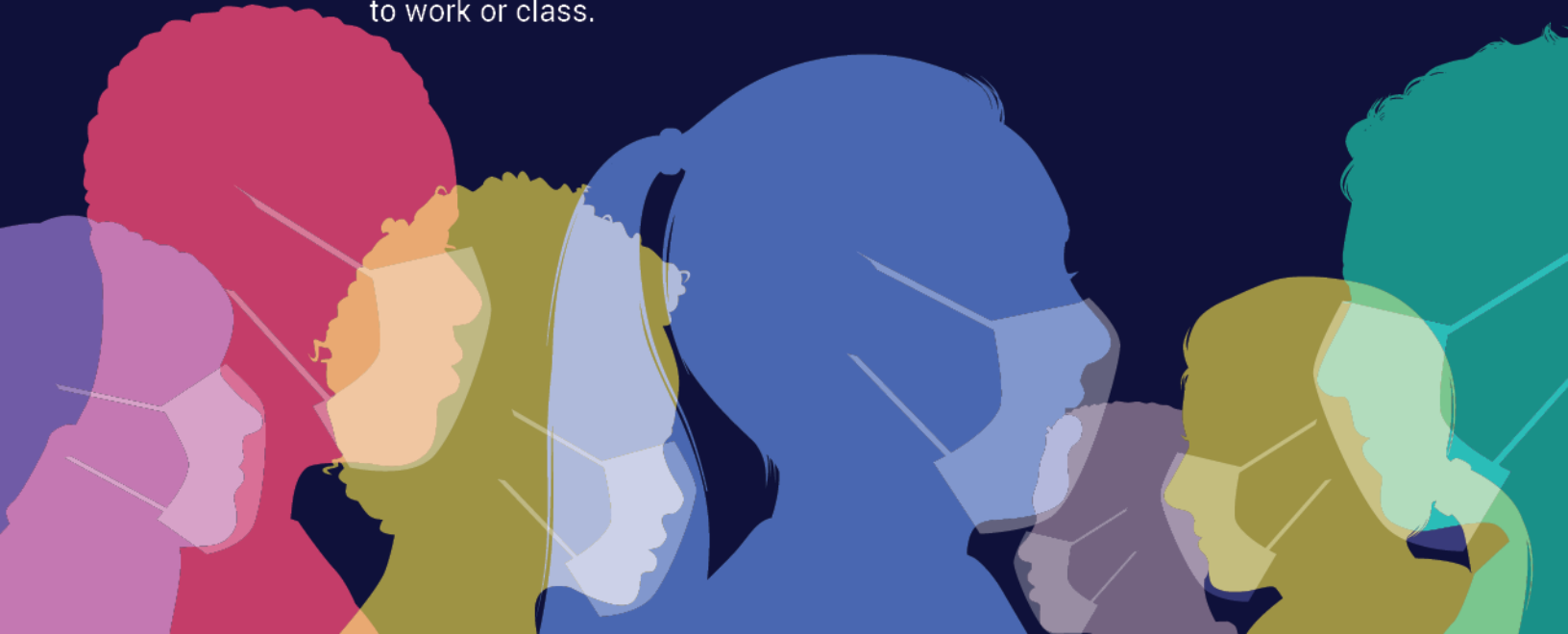
The College recognizes that LCCC's campus community of employees, students, and vested stakeholders may need to navigate the uncertain and various situations as they relate to COVID-19 during Phase II of the College's reopening. To assist with these scenarios as they may arise, the following Response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



Response Scenarios

General Notes:

1. Not all scenarios can be planned. These are the assumed most likely scenarios. A task force of Jesse Blair, James Crosby, Tammy Maas, and James Miller is in place to quickly resolve any unforeseen scenarios.
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, local health officials will be involved in determining the correct course of action.
4. Local health officials will conduct contact tracing and inform individuals who have had 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 returning to work or class.



Employee Scenarios

Employee answers **“yes”** to a question on the health screening

1

Employee informs supervisor

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

2

Employee contacts health professional

3

Employee follows instructions from health professional and returns to work with a confirmation of Covid-19 status from health professional (This would be a note indicating the employee does not have Covid-19, a negative test result or following the CDC guidelines for a positive test along with a note)

Employee has had prolonged close contact (within 6' for more than 10 mins) with, or is caring for someone who has tested positive for Covid-19. (Note: This is a “Yes” on the health screening)

1

Employee informs supervisor

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

2

Employee contacts health professional

3

Employee follows instructions from health professional and returns to work with a confirmation of Covid-19 status from health professional (This would be a note indicating the employee does not have Covid-19, a negative test result, or following the CDC guidelines for a positive test along with a note)



Employee has had prolonged close contact (within 6' for more than 10 mins) with someone who is being tested for Covid-19 and is awaiting results.

