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(Document originated July 27 – August 12 updates are highlighted in grey – September updates are highlighted in yellow or have the word “NEW” in their title)

Introduction

We are excited to welcome students back to Lamar Community College this fall when we start our phased move-in for Residence Hall students on August 17 and start classes on August 24. As we continue to monitor current conditions and plan for the safety and wellbeing of students, employees, and our communities, we would like to share some details about our preferred plan for a **Safe Return to Campus**. We know these plans can change and we encourage you to work with us as we adapt and adjust in order to ensure the best learning, living, and working environment possible. Your cooperation and understanding will help us maintain our goals of having students safely attending classes, living in residence halls, and participating in activities and events. If we are able to remain open and operational as planned, we will better serve students and maintain appropriate staffing levels for doing so.

In planning for our phased return, we focused on the following to guide our decisions:

1. Adopt and implement a comprehensive suite of health and safety protocols for the campus consistent with Center for Disease Control (CDC), Colorado Department of Public Health and Environment (CDPHE), Colorado Department of Higher Education (CDHE), Colorado Community College System (CCCS), and Prowers County Public Health and Environment (PCPHE) guidelines on preventing the transmission of COVID-19
2. Use the phased return of faculty, staff, and students in the summer to evaluate and improve the implementation of health and safety protocols prior to the return of students for fall semester
3. Adhere to public health guidelines regarding physical distancing by prioritizing certain classes for in-person instruction, including experiential, hands-on content that cannot be effectively delivered online, such as labs, studios, and performance classes
4. Expand the ways in which courses can be delivered using combinations of on-campus, online, remote and hybrid instruction, and plan for the continued use of these new flexible formats in the future
5. Plan for the reopening of campus housing and develop dining options that allow for appropriate physical distancing
6. Plan for the start of athletics using appropriate protocols consistent with National Junior College Athletic Association (NJCAA), NIRA, CDPHE, CDHE, and CCCS guidelines
7. Plan for the phased reopening of public venues, such as the Fitness Center, based on public health guidelines in place at the time
8. Develop cleaning protocols that follow appropriate guidelines and leverage employee and student participation in keeping spaces clean and safe

Resources

CDC - <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

DOE - <https://ifap.ed.gov/electronic-announcements/030520Guidance4interruptionsrelated2CoronavirusCOVID19>

CDPHE - <https://covid19.colorado.gov/>

CDHE - <https://cdhe.colorado.gov/>

NJCAA - <https://www.njcaa.org/COVID19>

Travel Risk Map - <https://globalepidemics.org/key-metrics-for-covid-suppression/>

Current Guidance

1. Face Coverings* – LCC will follow [Colorado orders](#) and Prowers County guidance for wearing face coverings indoors and when outdoors with others. Face coverings need to fully cover nose and mouth at all times and are to be worn when indoors with others who are not part of the individual's nuclear family or athletic cohort and outdoors when in groups that cannot socially distance. **SEE Appendix A for Updated Requirements**
** Face coverings include cloth masks, paper masks, scarves/bandanas, gaiters, and face shields (which provide less ability to minimize aerosolized particles). Students and employees with documented medical disability reasons for not wearing face coverings are exempt and will receive guidance for alternative solutions by our Special Populations coordinator at 719.336.1533 (for students) and HR 719.336.1572 (for employees).*
2. Social Distancing – LCC will follow Colorado and Prowers County guidance to observe a social distance of at least six feet when with others who are not part of the individual's nuclear family or residence hall cohort.
3. Capacity – LCC will follow Colorado orders to not have more than 50% capacity (or 50 people) in classrooms, offices, conference rooms, and other indoor spaces while observing social distancing. For larger indoor spaces, Prowers County's variance of up to 100 people socially distanced may be followed.
4. Travel Guidance – **SEE Appendix B for Updated Travel Guidance and Protocols**
5. Temperature, Symptom, and Travel Checking – all individuals (employees, students, visitors) will be required to do a daily temperature, symptom, and travel check prior to being allowed on-campus each day. LCC will be using [#CampusClear, which can be downloaded as an app or accessed via web at https://web.ivy.ai/app/campusclear](#). Records will be maintained to facilitate reporting and contact tracing by Prowers County Public Health. Individuals who have symptoms or who may have been exposed to someone with COVID-19 are advised to call their healthcare provider for guidance and to notify their supervisor (if employee) or faculty member (if student) and Human Resources. Students with LCC health insurance should contact High Plains Community Health Center other students should contact their own healthcare provider. Students are also asked to notify the LCC COVID-19 Coordinator. **SEE Appendix C for Updated #CampusClear Protocol.**
6. Remote Work – With a recommended limit of 30-50% employees on-campus at one time, it is anticipated that many LCC employees will continue remote work schedules. Each unit should develop written work schedules and clearly communicate to each other and students which offices and individuals will be available for in-person services. It's suggested these schedules be posted on the LCC website so the public can access the information.
7. Training – all employees and students physically coming to campus will be required to complete a mandatory COVID-19 training program online.
8. Cleaning – LCC will follow all CDC and CDPHE guidance in place at the time. Employees and students will be strongly encouraged to also clean high-touch surfaces (e.g. desktops, door handles, water spigots, etc.) prior to using them.
9. Personal Accountability – because we want to keep LCC open as well as keeping ourselves and others safe, we expect each employee, student, and visitor to follow all guidelines and standards in place at the time and will use employee/student policies to deal with infractions.

Employee Return to Campus

Lamar Community College employees began returning to work on campus July 6th, 2020 in a rotation designed to comply with the Department of Higher Education (CDHE) guidelines. Campus access will remain limited to only those employees authorized to be on-site each day for their specific building or department based on approved staffing plans. The goal is to have no more than 30-50% occupancy at any one time. Many individuals and departments will remain predominantly remote. Failure to comply with requirements in place at the time will result in discipline, up to and including termination.

