

## STAFF UPDATE FROM PRESIDENT PAUL CARLSEN – June 24, 2020

Team LTC,

We are moving to **phase four** of our reopening plan on June 29, which means the following:

- Those who work in a high wall office will return to campus. Those who work in a shared space/cubicle will return to campus as coordinated by their direct supervisor to ensure physical distancing can be maintained throughout the workday. On Site Acknowledgement forms are no longer required to be completed prior to coming to campus. Continue to follow sanitary protocols of wiping down your work area and office high touch points with disinfectant wipes (which will be provided in all office areas) and wash your hands often.
- The Student Resource Center and Student Services have been open since June 1, Monday-Thursday, 9 am to 3 pm. The hours and days will be expanded starting June 29:

<b>Student Resource Center</b>	Monday-Thursday, 8 am to 4 pm Friday, 8 am to 3:30 pm
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<b>Student Services</b>	Monday-Thursday, 7:30 am to 6 pm Friday, 7:30 am to 3:30 pm
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- We will maintain limited entry points in each building to ensure all entrants can secure a mask if they do not have one. Designated building entrances will be:
  - Lakeshore: L3 and L8
  - Nierode: N3
  - Energy & Agriculture: A4 and A10
  - Plastics Engineering Company Manufacturing: PEM1
  - Public Safety: P1
- LTC-Manitowoc and LTC-Sheboygan will re-open on July 6, Monday-Thursday, 7:30 am to 4 pm and Friday, 7:30 am to 3:30 pm. In-person ABE and ELL instruction will resume by appointment at these locations.
- We are maintaining no more than 10 people per room. For on campus meetings, continue to use Teams or BlueJeans where physical distancing cannot be maintained or more than 10 people would be attending.
- We will no longer require students to go through a check-in procedure when coming to campus.
- On-site routine temperature screenings will be suspended. This is based on the large percentage of individuals who test positive for COVID-19 but show no symptoms. We ask everyone to take their temperature before coming to campus to ensure they do not have a temperature over 100.4. Those who did not take their temperature at home should request their temperature be

taken when they arrive on campus, the results will not be recorded for any student or employee record. Do not come to campus or remain on campus with a temperature over 100.4.

- We are electing to follow CDC recommendations on mask usage. Masks will be required in situations “where other social distancing measures are difficult to maintain.” LTC’s interpretation of this means masks will be required in common areas (restrooms, break rooms, and hallways) as well as instructional labs. However, a mask will be optional outside, in a conference room, work station, or lecture classroom when individuals can maintain physical distancing of six feet.

Ryan Skabroud, our Dean of Energy and Public Safety / Incident Commander, has prepared the following presentation to provide more information on what phase four will look like: <https://ltc.hosted.panopto.com/Panopto/Pages/Viewer.aspx?id=541bf58-f124-48df-9de4-abe400c4d748>

As healthcare professionals learn more about COVID-19 and guidance adapts, LTC will assess what is right for us. Please recognize the situation is fluid and plans can change based on available information. I appreciate your commitment and flexibility.

Please reach out to your respective leadership team member with specific questions.

Thanks, Paul

### **Plan for Resuming In-Person LTC Operations**

#### ***Phase I – Identified Essential Programs Resume (target: April-May)***

*(Public Safety and Healthcare programs)*

- *Phase I.a: Second year Criminal Justice students, EMT, and specific healthcare*
- *Phase I.b: First year Criminal Justice, Fire training, Paramedic, and refresher trainings*

#### **Conditions:**

- Safer at Home Order in place, exercising necessary exemptions
- Required PPE is in stock and available for use
  - Fabric or disposable masks
  - Hand sanitizer/ soap
  - Disinfecting and cleaning supplies
- Organizational safety protocols established and implemented
  - Assumption of risk waiver (students in clinical settings)
  - Acknowledgement of risk forms completed (staff)
  - Physical distancing of 6 feet indoors, 10 feet outdoors
  - Group capacity 9 or less (including students and staff)
  - Temperature checks 100.4 or less
  - No loitering on campus
  - Rigorous cleaning in occupied areas
  - Increased ventilation in occupied areas
  - Limited non-essential services (water fountains, lounges, etc.)
  - More significantly limited building entry points
- Limited support personnel on site as approved by college President (e.g. custodians, aides)

**Phase II – Instructor Demos from Campus Labs, Contract Training Delivered on and off Site, and Additional Essential Programs Resume (target: May-June)**

*(Any/all programs)*

Conditions:

- Safer at Home Order in place, exercising necessary exemptions
- Required PPE in stock and available for use
- Organizational safety protocols established and implemented
- Leadership Team coordinates schedule to minimize number of personnel in any given building at a time
- Video capture options available with support personnel as needed
- Limited support personnel on site as approved by Leadership Team

**Phase III – Slightly Expanded Operations (target: May-August)**

*(College-wide operations, online summer offerings)*

Conditions:

- Safer at Home Order lifted
- Required PPE is in stock and available for use
- Organizational safety protocols established and implemented
- Employees acknowledge risks
- Rotating office/ department schedule coverage for essential operations
- No educational activities or events of more than 10 people
- Limited support personnel on site as approved by Leadership Team member
- Facilities staff implement physical safety barriers for service areas (sneeze guards, etc.)

**Phase IV- Completion of Lab Skill Boot Camps (target: July)**

*(Summer completion of laboratory activities from spring term classes)*

Conditions:

- Safer at Home Order lifted
- Required PPE is in stock and available for use
- No educational activities or events of more than 10 people

**Phase V – Expanded In-Person Operations (target: August)**

*(Fall programming and college-wide operations)*

Conditions:

- No government-issued restrictions
- Organizational safety protocols implemented college-wide (as amended for situation)
- No educational activities or events of more than 50 people, or according to CDC guidelines at the time of event
- Food service and child care center, with any applicable restrictions, resume services