

## STAFF UPDATE FROM PRESIDENT PAUL CARLSEN – June 8, 2020

Team LTC,

We are now in **Phase III** of our college's reopening plan, which has been updated in three ways:

1. Our temperature threshold is moving from 99.8 or less to 100.4 or less. This is consistent with CDC guidance. Anyone with a temperature higher than 100.4 should stay home and will not be allowed on campus.
2. Our room capacity is now 10 (including staff and students).
3. Students will no longer need to complete the Assumption of Risk Waiver if they are not in a clinical setting.

Keep in mind the procedures put in place during Phases I and II remain in effect.

I continue to appreciate your hard work, flexibility, and commitment to our mission.

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 (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
- 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**

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.

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 100.4 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.