



# RETURN 2 BUSINESS 2020

**Phase I**

**June 1 – August 15, 2020**



**LARAMIE COUNTY COMMUNITY COLLEGE**





**LARAMIE COUNTY COMMUNITY COLLEGE**

# **Return to Business (R2B)**

**Phase I Reopening Plan**

**June 1 – August 14**



## Contents

Executive Summary .....	1
Overview/Context .....	3
Institutional Objective .....	3
Purpose of the Plan .....	3
Guiding Principles .....	3
Definitions .....	4
Assumptions .....	5
Prioritization of Areas for Reopening .....	6
General Guidance .....	6
For Individuals (Employees, Students, and Visitors) .....	6
For LCCC in General .....	7
Cleaning and Hygiene Guidelines .....	7
Social Distancing Guidelines .....	8
Health Screening/Reporting Guidelines .....	8
PHASE I – June 1 through August 14 .....	9
Assumptions for Phase I .....	9
Specific Guidance for Phase I .....	9
Administrative Offices and Tasks .....	9
Areas and Services .....	10
College Travel .....	10
Events and Gatherings on Campus .....	11
In-Person Classes .....	11
Residence Halls .....	12
Process for Approval of Area-Specific Reopening Plans and Exception Requests .....	12
APPENDICES .....	15
Appendix I. Communication Plan .....	17
Appendix II. Education and Training Plan .....	19
Appendix III. Facilities Preparation Plan .....	20
Appendix IV. Screening, Monitoring, and Response Plan .....	21
Appendix V. Risk Identification and Mitigation Plan .....	23



## 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 order***.

### R2B Plan Phases:

- Phase I – June 1 – August 14
- Phase II – August 15 – December 31
- Phase III – January 1 – TBD

### Phase I

#### LCCC Campus Operations:

- The vast majority of LCCC's physical operations will remain closed.
  - All employees who are able, will continue to work in a virtual format.
  - Some areas will open as identified in the Plan; others may reopen by approval.
- LCCC's summer courses will be offered in a virtual format.
- Campus access: 7:30 a.m. - 4 p.m. (M-F), with approval or an exception plan in place.
- College sponsored travel is suspended through June 30; travel after this date will require prior approval.

#### Health, Distancing and Screening:

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

#### Events and Gatherings:

- Gatherings of groups of 25 or fewer are permitted in accordance with state, local and LCCC guidelines outlined in this plan.
- Gatherings of groups greater than 25 MAY be permitted with appropriate approvals.

**Reopening Plans and Exceptions:**

Areas (e.g., functions, programs, services, etc.) wishing to reopen, either on a temporary or more permanent basis, can request approval to do so in one of the following two ways:

- Area-Specific Reopening Plans: Plans for a specific area (e.g., academic program, function, tenant, etc.) that would restore operations to a physical delivery on campus facilities. These plans require demonstrating how the area will meet all external guidance and LCCC criteria.
- Exception Requests: These requests are designed to provide for time-limited activities on campus, or with a narrowly tailored scope. These requests are required to demonstrate how they meet all external guidance and LCCC guidance, in addition to how they would meet standards for any requested exception.

**Communication:**

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





# Return to Business (R2B) Plan

## Overview/Context

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

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

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

## Institutional Objective

Our objective is to establish a structure of protocols 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 order***.

## 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

### 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

- Are any planned or spontaneous events, public or private, bringing together, or likely bringing together, twenty-five (25) people or more 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. Based on current disease understanding, these do little to prevent the wearer from becoming infected, but current evidence indicates effectiveness in reducing the spread of virus if the wearer is infected but has no symptoms. They also have benefit in reminding the wearer to avoid touching his or her face while in public, which can also slow the spread of infection.

### 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, 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 LCCC's 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 \(May 27, 2020\)](#)
    - [Laramie County Public Health](#)
  - 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.

### **Prioritization of Areas for Reopening**

The following are a priority ranking of areas that will be required/authorized to reopen at LCCC.

1. Areas most critical to the continued and sustained operations of LCCC.
2. Areas that are most critical to serving and supporting students.
3. Academic programming most essential to community needs.
4. Academic programming and functions that are least able to function virtually.

