The local, regional, and national COVID-19 situation is changing hourly as public agencies and private business work to implement plans in an effort to curb the spread of the virus. LC State, in coordination with Idaho’s other public post-secondary institutions, the State Board of Education, the Governor’s Office, and other agencies continues to identify strategies to protect the health and safety of its students, staff, and faculty.

Though course delivery will change for the remainder of the semester, this does NOT mean the campus is closed. LC State remains committed to serving students and providing them with robust educational opportunities. The following action plan has been implemented and will be reviewed and revised as the situation evolves. Please note, to most successfully implement our action plan, we ask that sick faculty, staff, and students refrain from being physically present on campus.

**Instruction/Class Delivery**

- **On Monday March 16** the College initiated day one of a 2-day distance delivery pilot for face-to-face classes, including labs.
- Face-to-face class delivery will be **suspended** for the duration of the Spring 2020 semester effective **Wednesday March 18, 2020**.
  - E-learning, the CTL and testing center are working with faculty to support distance delivery needs.
  - Faculty are to communicate with their students about approaches and methods taken for each of their classes.
- Some CTE trades courses and other small volume lab-type classes will be available as necessary and prudent. Faculty are to work with their unit heads, Dean and the Provost for continued in-person instruction approval. Clean spaces and social distancing practices must be maintained.
- Workforce training and the Adult Learning Center will be reviewed on a case-by-case basis by the Provost.
- Community/Continuing Education courses are **suspended** until further notice.
- The Library has been established as a Clean Zone to accommodate students who lack adequate technology. Clean zones will be equipped with the following: laptops, tablets and other course-related technology. This technology will also be made available for checkout. Equipment will be cleaned before checkout and after it is returned. Clean zone entry, exit and use protocols must be followed. LC State identification is required for admittance of faculty, staff and students to the library.
- The Testing Center will be open with a maximum capacity of 16 students at a time.
Events and Gatherings

- Campus-based events and gatherings open to the public have been cancelled or postponed. This status to remain in effect until further notice. Smaller events are being evaluated against guidelines provided by the Idaho Department of Health and Welfare and Center for Disease Control.
- Access to the Library and the Center for Arts and History galleries by the general public has been suspended until further notice.
- Campus meetings and small group/unit events should be conducted by remote means if possible. In-person meetings must adhere to Social Distancing protocols.
- Spring 2020 Commencement ceremonies are cancelled.

Travel

- International travel has been suspended indefinitely.
- Non-essential college sponsored/related travel (international and domestic) has been suspended indefinitely. The President and Vice Presidents will make the determination of what is essential for their respective units.
- The NAIA has cancelled spring 2020 sports effective immediately.
- Personal Travel: CDC does not generally issue advisories or restrictions for travel within the United States. However, cases of COVID-19 have been reported in many states, and some areas are experiencing community spread of the disease. According to the CDC, the majority of cases of COVID-19 reported in the United States are travel-related. Individuals planning to travel, are strongly encouraged to check the following sites for up to date travel advice and information before departing:
  - Centers for Disease Control (CDC) and Prevention’s COVID-19 travel page
  - State Department travel advisories
  - World Health Organization

While LC State has not set requirements for personal travel, we strongly urge individuals to forgo travel to areas with active community transmission or high-risk areas as designated by the CDC. Individuals who choose to travel to a country or a domestic area with widespread, sustained transmission, or sustained community spread as designated by the CDC; are asked to self-quarantine for 14 days from the time they leave these areas.

We ask staff, faculty, and anyone associated with LC State to practice the highest levels of hygiene, and decision-making when considering travel. If you are traveling to locations within the United States that are experiencing active transmission, please exercise extreme caution and diligently monitor health symptoms upon your return.

Residence Halls and Food Services

- Students are asked not to return to campus once they depart for Spring Break.
- Residence Halls and Food Services will remain open for those who remain on campus.
- Laptops and similar technology will be available for checkout and use within the Library.
Administrative Operations

- Administrative offices, including all areas in Finance and Administration, Student Affairs, Academic Affairs, and the President’s Direct Reporting Units will maintain services.
  - Services to students will be adapted to accommodate both remote and in-person delivery.
  - State of Idaho Human Resources leave directives will be followed. Information will be available on the LC State HR website. **We ask that individuals who are sick not report to work.**
  - Mail delivery will continue as normal.
- Campus meetings (e.g., department/division meetings) should be conducted by remote means if possible. In-person meetings must adhere to Social Distancing protocols.

Daycare

- At this time, KinderCollege will remain open and has implemented extra cleaning measures.

Cleaning

- All high touch surfaces are cleaned more frequently. All staff will assist custodial staff by disinfecting door handles, rails, table tops, and other high-touch surfaces three times daily.

