

MEMORANDUM

To: Laramie County Community College Board of Trustees
From: Dr. Joe Schaffer, President
Chad Marley, Chief Technology Officer
Julie Gerstner, Director of Project Management
CC: President's Cabinet
Date: November 18, 2020
Subject: Return to Business (R2B) Phase II Spring 2021 Plan

As we near the conclusion of our in-person courses and activities this fall (we will shift virtual after the Thanksgiving Holiday break), individuals here at LCCC have been focused on the plans for spring semester. I believe we have had considerable success this fall in providing quality education and services, in large part due to the excellent planning and protocols our LCCC COVID Response Team has put in place. This, and the realization that the COVID-19 pandemic will be with us for some time yet, has led to the conclusion our Spring 2021 semester will look very similar to what our Fall 2020 Semester has shaped up to be.

We do have some changes in the proposed R2B Phase II Plan for Spring 2021. To help you with your review of the plan for Spring, in this memorandum we have called out the most significant changes between our Fall R2B plan and what is in the Spring R2B plan before you tonight. They are as follow.

R2B Plan Summary of Changes from Fall 2020 to Spring 2021

Overall changes to the plan – Entire Plan

All dates and references to Fall 2020 were updated with Spring 2021 where appropriate. The new dates were placed in the plan Phase II Spring 2021. The new Spring dates are January 1, 2021 through May 31, 2021.

The entire plan (including the Response Scenarios and the Appendices) was updated where there were references to the Laramie County Health Department and the support they would provide to LCCC for contact tracing, quarantine and isolation orders. We added the following verbiage to those statements to include something like this: "County Health or the LCCC COVID Response Team".

Definitions

- The definition for **vulnerable individual** was updated without specific references to underlying health conditions, but rather stating the health conditions as defined by the CDC with a link to the CDC website for further review by individuals.
- The definition of **close contact** with others was updated to read: Between people who are in close contact with one another (within about 6 feet), generally in a prolonged period (more than 15 minutes [cumulative, whether in one instance or multiple brief encounters](#)).

General Guidance

- Employees with an approved Fall 2020 temporary work arrangement must resubmit their request for Spring 2021.
- LCCC Employees do not have to submit a “Readiness to return to work” form for Spring 2021.

Phase II Spring 2021 Section

Course Delivery

- The course delivery methods are very similar to the Fall 2020 methods and are detailed in the plan.
- The Spring 2021 Academic Calendar was unchanged.
- Removed information that was no longer relevant for course schedule & modality (e.g. schedule was placed on the LCCC website).

Specific Guidance for Phase II Spring 2021

Athletics

- Athletic events that are held indoors will require spectators to wear a face covering. Changed the wording from recommending a face covering to requiring a face covering.
- Athletic teams and their coaches will follow Region IX Screening Protocol on competition days.
- Athletics updated their protocols (e.g. volleyball will not switch sides of the court during matches). All specifics are in the “Return to Competition Plan”.

College Travel

- Travel will continue to be restricted for Spring 2021. There is a process in place to approve necessary travel through President’s Cabinet.

Instruction and Curricular / Co-Curricular Offerings

- Specific delivery methods for specific disciplines were listed / identified in the plan.
- Co-Curricular activities must have a specific plan approved by Cabinet on or before Nov 24th or activities will be cancelled for Spring 2021.

Residence Halls

- LCCC will have three Res Halls available for Spring 2021 instead of two, continuing to operate at lower density.
- Athletes can begin moving into the Res Hall on January 3, 2021. All other students will move in on January 15, 2021.

Process for approval of Area Phase II Spring 2021 Operations Plans

Functional Areas

- Functional areas will need to update their area plans for any significant changes as well as removing any dates referencing Fall 2020. Individual Cabinet members will approve changes and if necessary make a determination if the changes require full cabinet approval.
- All plans should be submitted and approved by November 20, 2020.

Appendix I. Communication Plan

- Town Hall meetings will continue through Spring 2021.
- LCCC's website will be updated to reflect changes for Spring 2021. The COVID test data is available on the website at lccc.wy.edu/covid19testdata.aspx and is updated daily M-F.

Appendix II. Education and Training

Employees

- LCCC Employees do not have to re-take the COVID-19 training or the Insurance provider training for Spring 2021 as long as these trainings were completed by the employee for Fall 2020.

Appendix IV. Screening, Monitoring and Response Plan

- Surveillance testing is continuing on campus and is planned throughout Spring 2021.
- Addition of weekly waste water testing through the State of WY; results are posted on the State of WY dashboard covidwastewatermonitor.wyo.gov.

Staff Recommendation: That the Board of Trustees approves the LCCC Return to Business Phase II Spring 2021 Plan and Protocols.