### **General Guidance**

The following are general orders for LCCC's R2B and are derived primarily from the Laramie County Recovery Plan and 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 absolutely necessary to be on campus.
- All individuals while on College property are urged to maximize physical distance from others. The current recommendation is six feet. Many persons infected with COVID-19 have no symptoms. It spreads very easily through the air, and it is believed that physical distancing limits spread.
- All students and visitors shall use cloth face coverings or masks (defined above) whenever feasible, but especially while in any common area (e.g. lounges, study spaces, gathering spaces, exercise areas, conference rooms, restrooms, etc.), and when social distancing is not possible. Masks are believed to prevent individuals with COVID-19, even when asymptomatic, from infecting others.
- Employees will be required to use face coverings while in common areas and when physical distancing is not possible.
- 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**

- LCCC will encourage virtual work (telecommuting), wherever possible and feasible to maintain College functions. During Phase I, individuals will only be allowed on campus under the following parameters:
  - Only between the hours of 7:30 am and 4:00 pm; and
  - With prior approval by the respective President's Cabinet member and by informing Campus Safety upon your arrival and departure; or
  - If the area/function has an approved exception or reopening plan (see *Process for Approval of Area-Specific Reopening Plans and Exceptions* below).
- 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.  
**NOTE:** *This Training will be in place on or before June 15<sup>th</sup>.*
- 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.

### **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 25.
- 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.
- 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.
- 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 who will be on campus, either with temporary approval or as part of an approved area-specific reopening plan, must complete the LCCC Self Screening prior to coming on to campus.
- Mandatory education/training will be provided for all LCCC employees 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).





## **PHASE I – June 1 through August 14**

### **Assumptions for Phase I**

#### **General**

- All general guidance and assumptions apply to Phase 1
- Gatherings of more than 25 people will not be allowed or allowed only under certain circumstances and with certain approvals.
- PPE & other supplies will have limited availability.

#### **College Workforce**

- Employees who can work remotely and/or are not needed to be on campus will be advised, if not required, to continue to do so until guidance eases.
- Approval of college-sponsored travel will be suspended through June 30. Travel beyond that date will only be allowed under require certain circumstances and with approval.
- There will be more employees on campus than there have been previously.

#### **Course Delivery**

- Classes will be delivered virtually.
- On campus, in person classes will not be allowed except under certain circumstances and with certain approvals. These approvals will be reserved for classes in which virtual opportunities are not available.

#### **Campus Access and Operations**

- Most physical functions, facilities, and operations at LCCC will have to remain closed.
- Access to campus will remain limited, and only allowed under certain circumstances and with certain approvals.
- Events on campus will generally not be permitted, except under certain circumstances and with certain approvals, and not likely with numbers of people exceeding 25.
- Increased on-campus activities or functions may be allowed, especially over time, either at the direction of College leadership or through approved area-specific reopening plans and exceptions.
- Door pathways will be unlocked between buildings.

### **Specific Guidance for Phase I**

#### ***Administrative Offices and Tasks***

During Phase I, individuals will only be allowed on campus to conduct administrative tasks under the following parameters:

- Only between the hours of 7:30 am and 4:00 pm; ***and***
- With prior approval by the respective President's Cabinet member and by informing Campus Safety upon arrival and departure; ***or***
  - If the area/function has an approved exception or reopening plan (see *Process for Approval of Area-Specific Reopening Plans and Exceptions* below).

## ***Areas and Services***

Unless otherwise denoted immediately in the following, or with an approved exception request or reopening plan, all LCCC Areas and Services will remain in virtual delivery with physical operations suspended until further notice or when Phase II of this plan is implemented (tentatively August 15, 2020).

- **Campus Safety** will return to standard operations, in alignment with the needs identified in approved area-specific reopening plans.
- **Children's Discovery Center** will return to operation on August 10<sup>th</sup>, to begin serving parents and families. A Children's Discovery Center (CDC) reopening plan that demonstrates alignment with national, state, local, and LCCC guidance must be developed and approved.
- **Information Technology Services** will return its Help Desk and Technical Services to campus, contingent on an approved area-specific plan. Exception requests, as needed, will be developed for Audio Visual functions occurring on campus.
- **Plant Operations** will return to standard operations, with all employees returning to campus to conduct their job responsibilities. A Plant Operations reopening plan that demonstrates alignment with national, state, local, and LCCC guidance must be developed and approved.
- **Recreation and Athletic Complex** will open later in the summer with limited access to recreation, fitness, and other spaces to serve small populations and prepare for the return of athletes for the fall. A RAC reopening plan that demonstrates alignment with national, state, local, and LCCC guidance must be developed and approved.
- **Student Services** will continue to serve students virtually. Need for a physical presence of services will be assessed throughout Phase I. However, the following areas will be required to return to campus as the Fall semester approaches. Specific reopening plans for these areas must be developed and approved.
  - Pathfinder Lobby/Hub
  - Admissions
  - Advising
  - Counseling & Wellness
  - Disability Support Services
  - Financial Aid / Veteran Services
  - Student Records
- **Third-Party Tenants** wishing to reopen their leased/occupied spaces on the LCCC campus will be required to develop and have approved area-specific reopening plans or exception requests. Contracts with these tenants will be amended as necessary with approval by the Tenant and LCCC's President.