1. Each department will work according to the staffing schedule created in consultation with the department supervisor. All schedules must be approved by the appropriate executive.
2. Schedule changes must be approved by the department supervisor prior to occurring. The supervisor will communicate changes to campus as needed. It's recommended in-person hours and schedules be publicly posted on the LCC website.
3. Only employees scheduled to be on campus are allowed to access the campus each day. Access outside of an assigned day will still require advance, written permission from LCC HR or designee.
4. Every employee will be required to monitor their temperature, symptoms, and travel daily, prior to arriving on campus. The results will be recorded by each employee using [#CampusClear](#).
5. In the event that employees have a fever or are experiencing any of the COVID symptoms, they must agree to stay at home and report the information to their immediate supervisor and notify LCC HR or designee. Employees will then work with the director of human resources to determine next steps prior to returning to work on campus.
6. Employees must remain prepared to work remotely at a moment's notice after the return-to-work on campus begins.
7. Employees are expected to adhere to all symptom-checking, and tracking, facial covering, social distancing, hygiene, travel requirements and guidance in place at the time while working on campus. It is each employee's responsibility to remain informed about current guidance and requirements.
8. Employees who require medically-necessary accommodations to the facial covering requirements for working on site must contact the director of human resources to make arrangements for accommodation prior to reporting to work without facial coverings.
9. Employees who are in a vulnerable population or who are caring for an immediate family member in vulnerable population who need to continue to work remotely must contact their supervisor and work with the director of human resources to work out a schedule for doing so when feasible.
10. Employees who have primary or secondary school-aged children who require homeschooling are encouraged to reach out to the director of human resources to determine work solutions to assist with this.
11. Employee travel for work will be limited, and MUST have prior approval from a direct supervisor and the director of human resources prior to occurring as well as all the usual travel approval paperwork.

12. Personal travel remains at the discretion of the employee, however per the “Safe Return to Campus” plan, personal travel should be reported to your immediate supervisor and HR Director Shelly Tombleson or VP Chad DeBono in the event that special considerations for return to work on campus are required.
13. Employees who travel outside of Prowers County for either work or personal reasons may be required to quarantine and work remotely for a period of up to 14 days prior to being allowed back on campus. Each case will be considered individually, based upon mode of travel and location traveled to.
14. Employees must avoid or limit all interoffice visiting while on campus. If office visits do take place with coworkers, all facial covering and social distance requirements must be followed during the visits.
15. Face coverings must fully cover both nose and mouth and should not be lifted or removed while with others.
16. Shared refrigerators, microwaves, and Culligan water systems will be allowed in common areas. Employees will use wipes to sanitize handles and high-touch surfaces prior to use. Shared coffee and tea kettles are not safe and will not be allowed during fall semester. Pot lucks, shared food items, buffets, etc. are not safe and will not be allowed. Employees should plan to bring and use their own plates, utensils, etc.

Instructional

Lamar Community College is planning on returning to face-to-face course delivery and providing on-line and remote course delivery options for faculty and students who require/desire it. All faculty will develop plans to transition to remote delivery as needed. The college will also transition to remote delivery for the majority of classes after Thanksgiving break until the end of the semester. Some CTE classes will continue in person instruction, as approved by the Dean of Academic Services, in order to meet external agencies instructional requirements. In order to achieve this objective, the following will be implemented.

1. All academic departments, in consultation with Dean and VP, will develop plans for alternate/remote delivery for all courses. All plans will include possible transition from one mode of delivery to an alternate mode, for example, starting face-to-face and moving to remote, as the situation warrants.
2. Classrooms will still be assigned to courses to allow for easy transition from face-to face to remote.
3. Faculty will be offered professional development opportunities for remote-delivery trainings, webinars, workshops using virtual conferencing tools.
4. Faculty will be provided a repository of remote delivery resources.
5. Faculty will be provided fall in-service meetings through workshops, webinars, and trainings delivered remotely with debrief facilitated afterwards via remote conferencing tools. Limited face-to-face meetings, adhering to all guidance at the time, may also take place.
6. Academic leadership will host face-to-face (if possible) and remote meetings to update faculty on campus development and to share updates and concerns
7. Students will be provided information on health and safety through existing LopesCares website, marketing and resources.
8. Learning Support Staff, including college counselor will develop virtual programming, virtual office hours, and will proactively reach out to students to facilitate completion of the term

9. BIT team will meet to develop strategies to proactively identify students at risk. Current protocols of team are already adapted for multiple work modalities.
10. Faculty for each lab course and CTE program will develop plans for face-to-face components of their curriculum. Plans include protocols and guidance on health and safety. Plans will be reviewed by Dean and VP for approval each semester
11. Faculty will hold Faculty Senate and ARC meetings with a virtual option to meet limits on face-to-face meetings and accommodate faculty working remotely or who need/desire remote work.
12. Administration will provide remote conferencing tools and ensure that training is available for faculty and instructors in use.
13. Dean and VP will conduct faculty evaluations of classes in remote environment as they currently do with face-to-face. Process includes class observations, student evaluations, one-on-one consultations with faculty, and development of professional development plans,
14. College's current Distance Learning program will be used to increase and manage remote learning capacity.

Student Services

Support Services will resume on-campus operations as per developed schedule. Schedule will be communicated to students and employees. Staff who are not on campus will be available remotely to meet with students and employees via phone, email, and teleconferencing tools. All staff will have the ability to transition to remote work as needed. In order to achieve this objective, the following will be implemented.

1. All staff will have two workstations (one at home and one on campus) or will move technology back and forth between locations.
2. All staff will be equipped with technology needed for remote delivery of services and will communicate with students including Recruit, Navigate, email, phone and in person.
3. Information will be updated to provide students with times staff are in the office and available for face-to-face meetings. Staff will provide students with alternate means of communication for times when they are not in the office.
4. Student meetings may be conducted face-to-face with social distancing measures, online or via telephone.
5. Schedule of appointments will be created and communicated to all stakeholders.
6. In-person appointments will happen with all established protocols in place to mitigate spread of virus.
7. Students will be contacted via email, phone and Recruit. Campus visits will occur with established protocols in place to mitigate the spread of the virus. Students will be encouraged to submit all forms electronically as the Financial Aid staff will have the ability to upload what is needed remotely. Students will be able to use their student portal to receive all Financial Aid information, even prior to enrolling for courses.
8. Special Populations Coordinator will work with all students who have medically-necessary needs for accommodations and faculty to provide accommodations to students in face-to-face and remote environments
9. All communications, including forms, will be made available in alternate format upon request.
10. Virtual tools, such as YouScience and Focus2 are available to students via college website and portal. Consultations can be done remotely

