

**Campus Reopening Plan**

**Phase 3**

**2020**

# LAKES REGION COMMUNITY COLLEGE



## **College Leadership Team**

Dr. Larissa R. Baía, President

Patrick Cate, VP of Academic  
and Student Affairs

Marsha Bourdon, Business  
Affairs Officer

Release Date: July 10, 2020

Target Date: August 17, 2020

Updated: November 4, 2020



## TABLE OF CONTENTS

<b>OVERVIEW</b>	<b>3</b>
<b>INSTRUCTION</b>	<b>3</b>
<b>SUPPORT SERVICES</b>	<b>3</b>
<b>HOUSING</b>	<b>3</b>
<b>REOPENING PROTOCOLS</b>	<b>4</b>
<b>BASIC READINESS</b>	<b>4</b>
<b>BASIC OPERATIONS READINESS</b>	<b>4</b>
<b>BASIC CLASSROOM/LABORATORY READINESS</b>	<b>6</b>
<b>APPENDICES</b>	<b>9</b>
<b>APPENDIX A – BUILDING ENTRY AND EXIT POINTS</b>	<b>9</b>
<b>APPENDIX B – CAMPUS AND BUILDING MAPS</b>	<b>16</b>
<b>APPENDIX C - PANDEMIC RESPONSE MANAGEMENT AND ALERT PLAN</b>	<b>24</b>

## **FALL 2020 CAMPUS REOPENING PLAN**

Lakes Region Community College (LRCC) has developed this plan to ensure the safe return to campus of a limited number of employees and students. The targeted date of return for employees is August 17, 2020. This document will outline our business continuity plan for our continued phased in approach to reopening campus. LRCC's Fall semester offerings will include various models of instruction. A limited number of faculty and staff will be on site to support the needs of students. Support services will continue to be offered remotely.

LRCC will be offering its traditional programs with adjustments in delivery methods. What follows is the college's plan to deliver on its educational mission while balancing the safety needs related to the Novel Coronavirus outbreak.

### **Instruction**

Class schedules will be altered to reduce the risk of infectious spread. Lecture based courses and content will be moved hybrid format. The face to face component of hybrid courses will be limited to every other week and will have a duration of no longer than 90 minutes. In order to ensure social distancing, LRCC will only utilize classrooms that have larger capacities and reduce classes sizes where required.

LRCC recognizes the value of the hands on experience in our technical programs. These vital programs will be allowed to meet in accordance with their required laboratory and/or practical hours. Theory and lecture portions will be offered remotely to the extent possible. In areas where social distancing is challenging in the laboratory environment, appropriate PPE will be provided to students and industry standards for sanitation will be required.

### **Support Services**

The campus will remain closed to visitors. Faculty and staff will be working on campus in a limited capacity and students attending courses will be allowed on campus. Support services, such as those found in the One Stop Area, the Student Success Center, and the Library will be available by appointment only. Students with scheduled in-person class/es or appointments may access campus. Students and employees may utilize the cafeteria services only during times that they are scheduled to be on campus. Visitors without an appointment or designated reason to be on campus will be prohibited.

### **Housing**

Housing will be offered at the College's Apple Ridge Student Apartments for the Fall and Spring academic terms. The college apartments are mostly 2 or 3 bedrooms and the college will reduce its occupancy from two per bedroom to one per bedroom. This will allow the college to offer this needed service to its students while reducing the risk of outbreak and allowing for containment protocols to be invoked in the event of a positive case. The college will also keep apartments vacant for use of quarantine as needed.

## **Reopening Protocols**

### **BASIC FACILITIES READINESS – ACCESS AND FLOW CONTROL**

Lakes Region Community College will have limited operations in all buildings: Automotive, Center for Arts and Technology, Health and Science, Turner, and Student Apartments beginning August 17, 2020. While classes start on August 31<sup>st</sup>, the college will begin having faculty and staff on site to prepare the campus for reopening. The college will use space on an as-needed-only basis. Please see the most up to date [fall class schedule](#) for academic room assignments.

### Traffic Flow Patterns

Vehicle and foot traffic will be restricted to one-way as students, faculty, staff and vendors enter college property. All who enter will be subject to a checkpoint prior to being approved to enter college buildings. See attached LRCC Building and Traffic Flow and Campus Map documents. (Appendices A and B)

### Lockdown Inactive Space/Utilize Barrier Controls

Many of the doors in the buildings outlined above are controlled via a proximity card door access system, including entry doors at the Apple Ridge student apartments and in the Automotive and Health and Science buildings. Signage will designate exterior and interior spaces as closed to limit traffic and exposure.

#### a. Badging for Access

Faculty and staff will use activated ID cards to access areas which they have been pre-approved to enter. Faculty will be responsible to providing classroom access to students.

### **BASIC OPERATIONS READINESS**

#### Maximum Occupancies

Maximum occupancy for each classroom space has been identified. Signage will be posted outside of each space. Faculty and staff will be trained on maximum occupancy requirements to help support implementation.

A pre-approved number of students and one Resident Director will be residing in single bedrooms in each apartment at the Apple Ridge Student Apartments. Each will be expected to follow the same social distancing guidelines as they are when on campus.

#### Schedule for Operations for Defined Period

Beginning the week of July 13<sup>th</sup>, the College will welcome guests to campus. Guests will be able to schedule appointments with One-Stop staff, as well as, request condensed campus tours. For the time being, the College will continue to be closed to the public, except for those

with scheduled appointments. Pre-approved operational staff will be on site on an “as needed basis.”

Limited operations will begin as of August 17, with reduced access and services. Faculty will be permitted to be on campus on a limited basis as of that date. All faculty and staff are expected to follow all Community College System of New Hampshire (CCSNH) Covid-19 workplace policies, in addition to the guidelines outlined in this plan.

#### Screening Protocol for Faculty, Staff and Students

In compliance with the Stay at Home 2.0 universal guidelines issued by the Governor’s Reopening Taskforce effective May 18, 2020, all faculty and staff approved to be on campus will complete daily the *CCSNH Covid-19 Employee Screen Form* online through CCSNH.edu. The form requires employees to self-certify that they can be present on site by meeting specific requirements, including a temperature check.

Students, guests and vendors will complete a daily self-certification and submit at the checkpoint location prior to building entry. Random temperature checks will be performed to support the self-certification process and provide an additional level of screening to maintain safe and healthy operations. Face coverings will be required for employees, students, guests and vendors. Face masks will be distributed on a daily on an as needed basis.