1

Employee should contact supervisor and healthcare provider

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

2

If the person in question tests negative, employee should return to work.



3

If the person in question tests positive, employee should notify supervisor and contact a health professional

- a. Supervision informs HR
- b. Employee follows instructions from health professional and returns to work with a confirmation of Covid-19 status from health professional (This would be a note indicating the employee does not have Covid-19, a negative test result, or following the CDC guidelines for a positive test along with a note)



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 and instructed to contact a healthcare provider

3

Supervisor notifies HR of the action

4

Supervisor works with Plant to determine if area closures are needed

- a. Supervisor/Plant inspects the work area and determines if the employees work area can/should be closed off
- b. Supervisor/Plant inspects any common areas the employee may have accessed and decides if common areas should be closed off
- c. Supervisor/Plant will wipe down any common use items, such as door handles, microwaves, coffee pots or shared tools.
- d. Supervisor notifies HR of any closed off areas or areas requiring extra cleaning
 - i. HR will notify Custodial of any special cleaning needs and inform them of closed off areas.
 - ii. Supervisor will place a sign on the door of any closed areas and indicating that it is closed and for how long.

5

Supervisor determines employees who had prolonged close contact with the sick individual. (This would be prolonged contact within 6')

- a. Employees who fit this description should be sent home and self-quarantine and directed to work from home if possible until the status is confirmed of the sick employee.
- b. Employees who fit this description should follow the steps in ***Employee has had close contact with someone who is being tested for Covid-19 and is awaiting results*** above.

6

Employee follows instructions from health professional and returns to work with a confirmation of Covid-19 status from health professional (This would be a note indicating the employee does not have Covid-19, a negative test result, or following the CDC guidelines for a positive test along with a note)



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

1

Supervisor immediately separates the employee from other employees.

- a. Ideally in a room that can be closed off for 7 days, but a minimum of 24 hours

2

Supervisor notifies HR of the action and the employee's inability to get home

- a. Travel arrangements will be made with a family member or emergency transport

3

Supervisor works with plant to determine area closures

- a. Supervisor/Plant closes off and posts signage on the isolation room indicating area is closed.
- b. Supervisor/Plant inspects the work area and determines if the employees work area can/should be closed off
- c. Supervisor/Plant inspects any common areas the employee may have accessed and decides if common areas should be closed off
- d. Supervisor/Plant will wipe down any common use items, such as door handles, microwaves, coffee pots or shared tools.
- e. Supervisor notifies HR of any closed off areas or areas requiring extra cleaning
 - i. HR will notify Custodial of any special cleaning needs and inform them of closed off areas.
 - ii. Supervisor will place a sign on the door of any closed areas and indicating that it is closed and for how long.

4

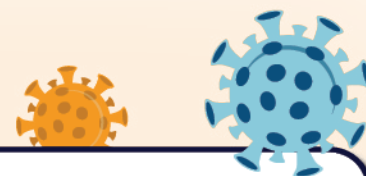
Supervisor determines employees who had prolonged close contact with the sick individual. (This would be prolonged contact within 6')

- a. Employees who fit this description should be sent home and self-quarantine and directed to work from home if possible until the status is confirmed of the sick employee.
- b. Employees who fit this description should follow the steps in ***Employee has had close contact with someone who is being tested for Covid-19 and is awaiting results*** above.

5

Employee follows instructions from health professional and returns to work with a confirmation of Covid-19 status from health professional (This would be a note indicating the employee does not have Covid-19, a negative test result, or following the CDC guidelines for a positive test along with a note)

Faculty member goes home with symptoms after teaching classes all day.