12. Basic need and food items will be available to students in need through the Lopes Pantry. No-contact delivery and/or pick up will be made available.
13. LopesCares reporting tools will be maintained and monitored via email and telephone.
14. Sponsors of Clubs and Organizations may implement Zoom/WebEx meetings as an option for students to meet on a regular basis. If sponsor and students agree to have meetings that require a physical presence, members must adopt and implement a physical distancing plan following guidance in place at the time. This plan must be approved by LCC's COVID-19 Coordinator, VP Chad DeBono will include:
 - o Number of sponsors(s) and students present for the meeting.
 - o Length of meeting and nature of activities on the agenda.
 - o Mechanisms to conduct sponsor and student symptom check.
 - o Face coverings, 6 feet of social distancing, cough/sneezing etiquette. Provide proper instruction for participants
 - o Provisions for hand sanitizer and enhanced cleaning.
 - o Provide remote options for participants that do not want to be physically present.

Residence Life

LCC plans to house students in Todd Burch Hall and Prowers House. Upon move-in, all residents will be required to social distance and use face coverings until September 6, after which "Family Unit" cohort groups may relax those requirements as long as they continue to social distance and wear face coverings in settings away from the residence halls.

1. LCC will house a total of 215-229 students for the fall semester, with no more than 2 students per room. The college is leaving 4 rooms in Prowers House vacant for isolation or quarantine purposes.
2. With common bathrooms on 5 wings of Todd Burch, cleaning protocols and schedule will be developed and communicated clearly. Students will also be advised to clean high-touch surfaces prior to use. Students in Prowers House will maintain their own bathrooms and will be provided supplies for doing so.
3. Per public health guidance, students will not be required to be tested for COVID-19 prior to check in. However, students will complete a comprehensive screening form prior to check-in.
4. One (1) parent at a time will be able to assist with move in. If the student has additional parent(s)/family members/friends, they will be required to remain outside during the move and will not be permitted in the building.
5. All student-athletes residing on campus will be provided directions by their respective coach to self-quarantine at home for 14 days prior to checking into the residence hall and will need to submit a certification form. This 14-day quarantine is nonnegotiable and coaches will contact student-athletes regularly to ensure directions are being followed.
6. Check-in dates and times will be established for all athletic teams and other resident students. Current schedule was updated as shown below:
 - o Monday, August 17th – Baseball (68-70) Volleyball (12-15)
 - o Tuesday, August 18th – Women's Basketball (16-17)
 - o Wednesday, August 19th – Women's Softball/HTM EBM Students (30-35) Nursing (2-5)
 - o Thursday, August 20th – Men's & Women's Rodeo (15-17) Men's Basketball (26-30)
 - o Friday, August 21st – Golf (6) – Students that had conflicts with other dates

- Saturday, August 22nd – All other students (20) – Students that had conflicts with other dates
 - Check-in times will be between 8:00 a.m. and 5:00 p.m. for each of the established days. If students are unable to make it during these times, they must contact the Coordinator of Resident/Student Life to determine other arraignments. Only extenuating circumstance will allow for scheduling outside these times.
 - **NEW as of Aug. 11:** Resident students arrive after Aug. 22 who have not completed a 14-day self-quarantine will be advised to do so at home while starting classes remotely until such time as they may safely arrive on campus. After arrival they will be required to social distance and use a face covering while in their “Family Unit” cohort group for 14 additional days, after which they can stop doing so within their group.
7. Following check-in, students arrived according to schedule will be required to abide by the following until September 6 in order to best ensure health of the residence hall “Family Unit” cohort groups:
- Face masks will be required at all times other than when eating.
 - 6-Feet Social Distancing with all other residents with the exception of roommates. (This includes the cafeteria, lobby, and computer labs)
 - No visitors (on or off campus) will be permitted in student rooms.
 - No large gatherings, unless outdoors and socially distanced.
8. Students will be advised to bring essential items only during the check-in process. Due to the unknown and variability of Executive Orders and guidance to higher education, this will make it easier for students if LCC is required to shift to remote learning and/or end the term early. Excess décor, supplemental furniture, appliances, and non-essential items are not recommended.
9. After September 6, students will be permitted to have a maximum of 3 resident guests in their room.
10. Hand sanitizers are located at the main entrance, at the lobby bathrooms, and in each wing.
11. LCC will follow enhanced cleaning in all common areas and high-touch surfaces, consistent with enhanced cleaning practices of other non-residential areas such as academic buildings. Custodial workers should be provided appropriate PPE and training consistent with their duties. See CDC guidelines for cleaning and disinfecting facilities (available at <https://www.cdc.gov/coronavirus/2019ncov/community/reopen-guidance.html>).
- All Bathrooms
 - Doorknobs/Railings
 - Keyboards in Computer Lab
 - Lobby Furniture
12. LCC will provide frequent reminders of proper hand hygiene (verbally, posters, videos) with hand sanitizer widely available in common areas. Signage on social distancing and face covering requirements will be posted depending on the requirements.
13. LCC will widely share/post information in common areas about COVID-19 prevention. Posted information will be updated as appropriate or with significant changes.
14. Students who are unwilling to comply with safety expectations, such as face covering, social distancing, symptom checking with #CampusClear, etc. will be in violation of the LCC Student Code of Conduct and will be disciplined accordingly, up to and including eviction.
15. Events and social activities will adhere to all physical distancing and safety guidance in place at the time. LCC will reconfigure seating in common areas to ensure proper physical distancing and establish allowable occupancy and train Coordinator, Janitors, and Resident Assistants to monitor and enforce.