#### Communications Plan

Communication to students, faculty and staff will be coordinated through the College Leadership Team, Dr. Larissa Baia, President, Patrick Cate, Vice President of Academic and Student Affairs, and Marsha Bourdon, Business Affairs Officer. LRCC commits to regular ongoing communication using one or more the following college-sponsored methods: college email, text, social media, and RAVE Alerts. Messages will address the following:

- a. Workplace expectations for faculty and staff. LRCC has already provided employees with notice of the daily self-certification requirement. LRCC will continue to train faculty and staff on expectations with regards to social distancing, sanitation and the use of face coverings.
- b. Expectations for students. The college will share the Reopening Plan with students in advance of their return to campus. CC will provide students specific guidelines for each lab course, as well as instructions to residents of the Apple Ridge Student Apartments. Prior to the start of classroom instruction, faculty will reach out to students to explain instructions, answer questions and share the required learning module for each course. Once on campus, messaging will be reinforced by signage posted throughout the campus.
- c. Notification Protocol in the event of a positive case. The self-certification and campus-based checkpoint protocols are aimed at identifying individuals who may have symptoms or have had contact with someone who is infected before they are allowed

access to campus buildings. Following CCSNH guidelines, those individuals will be asked to leave campus. Individuals developing symptoms of respiratory illness while on campus will be asked to go home, seek medical attention (if appropriate) and not return until they are symptom free for at least 72 hours. The College is currently working with partners to establish a testing protocol.

Upon receiving a report that a program participant is a known or suspected case of COVID-19, the college will determine the group of students, faculty and staff who may have had close contact with the participant. Close contact is defined as being within approximately 6 feet of a known or suspected COVID-19 case for a prolonged period of time, i.e., longer than 10 minutes. To the extent possible, the college will notify individuals who may have been in close contact with the infected person while on campus. In providing notice, the college will not provide any more information than necessary about the ill person. Those who are determined to be close contacts will be advised that they should remain home and quarantine for 14 days since the last date of potential exposure and monitor their own health and report any symptoms to the college and their health care provider.

#### Food Service

Food Service will be offered by the *Countdown Café*. Staggered release times for classes around the lunch hour will improve ordering process and reduce wait times. Signage for separate order and pick up locations will be used in conjunction with a plexi glass barrier where orders are placed and payments are processed. Placement of 6 foot markings in ordering and pick up areas will be added to ensure proper social distancing. Alternative ordering (text, email) will be explored with the *Countdown Café* to limit the number of students, faculty and staff in the cafeteria at one time.

#### Bookstore

The LRCC Bookstore will be open for students and offer a variety of options to provide the best service.

- a. By appointment
- b. Limited walk-in service. In-store occupancy max of two customers at a time with floor markings at six feet apart outside store for waiting line.
- c. Online service.

#### BASIC CLASSROOM/LABORATORY READINESS

##### Cleaning Protocol

LRCC sanitation staff is trained in proper cleaning techniques and PPE utilization and disposal. Following CCSNH Facilities Cleaning policies for guidance, initial, daily and continuous cleaning protocols are in place for college facilities expected to be in use for August 17. High touch areas identified as hand rails, water bottle filling stations, bathrooms, door handles and elevators have been identified and will be sanitized frequently during hours of operation.

College training labs and equipment will be sanitized during and after use by faculty and students. College cleaning staff will sanitize bathrooms and common spaces on a separate schedule.

#### Instructional/Classroom Expectations

With guidance from the CCSNH's Framework for Returning to On-site Instruction, LRCC will implement these guidelines for instruction.

- a. Social Distancing Expectations. Students, faculty and staff must maintain appropriate physical distancing of at least 6 feet (2 arms' lengths) from others while on college grounds. When possible the instructor shall teach within the area designated and shall remain at least 6 feet away from any student. Students shall remain at their desks, which shall be at least 6 feet from any other student.
- b. Personal Hygiene and Facial Coverings Expectations. **Faculty, staff and students are expected to wear face coverings while interacting with others on campus, when walking through hallways and while using common areas.** When engaging in a practical demonstration or other laboratory activity, where it is not possible to maintain a distance of 6 feet apart, program students, instructors and staff shall be required to don additional personal protective equipment (specific masks, safety glasses and gloves). Practical demonstrations and other laboratory activities that are conducted without social distancing shall be limited to the smallest practical cohort. Cohorts shall not be more than 10 individuals. Casual group gatherings are prohibited.  
<https://www.dhhs.nh.gov/dphs/cdcs/covid19/covid-mask-guidance.pdf>.
- c. Handwashing. Students and employees are strongly encouraged to practice good hand hygiene. Students and employees should wash their hands often with soap and water for at least 20 seconds especially after they have been in a public place, handled materials, equipment, or other items recently touched by others, after blowing their nose, coughing, sneezing, or touching their face. If soap and water are not readily available, a hand sanitizer that contains 60% alcohol should be used. Please review the NH Division of Public Health's guidance on handwashing at <https://www.nh.gov/covid19/resources-guidance/documents/hands-kids.pdf>.
- d. Exclusion of Ill. Students or employees who have symptoms of respiratory illness must stay home and not report to the college, until they are free of fever, and any other symptoms for at least 72 hours, without using a fever-reducing or other symptom altering medication (e.g. Tylenol, cough suppressants). A fever is defined as a temperature of 100.4 degrees Fahrenheit or 38 degrees Celsius taken by an oral thermometer.

#### Furniture Rearranged or Removed to Enforce Social Distancing

Access to the college will be limited to instructional and operational functions. Any spaces deemed as potential gathering spaces (student lounges) and not required for either instruction or operational functions will be marked as “closed” with barriers set into place to prohibit use.

Course Modifications to Enforce Social Distancing

Course occupancy has been modified to allow for proper social distancing in all learning spaces. Signage outside of classrooms and offices will assist faculty, staff and students in practicing proper social distancing.

Equipment sanitization, re-calibration, etc.

Faculty and students will be responsible for sanitizing lab equipment before, during and at the completion of each lab section. Cleaning staff will ensure a full cleaning of the space before the next use.

This plan serves as the dynamic framework for phase 3 of reopening as of August 17 for the fall 2020 semester. LRCC will use this plan as a framework as it continues to assess workplace, learning and living conditions for all members of our community. Guided by this plan, we will pivot and adjust as necessary when conditions regionally and state-wide warrant such decisions. As LRCC has done thus far, we will continue to communicate our decisions promptly and with transparency. We ask for everyone’s support and patience in navigating these protocols.



# Appendix A

## HS/CAT BUILDING

### Entry and Exit Points

- The main point of entry will be on the SE side of the building, which faces the lower lot. The door near receiving will be the access door.
- Students, Faculty and Staff once they enter the building, depending on the location first or second floor, will proceed to their prospective classrooms either on the NE or SW wings.
- If their classes are on the second floor, they will proceed up the stairway that is located next to the main entry way. At the top of the stairs, they will proceed either NE or SW to their classrooms.
- No matter which floor the classes are being held, when leaving the classroom, everyone will proceed NE to the exit if their classes are on the NE Wing of the building and SW to the exit on the SW Wing of the building.
- Students on the NE second floor will need to proceed down the stairway to the first floor to exit the building.
- **AT NO TIME**; will anyone enter the NW hallway to use the NW entry way by the Academic Commons ***The only exception will be HANDICAP or Essential Personnel***
- If a handicap person needs to gain access into the HS/CAT Building, they will need to call Campus Safety or Maintenance to allow them through the doors by the Academic Commons.