The college will continue to communicate updates and information to employees and students at [www.lcsc.edu/coronavirus](http://www.lcsc.edu/coronavirus). Questions may be addressed to: [coronavirus@lcsc.edu](mailto:coronavirus@lcsc.edu)
Students

- **On Monday, March 16**, the College initiated day one of a 2-day distance delivery pilot for face-to-face classes, including labs.
- Face-to-face class delivery will be **suspended** for the duration of the Spring 2020 semester effective **Wednesday, March 18, 2020**. These measures are being taken so that students can successfully complete the semester.
  - Students with questions about courses should contact faculty directly through their course **LMS shell**, or LC Mail account.
  - Some CTE trades courses and other small volume lab-type classes will be available as necessary and prudent. Students with questions should contact faculty directly. Clean spaces and social distancing practices must be maintained.
- The Library has been established as a Clean Zone to accommodate students who lack adequate technology. Clean Zones will be equipped with: laptops, tablets and other course-related technology. Equipment will be cleaned before checkout and after it is returned. Clean Zone entry, exit and use protocols must be followed (Student ID card required for admittance).
- The Testing Center will be open with a maximum capacity of 16 students at a time.
- At this time, KinderCollege will remain open and has implemented extra cleaning measures.
- **Students are asked not to return to campus once they depart for Spring Break.**
- For students who remain on campus:
  - Residence Halls and Food Services will remain open.
  - Administrative offices and student support services will remain open and adapt to accommodate both remote and in-person delivery. This includes:
    - Admissions; Financial Aid and Student Accounts; Registrar and Records; Advising and First Year Experience; International Programs, Native American, Minority and Veteran Services, CAMP, and TRIO; Student Employment/Career Services and Work Scholars;
    - Student Health & Counseling centers and Security.
  - Administrative Services – Finance and Administration offices will remain open.
  - Testing and disability services will remain open as clean zones.
  - Social Distancing and Clean Zone protocols are appended to this document.
- **Services to students will be adapted to accommodate both remote and in-person delivery.**
- In response to CDC group gathering guidelines, **May 2020 Commencement Ceremonies have been cancelled**. Note however, students who complete course/graduation work will receive their degrees as earned. Diplomas will be mailed.
Social Distancing Protocol

Definition

Social distancing is the practice of healthy people limiting physical contact with other people for the purpose of preventing the spread of disease.

Protocols

- Practice sound personal hygiene including frequent handwashing.
- Avoid physical contact, including handshaking or hugging, with other people.
- Maintain a distance of 6-feet between you and other people whenever possible.
- Avoid mass gatherings or events at which maintaining a distance of 6-feet between you and other people is unlikely.
- Encourage individuals with compromised immune systems to consult with their personal medical professional to assess their risks in participating in meetings, events, or gatherings.
- Encourage individuals with suspected exposure or illness to follow CDC/local health department guidelines and encourage individuals to stay home if they are ill.
- Avoid visiting other offices or buildings unless it is essential to do so.
- Attempt to conduct business over the phone or using other distance delivery technology.

For LC State Meetings and Gatherings

- Conduct meetings using distance delivery technology whenever possible.
- If an in-person meeting is necessary, limit the number of participants to only those who are required to be there and maximize the distance between all participants (e.g., spacing people 6-feet apart or spacing them as much as is practical).
- Encourage all meeting participants to stay home if they are ill or suspect they may have come in contact with COVID-19.
- Clean all meeting spaces, including high touch surfaces, before and after use.
Clean Zone Protocol

Assumptions

- The following Clean Zone protocols will be implemented when the college moves face-to-face classes to a distance delivery modality.

- Most students have left campus to complete the semester but those who remain in the residence halls or who are otherwise living in the region but have limited technological options will require access to technology and testing in order to complete their courses.

- The Writing Center and the Center for Teaching and Learning will shift to remote/distance delivery support (even for on-campus students).

- Clean Zones are designated for the sole purpose of completing academic coursework and requirements. These spaces are not to be used for social engagement or other purposes.

- Clean Zone spaces will observe social distancing protocol – keeping people 6 feet away from one another.

- Clean Zones will have signs instructing people to refrain from using the zones if they are feeling sick or suspect they might have otherwise come in contact with COVID-19.

Library/Testing Center

Library: The capacity of the library (lobby, first floor, and second floor) will not exceed 80 students. Entrance to the library will be granted only when a campus ID card is presented.

- Seats will be assigned upon entry and students will be required to check-in and check-out. (This will help track data in the event that one of the students using this is confirmed to have the virus).

A member of the library staff will be stationed at a strategic location to monitor access to the lobby to ensure the capacity is not exceeded.

- If demand exceeds capacity, students will be rotated out of the library every two hours or at an interval deemed appropriate by the attendant and other library staff.

- Library staff will establish modified hours of operation.

Hand sanitizer will be made available at check-in and its use will be required.

Physical Plant staff will be assigned to clean all surfaces continuously during hours of operation. Cleaning will occur when students leave their work stations and otherwise hourly even if students remain at the work stations. Cleaning supplies will be available to staff for additional cleaning as well.

Laptops or similar technology will be made available within the facility (along with desktops already located in the library) and will be disinfected before and after each use.
Testing Center: The capacity of the Testing Center is 16. All surfaces, including keyboards, will be cleaned by Testing Center staff before and after each use.

CTE Facilities

- Use of lecture halls/lecture classrooms will be suspended.
- CTE trade labs will be open but instruction will be designed to adhere to social distancing protocols.
- Labs and high-touch equipment, including keyboards, will be disinfected before and after use.
- Capacity limitations will be determined by instructors and strategies for limiting the concentration of students will be implemented, and approved by the Division Chair/Dean.