16. For fall semester, no non-resident guests will be permitted in residence halls (no off campus visitors). Spring semester will be evaluated at a later date.
17. Occupancy of public areas will follow all guidance in place at the time and will be limited. Students using equipment will be provided disinfectant prior to use.
18. Students feeling sick will be instructed to stay in their room and self-isolate. Students should contact housing staff by phone or text to discuss symptoms. Depending on symptoms and needs, housing staff will identify next steps and or medical support options. Coordinator of Residence/Student Life will work with local health provider and Director of Prowers County Public Health to determine if student needs to be isolated in one of the designated room within Prowers House and/or transported to a medical facility
19. If a resident student contracts or is exposed to COVID-19, LCC will work with the local health provider and the Director of Prowers County Public Health to determine if the student can be supported on campus or if they need to be isolated/quarantined off campus. For students who have been exposed, have symptoms, or have tested positive for COVID-19, the LCC COVID-19 Coordinator will work with the Director of Prowers County Public Health for additional guidance and to determine what additional resources are available.
20. LCC will require all resident students to purchase a meal plan. LCC is working with Sodexo, Inc. to develop options to safely feed all resident students.
21. Students with medical conditions or are at high-risk should take personal assessment of the risks of COVID and residence hall living and discuss options and alternatives with their advisor

Dining Services

All students residing on campus will be required to purchase a 19-meal plan.

Preliminary Lamar Community College: Return to Campus Dining Services Plan developed in partnership with Sodexo Food Services, LCC's contract provider.

1. “Family Unit Cohorts” will be assigned a pre-determined time slot of 30 minutes to dine in the cafeteria. Resident students will only be allowed to dine with their assigned group, at their assigned time
2. Outside guests will be prohibited. Faculty and staff of the college may dine based on space availability, utilizing all guidelines in place at the time. Seating capacity will be reduced to optimize social distancing; maximum of 50% seating capacity or whatever current guidelines require
3. Tables and chairs will be cleaned and sanitized before each meal plan period and after each meal plan period. All service-wares cleaned and sanitized between use.
4. Removal of self-service for all food items. Diners will be served by staff with limited contact between the diner, service staff members and all contact surfaces in server
5. Fountain dispensed soda beverages will be available via lever-action fountain beverage machine utilizing single-serve cups. Refills will not be allowed. Beverage dispensers will be cleaned and sanitized after every meal.
6. Take-out and grab-and-go food options will be available for diners who prefer to not sit in the dining hall
7. Plexiglas barriers will be in place for door-cashier. Stand sneeze-guards in place at all food stations. Point of sale station will be equipped with contactless payment method.

Athletics

This fall, Lamar Community College will have between 185-210 student-athletes with 175-200 of these students residing on campus. Athletics presents a high risk of transmission in athletic settings due to frequent physical contact, potential for aerosolization during exercise, the use of items that can carry infection (shared towels, water bottles, athletic equipment, balls, etc.), and the potential physical effects of over-training and dehydration on disease resistance. To ensure student-athlete safety, LCC will align with CDC, CDPHE, CDHE, CCCS, PCPHE, and NJCAA/NIRA, guidelines in place at the time. Additionally, LCC has a partnership with High Plains Community Health Center (HPCHC), which has a site in the LCC Wellness Center which is used by students, employees, and community members.

LCC Sports

Men's Baseball

Men's Basketball

Men's Golf

Women's Softball

Women's Volleyball

Women's Basketball

Men's & Women's Rodeo

[NJCAA guidelines](#) were released on 6-19-2020 and are updated regularly. [CDPHE](#) and [CDHE](#) will release ongoing guidance as well. [NIRA guidelines](#) can be found in APPENDIX F. LCC's return-to-play policy is based on bringing athletes back to campus and forming team "family units." The goal at LCC is to "***protect the athlete, protect the team, protect the season***". When student-athletes are in their family unit they will function together while still following basic safety protocol (e.g., hand washing, self-screening), but they will not be wearing face coverings or social distancing. Outside of that unit they will follow campus protocol and all guidance in place at the time.

1. Student-athletes will be directed to self-quarantine for 14 days at home prior to arrival to Lamar. All student-athletes will complete a certification form verifying they followed self-quarantine directions.
2. Student-athletes will return on a staggered schedule by team and will begin to form a "family unit"/cohort group.
3. Student-athletes will complete a medical packet that identifies any preexisting chronic medical conditions and all student-athletes are required to have a new physical with COVID-19 screening form submitted upon return to campus
4. All student-athletes will use face coverings and social distance until September 6. At the end of that period, team "family units"/cohorts may gather without when within their group.
5. Coaches will be responsible for monitoring the overall health of their student-athletes. Coaches will need to complete a daily health update form. Student-athletes will be required to complete symptom/temperature/travel screenings [via the #CampusClear app or website https://web.ivy.ai/app/campusclear once per day and prior to prior to games and travel.](#)
6. If a coach or student-athlete shows symptoms they will be isolated away from the team until tested or cleared by a doctor. If the student is a resident of the dorms, he/she will follow the isolation/quarantine procedure described previously.

7. Health and screening records will be kept by each coach. The Coach and Athletic Director will work collaboratively with PCPH and HPCHC to ensure that monitoring, support, and follow-up are being done properly.
8. All students/coaches/staff will receive training/instruction in regards to hygiene, social expectations, and a safe return to physical activity practices. Signs will be posted outlining COVID-19 symptoms and messaging of the importance of health.
9. Hand sanitizer stations will be located on team benches, locker rooms, weight room, off-site facilities at Merchants Park and Citizens Field and in all buses.
10. Face coverings and social distancing will be used in all communal areas of the gym.
11. Each student-athlete will have his/her own water bottle. Shared water devices will be eliminated.
12. Prior to use, weight room/cardio room equipment will be cleaned by user, with additional cleaning and sanitizing being done by Residence Life Work-study. Rooms will be fogged each evening.
13. LCC will post the maximum number of participants for weight room. Additionally, there will be no open time in this room. Coaches will need to schedule times. If possible, different entrances and exits will be established.
14. Maximum number of participants will be established for indoor hitting area. If possible, different entrances and exits will be established.
15. Locker rooms will be used by one team cohort at a time with cleaning protocol between cohorts. Showers will be closed.
16. Athletic venues and media sites will have COVID-19 safety protocol signage.
17. Game day rules for home game spectators will include social media messaging regarding venue rules, one entry location with hand sanitizing unit(s), requirement of spectators, usage of face coverings, and social distancing chart for each venue based on guidelines for spectator capacity. Most events will be livestreamed.
18. Following NJCAA rules, spectators (even family members) may not come into contact with student-athletes and must wear face coverings during the contest. They may only come into contact with the student-athlete after towel off, hand sanitizing, and athlete putting on a face covering.
19. Health screening (taking temperatures and symptom self-screening [and reporting via the #CampusClear app or website https://web.ivy.ai/app/campusclear](#)) will occur for all officials. Locker rooms will be cleaned before and after use. Each official will have clean towels available (no sharing) and individual water/sports drinks available for each official.
20. Visiting team will be contacted to distribute LCC protocols including temperatures and self-screening of all student-athletes, coaches and others, minimizing opposing team contact with LCC personnel; locker rooms cleaned before and after usage; and hand sanitizers in visiting locker rooms. Showers will be closed.
21. Game-day rules for travel include contacting opposing team Athletic Director to comply with designated COVID-19 protocols. Health screening checks of all student-athletes/coaches/drivers prior to departure. Bus/van will be thoroughly cleaned prior to departure and upon return.
22. Route to destination will be planned to minimize stops, using face coverings at all times when off the bus during transit, limiting stops to eat and use facilities, and utilizing take-out dining. Hand sanitizing upon return to the bus.
23. Coaches will monitor all travelers throughout the trip, following daily self-screening protocol and temperature-taking. If symptoms are reported by any member, all members will wear face coverings and social distance as bus allows. Athletic Director will be apprised of all travel occurrences and maintain all records.