## **AUTOMOTIVE BUILDING**

### **Entry and Exit Points**

- All Students, Faculty and Staff will use the main entry way of the automotive building.
- They will turn right next to the office to proceed to their prospective classrooms or directly into the shop area, depending where they are scheduled to be. Once in the shop area, everyone needs to exit through the building through the passage door on the NW side of the building. If they need to enter a classroom, they must reenter the building through the main entry way and proceed to the correct classroom as described above.
- Students, Faculty and Staff that are in classroom with doors that exit to the outside, will use those doors when leaving the classroom. No one will be allowed from those two classrooms to reenter the hallway.
- Students, Faculty and Staff that are in the classroom with only one door (Entry and Exit) will be allowed to exit through that door and will proceed down the hallway, using social distancing, (Six feet), staying to the far right, as close as possible to the wall. Turn right and proceed through the automotive garage and exit the building through the passage door on the NW side of the building.

## VEHICLE FLOW, FOOT TRAFFIC AND CHECK POINT

- All vehicles/person that are entering onto the campus grounds, must turn right and proceed by the visitor parking lot and continue to the lower parking lot. A check point will be located on the SE Side of the CAT/Health and Science building next to the receiving door.
- All students arriving on campus for one day courses and visitors that intend to be on campus grounds will need to proceed through this checkpoint before be allowing to proceed any further.
- All students attending labs longer than one day will be required to self-certify on a daily basis by answering the questions below and signing off. Self-Certification sheets will be collected by the faculty member daily and reconciled to the class roster. Random temperature checks will be done to ensure continued monitoring of students.
- The following questions will be asked:
  1. I attest that I have taken and recorded my temperature prior to arriving on campus and that my temperature was:  
 100.0 degrees Fahrenheit or lower.                       Higher than 100.0 degrees Fahrenheit
  2. Have you been in close contact with a confirmed case of COVID-19?
  3. Have you had a fever or felt feverish in the last 72 hours?
  4. Are you experiencing any respiratory symptoms including a runny nose, sore throat, cough, or shortness of breath?
  5. Are you experiencing any new muscle aches or chills?
  6. Have you experienced any new change in your sense of taste or smell?

**If you answered yes to any of the questions above or have a temperature that exceeds 100.0 degrees Fahrenheit, you will need to leave the college. You will not be permitted to return to onsite coursework until you are free of fever, and any other symptoms for at least 72 hours, without using fever reducing or symptom altering medication.**

- If the person passes, they will be allowed to proceed onto campus grounds.
- Students attending classes in the HS/CAT Building will be asked to park in the lower parking lot. (The lot on the SE Side of the building, closes to Route 106.)
- Students attending classes in the Automotive Building will be asked to park in the parking lot on the NE Side of Automotive
- Faculty and Staff will be asked to park in the parking area by the Gazebo or Marine Storage shed, behind the Turner Building.
- ALL VEHICLES WILL NEED TO PROCEED COMPLETELY AROUND THE BUILDING AND PROCEED TO ROUTE 106 TO LEAVE THE CAMPUS.
- THE NE TRAVEL PORTION OF THE DRIVEWAY, THAT NORMALLY ALWAYS TWO WAY TRAFFIC WILL BE CLOSED UNTIL FURTHER NOTICE. ALL VEHICLES MUST TURN RIGHT AND PROCEED BY THE VISTOR'S PARKING LOT TO THE CHECK POINT. **(EXCEPTION: Delivery Vehicles: UPS, FED EX, Food Delivery Trucks. However, the delivery person will need to be questioned and a temperature taking if they are entering the building.)**
- All outside contractors that are entering the facilities will be required to proceed through the check points, answer the safety questions and have a temperature taken. They will also be required to follow all entry procedures when entering the buildings and follow the flow pattern while in the buildings.

## **TURNER BUILDING Entry and Exit Points**

### **(FIRST FLOOR)**

- Main Entry into the Turner Building will be the entry way on the northeast side of the building by the Marine Shop and the Book Store. (Small door by the garage bay doors) Everyone will enter into the café. They can proceed across the café to the elevator (if handicap) or the stairway. They will proceed in a southern direction toward the one stop.
- At the one stop, everyone will make a right hand turn and proceed in a westerly direction down the hallway by the library and mail room. At the end of the hallway, they can take either a left or right, depending where they need to go. At no point, will anyone be allowed to head in an easterly direction down the hallway by the mail room or library. When on the far end of the west wing, if they are on the NW side they will need to exit the NW door that proceeds to the area of the gas pumps. If they are on the SE side of the wing, they will need to exit the door on the SE side of the building that will proceed to the walkway in front of the building.
- If a person exits the NW side of the building, they will need to proceed across the parking lot in a NE Direction to the entry way that proceeds into the hallway/café area. If they person is trying to get back to the west wing, they must proceed in a SE Direction down the hallway by the one stop and the turn right and proceed in a Westerly Direction down the hallway by the library to their destination
- If the person exits SE door the person will need to proceed down the sideway in front of the building. If they need enter the building again, they will enter the main entryway on the SE side of the building, by the Administration. If they need to get back to the west wing, they will proceed by the Admin. Office, make a left hand turn and proceed down the hall in a westerly direction by the library.
- The door by the kitchen and maintenance office, which is located on the SE Side of the building will only be used as an EXIT. No entry will be allowed through that door.

