

STAFF UPDATE FROM PRESIDENT PAUL CARLSEN – March 12, 2020

Team LTC,

Your health and safety are important to us. We are continuing to monitor events and recommendations related to the COVID-19 virus to be proactive in our response. As of yesterday, there were six confirmed cases of the COVID-19 virus in Wisconsin with one individual already experiencing full recovery and 53 individuals who tested negative. None of the six cases were the result of person-to-person contact inside of Wisconsin (i.e., the transmission occurred outside of Wisconsin and infected individuals traveled back to Wisconsin). I encourage you to monitor Wisconsin developments at <https://www.dhs.wisconsin.gov/outbreaks/index.htm>.

Here are steps we are taking to protect ourselves:

Self-Quarantining

If you have traveled internationally to China, Japan, Iran, Italy, South Korea; or domestically to Seattle, Boston, New York, or California in the past two weeks, you are not to physically report to work until you have completed a 14-day self-quarantine. If you have been in close contact with an individual who has traveled to these areas, or who has been diagnosed with COVID-19, you are also not to physically report to work until you have completed a 14-day self-quarantine. If any of these scenarios apply to you, notify your direct supervisor and the LTC College Nurse, Renee Bruckschen (cc'ed), immediately. If during this self-quarantine you develop symptoms including fever, cough, and/or trouble breathing, seek immediate medical advice.

If you have traveled via plane in the last 14 days to any other foreign country or U.S. city, take your temperature each morning before coming to work for 14 days and do not come to work if your temperature is above 99.8 degrees.

This will also apply to students, and they will receive notification shortly.

Preparing for Adjustments to Instructional Modes

We are planning to alter our instructional modes if one of the following occurs: confirmed person-to-person transmission of COVID-19 anywhere in Wisconsin, a confirmed case of COVID-19 in our district, or we are ordered to do so. If this occurs, we will move all lecture-based courses to an online format and will be adjusting lab-based courses to small groups. To prepare for this, campus will be closed to students and visitors Monday, March 16 and Tuesday, March 17. Faculty and staff will dedicate this time to become fluent in online instruction, online student support, and to schedule adjusted lab hours. Non-instructional staff should report to work as usual, or make arrangements as applicable and noted above. An agenda for Monday and Tuesday will be forthcoming. We will deliver the content via videoconferencing (like graduation) to various rooms at the same time. This will keep the groups separate and allow for social distancing, while providing a universal message.

Classes will resume Wednesday, March 18, and individual instructors will reach out to students directly with delivery format and schedule changes. We appreciate your patience and understanding during this unprecedented situation. Our commitment to students is to ensure timely progression toward their LTC degrees.

College Travel

Effective immediately, out-of-district travel is prohibited until further notice. Exceptions will be made for instructional work, including contract training and shared programs. Please cancel any refundable travel/event registration for dates through April 30, 2020. Do not schedule any additional out-of-district travel. If your current travel plans are non-refundable, please hold that reservation in the event the situation de-escalates and you are able to attend.

This will also apply to student travel, and they will receive notification shortly.

Flexible Work Schedules

For those staff who are in a higher risk population according to the CDC (<https://www.cdc.gov/coronavirus/2019-ncov/specific-groups/high-risk-complications.html#who-is-higher-risk>), we will support alternative working arrangements during the next several weeks as we monitor the spread of this virus. Please contact your supervisor or the Human Resources Department as soon as possible to review options.

Webpage

We are currently developing a landing page on gotoltc.edu to provide COVID-19 information. We anticipate the landing page going live by 3pm.

College Facilities

Due to CDC recommendations regarding social distancing, and the broad usage of the area, the Fitness Center is closed today until further notice. We will also review events scheduled to occur in the next 60 days to make a determination regarding any cancellations.

Individual Prevention

We encourage everyone to take the following steps to stay healthy:

- Avoid contact with sick people.
- Avoid touching your eyes, nose, or mouth with unwashed hands.
- Cover your mouth with your elbow when coughing or sneezing.
- Wash your hands frequently with soap and water for at least 20 seconds.
- If soap is unavailable, try using an alcohol-based hand sanitizer that contains between 60 percent and 95 percent alcohol.
- Do not share eating utensils, cups, cigarettes, or anything else via mouth.
- Be cautious when touching phones, laptops, and other items that are not yours, as they carry germs.

- Clean hard surfaces (including doorknobs, light switches, keyboards, and other commonly touched areas) with disinfectant.
- If you have traveled and become ill, seek medical advice. Call ahead before going to a doctor's office or emergency room and tell them about your recent travel.
- If you feel ill, or have a fever of 99.8 degrees Fahrenheit or higher, stay home.

You can also find tips on hygiene and safety at the Wisconsin Department of Health Services:

<https://www.dhs.wisconsin.gov/disease/coronavirus.htm> or the CDC:

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>.

The College Leadership Team and Incident Management Team are meeting regularly to monitor the current status of this situation. We will be providing updates via email, so if you do not already, please make it a practice to check your email frequently both on and off-campus. If you have specific questions or concerns in regards to college preparedness, please contact Ryan Skabroud (also cc'd).

Thank you for all you do and please know that your health and wellness, and that of our students, is our top priority.

Let me know if you have any questions. A communication to students is forthcoming.

Thanks, Paul