

## STAFF UPDATE FROM PRESIDENT PAUL CARLSEN – May 1, 2020

Team LTC,

We have received guidance that section 13(y) of the Safer at Home Order gives colleges the authority to determine “essential operations” and that includes making a determination of “essential programs” that can resume face-to-face instruction. In those programs, when it is necessary to bring students onto campus to complete lab work, use equipment, or perform assessments, we are required to follow the CDC and DHS recommended group size, physical distancing, and hygiene protocols.

All of our programs and courses matter immensely to our students and our community, but for the safety of our students and staff, we will focus our efforts on those programs essential to fighting the pandemic, keeping us safe, and making sure we are fed. Accordingly, we are defining “essential programs” as programs supporting critical infrastructure, food manufacturing, acute healthcare, and public safety. The deans have completed a process of identifying specific courses in those programs, and documenting evidence supporting their decisions.

**We will resume limited, face-to-face courses in essential program courses starting Wednesday.** Here are some questions you might have:

- **How do faculty know if their courses are resuming on Wednesday?** All impacted faculty will be notified by their Dean.
- **Will all approved courses resume on Wednesday?** No, courses will be scheduled to accommodate physical distancing.
- **Are steps being taken to protect the health and well-being of students, faculty, and staff?** Yes, the reopening plan we are following is below. Questions about the plan can be directed to Ryan Skabroud, COVID Incident Commander and Dean of Public Safety, who is cc'ed.
- **My course is resuming this Wednesday, but I have already moved parts of the course online. Should I stop delivering this online content?** No, guidance we received made it clear all content that can be delivered online should be.
- **How do students know if their courses are resuming on Wednesday?** Impacted faculty will be reaching out to students directly.
- **Should I reach out to my students about resuming classes on Wednesday?** Only if you have been instructed by your Dean to do so.
- **What happens to those face-to-face courses that cannot resume on Wednesday?** Those courses will finish out in the month of July as originally planned.
- **What happens if students are unable to return to courses right now?** They will have the option to finish out in the month of July.
- **Can I come to campus to support the faculty and students who are resuming?** Only come to campus if instructed to do so.
- **Why are we changing plans again?** The situation remains fluid, and we are making the decisions we can with the information we have available. We remain committed to helping our students cross the finish line.

We are all anxious to resume all our face-to-face courses and help our students cross the finish line. We will all continue to do the best we can within the constraints of the order and the information available to us. I continue to appreciate your flexibility.

Thanks, Paul Carlsen

### **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 completed (students)
  - 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 99.8 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
- Rotating office/ department schedule coverage for essential operations
- 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)
- Higher-risk populations encouraged to work from home
- Managers encouraged to allow flexible work from home options
- 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

**Procedures for Receiving Students Under the Safer at Home Order**

Students will only be allowed to enter a campus building no more than 15 minutes before the start of class.

Students will have a single entrance and exit to use (except for emergency situations). Measures will be put in place to restrict students and staff from accessing unnecessary locations.

Students must complete the Assumption of Risk Waiver before coming to campus or when they first arrive at campus.

A qualified individual (approved by the College President) will take the temperature of each student upon entering a building. Students must have a temperature of 99.8 degrees or less to remain on campus.

While on campus, the following must be adhered to:

- Students must wear a face mask. If a student does not have a face mask, one will be provided.
- Students must maintain physical distancing of 6 feet indoors or 10 feet outdoors.
- No loitering on campus.
- No eating on campus.

All surfaces touched by a student or employee must be cleaned immediately after students have left.

College deans are responsible for ensuring all of these procedures are followed.

College deans are required to provide supervision anytime students for their division are on campus.