## **TURNER BUILDING Entry and Exit Points**

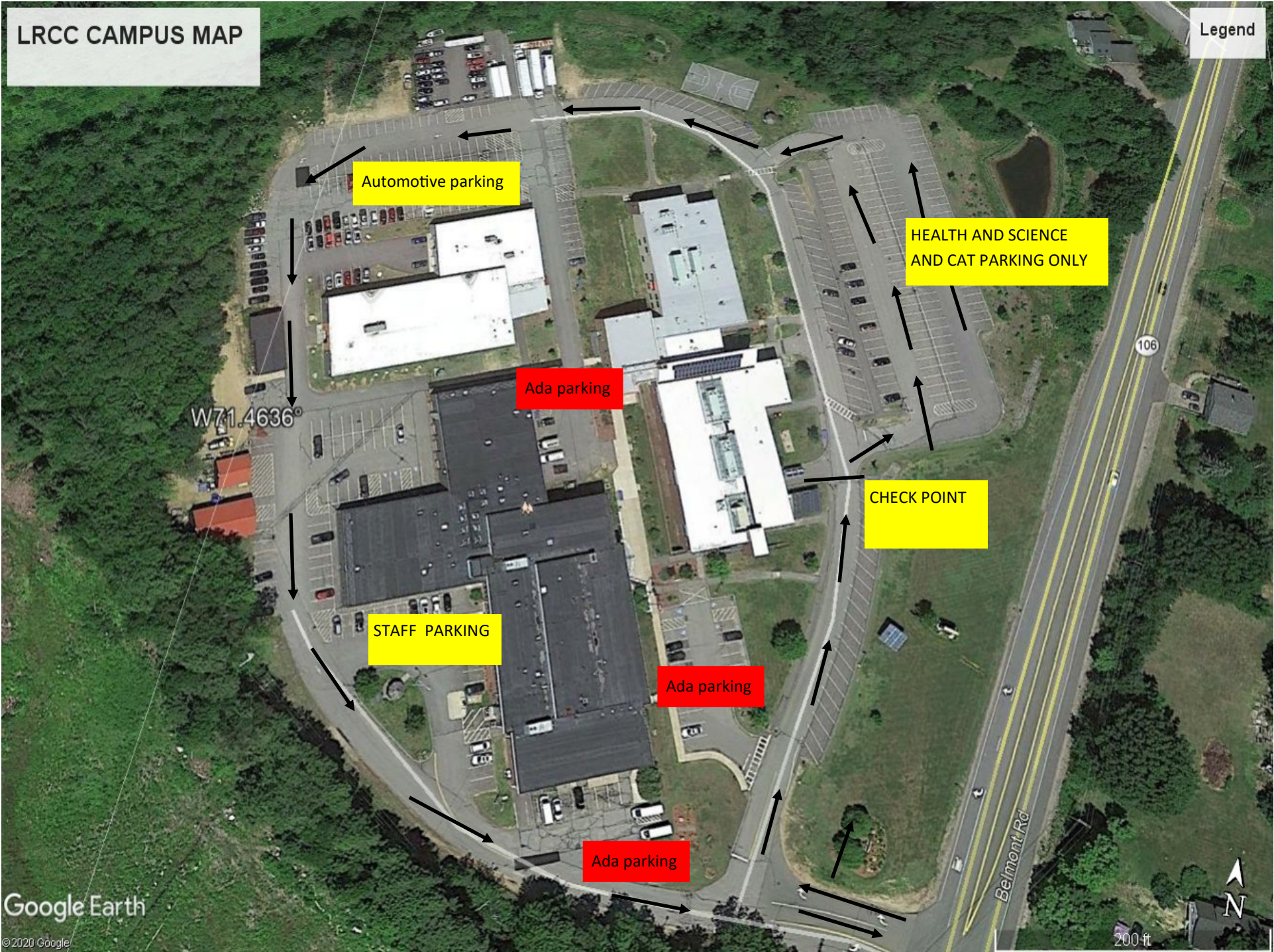
### **(SECOND FLOOR)**

- To enter the Second floor, there will be two points of access. The First point of access will be through the main doors by Administration. If a person enters this point, they will need to turn right immediately and proceed to the stairway/ They will proceed up the stairs to the second floor. They will take an immediate right and proceed NW down the hallway to the hallway on the left. They will turn left and proceed westerly to their prospective classrooms. Once leaving any of the classrooms on this wing, they will need to proceed in a westerly direction and exit the building by proceeding down the stairs to the first floor and exiting the building on the NW Side. (No reentry will be allowed through the NW Door)
- The second point of entry will be on the NW side of the building through the door on the SW that enters the hallway and café area. If they enter this doorway, they will turn right immediately and proceed to the stairway on the right and proceed to the second floor.
- Depending where their classrooms are located, they will proceed straight or to the right. If they proceed straight, to classrooms on the NE Wing, they must exit through the stairway on the NE side of the building by Room 261. When reaching the first floor, they must take a right and exit through the by the maintenance office.
- If they proceed to the right, they must proceed in a SE Direction to the hallway on the right. They must turn right and proceed in a westerly direction down the hallway to their prospective classrooms.
- Anyone on the West Wing will need to exit the second floor by using the stairway on the NW Corner of the wing and proceed to the first floor, exiting the building through the door on the NW side of the building.
- HANDICAP – Will enter the Turner Building the same way as anyone else. (Door between Marine and the Book Store) They will proceed across the café to the elevator. They will take the elevator to the prospective floor. Once reaching the appropriate floor, they will need to follow the flow pattern that will be properly marked with arrows or signage.