1

Faculty member should notify the Dean and inform of the situation

2

Dean immediately removes the faculty member from students and other faculty

3

The faculty member is sent home and instructed to contact a healthcare provider

4

The Dean notifies HR of the action

5

The Dean works with Plant to determine if area closures are needed

- The Dean/Plant inspects the classrooms and offices used by the faculty member and determines if the rooms can/should be closed off
- The Dean/Plant inspects any common areas the faculty may have accessed and decides if common areas should be closed off
- The Dean/Plant will wipe down any common use items, such as door handles, microwaves, coffee pots or shared tools.
- The Dean notifies HR of any closed off areas or areas requiring extra cleaning
 - HR will notify Custodial of any special cleaning needs and inform them of closed off areas.
 - The Dean will place a sign on the door of any closed areas and indicating that it is closed and for how long.

6

The Dean determines students and employees who had prolonged close contact with the sick individual. (This would be prolonged contact within 6')

- Notification should be made by the Dean to the Dean of Student's Office of any students who fit this description.
- Students who fit this description should be sent home and self-quarantine until the status is confirmed of the sick faculty member.
- Students who fit this description should follow the steps in ***Student has had close contact with someone who is being tested for Covid-19 and is awaiting results*** above.

7

Faculty member follows instructions from health professional and returns to work with a confirmation of Covid-19 status from health professional (This would be a note indicating the employee does not have Covid-19, a negative test result, or following the CDC guidelines for a positive test along with a note)

8

Arrangements should be made to continue classes virtually at home if possible.

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 answers **"yes"** to a question on the health screening

1

Student contacts the Dean of Students*

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

2

Student contacts health professional

- a. Dean of Students will have information on helping the student contact a health professional, and/or arrange for testing

3

Student follows instructions from health professional and returns to campus with a confirmation of Covid-19 status from health professional (This would be a note indicating the student does not have Covid-19, a negative test result or following the CDC guidelines for a positive test along with a note) to be provided to the Dean of Students.

Student has had prolonged close contact with (within 6' for more than 10 mins), or is caring for someone who has tested positive for Covid-19. (Note: This is a "Yes" on the health screening)

1

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

2

Student contacts health professional

- a. Dean of Students will have information on helping the student contact a health professional, and/or arrange for testing

3

Student follows instructions from health professional and returns to campus with a confirmation of Covid-19 status from health professional (This would be a note indicating the student does not have Covid-19, a negative test result or following the CDC guidelines for a positive test along with a note) to be provided to the Dean of Students.

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

Student has had prolonged close contact (within 6' for more than 10 mins) with someone who is being tested for Covid-19 and is awaiting results.

1

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

2

Student contacts health professional

- a. Dean of Students will have information on helping the student contact a health professional, and/or arrange for testing

3

If the person in question tests negative, student should return to campus.



4

If the person in question tests positive, student should notify the Dean of Students and contact a health professional

- a. Dean of Students will notify instructors
- b. Student follows instructions from health professional and returns to work with a confirmation of Covid-19 status from health professional (This would be a note indicating the student does not have Covid-19, a negative test result, or following the CDC guidelines for a positive test along with a note)



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

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 and instructed to contact a healthcare provider

3

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



4

Dean of Students works with Plant to determine if area closures are needed

- a. The Dean of Students/Plant inspects the classrooms and offices used by the student member and determines if the rooms can/should be closed off
- b. The Dean of Students/Plant inspects any common areas the faculty may have accessed and decides if common areas should be closed off
- c. The Dean of Students/Plant will wipe down any common use items, such as door handles, microwaves, coffee pots or shared tools.
- d. The Dean of Students notifies relevant school Deans of any closed off areas or areas requiring extra cleaning
 - i. Dean of Students will notify Custodial of any special cleaning needs and inform them of closed off areas.
 - ii. The Dean of Students will place a sign on the door of any closed areas and indicating that it is closed and for how long.

5

The Dean of Students determines students and staff who have had prolonged close contact with the sick individual. (This would be prolonged contact within 6')

- a. Students/Staff who fit this description should be sent home and self-quarantine and directed to learn/work from home if possible until the status is confirmed of the sick student.
- b. Students who fit this description should follow the steps in ***Student has had close contact with someone who is being tested for Covid-19 and is awaiting results*** above.

6

Student follows instructions from health professional and returns to campus with a confirmation of Covid-19 status from health professional (This would be a note indicating the student does not have Covid-19, a negative test result, or following the CDC guidelines for a positive test along with a note) to be provided to the Dean of Students.

