

Campus Reopening Plan

Phase 3

2020/21

LAKES REGION COMMUNITY COLLEGE



College Leadership Team

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AY 20-21 CAMPUS REOPENING PLAN

Beginning in the Spring of 2020, Lakes Region Community College (LRCC) developed a plan to ensure the safe return to campus of a limited number of employees and students in response to the COVID-19 pandemic. The document outlined our business continuity plan for a phased in approach to reopening campus. The plan responded to course offerings taught in a variety of modalities a limited number of faculty and staff on site to support the needs of students.

As 2020 progressed, LRCC updated the plan accordingly taking into consideration local, state and CDC guidelines, local and regional transmission rates, availability of new equipment and changing conditions on campus. As COVID-19 cases and transmission rates continue to decline and as more people in our community have access to vaccines, college administration is re-evaluating current protocols and beginning to plan for a more “normal” Fall 2021 term. As we move to develop a new plan, we expect safety protocols to continue this Spring and into our Summer term. Thus, we are publishing updated sections of this 2020/21 Reopening Plan to help familiarize our community with what to expect when coming to campus.

Instruction

Class schedules continue to be altered to reduce the risk of infectious spread. Lecture based courses and content will remain in a hybrid format. The face to face component of hybrid courses will be limited to every other week. The duration of face to face course will depend on class size and classroom/space air filtration systems.

LRCC recognizes the value of the hands on experience in our technical programs. These vital programs will continue meeting in accordance with their required laboratory and/or practical hours. 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 be open to visitors with an appointment preferred. 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 to students. Students with scheduled in-person class/es or needing to utilize on campus support services may access campus. Students and employees may utilize the cafeteria services while abiding to maximum occupancy and social distancing standards.

Housing

Housing will be offered in the Summer term. Apartment occupancy will be reduced 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. The college will also keep

apartments vacant for quarantine use as needed.

Reopening Protocols

BASIC FACILITIES READINESS – ACCESS AND FLOW CONTROL

Traffic Flow Patterns

Foot traffic inside buildings will no longer be restricted. However, screening protocols for those seeking entry onto campus remains.

Lockdown Inactive Space/Utilize Barrier Controls

Signage will designate exterior and interior spaces that will remain closed.

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

Posted maximum occupancy sign should be followed. Some spaces may not have a posted maximum occupancy because of the use of high capacity air filtration systems. Social distancing protocols remain in place for all spaces on campus.

A pre-approved number of students 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

The college will welcome guests to campus. Guests will be able to schedule appointments with One-Stop staff, as well as, request campus tours.

Faculty will be permitted to be on campus for instruction and to access their offices. 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

Faculty, staff, students, guests and vendors will continue to complete and submit a daily self-certification at the checkpoint location prior to entering campus. 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 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 reaffirms its commitment 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 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. Expectations will be posted on campus, on the COVID-19 page of the website and sent via email to students. 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. 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. 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 to follow current state quarantine guidelines.

Food Service

Food Service will be offered by the *Countdown Café*. Safety protocols remain including the use of a plexi glass barrier for orders and payments, as well as social distancing. Alternative ordering (text or email) will be available as needed.

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 with in-store maximum.
- c. Online service.

BASIC CLASSROOM/LABORATORY READINESS

Cleaning Protocol

LRCC sanitation staff will continue to implement CCSNH Facilities Cleaning policies for guidance for cleaning protocols. High touch will be sanitized frequently. 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

LRCC will continue 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 continue 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 the 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

Spaces deemed as potential gathering spaces (student lounges) and not required for either instruction or operational functions will remain 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.

LRCC Pandemic Response Management and Alert Plan

Category	Benchmark	Impact to Instruction / College Operations	Campus Access
Green	<ul style="list-style-type: none"> Based on low numbers of current COVID-19 cases and flat or declining positive tests in Belknap and Grafton counties and surrounding communities Less than 3 active LRCC cases. 	<ul style="list-style-type: none"> Instruction plan outlined in the reopening plan remains in effect; combination of face-to-face, hybrid, remote, and online instruction. Operations follow the model outlined in reopening plan. 	<ul style="list-style-type: none"> Employees and students follow the reopening plan, as described.
Yellow	<ul style="list-style-type: none"> Based on a rising number of COVID-19 cases in surrounding communities and/or 3 concurrent cases within LRCC community. 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. 	<ul style="list-style-type: none"> All lecture-based courses will transition to remote/synchronous instruction for a minimum of 14 days. 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. 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. If cases involve residential students, students in question are quarantined for a minimum of 14 days. 	<ul style="list-style-type: none"> Students in lecture based classes access campus only with prior approval from administration. Students in approved labs can access campus on a limited basis defined by modified schedule. Faculty can access campus for scheduled labs or for other activities with prior approval from VPAA.
Red	<ul style="list-style-type: none"> Based on a significant and sustained rise in COVID-19 cases in the community. 4+ concurrent cases positive cases within LRCC community. Increased state-wide restrictions indicating a possible return to a stay at home order. 	<ul style="list-style-type: none"> All instruction transitions to remote learning. No on campus or face-to-face labs until further notice. 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. All campus operations move to remote except for those deemed essential. 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. 	<ul style="list-style-type: none"> Campus access is limited only to essential staff and those employees with prior approval until further notice.

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) or HR (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).
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

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

Maintenance

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