Cohort Seclusion Protocol for Student-Athletes – NEW 9/29/20

1. Student-athletes will follow all travel protocols in place at the time of travel. All student-athletes will also complete a Student-Athlete Travel Agreement (**Appendix D**) for each trip to another college or venue.
2. If all travel protocols and agreements are stringently followed, student-athletes may resume normal routines upon return.
3. Should a team be inadvertently exposed during officially-sanctioned travel, the team will use a “cohort seclusion protocol” which allows them to practice, compete, study, live, and eat together as long as they are secluded from other students, LCC employees, and community members. Coaches will work directly with Chad DeBono, COVID-19 coordinator to determine if they need to use this process upon return from travel. He will also notify the Dean of Academics to arrange for remote learning for affected student-athletes.

Cohort Seclusion Protocol for Healthcare Students – NEW 9/29/20

4. Healthcare will follow all travel protocols in place at the time of travel for clinical and practicum. All Healthcare students will also complete a Student Travel Agreement (**Appendix E**) each semester
5. If all travel protocols and agreements are stringently followed, healthcare students may resume normal routines upon return.
6. Should a group of students be inadvertently exposed during officially-sanctioned travel, the student group will use a “cohort seclusion protocol” which allows them to study, learn, interact, and eat together as long as they are secluded from other students, other LCC employees, and community members. LCC’s Director of Nursing and Allied Health will work directly with Chad DeBono, COVID-19 coordinator to determine if any groups need to use this process upon return from travel.

LCC Fitness Center

The LCC Fitness Center is located in the LCC Wellness Center. The Fitness Center consists of 1 Main Room, 1 Aerobic/Free Weight Room, and 1 indoor track. Bathrooms and locker rooms are provided for members. LCC plans to re-open the Fitness Center on August 3, assuming no new guidelines prohibit this.

LCC Fitness Center will follow all guidelines provided by the Colorado Department of Public Health & Environment. Information is available at <https://covid19.colorado.gov/safer-at-home/recreation> for indoor gyms, indoor fitness classes, recreation centers, bowling alleys, pools, indoor sports facilities including:

1. Deep cleaning of facility will occur prior to opening.
2. Usage will be limited to 25% capacity, or 50 people, whichever is fewer, per room, so long as people can stay 6 feet apart from each other.
 - Fitness Center Room: Capacity: 50 25%: 12.50
 - Aerobic Room: Capacity: 12 25%: 4
 - Track Capacity: NA 25%: 6-Feet Social Distance/1-Way Direction
3. There will be signs for employees and customers outlining the following:
 - Stop! Feeling Sick? Stay home when you are sick.
 - Stop the Spread of Germs. 6 Feet. Cover your cough/sneeze. Clean and disinfect objects & surfaces
 - Know the symptoms of COVID-19.
4. Employees and customers will read the Required Guidelines prior to first attendance day and then have a temperature check and complete a Health Screening Form for COVID-19 for each attendance day. Individuals with temperatures will not be required to complete the screening form and will be advised to leave and contact their healthcare provider. Individuals with symptoms or exposure to someone with COVID-19 will also be asked to leave and consult their healthcare provider about next steps.
5. Employees who exhibit COVID-19 symptoms should not come to work.
6. Employees who develop COVID-19 symptoms while at work should immediately notify their supervisor and be separated from others, sent home, and contact their healthcare provider.
7. LCC will be purchasing and utilizing appropriate cleaning supplies. Spray bottles and towels will no longer be used by members.
8. Employees and customers must ensure all equipment is cleaned and disinfected in between each use.
9. Employees will disinfect equipment 1/per hour. This is in addition to members cleaning the equipment prior to use.
10. Water dispenser will not be in use until further notice.
11. Towels will no longer be offered to members.
12. LCC will operate fans to increase ventilation in the fitness center room.
13. Bathrooms will be available. Locker rooms will be designed so that members who use lockers can maintain 6-foot social distancing. Face coverings will be required in the locker room. No showers



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APPENDIX A - Updated Facial Covering Guidance - NEW

August 28, 2020

Under Executive Order D 2020 110, mask wearing is mandatory for employees, contractors, and others providing services for Mass Transportation Operations and Critical Businesses as well as for State and county employees and the individuals they serve at Government Offices and Facilities. These requirements remain intact with this Executive Order

Colorado Community College System colleges received updated guidance from System Legal on 8-26-20. This guidance supersedes previous CCCS and LCC guidance on facial coverings. Thank you for your attention to the update. We appreciate your work in keeping LCC safe and open.

Face Coverings* – LCC will follow Colorado orders and Prowers County guidance for wearing face coverings indoors and when outdoors with others. Face coverings need to fully cover nose and mouth at all times and are to be worn when indoors with others who are not part of the individual's nuclear family or athletic cohort and outdoors when in groups that cannot socially distance.