## SIGNAGE

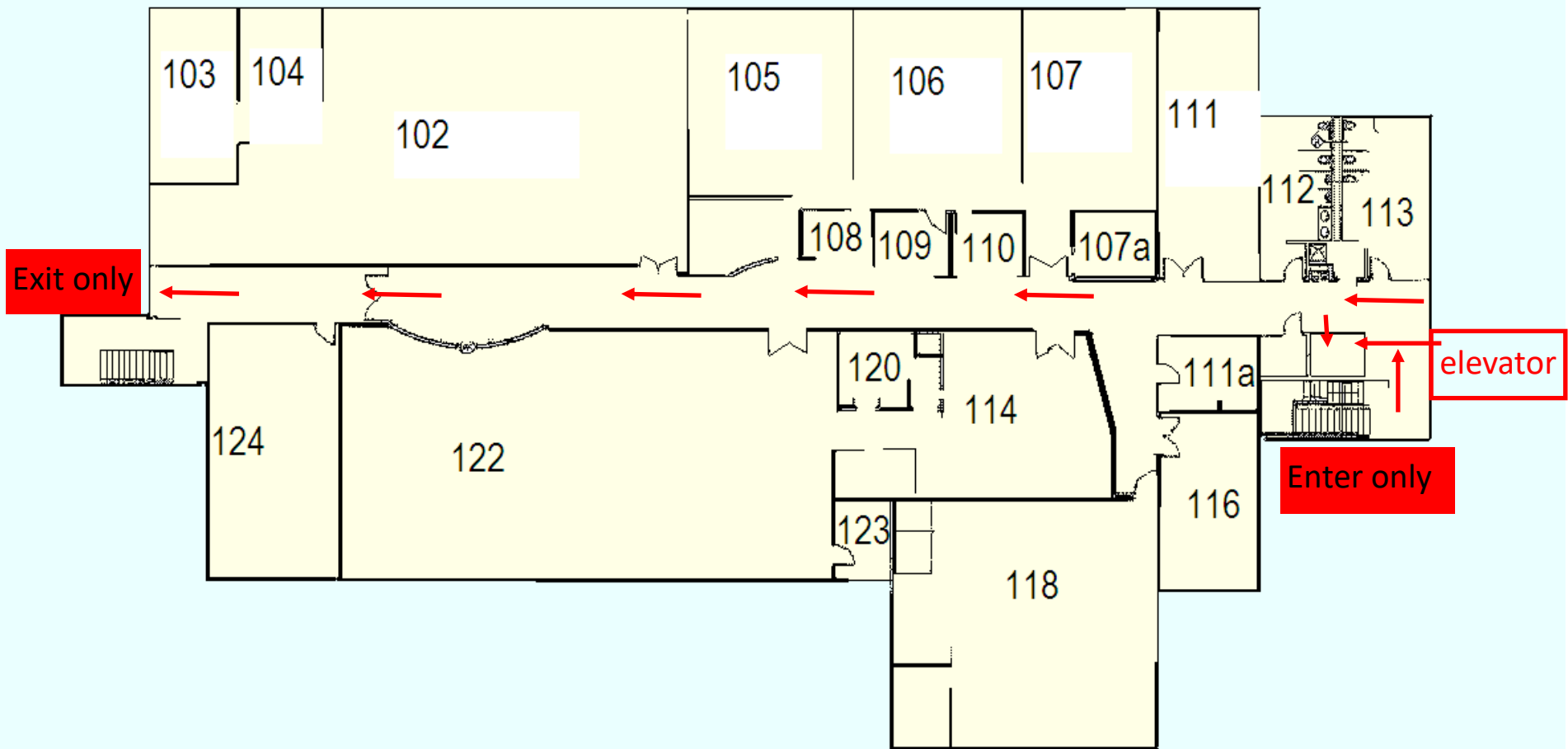
### **Door Markings:**

- Each entry or exit way will be properly marked with signage:
  - a. Entry Only
  - b. Exit Only
  
- **Flow Patterns:**
  - a. Each Building will have Arrows placed on the floor to show the proper direction of flow
  - b. Each Building will have signage showing the main point of entry
  - c. Each Building will have a sign to show handicap entry
  
- **Parking:**
  - a. Each Parking Lot will be marked with signage to designated parking areas:
    1. Handicap
    2. HS/CAT
    3. Auto
    4. Turner
    5. Faculty/Staff
  
- **Traffic Flow**
  - a. Orange Cones will be properly placed to show traffic flow
  - b. Signage will be placed to show:
    1. Road Closures
    2. Check Points
    3. Direction of Travel on campus.

