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# Memorandum

Date: January 4, 2021

To: LRCC Staff and Faculty

From: College Leadership Team

Re: Continued Red Status Alert

Dear #LRCCFamily:

We hope that the holiday break was restful as this was the first time that the college was closed for everyone over the holiday period. While this was certainly a different type of holiday season, it will certainly be a memorable one. Seeing 2020 leave the calendar certainly felt like a step in the right direction!

The College Leadership Team is reviewing our operation status in regards to Covid 19. While we continue to look at cases in our state and region, and they are certainly trending higher still, we are very proud of how this campus responded in the face of the challenges presented in the Fall. **We had no evidence of transmission on our campus in the Fall 2020 semester!** Our protocols and community diligence prevented Covid-19 from spreading on our campus. While we did have positive cases, those infections occurred outside of the campus and did not result in further transmission in our community. This campus can be proud that we were able to maintain a safe environment while still meeting our educational mission for our community. To continue that safety record, all Covid-19 related protocols (masks, check-in, social distancing...) will continue until further notice. These guidelines work and our college is an example.

For the remainder of January 2021, our campus will remain operating under the Red level operational guidance. **This means that all classes will be offered remotely except the technical lab courses in the following disciplines:**

- Culinary Arts
- Automotive Technology
- Marine Technology
- Advanced Manufacturing
- Electrical
- Nursing
- Science Labs that need to meet during January make speak with the coordinator Matt Simon and approval will be through the VPASA, Patrick Cate.

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Faculty are strongly encouraged to not come to campus unless absolutely necessary. Office hours need to be held remotely.

The campus will continue to be closed to the public. Staff will operate on a hybrid system, depending on role. Supervisors will need to ensure that offices are open but with as limited on campus staffing as possible. Staff will need to work with their supervisors to determine an on-campus schedule that will meet the needs of students during the first few weeks of the semester. Once a schedule is made, supervisors need to contact their CLT representative with that schedule by Wednesday, 1/6, at noon.

The administrative office will be staffed this week as follows:

Monday – Patrick

Tuesday – Patrick

Wednesday – Marsha

Thursday – Laura, Karen S.

Friday – Roger will be acting administrator on campus. CLT will be available remote

A new academic semester has always brought with it a sense of renewal, of new opportunity, and a fresh start. This semester feels that way even more. There is great hope that this semester will get better as it progresses. A vaccine is available and being distributed. In fact, we can be proud that we are one of 13 sites across NH that is a point-of-distribution for the Covid vaccine. When you come to campus, you will see our National Guard members staffing the site on our campus. As time progresses and the DHHS guidance allows, more and more of our community will be vaccinated. At some point, this means all of these extra precautions will be unnecessary and we will be able to get back to a sense of normalcy we all miss. But, there is hope. And it should happen this semester.

As a reminder, students and employees who have been in close contact with a positive case or experiencing symptoms of coronavirus are expected to follow the state of NH and CDC guidelines. If you have questions or need to report symptoms or a possible case, contact:

Students: Laura Lemien [llemien@ccsnh.edu](mailto:llemien@ccsnh.edu) or 603-524-3207.

Employees: Elizabeth (Liz) Lawton [elawton@ccsnh.edu](mailto:elawton@ccsnh.edu) 603-524-3207

Please note, these individuals may be working remotely, so email will be the best way to reach them.

Thank you for everyone's hard work and dedication to our community and students.

Be well,

*College Leadership Team*