* A face covering can be a cloth covering over the face and mouth, which can include a purchased or homemade mask. Per the CDC, face coverings or masks with one-way valves or vents that allow air to be exhaled through a hole in the material can result in expelled respiratory droplets that can reach others. This type of mask does not prevent the person wearing the mask from transmitting COVID-19 to others. Therefore, CDC does not recommend using face coverings or masks for source control if they have an exhalation valve or vent.

As to face shields in lieu of cloth face coverings, the CDC and Colorado Department of Public Health and Environment do not recommend face shields as substitutes for face coverings or masks. The CDC guidance indicates that if face shields must be worn in lieu of a face covering or mask, the face shield should wrap around the sides of the wearer's face and extend to below the chin or be a hooded face shield. Disposable face shields should only be worn for a single use. Reusable face shields should be cleaned and disinfected after each use. See <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>

If an employee does not have a face covering or forgets to bring one to work, they should contact VP Chad DeBono or Human Resources.

If a student does not have a face covering or forgets to bring one to school, they should contact VP Chad DeBono or Executive Assistant Misti Fronterhouse.

*Students and employees with documented medical disability reasons for not wearing face coverings are exempt and will receive guidance for alternative solutions by our Special Populations coordinator at 719.336.1533 (for students) and HR 719.336.1572 (for employees).

Employees in shared work spaces are to wear facial coverings at all times. Employees are able to remove facial coverings when they are alone and working inside their private office with the door closed. However, the covering should be kept near-by so that it can be put back on whenever someone enters



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to interact with them. Specifically, the current guidance from the CDC states the following: facial coverings are to be worn in all common areas and shared, indoor space. The full guidance is found at this link under the FAQ section “In the Workplace” towards the bottom of the page:

<https://covid19.colorado.gov/mask-guidance>

Employees who do not wear facial coverings while outside of their offices or when meeting with someone will be addressed as follows:

- First warning - Employee will be verbally reminded by their direct supervisor of the requirements, given a copy of this document, and asked to put their covering on, and wear it as required. If they did not bring their facial covering, they will be sent home to get it or be provided a disposable mask.
 - The employee will then be required to confirm to their direct supervisor that they have the facial covering, and are wearing it as required, each day going forward for a period of one working week, and will not be allowed to remain at work unless they can show that they have a covering, and are wearing it as required, with them at the start of their work schedule.
- Second warning – Employee will receive written reminder of the requirement from their direct supervisor and will be requested to follow the state mandate.
 - The employee will then be required to confirm to their direct supervisor that they have the facial covering, and are wearing it as required, each work day going forward until the facial covering mandate is lifted
(https://drive.google.com/file/d/1Fcql9umtl5rFq_wMdQ0v_gWMv2jg_4/view). The employee will not be allowed to remain at work unless they can show that they have a covering with them at the start of their work schedule, and are wearing it as required.
- Third warning– Employee will receive a formal, written reprimand from their direct supervisor. HR will also be notified of the written warning, and a copy will be placed in the employee’s personnel file.
- Any subsequent instances of not following the state mandate to wear facial coverings will result in the appropriate progressive discipline, based on employment category.

LCC COVID-19 Public Preferred Plan can be found here: <https://www.lamarcc.edu/wp-content/uploads/2020/08/LCC-COVID-19-Public-Preferred-Plan-Updated-8-11-20.pdf>

CCCS Guidance related to COVID and facial coverings can be found here:
<https://internal.cccs.edu/coronavirus/>

Colorado Department of Public Health and Environment guidance related to facial coverings can be found at: <https://covid19.colorado.gov/mask-guidance>

Additional CDC guidance on the [“Use of Cloth Face Coverings to Help Slow the Spread of COVID-19” is available online](#). This guidance discusses wearing, cleaning and removing face coverings. This document also has instructions on how to make your own face covering.

APPENDIX B - Updated Travel Guidance - NEW

August 28, 2020

Business Travel:

Per the “Safe Return to Campus” plan, employee travel for work will be limited, and MUST have prior approval from a direct supervisor and the director of human resources prior to travel occurring as well as all the usual travel approval paperwork.

Out-of-Area Travel Guidelines:

The Colorado Department of Health and Environment (CDHE) states the following in the guidance for higher education as it relates to travel: “Limit non-essential travel for faculty and staff and implement 14-day self-quarantine measures when travel does occur.” Lamar Community College will use the following guidance for employee travel and return to campus following travel:

1. All college travel will be evaluated for necessity and safety. LCC will use the Harvard Case Map at <https://globalepidemics.org/key-metrics-for-covid-suppression/> as its guide for areas of the country. Mode of travel will also affect travel approval. Please ensure business travel requests are made with enough time for all necessary reviews and approvals to be obtained. When traveling, you are asked to continue using face coverings, social distancing, and frequent hand washing to ensure your personal safety (and that of your colleagues) upon your return. It is also recommended you use private transportation to the greatest extent possible.
2. Personal travel remains at the discretion of the employee, however per the “Safe Return to Campus” plan, travel should be reported to your immediate supervisor and HR Director Shelly Tombleson or VP Chad DeBono in the event that special considerations for return to work on campus are required.
3. It is requested BEFORE you travel, please report the location(s) you are going to and the mode of transport you will use. It is recommended you use the Harvard Case Map as a guide - <https://globalepidemics.org/key-metrics-for-covid-suppression/> because that is what LCC will be using The map changes daily, so you are advised to monitor conditions prior to and during travel.
4. After you travel, it is requested that prior to return to campus, please touch base with either HR Director Shelly Tombleson or VP Chad DeBono who will coordinate with your supervisor so you can follow the best next-steps for a safe return to campus.
 - a. As long as you are symptom-free and attest you have not been with anyone with symptoms or who has tested positive, if you traveled to an area in green or yellow on the map and have used private transportation, you may plan to return immediately.
 - b. If you traveled to an area in orange on the map, other factors that determine your safe return to work on campus will be considered on a case-by-case basis. Contact VP DeBono or HR to discuss travel of this nature.
 - c. If you traveled to an area in red on the map, you will be asked to self-quarantine and work remotely, or use leave, for 14 days prior to returning to work on campus.
 - d. If you used public transportation (air, bus, or train travel), you are asked to self-quarantine and work remotely, or use leave, for 14 days.