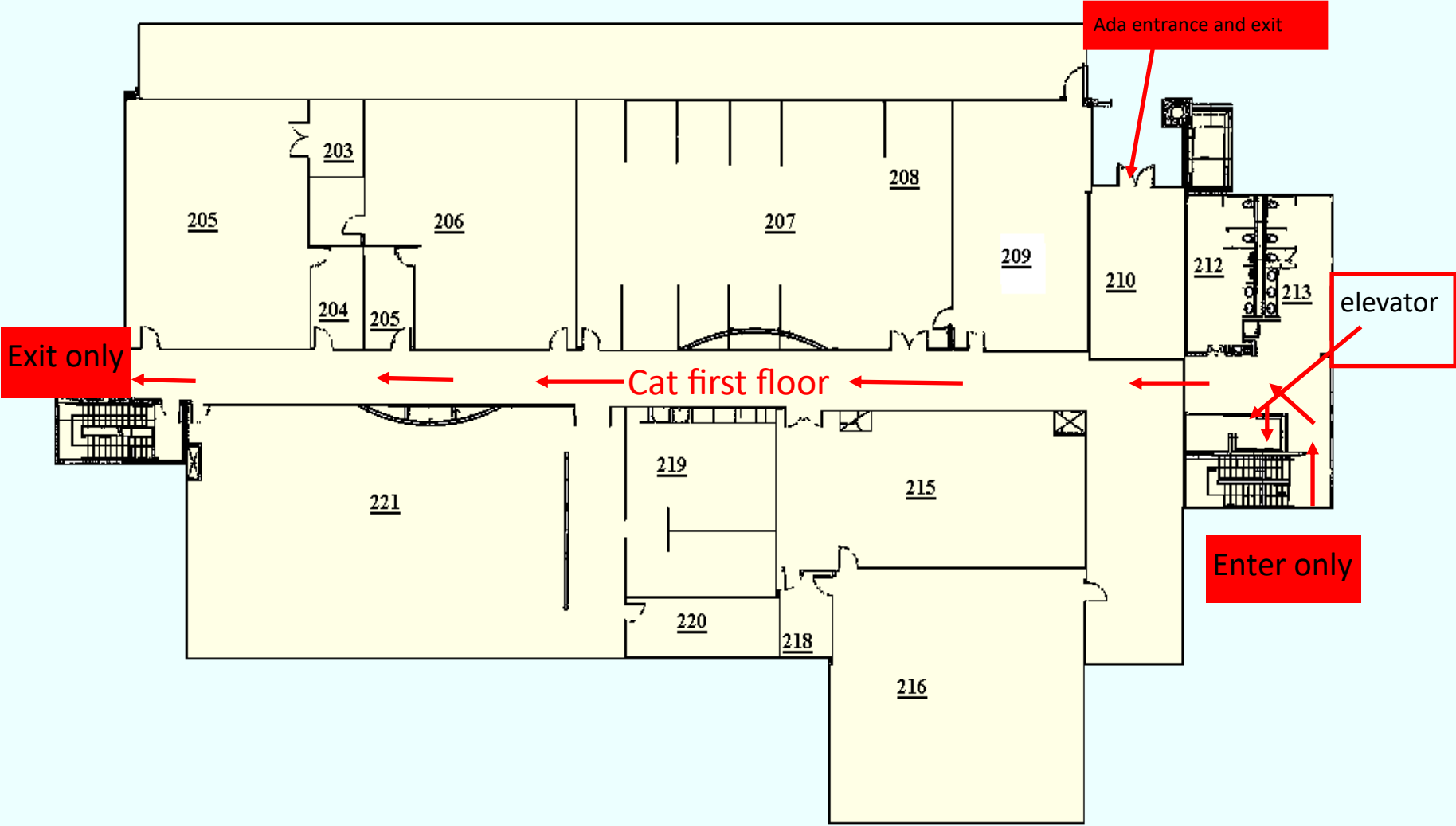




**CAT Building**  
**first floor**

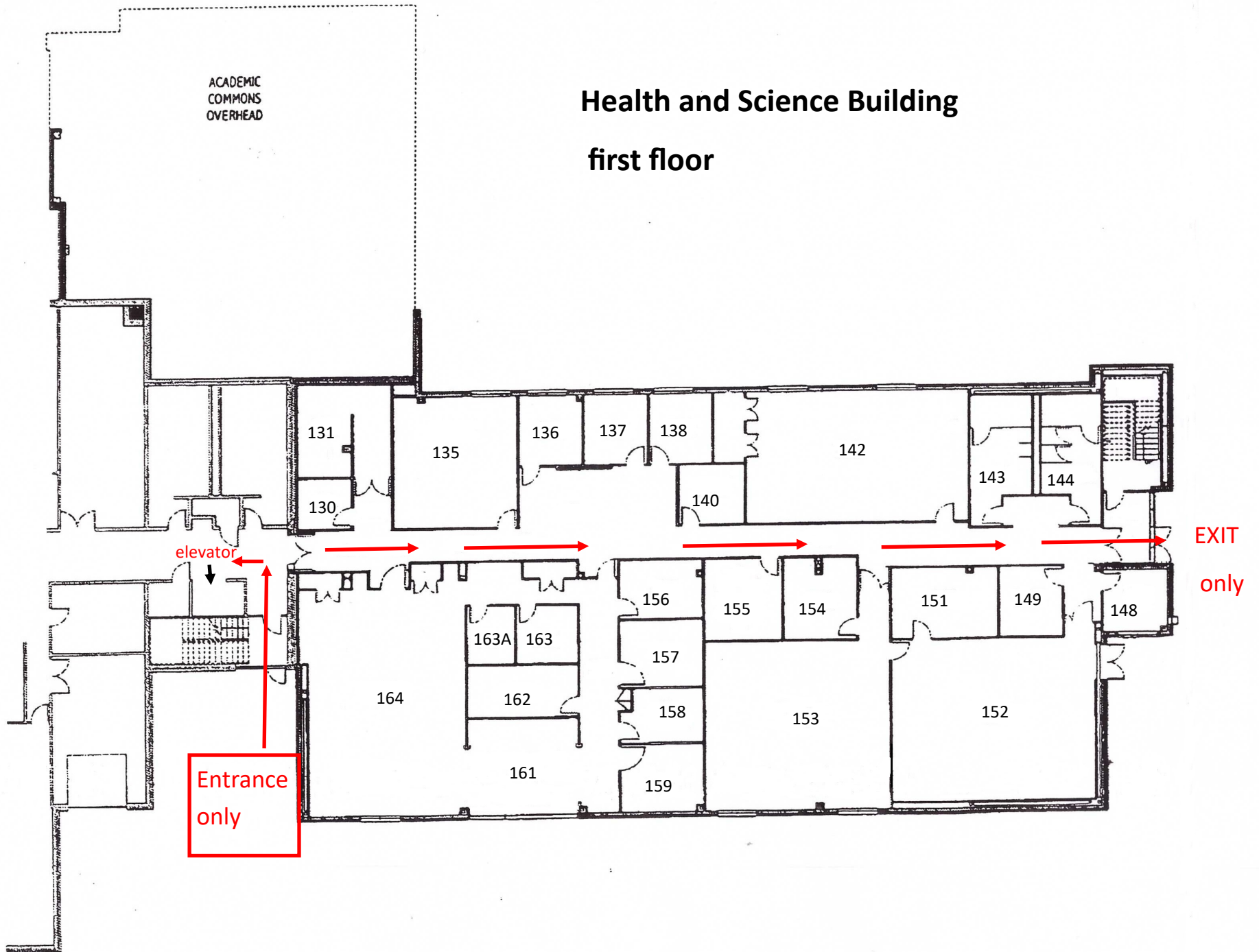


**CAT Building  
second floor**

