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

Andrew T. Hanson, Vice President for Student Affairs (lead)
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LC State COVID-19 Tactical Group (continued)

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Email: twheeler@lcsc.edu

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

Additional Resources (continued)

Sr. Director, LCSC Coeur d’Alene Center  
Rocky Owens  
Office: 208-292-2673  
Email: rwowens@lcsc.edu

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

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 and 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 – North Central District throughout the decision-point process and general response outlined in the flowcharts published on the next two pages. The Senior Director of the college’s Coeur d’Alene Center will communicate with Public Health – Panhandle District and will communicate with the COVID-19 Tactical Group lead as well.

Returning to Campus

Upon receiving notice from Public Health or another qualified medical professional, a college employee may return to work. The employee will need to submit documentation to Human Resource Services (hr@lcsc.edu) verifying the clearance to return to campus.

Upon receiving notice from Public Health or another qualified medical professional, a student may return to normal campus activity including attending classes. The student will need to submit documentation to the Vice President for Student Affairs (studentaffairs@lcsc.edu) verifying the clearance to return to normal campus activity including attending classes.
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 notifies 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 with Provost to arrange for remote teaching/learning for impacted faculty/students.

No

VPSA solicits advice from Public Health on measures the campus should consider taking and coordinates same with COVID-19 Tactical Group and Cabinet Officers.

Public Health leads/coordinates contact tracing.

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.

COVID-19 is ascribed to and reported by an employee.

Employee is told to isolate for 14 days and await further information from either Director of HRS or Public Health. Employee name is shared with HRS.

Director of HRS 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.

Director of HRS follows up with employee(s) and supervisors on appropriate steps to take.

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.
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 contacts 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.

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 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.

Close contact is ascribed to and reported by an employee.

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

No

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

Yes

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

No

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 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.
A case of COVID-19 is self reported by an employee or a student at the college’s Coeur d’Alene Outreach Center.

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, Public Health, or Sr. Director of the Coeur d’Alene Center. Student name and contact information are shared with VPSA and Sr. Director of the Coeur d’Alene Center.

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

Is the case confirmed by Public Health?

Yes

Sr. Director 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.

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.

No

Sr. Director solicits advice from Public Health on measures the campus should consider taking and coordinates same with COVID-19 Tactical Group and Cabinet Officers.

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

Director of HRS follows up with employee(s) and supervisors on appropriate steps to take.

Director of HRS coordinates response with North Idaho College, UI, and Public Health – Panhandle District.

Employee is told to isolate for 14 days and await further information from either Director of HRS or Public Health. Employee name is shared with HRS.

Director of HRS

Flowchart for CDA Center
Close contact with someone who has a confirmed case of COVID-19 is self-reported by an employee or a student at the college’s Coeur d’Alene Center.

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 of COVID-19 and await further information from either the VPSA, Public Health, or Sr. Director of the Coeur d’Alene Center. Student name and contact information are shared with VPSA and Sr. Director.

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

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

Director of HRS notifies college’s COVID-19 Tactical Group, Executive Cabinet, Sr. Director of the Coeur d’Alene Center, and College Communications/Marketing.

Director of HRS follows up with employee(s) and supervisors on appropriate steps to take.

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

Sr. Director coordinates with North Idaho College and UI on additional responses as appropriate.

Sr. Director solicits advice from Public Health on measures the campus should consider taking and coordinates same with COVID-19 Tactical Group and Cabinet Officers.

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

Flowchart for CDA Center
A case of COVID-19 or close contact is self-reported by an employee or a student in one of the college's Adult Learning Centers (Moscow, Orofino, Grangeville).

- Case is reported to the Director of the Adult Learning Center.
- Employee is told to isolate for 14 days and await further information from either Director of HRS or Public Health. Employee name is shared with HRS.
- Director of HRS notifies college’s COVID-19 Tactical Group, Executive Cabinet, and College Communications/Marketing.
- VPSA contacts Public Health.
- Director of HRS follows up with employee(s) and supervisors on appropriate steps to take.
- Director of Adult Learning Center coordinates additional actions with Adult Learning Center landlords and Adult Learning Center staff.

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, Director of the Adult Learning Center, 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.
- Director of HRS follows up with employee(s) and supervisors on appropriate steps to take.
- Director of Adult Learning Center coordinates additional actions with Adult Learning Center landlords and Adult Learning Center staff.

Public Health leads/coordinates contact tracing.

- Is the case confirmed by Public Health?
  - Yes
    - 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 organizes 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.
  - No
    - Director of HRS follows up with employee(s) and supervisors on appropriate steps to take.
    - Director of Adult Learning Center coordinates additional actions with Adult Learning Center landlords and Adult Learning Center staff.

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

Flowchart for Adult Learning Centers in Moscow, Orofino, and Grangeville.