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Travel guidance for Lamar Community College is advised by Colorado Community College System guidance, The Centers for Disease Control, the Colorado Department of Public Health and Environment, and the Prowers County Department of Public Health and Environment. Link to resources can be found below:

<https://internal.cccs.edu/coronavirus/>

https://www.cdc.gov/coronavirus/2019-ncov/travelers/travel-during-covid19.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Ftravelers%2Ftravel-in-the-us.html

<https://covid19.colorado.gov/safer-at-home-in-the-vast-great-outdoors/guidance-by-sector/safer-at-home-higher-education>

APPENDIX C - #CampusClear Protocol for People Reporting Symptoms and/or Travel - NEW

September 25, 2020

All employees, students, and visitors will be guided by the “Safe Return to Campus” preferred plan, which includes the requirement to use #CampusClear each day an individual will be on campus. The following procedures guide the protocol to be followed when an individual reports symptoms and/or travel. Students and employees who have symptoms of COVID-19 and are interested in testing, can now call Prowers County Department of Public Health directly at 719-336-872.

Employees

Employees logging symptoms and/or travel outside Southeast Colorado will be flagged for review and should plan to:

- 1) Stay home (or go home) and contact their supervisor to notify them of symptoms and/or travel.
- 2) Contact HR to determine next steps. (Supervisor may contact HR as well).
- 3) If the only report is for travel outside Southeast Colorado, supervisor, employee, and HR will review the Harvard COVID map to determine if the employee was in a county in a red or orange status and to find out what types of interactions and potential exposure may have occurred. Depending on determination, the employee may be asked to quarantine.
- 4) If the only report is for symptoms, the employee is advised to contact his/her healthcare provider to determine next steps. The employee is asked to remain home until it's determined if they need to quarantine or isolate.
- 5) If an employee is instructed to quarantine or isolate, the employee may be able to work remotely if feasible. If the employee is not in a job where it's possible to work remotely OR if the employee is too ill to work remotely, the first 40 hours of leave are covered (if that leave has not already been expended during prior events). If there is no remaining COVID-19 leave, the employee may use sick-leave or personal leave. If the employee has no remaining leave, she/he will be on unpaid leave until it's determined the employee can safely return to campus.

Students

Students attending the main campus and logging symptoms and/or travel outside Southeast Colorado will be contacted as follows:

- 1) If the student lives on-campus (in the halls or pod) she/he will be contacted by Residence Life Director, Pat Christen, who will coordinate with LCC's COVID-19 Coordinator, Chad DeBono to determine next steps.
- 2) If the student lives off-campus she/he will be contacted by LopesCares staff (Shelly Tombleson or Susan Frankel) to determine next steps.
- 3) The goal for each category of student is to coordinate so the student remains in a safe location in the dorms or at home until it's determined they can safely return to classes.

- 4) In all cases, the Dean of Academics, Dr. Annessa Stagner Stulp will be contacted to coordinate communication and remote learning options for students who are required to quarantine or isolate. If the student is an athlete, the Athletic Director, Scott Crampton will also be notified so he can coordinate appropriate precautions with the coach and student.
- 5) If the only report is for travel outside Southeast Colorado, the student and Director of Residence Life or LopesCares staff will review the Harvard COVID map to determine if the student was in a county in a red or orange status and to find out what types of interactions and potential exposure may have occurred. Depending on determination, the student may be asked to quarantine.
- 6) **NOTE:** Students should also communicate directly with their instructor/coach/advisor to let them know why they are not attending class, practice, and/or appointments.

Visitors

In-person visits should be limited during the fall (and possibly spring) semester. LCC employees expecting visitors should direct them to do the #CampusClear screening before coming to campus. If visitors arrive without doing so, LCC employee should direct the visitor to step outside and complete the screening. If they log symptoms and/or travel outside Southeast Colorado, they should:

- 1) Plan to stay or go home and reschedule their visit.
- 2) If the only report is for travel outside Southeast Colorado, employee should contact the LCC COVID-19 Coordinator Chad DeBono OR the HR Director, Shelly Tombleson, to review the Harvard COVID map to determine if the visitor is coming from a county in a red or orange status. If so, the visitor will be asked to reschedule their visit.
- 3) If the report is for symptoms, the visitor should be advised to stay home (or go home) and reschedule the visit.

APPENDIX D – Student-Athlete Travel Agreement - NEW



Lamar Community College
Runnin' Lopes Athletics

Student-Athlete Travel Agreement

Protect yourself – Protect your team – Protect your SEASON!

- As a student-athlete, I will follow all instructions, directions, or guidelines for my individual sport. I understand not doing so will result in sanctions, up to and including dismissal from the team.
- As a student-athlete, when traveling to other colleges I will also follow all guidance provided by my coach, including not engaging in social events with students from other colleges.
- As a student-athlete, I will participate as required in using the LCC #CampusClear App, accurately reporting all information requested.
- As a student-athlete, I will follow the team *Code of Conduct, LCC Code of Conduct, and Residence Hall Policies & Procedures*. With COVID-19, not following instructions, directions, or guidelines will be considered behavior and conduct that is detrimental to College or Campus Safety. This includes leaving campus, attending large gatherings outside my team cohort group without wearing face covering and social distancing, not accurately reporting symptoms with #CampusClear, and any other activity that puts me and my team at risk for quarantine or infection.
- Student-athletes who are unwilling to comply with all parts of this agreement will not be allowed to participate in team activities, practice and competitions and will subject to Code of Conduct discipline as outlined in the College Catalog, up to, and including expulsion.

Student athlete (print name)

Signature

Head Coach Signature

Date

Your head coach is relying on you to behave with integrity and honor and to represent your sport safely and effectively. Thank you for your cooperation!



APPENDIX E – Healthcare Student Travel Agreement - NEW

Healthcare Programs

Student Travel Agreement

Protect yourself – Protect your classmates – Protect your semester!

Please complete and return this form as your record of agreement for travel to off-site clinical and practicum settings.

- As a healthcare student, I will follow all instructions, directions, procedures and/or guidelines for my individual program. I understand not doing so will result in dismissal from the program.
- As a healthcare student, I will participate as required in using the LCC #CampusClear App, accurately reporting all information requested.
- Healthcare students who are unwilling to comply with all parts of this agreement will not be allowed to participate in off-site clinical and/or practicum experiences and will be subject to Code of Conduct discipline as outlined in the College Catalog, up to, and including expulsion.