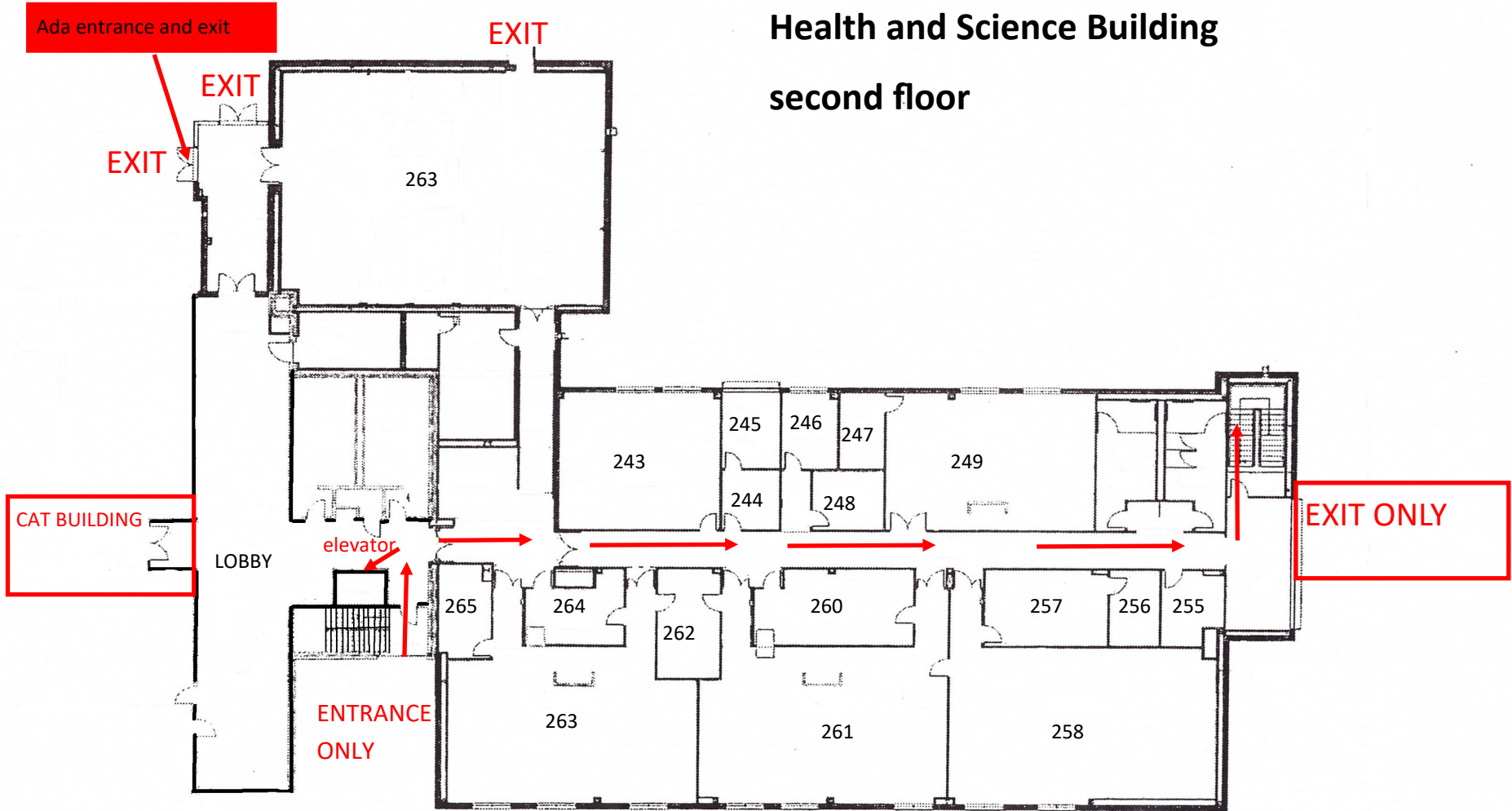


ACADEMIC  
COMMONS  
OVERHEAD

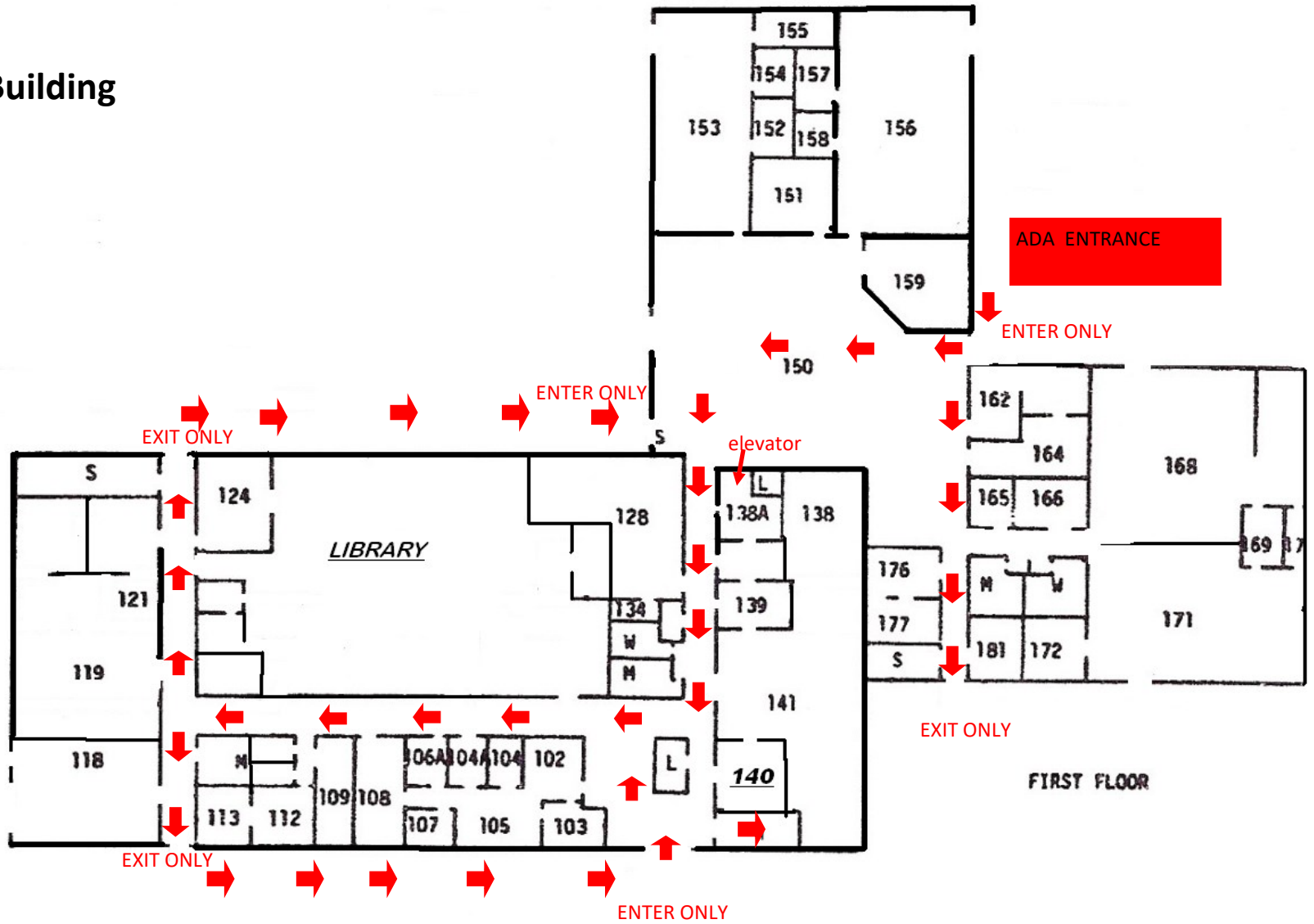
# Health and Science Building first floor



