

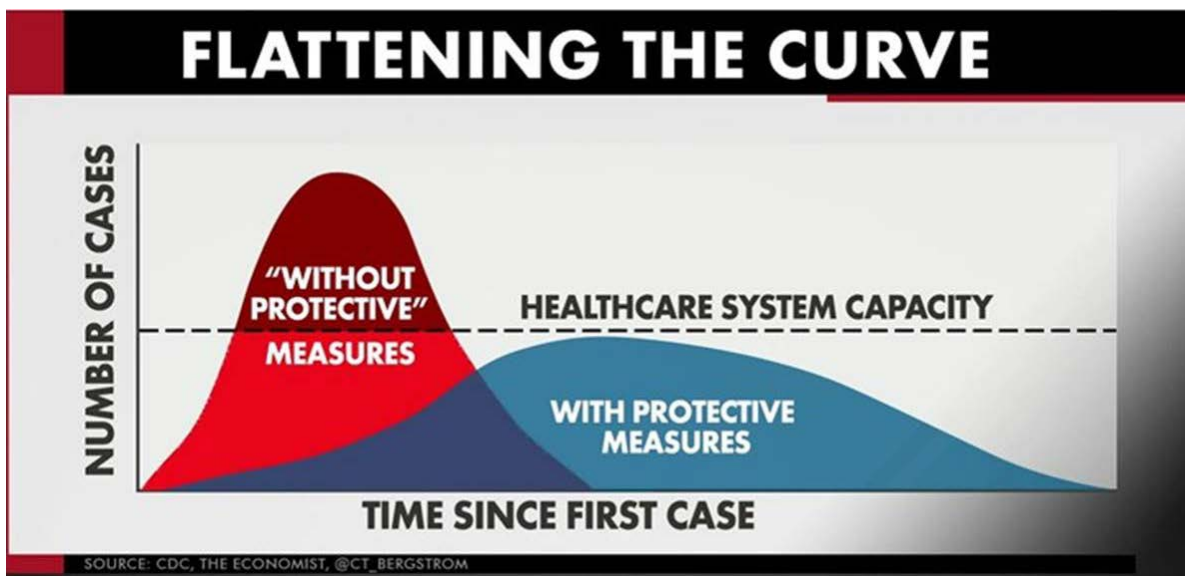
**From:** [Schaffer, Joe](#)  
**Subject:** COVID-19 Update to the LCCC Campus (March 15, 2020)  
**Date:** Sunday, March 15, 2020 8:09:05 PM  
**Attachments:** [image002.png](#)  
**Importance:** High

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Dear Campus Community...

Although not what we had hoped, but certainly something we anticipated, the coronavirus (COVID-19) situation has resulted in more significant measures being taken across the country, Wyoming, and here in LCCC's service area. The most recent announcement was from Laramie County School District #1 and #2. They will be closing all schools effective immediately. I understand they will reassess by April 6<sup>th</sup> and determine if they will continue with the closure or resume school. Given the guidance from the Governor and Superintendent of Public Instruction, we anticipate Albany County School District #1 doing the same.

Please understand, the primary reason for these measures are to minimize and slow the spread of COVID-19 so that we do not overwhelm the healthcare system. The following graphic is a simple, yet effective visual of why this is so important. In short, we need to be prepared, not panicked.



The most effective way for us to accomplish the slowing of the spread of COVID-19 is through social distancing methods and good hygiene. Social distancing focuses on reducing gatherings of significant numbers of individuals, and keeping physical space of three to six feet of distance between people. This is really the driving purpose behind school closures, event cancellations, and other measures.

I want to share with you some additional actions LCCC is taking immediately to play our part. Effective Monday, March 16<sup>th</sup>, the following are in effect at LCCC:

- The Dental Clinic will be closed until April 12<sup>th</sup>.

- The Children's Discovery Center (CDC) will be closed through April 6<sup>th</sup>.
- All events (including life enrichment and business trainings) on the LCCC Campus and locations will be postponed or cancelled through May 15<sup>th</sup>.
- The Ludden Library and Learning Commons will be closed. Virtual services will be provided.
- The Recreation and Athletics Complex (RAC) will be closed through May 15<sup>th</sup>.

For employees with children who are impacted by the closure of the schools and the CDC, please take the time you need tomorrow to ensure your children are cared for and to make necessary arrangements. We are asking that you work with your supervisors on specific arrangements. The College recognizes this may be stressful time and present significant challenges. While we need to ensure the business of LCCC continues, nothing is as important as the health and well-being of your family, and that is where we want your priorities to be. We will make what accommodations we are able to ensure this can happen.

Tomorrow I will be meeting with the President's Cabinet and consulting with the Board of Trustees to determine what essential staffing functions must remain on campus, who may be able to work from home and perform their work duties remotely. We are exploring this because we believe having fewer people on campus will meaningfully reduce the risk of exposure and spread of the coronavirus. We will also discuss taking steps to limit contact for those in all offices including limiting in-person meetings, reminding employees to maintain a safe distance from one another and encouraging people who don't need to be in the office to stay home.

As a reminder, our previous guidance stays in place. If you are sick or have any of the main symptoms associated with COVID-19 (fever, shortness of breath, or cough), you are required to stay home until fully recovered and without symptoms for at least 24 hours. If you do not have enough leave to accommodate your absence, please contact HR to see if you are eligible for our temporary, modified sick leave donation program.

I realize that you may have questions, concerns, or suggestions. While I am open and willing to help, I would encourage you to reach out to your supervisor or Cabinet member as they are likely the best positioned to help answer your immediate needs.

Thank you for all you do for LCCC. Remember, together we have accomplished so much, and together we will overcome this challenge as well.

Best,

Joe



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