Student develops symptoms while at campus and is not okay 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

Dean of Students works with Plant to determine if area closures are needed

- The Dean of Students/Plant inspects the classrooms and offices used by the student member and determines if the rooms can/should be closed off
- The Dean of Students/Plant inspects any common areas the faculty may have accessed and decides if common areas should be closed off
- The Dean of Students/Plant will wipe down any common use items, such as door handles, microwaves, coffee pots or shared tools.
- The Dean of Students notifies relevant school Deans of any closed off areas or areas requiring extra cleaning
 - Dean of Students will notify Custodial of any special cleaning needs and inform them of closed off areas.
 - The Dean of Students will place a sign on the door of any closed areas and indicating that it is closed and for how long.

4

The Dean of Students determines students and staff who have had prolonged close contact with the sick individual. (This would be prolonged contact within 6')

- Students/Staff who fit this description should be sent home and self-quarantine and directed to learn/work from home if possible until the status is confirmed of the sick student.
- Students who fit this description should follow the steps in ***Student has had close contact with someone who is being tested for Covid-19 and is awaiting results*** above.

5

Student follows instructions from health professional and returns to campus with a confirmation of Covid-19 status from health professional (This would be a note indicating the student does not have Covid-19, a negative test result, or following the CDC guidelines for a positive test along with a note) to be provided to the Dean of Students.



Additional Scenarios

Employee or student returns from traveling.

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

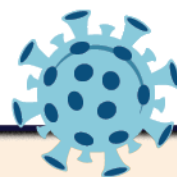
1

Wyoming has no requirement for self-quarantining in place currently as of 6/4/2020. 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 practicing 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 local health authorities 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

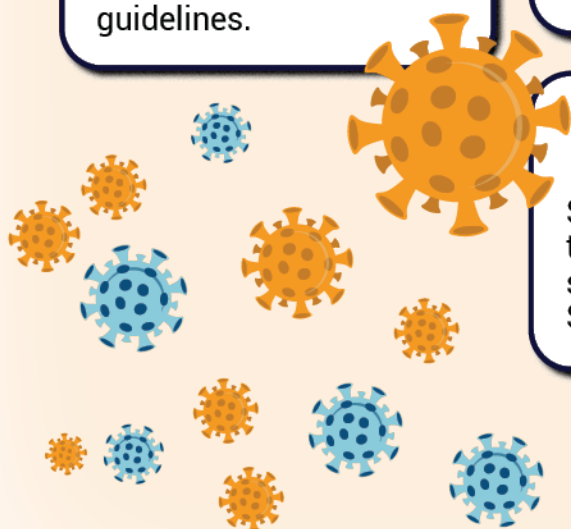
If it has been more than 7 days since the individual used campus facilities, no additional cleaning and disinfection is required.

3

Students and Staff who had prolonged close contact with the sick individual will be contacted by local health authorities with instructions for quarantining.

4

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



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

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 every two weeks, with Dr. Schaffer providing updates on College changes and reopening guidance. We will begin including if a case has been reported by and LCCC employee.
- The HR newsletter will contain a section specifically dedicated to Covid-19 updates
- LCCC employees should reference myLCCC for R2B plan information and forms

- **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 Fall 2020 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. This will include:
 - Updates on access to campus and office spaces
 - Payroll changes

- **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 campus reopening plans
 - 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 appropriate 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. James Crosby is managing this email address and will forward any messages to the appropriate individual for response.

Community Updates

- The Public Relations office will write and distribute a News Release to appropriate community media outlets every fourteen (14) days if there are relevant updates to announce. If an immediate release is needed, this will be addressed on a case-by-case basis.
 - 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.

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.)
- Working with IT, computer screen savers and desktop backgrounds in public spaces will be updated to provide reminders regarding social distancing and good hygiene.



Signage

- LCCC will increase the signage on campus to support the education of our employees and students.
 - 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

- All employees complete *Employee Readiness to Return to Work Acknowledgment*
 - Review the R2B Phase II Plan.
 - All employees will view our Insurance Provider's COVID-19 webinar prior to return (1 hour).
 - All employees will complete LCCC Specific COVID-19 Training*, developed by HR. The training is available through Canvas, in order to track participation and completion. The training **must** be completed before returning to campus for Phase II.
 - Both employee and supervisor sign the *Employee Readiness to Return to Work Acknowledgment* and submit to HR.

