PURPOSE

The purpose of this document is to outline the college’s procedures for responding to reports from LC State employees or students of the following:

1) Having a confirmed case of COVID-19,
2) Having close contact with someone who is confirmed to have a case of COVID-19.

NOTE: This is a fluid document and all elements are subject to change as the COVID-19 pandemic evolves and related CDC and/or Public Health guidance is adapted.

DEFINITIONS

Close Contact – having been separated by less than 6 feet from someone for more than 15 minutes.
Quarantine – staying away from public spaces for a prescribed period of time but having no symptoms of illness or no confirmed illness.
Isolation – staying away from public spaces for a prescribed period of time while having symptoms of illness or a confirmed illness.
Confirmed Case of COVID-19 – Reported to the college or confirmed by Idaho Public Health.
VPSA – Vice President for Student Affairs.
Director of HRS – Director of Human Resource Services.

LC State COVID-19 Tactical Group

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LC State COVID-19 Tactical Group (continued)

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Additional Resources

President’s Office
Dr. Cynthia L. Pemberton, President
Ms. Lori Ruddell, Executive Assistant/Office of the President
Office: 208-792-2216
Email: president@lcsc.edu

Idaho Public Health North Central District
Office: 208-799-3100

Additional Resources (continued)

LCSC Student Health Services
Office: 208-792-2251

Executive Cabinet

Dr. Cynthia L. Pemberton, President
Dr. Lori Stinson, Provost/Vice President for Academic Affairs
Dr. Andrew T. Hanson, Vice President for Student Affairs
Dr. Julie Crea, Vice President for Finance & Administration

Coordination/Communication with the President’s Office and Public Health

The LC State COVID-19 Tactical Group lead is responsible for communicating with the President’s Office and Public Health throughout the decision-point process and general response outlined in the flowcharts published on the next two pages.
A case of COVID-19 is self-reported by an employee or a student.

COVID-19 is ascribed to and reported by a student.

Student is told to isolate for 14 days and await further information from either the VPSA or Public Health. Student name and contact information are shared with VPSA.

VPSA contacts college’s COVID-19 Tactical Group, Executive Cabinet, and College Communications/Marketing. VPSA contacts Public Health.

Is the case confirmed by Public Health?

Yes

VPSA coordinates contact tracing.

No

VPSA coordinates with Provost to arrange for remote teaching/learning for impacted faculty/students.

College Communication issues a campus announcement if needed.

Director of Physical Plant arranges for focused cleaning of impacted campus areas.

If applicable, Director of Res Life makes necessary room changes and arranges for food delivery.

COVID-19 Tactical Group and Cabinet oversee other responses including assistance with impacted employees.

Student(s) and employee(s) may return to regular classes, work, or activities when determined non-infectious by Public Health investigators. Public Health will notify individuals of this status.
Close contact with someone who has a confirmed case of COVID-19 is self reported by an employee or a student.

Close contact is ascribed to and reported by a student.

Student is told to quarantine for 14 days since last contact with the person who has a confirmed case and await further information from either the VPSA or Public Health. Student name and contact information are shared with VPSA.

VPSA notifies college’s COVID-19 Tactical Group, Executive Cabinet, and College Communications/Marketing. VPSA contacts Public Health.

VPSA follows up with student(s) on appropriate steps to take.

If applicable, Director of Res Life makes necessary room changes and arranges for food delivery.

VPSA coordinates with Provost to arrange for remote teaching/learning for impacted faculty/students.

COVID-19 Tactical Group and Cabinet oversee other responses including assistance with impacted employees.

Student(s) and employee(s) may return to regular classes, work, or activities when determined non-infectious by Public Health investigators. Public Health will notify the individuals of this status.

Was the employee/student within 6 feet of the person who tested positive for more than 15 minutes?

Employee is told to quarantine for 14 days since last contact with the person who has a confirmed case and await further information from either the Director of HRS or Public Health. Employee name and contact information are shared with Director of HRS.

Director of HRS notifies college’s COVID-19 Tactical Group, Executive Cabinet, and College Communications/Marketing.

VPSA contacts Public Health.

NO

Quarantine for 14 days is not required unless employee/student has symptoms of illness.

Is the reporting person a student?

Yes

Employee is told to quarantine for 14 days since last contact with the person who has a confirmed case and await further information from either the Director of HRS or Public Health. Employee name and contact information are shared with Director of HRS.

Director of HRS notifies college’s COVID-19 Tactical Group, Executive Cabinet, and College Communications/Marketing.

VPSA contacts Public Health.

NO

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