## ***College Travel***

- There will be no College-sponsored travel authorized through June 30, 2020.
- July 1, 2020 and thereafter, essential travel may be allowed but will require prior approval (see *Process for Approval of Area-Specific Reopening Plans and Exceptions* below for process to request approval).
- College employees shall follow [CDC guidelines](#) regarding quarantine following any essential travel.



### ***Events and Gatherings on Campus***

- For groups of 25 or fewer, LCCC will allow both community and College-sponsored events and gatherings on campus during Phase I; all events are expected to implement and follow current guidelines in social distancing, screening, and hygiene.
- Events or gatherings of greater than 25 individuals may be allowed with an approved exception request (see *Process for Approval of Area-Specific Reopening Plans and Exceptions* below for process to request approval).
  - These events must have an approved exception from the Laramie or Albany County Health Officer, as well as the President's Cabinet; All customers 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.
  - All requests for access to any LCCC facility will necessitate increased custodial services; this may result in an increased fee structure.
- Events will be limited/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.
- All contractual agreements pertinent to events will be made with consideration for the safety and security of LCCC employees.
- 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.
- Customers found to be in non-compliance will be asked to depart LCCC immediately.
- LCCC contracts for events must include an indemnification clause associated with the risk of contracting COVID-19.

### ***In-Person Classes***

- All credit and non-credit courses will be conducted through virtual instruction.
- Exceptions to virtual instruction may be granted through Presidents' Cabinet pending the submission and approval of a detailed exception (see *Process for Approval of Area-Specific Reopening Plans and Exceptions* below).
  - The requirements of an external accrediting body will be considered in the evaluation of any exception.
  - Exceptions will be reserved for classes in which virtual opportunities are not available or ideal.
  - All requests for exception must demonstrate adherence to the guidance outlined and/or referenced in this plan (e.g., social distancing, hygiene, screening, etc.).
  - Any requests for exceptions must include processes for tracking and reporting student attendance on campus during the approved classes.
  - Exceptions may require the approval of the County Health Officer, pending future changes to state orders and guidance.

### ***Residence Halls***

- Residence halls will be closed during Phase I, with the exception to those populations as specified below:
  - Students that have no other living options;
  - Members of the Wyoming Highway Patrol Academy; and
  - Incoming student athletes anticipated to return in early August.
- All conferences and other housing activities in the residence halls will be cancelled.
- Operations during Phase I 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 (quarantine).
- Lease amendments and contracts for housing must include an indemnification clause associated with the risk of contracting COVID-19.

### **Process for Approval of Area-Specific Reopening Plans and Exception Requests**

Areas (e.g., functions, programs, services, etc.) wishing to reopen, either on a temporary or more permanent basis, may request approval to do so. These requests must be made through the development and approval of specific plans or exceptions. These are either:

- ***Area-Specific Reopening Plans:*** Plans for a specific area (e.g., academic program, function, tenant, etc.) that would restore operations to a physical delivery on campus facilities. These plans require demonstrating how the area will meet all external guidance and LCCC guidance and protocols.
- ***Exception Requests:*** These requests are designed to provide consideration for time-limited, narrow-scope activities, or activities that fall outside of LCCC standard guidance for the current R2B phase or operational practices in effect. These requests are required to demonstrate how they meet all external guidance and LCCC guidance and protocols, in addition to how they would meet standards for any requested exception.

The R2B plan establishes goals for the resumption of some on-campus operations. In other instances, areas may wish to move towards a reopening status, temporarily or permanently. In all cases, either an area-specific reopening plan or exception requests must be developed and approved by the President's Cabinet.

