

LCC Path to Fall 2021 COVID-19 Operational Framework

The details of this framework will continue to be refined and communicated by the Office of the President as changes occur. This document was last updated on August 9, 2021.

Effective August 10, 2021, the *LCC Reopening Safely Plan* is replaced by this *Path to Fall 2021 COVID-19 Operational Framework*. This change is being made in recognition of the end of Governor Brown's Executive Order 20-28, which was paired with reopening guidance from the Oregon Health Authority (OHA) and the Higher Education Coordinating Commission (HECC). In alignment with this change, the Reopening Advisory Team, which was created as a representative advisory group to assist with the reopening of campus for instruction and operations, will be transitioned to an infectious disease policy advisory group, and will work in partnership with the newly-formed Infrastructure Council, which drafts policy for review and approval by College Council.

Transition Back to On-Campus Working and Learning

In collaboration with department employees, managers are asked to create an operational staffing and scheduling plan to ensure that in-person services are available in each department during regular business hours. All employees with an on-campus work assignment will transition back to campus according to the schedules developed within their respective departments, with an expectation that transitions will be completed prior to Sept. 1, 2021.

Where practical for department operations, some flexibility and phased return to on-campus through the summer shall be allowed. No formal plan approval is required, but all managers should discuss the plan within their department and also provide a copy of the plan and a summary of feedback to the appropriate Vice President or Chief Officer for review and discussion.

All employees are asked to be patient and thoughtful about the period of planned return to on-campus work assignments. The transition back to campus may be challenging for many of our colleagues, from an operational, emotional, and personal perspective. Transparency and frequent communication will be an essential component of a

successful transition. Managers may request guidance or assistance at any time by contacting Human Resources.

Workspace Safety

All safety-related requests may be discussed directly with managers at the department level. Requests such as physical spacing of work areas, plexiglass enclosures or panels, and enhanced air filtration will be honored wherever they can reasonably be provided.

Masks will be required for all individuals while inside college facilities through the end of summer term 2021. Mask requirements will be continuously evaluated, and may change on or after Sept. 12, 2021. However, unvaccinated or medically vulnerable individuals will be asked to continue to wear masks and social distance while inside college facilities through at least Fall term 2021.

Masks, including reusable cotton and KN95 disposable masks, will continue to be provided for employees in all departments by request. All employees, students, and visitors may choose to wear a mask for any reason.

Social distancing is not required in campus facilities. Classrooms will be scheduled for instruction without mandated social distancing. However, unvaccinated or medically vulnerable individuals will be asked to continue to wear masks and social distance while inside college facilities through at least Fall term 2021.

Hand sanitizer and disinfectant cleaning supplies will continue to be provided across campus. Daily cleaning for all instructional spaces will be performed according to schedule - typically once daily Monday through Friday.

Clear and consistent signage shall be posted in multiple areas across campus, and within each department. Signage will include information about any current safety precautions in place, as well as information about how to report safety concerns, and prompts to observe healthy practices such as regular handwashing and respiratory etiquette.

Availability of in-person service hours, as well as alternate modes of service availability, shall be posted at the front/main entrance to each department. Hours should also be submitted to webmaster@lanecc.edu for posting on the [COVID-19 service availability website](#). Beginning Sept. 1, 2021, all departments will be expected to provide some level of in-person service availability, with few scheduled exceptions, from at least 9 a.m. to 5 p.m., Monday through Friday, on days when the College is open.

All classes, meetings (including in-department conference room meetings), trainings, and other gatherings that include an in-person component and occur outside of private offices, should be scheduled in 25-Live. Whenever possible, meetings and other non-instructional gatherings should include a remote participation option to provide multiple options for engagement by students and employees. Capacity limits will be updated regularly with advice from local public health authorities.

Employees are advised to use caution when planning any non-instructional event involving more than 10 employees or students in any location (on or off campus), with the understanding that changing guidance may create logistical challenges.

No formal health screen submission is required for employees working on campus. However, all employees are asked to complete the following health screen prior to reporting to work:

If you have experienced any of the following symptoms, please do not report to campus. Instead, please stay home and contact your healthcare provider:

- *Fever*
- *Cough*
- *Shortness of breath*
- *Difficulty breathing*
- *Muscle pain (not associated with recent strenuous exercise)*
- *Sore throat*
- *Diarrhea*
- *Chills*
- *Headache*
- *New loss of taste or smell*
- *Emergency signs and symptoms that require immediate medical attention:*
 - *Trouble breathing*

- *Persistent pain or pressure in the chest*
- *New confusion or inability to awaken*
- *Bluish lips or face*
- *Other severe symptoms*

All employees will be required to confirm that they understand the daily health check requirement twice monthly when they submit their timesheets. All students will be required to confirm in Moodle that they understand the daily health check requirement.

Work-Related Travel

Work-related travel shall be allowed without COVID-related restrictions, within the United States. However, all travel safety advisories must be observed, whether issued by states with high levels of COVID transmission, the Oregon Health Authority, CDC, or another health authority. International travel must be approved by the responsible Vice President or Chief Officer prior to purchase of transportation or accommodations.

Motor pool vehicles shall be reservable in 25-Live, through established procedures. Contact Facilities Management and Planning with questions regarding motor pool procedures or availability.

Community Facilities Use

College facilities and grounds shall be available for rental to non-college groups according to established procedures. Through Summer 2021, all facilities use by non-college groups shall be approved by the responsible Vice President prior to confirmation. Beginning Sept. 12, 2021, community use of facilities shall be allowed without additional approval required.

Reporting COVID-19 Safety Concerns

Employees who have concerns about their department plan to phase back to on-campus work assignments, or about other work environment concerns related to COVID-19, may contact:

Dawn Barth, COVID Compliance Official

covidcompliance@lanecc.edu

Or

Shane Turner, Chief Human Resources Officer

turnerms@lanecc.edu

If you have general questions or comments about the LCC Path to Fall 2021 COVID-19 Operational Framework, you may submit them via this [Google Form](#).

LCC is a Community of Respect

All students and employees are welcome on campus. Some may choose to wear masks and/or continue to social distance when outdoors or in spaces where masks are no longer required, and some may choose not to wear masks once the requirement is lifted.

Individuals on campus will not be required to disclose their vaccination status outside of established, College-managed vaccination/exemption compliance processes. Although some individuals may choose to voluntarily disclose their personal vaccination status, the College encourages employees and students to help maintain a community of respect by not asking others to disclose vaccination or exemption status.

LCC encourages all Titans to follow CDC and local health authority guidelines, and to take appropriate safety precautions to protect themselves and others. Thank you for showing respect for all members of our College community as we navigate this transitional time together.