*Outline for Online Training

- 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.
- All Students will complete COVID-19 training prior to starting Fall 2020
- 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

- Re-arrange furniture to help with distancing guidelines, where practical
- Place signage in strategic areas to remind about distancing, hygiene, and COVID-19 symptoms
- Hand sanitizer will be placed 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 a queuing marks placed on flooring 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: <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
- 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 Protocol

- During Phase II, employees, students, and visitors will be required to complete a self-screening prior to coming to campus.
 - Employees and students will complete their daily screening using an online app designated by LCCC. (Paper verification will be available for anyone who does not have access to a mobile device or computer)
 - Visitors should be notified whenever possible beforehand of the screening requirement and will complete a screening confirmation form upon arriving.
 - Organizations/Individuals renting a campus facility and not intermingling with students and employees will follow their organizations approved plan and not be required to follow the LCCC screening procedure.
- A [self-screening form](#) will be communicated via the communication plan and posted at all entrances. The screening form will follow the [Wyoming Department of Health recommended screening questions](#).
- Anyone who answers “Yes” to any of the screening questions should NOT come to campus or enter the buildings. Instead, they should contact their supervisor or designee for students and contact a healthcare provider.
- **Anyone who answers “Yes” to any of the questions will follow the Response Plan instructions in order to return to campus.**
- All employee and student verification of screening completion will be done thru an online app designated by LCCC.
- Certain areas, such as the residence halls, with unique situations may require additional screening procedures, including testing, temperature checks, controlled entry, and/or observations. These will be determined in area specific plans.

Response Plan

- The below details are a general response to failing the daily health screening, developing symptoms, or testing positive. For detailed scenarios, please see above.
- Any individual who fails the daily screening on the required app, or answers “Yes” to any of the questions on the daily health screening or develops COVID-19 symptoms while on campus will notify their supervisor or if a student, will notify the Dean of Students in Laramie County or the Dean, Student & Academic Services in Albany County.
 - The supervisor or Dean of Students will instruct the individual to stay at home or immediately be separated from others and sent home and to contact a healthcare provider.
 - The supervisor will notify HR of the action.
- If an employee is too sick to return home, the employee will be isolated and appropriate travel arrangements will be made by HR (i.e. family member or professional medical transport).
- If a student needs assistance with arrangements to visit or travel to a healthcare provider, arrangements will be made thru the Dean of Students in Laramie County or the Dean, Student & Academic Services in Albany County.
 - Arrangements for travel will be made with a professional medical transport



- The employee or student work area will be disinfected along with any other items the person may have had contact with.
- A student residing in a residence hall will be placed in a quarantine room to avoid contact with the other residents while awaiting confirmation of COVID-19 status.
- If an employee or student is confirmed COVID-19 positive, the health department will be contacted so they can perform contact tracing of others who may have been exposed.
- Relevant portions of the communication plan will be enacted on a positive COVID-19 result.

Returning to Campus after a “Yes” on a daily health screening

- Employees or students must see a doctor or medical professional and provide a note to HR or the Dean of Students in Laramie County or the Dean, Student & Academic Services in Albany County to confirm COVID-19 status before returning to campus.
 - If the individual is confirmed as negative for COVID-19 they may return to campus
 - If the individual is confirmed as positive, the individual will follow the CDC guidelines for self-isolation before returning to campus, these are outlined below:

Returning to Campus after a positive test (As per CDC guidelines)

- Employees and students should not return to work until they have met the CDC criteria to discontinue home isolation and have consulted with a healthcare provider.
- The CDC has established both symptom based and test based criteria. The test based is preferred but may not be available in all cases.
- Persons with COVID-19 who have symptoms and were directed to care for themselves at home may discontinue isolation under the following conditions:
 - a. At least 72 hours have passed with no fever, without the use of medication (Tylenol, Advil, etc.) **AND**
 - b. Symptoms improved **AND**
 - c. At least 10 days have passed since symptoms first appeared
- If testing is readily available, the following criteria must be met to end self-isolation:
 - a. You have no fever **AND**
 - b. Symptoms improved **AND**
 - c. Two negative test results in a row are completed at least 24 hours apart
- In either case, an employee or student must see a doctor or medical professional and provide a note to HR or the Dean of Students in Laramie County or the Dean, Student & Academic Services in Albany County to confirm COVID-19 status before returning to campus



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 area-specific reopening plans. The Director of Risk Management will provide this service.