Healthcare Student (print name)

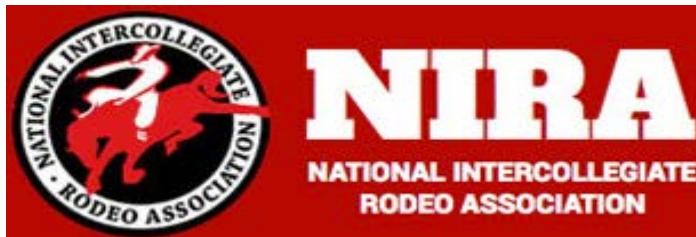
Healthcare Student Signature

Faculty/Instructor Signature

Date

Your faculty members/instructors, off-site locations, and fellow students are relying on you to behave with integrity and honor and to represent your program safely and effectively. Thank you for your cooperation!

APPENDIX F – NIRA COVID-19 Guidelines, Central Region - NEW



Central Rocky Mountain Regional Rodeo COVID-19 Guidelines

Students will follow our lead – please help us, help our community and institutions stay safe.

The following are for the protection of NIRA members, rodeo stock contractors, contract personnel, volunteers, sponsors, and our fans.

Three major initiatives to keep everyone safe:

- **Wear a face covering (REQUIRED)**
- **Maintain social distancing – at least 6 feet.**
- **Wash your hands frequently – at least for 20 seconds.**

CDC COVID-19 Symptoms:

If in the last 24 hours the person has had: New or Worsening Cough; Shortness of Breath; Difficulty Breathing.

If the person has had two (2) of these symptoms: Temperature over 100.4; Chills; Repeated Shaking with Chills; Muscle Pain; Headache; Sore Throat; New Loss of Taste or Smell.

Consult the CDC website or a physician if there are questions.

Local, County, and State Health Departments:

All NIRA Rodeos should contact its applicable local, county and state health departments in advance of the rodeo to determine whether there are any additional directives necessary for the conduct of your rodeo.

When traveling, consider the following recommendations:

- We recommend that Coaches do temperature checks of students athletes prior to departure to regional rodeos and daily temperature checks while at competitions. Athletes with a temperature over 100.4 should not travel or participate.
- Minimize contact with other teams and limit travel buddy groups (4 or less).
- Maintain cohort groups while traveling.
- Anticipate needs before departing your home to minimize unnecessary stops which could increase your exposure risk. Pack non-perishable food and water for the trip.
- Have alcohol-based hand sanitizer readily available in your vehicle.

- Have disinfectant wipes readily available in your vehicle and wipe down surfaces touched.
- Eliminate or minimize travel to unnecessary locations – go directly to the Rodeo Grounds, hotels and return home after the rodeo.

Members should be symptom and fever free for a minimum of 72 hours before the start of the rodeo. Members with a confirmed COVID-19 infection, or who have been exposed to a person with a confirmed COVID-19 infection within the previous 14 days, exhibiting physical symptoms of COVID-19, or experiencing a fever, should not participate and should consult a physician.

NIRA CRMR Regional Rodeo Protocol:

Rodeo Secretary:

- All entry fees are paid through cashier's check from coaches only.
- All draws will be posted outside of the secretary's office. **No contestants allowed in the rodeo secretary office.**
- Six feet markings should be placed on the ground to illustrate social distancing standards.
- Rodeo Secretary should be provided with sanitizing spray or wipes to protect themselves and members.
- Rodeo draw personnel (judges, secretary, timers, etc.) shall wear face masks covering the nose and mouth.
- Secretary to provide judges with face masks and sanitizing spray or wipes.

Judges:

- Judges shall wear face masks covering nose and mouth while on rodeo grounds.

Riding Events:

- Social distancing must be maintained by riding event contestants, coaches, and stock contractors insofar as possible except when preparing to compete.

All personnel on the chutes, except for the contestant and coach, shall be required to wear a face mask covering the nose and mouth except that the contestant may remove the face mask immediately prior to getting on his animal, but as soon as the ride is over the contestant must put the face mask back on.

- The back of the bucking chutes is limited to essential personnel only. This requirement is to protect the safety and health of all individuals.
- Non-essential rodeo personnel are not permitted in and around the chutes.

Essential personnel include: contestant, helper, flank man, judge, gatemen,

chute boss, neck rope man, head man, athletic trainer, and coach.

Any person not listed above and not physically helping the contestant and animal to exit the chute are considered non-essential.

- Each contestant shall be allowed one helper who must be a NIRA member and contestant entered in the event.
- The Contestant Helper may assist with cinching, spotting, pulling ropes, and the safety of the rider.
- Event staging areas should be sufficient to allow for social distancing guidelines (groups of 10 or less).
- Face masks covering the nose and mouth must be worn in warm-up areas.
- Chute Bosses shall wear a face mask covering the nose and mouth.
- Pick-up men, bullfighters and barrelmen should have ready access to disinfectant spray during riding events to wipe surfaces as necessary.
- The contestant shall exit the arena as soon as possible after the ride.
- Bull fighters will not retrieve bull ropes or hats for riders unless they are wearing gloves. "High fives" and other celebratory conduct involving physical contact should be avoided.
- Rails and other surfaces of bucking chutes that are likely to be touched during an event should be wiped down with disinfectant between events.

Timed Events:

- Only the contestant(s) that is/are competing is/are permitted in the arena at any time and must exit after each run.
- Contestants shall not congregate in groups larger than 10 people and follow social distancing guidelines. Contestants shall wear face masks covering nose and mouth when not competing.
- All timed event personnel, including sorters, must wear a face mask covering the nose and mouth.
- Each contestant shall be allowed one helper and coach. Helper must be a NIRA member.
- Personnel allowed in the timed-event boxes to help the current contestant and to watch the start are limited to the contestant, hazer, chute boss, pusher, head man and coach.



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- Contestants enter the arena when called upon.
- Contestant shall exit arena at end of run and follow social distancing guidelines.

*(**Adapted from the Professional Rodeo Cowboys Association COVID Guidelines**)*



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