*Process for area-specific reopening plan or exception request consideration:*

1. Areas wishing to resume on-campus operations will consult with their area Cabinet member, or in the case of third-party tenants, with their primary LCCC contact, to ensure fit with divisional needs and resources.



2. When given initial support from the Cabinet member or LCCC contact (for third-party tenants), the area will complete the *R2B Area-Specific Reopening Plans and Exception Requests* form (Microsoft Word Template) available through myLCCC, detailing how protocols and standards have been met and supply any needed documentation.
3. For activities that need to follow more specific or resource-intensive standards, the proposed plan or exception request will be reviewed by subject matter experts (e.g., Risk Manager, Physical Plant, HR, Disability Services, health officials, etc.).
4. The area Cabinet member will review for completeness and appropriateness and if he/she endorses the request, they will bring it to President's Cabinet for review.
5. President's Cabinet will review, prioritize and approve area plans and exception requests as appropriate. All areas should allow for a minimum two-week review period after submission of a fully completed reopening plan or exception request. If the plan or request requires additional or external approvals, this timeframe may be elongated.
6. Once a plan or request 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 gather and submit the *Employee Readiness to Return to Work Acknowledgement* for each employee returning to campus (available after June 15<sup>th</sup>).





## APPENDICES



## Appendix I. Communication Plan

### Campus Updates

- **All Employees:**

- Information for all campus will continue to be sent via email to the LCCC Distribution list, posted on the [LCCC Covid-19](#) webpage, and in myLCCC. 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 FAQ's 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.
- Town Hall meetings will continue every week, with Dr. Schaffer providing updates on campus changes and reopening guidance. We will begin including if a case has been reported within the LCCC family.
- The HR newsletter will contain a section specifically dedicated to COVID-19 updates
- LCCC will add an app to employees myLCCC page 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 virtual and F2F course offerings.
  - Access to campus and teaching materials

- **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 faculty will be asked to identify their preferred way of communicating with their students and insure the students are aware of how they will receive communication regarding the specific courses they are enrolled in.
- Students are encouraged to continue using the COVID-19 webpage for updates. The list of FAQ's 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 via the COVID-19 [email address](#). James Crosby is managing this email address and will forward any messages to the appropriate individual for response.

## Community Updates

- A Press Release will be sent out to community media partners 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 should come from the LCCC PR Department
  - All releases should be comprehensive and include updates from all areas of campus reporting a change in practice or operation.
  - Releases are for information about campus 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 campus community.
- When possible and as needed LCCC representatives will be asked to speak to local media about updates and changes taking place on campus
  - An area expert will be asked to provide these interviews when possible and as time response permits.

## Social Media/Marquees

- We will continue to use social media to push out releases and announcements and for feature stories on students and programs
- The Marquees will continue to be updated as information becomes available and is relevant to a general community audience.



## Appendix II. Education and Training Plan

### Employees

- All employees complete *Employee Readiness to Return to Work Acknowledgement*
  - Review the R2B Phase I Plan.
  - All employees will attend 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 will be delivered on or before June 15<sup>th</sup> through Canvas, in order to track participation and completion. The training **must** be completed as soon as possible once it is available, if you are returning to campus.
  - Both employee and supervisor sign the *Employee Readiness to Return to Work Acknowledgement* 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.
- Residence Hall students may have to complete a COVID-19 webinar 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 1, employees, students, and visitors will be required to complete a self-screening prior to attending campus. Upon arrival verification of screening will be verified per department protocol or with security if no approved protocol exists.
  - Visitors should be notified whenever possible beforehand of the screening requirement and will complete a screening confirmation form upon arriving.
  - Events 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. 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 staff verification of screening will be documented and submitted daily to Human Resources.
- Certain areas, such as the residence halls, with unique situations may require additional screening procedures, including temperature checks, controlled entry, and/or observations. These will be determined in area specific plans.
- Phase 2 screening protocols will be developed as determinations of the fall semester are made.
  - With higher expected numbers, there will likely be additional required screening, including the possibility of controlled access, temperature checks, the use of required apps, and/or observations.

### Response Plan

- Any individual who 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 Student’s Office.
  - The supervisor 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. This will typically be thru a family member or professional medical transport.
- If a student needs assistance making arrangements to visit or traveling to a healthcare provider, arrangements will be made thru the Dean of Student’s Office.
  - 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 an isolation 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 Student’s Office 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 Student’s Office 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.
- The use of risk assessments will be encouraged in the development of specific area reopening plans.