# Health and Science Building second floor



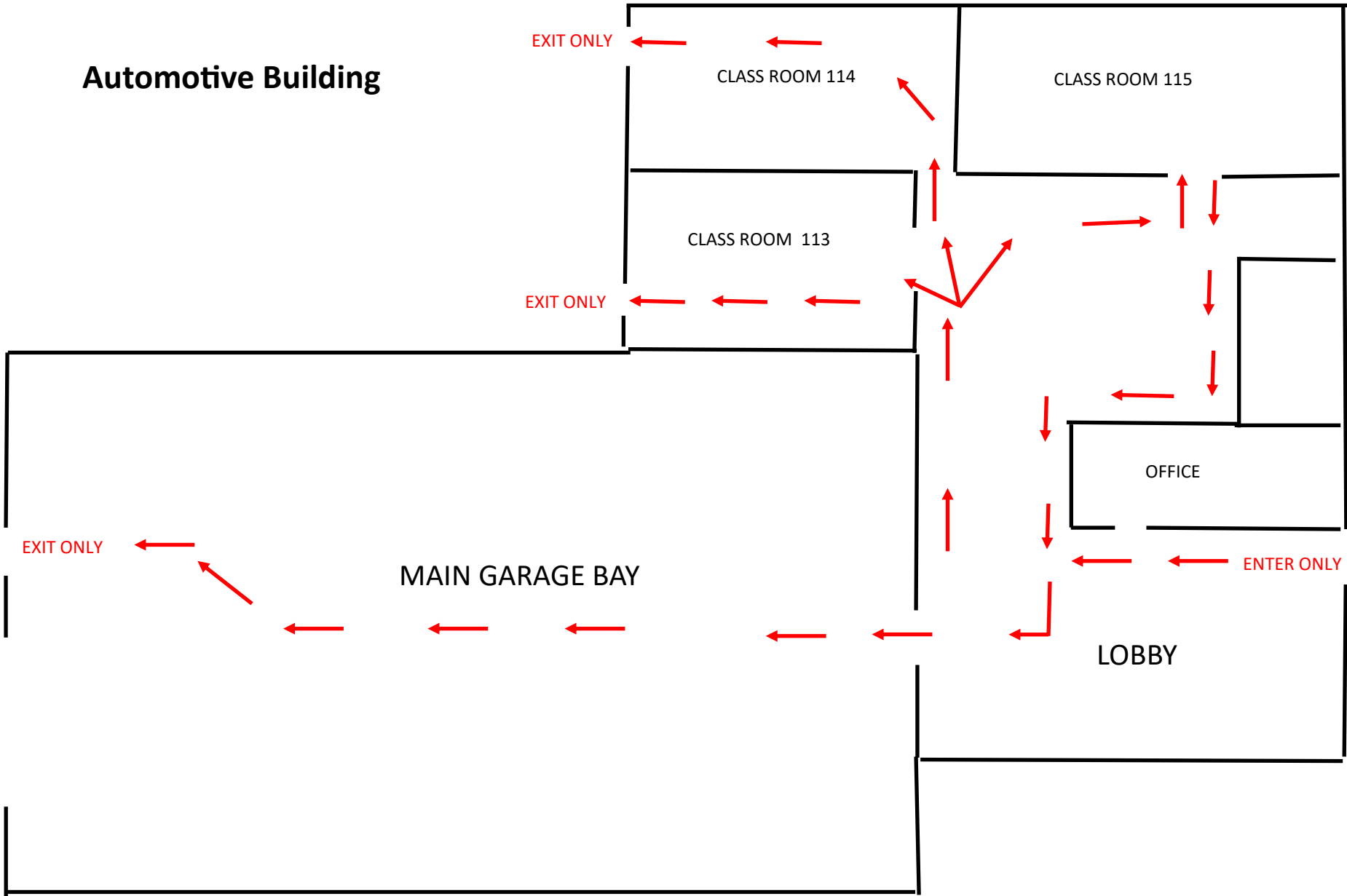
# Turner Building



# Turner Building



# Automotive Building



LRCC Pandemic Response Management and Alert Plan

Category	Benchmark	Impact to Instruction / College Operations	Campus Access
Green	<ul style="list-style-type: none"> <li>Based on low numbers of current COVID-19 cases and flat or declining positive tests in Belknap and Grafton counties and surrounding communities</li> <li>Less than 3 active LRCC cases.</li> </ul>	<ul style="list-style-type: none"> <li>Instruction plan outlined in the reopening plan remains in effect; combination of face-to-face, hybrid, remote, and online instruction.</li> <li>Operations follow the model outlined in Fall reopening plan.</li> </ul>	<ul style="list-style-type: none"> <li>Employees and students follow the Fall reopening plan, including coming to campus only on the days they are scheduled and following the daily screening and safety protocols.</li> </ul>
Yellow	<ul style="list-style-type: none"> <li>Based on a rising number of COVID-19 cases in surrounding communities and/or 3 concurrent cases within LRCC community.</li> <li>Transition to yellow (and back to green) will be the result of monitoring. Transition to green will be based on a flat or declining trend in cases within a 14-day period.</li> </ul>	<ul style="list-style-type: none"> <li>All lecture-based courses will transition to remote/synchronous instruction for a minimum of 14 days.</li> <li>Face-to-face and hybrid lab-based courses can remain on campus with the approval of VPASA. Alterations to schedules and classroom locations may be necessary.</li> <li>Most campus operations may move to remote format. Offices closed to in person visits. On site schedules for non-essential staff are reduced to 1 – 2 days/wk with supervisor approval. Essential staff (Maintenance, IT and Campus Safety) remain on campus, but on site schedules may be altered.</li> <li>If cases involve residential students, students in question are quarantined for a minimum of 14 days.</li> </ul>	<ul style="list-style-type: none"> <li>Students in lecture based classes access campus only with prior approval from administration.</li> <li>Students in approved labs can access campus on a limited basis defined by modified schedule.</li> <li>Faculty can access campus for scheduled labs or for other activities with prior approval from VPAA.</li> </ul>
Red	<ul style="list-style-type: none"> <li>Based on a significant and sustained rise in COVID-19 cases in the community.</li> <li>4+ concurrent cases positive cases within LRCC community.</li> <li>Increased state-wide restrictions indicating a possible return to a stay at home order.</li> </ul>	<ul style="list-style-type: none"> <li>All instruction transitions to remote learning. No on campus or face-to-face labs until further notice.</li> <li>Exceptions may be made on a case by case basis for highly technical labs. The VPAA and College Leadership Team will review and make a decision on such requests.</li> <li>All campus operations move to remote except for those deemed essential.</li> <li>Conditions at the College and at the student apartments will determine the impact to student housing. Response may include closing of the student apartments and sending students home for a specified period of time.</li> </ul>	<ul style="list-style-type: none"> <li><b>Campus access is limited only to essential staff and those employees with prior approval until further notice.</b></li> </ul>



## Important guidelines for employees in the case of a transition to yellow or red categories.

1. College administration will communicate this transition via CCSNH email, the COVID updates page on the college website <https://www.lrcc.edu/coronavirus/> and LRCC Alerts.
2. If possible, once notified of a transition to yellow or red, faculty and staff should plan to take any necessary materials and or equipment home with them to ensure continued remote operations. Those unable to do this, must contact the VPASA ([pcate@ccsnh.edu](mailto:pcate@ccsnh.edu)) or HR ([kschaffner@ccsnh.edu](mailto:kschaffner@ccsnh.edu)) to seek approval to come to campus to retrieve required materials. Students should be encouraged to do the same.
3. Residential students will receive guidance pertaining to accessing campus and the student apartments. They are expected to follow the instructions of the AVPASA ([llemien@ccsnh.edu](mailto:llemien@ccsnh.edu)).
4. Administration will work with academic and non-academic units to update schedules and coordinate access to campus as appropriate. Academic requests should be made via Patrick Cate; non-academic requests should be made via Marsha Bourdon.
5. In the case of a transition to red, managers must coordinate with administration and maintenance on any ongoing projects or expected deliveries

### Contact Information

Karen Schaffner: [kschaffner@ccsnh.edu](mailto:kschaffner@ccsnh.edu)

Laura Lemien: [llemien@ccsnh.edu](mailto:llemien@ccsnh.edu)

Marsha Bourdon: 603-0096 [mbourdon@ccsnh.edu](mailto:mbourdon@ccsnh.edu)

Patrick Cate: 603-254-6743 [pcate@ccsnh.edu](mailto:pcate@ccsnh.edu)

Larissa R. Baía: 603-724-8618 [lbaia@ccsnh.edu](mailto:lbaia@ccsnh.edu)

Campus Safety: 603-545-4392 (limited campus schedule)

Maintenance

Roger Lajoie: 603-387-2106

Todd Calder: 603-630-6439

Lisa Moulton: 603-998-0054