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# Memorandum

Date: January 28, 2021

To: LRCC Staff and Faculty

From: College Leadership Team

Re: Change in operational status

Dear #LRCCFamily:

The CLT has been monitoring the Covid-19 situation in our surrounding communities to determine the best options for LRCC to continue to meet its mission. While the numbers are certainly higher than those observed in early Fall, the downward trend is reasonably significant. The county daily positive test result is below a threshold (less than 50 new daily cases/ 100k population) that DHHS set as a benchmark for schools to consider. Further, we still have not had a case where transmission occurred on campus.

With this in mind, the campus will be in yellow level operational guidance beginning Monday, February 1. **This means that all classes will be offered as scheduled, with face-to-face meetings proceeding as listed in our Spring course schedule.**

Faculty should come to campus during their face-to-face meetings and may come to campus for their office hours. Staff should return to the schedules that were set in early Fall. We want to give offices as much latitude to staff offices safely, so please work with your supervisors directly.

Students will be allowed on campus for their courses and pre-arranged meetings with faculty or a support office staff member. The campus will remain closed to the public, except for community members coming to a vaccine clinic or food drive. In those circumstances, participants may not enter any building. Prospective students may come for a tour pre-arranged with Admissions. External vendors will work with their applicable campus contact for access.

In all cases, proper PPE is still mandatory on our campus. A properly worn mask is required at all times while inside all campus buildings, social distancing guidelines continue to be expected, and frequent handwashing is strongly encouraged. Our check-in procedures will also remain the same. We strongly encourage everyone **to download and use the self-certification app when coming to campus.** LRCC is serving as a vaccination site for the coming months. This service to our community means that we have ceded the lower lot to the National Guard and that we will have

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hundreds of guests coming to campus on the days the vaccine clinic is operational.

**We ask all students, faculty and staff:**

- 1. Arrive earlier to campus to get through check-in**
- 2. Be patient as there will be lines of traffic entering and exiting campus and**
- 3. Use extra caution while driving on campus as there will be more pedestrians and vehicles navigating the perimeter road.**

The administrative office will be staffed as follows:

President Larissa Baia: Monday, Tuesday, and Wednesday

VP Patrick Cate Tuesday, Wednesday, and Thursday

BAO Marsha Bourdon: Wednesday

On Fridays, Roger Lajoie will be acting administrator on campus. CLT will be available remotely.

This operational status will be in effect until data suggests otherwise. Please plan on this operating mode until notified otherwise by CLT.

As a reminder, students and employees who have been in close contact with a positive case or experiencing coronavirus symptoms are expected to follow the state of NH and CDC guidelines. If you have questions or need to report symptoms or a possible case of Covid-19, 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*