

Our objective is to establish a structure of protocols, guiding procedures, and operational formats that will allow LCCC to return to a state where people can engage with each other as appropriate to effectively carry out the programs, services, and activities necessary for the attainment of LCCC's mission.

As we enter the summer and fall semesters of 2021, LCCC will resume on-campus classes and in-person business operations to serve both our students and our community. It is our goal to continue offering our services in a manner that protects our students, employees and our guests. As we move between the summer and fall semesters you may see "rollbacks" on guidance as we continue to learn more about COVID-19, vaccinations and our student and employee populations.

### General Guidance:

- Do not come to campus if you are experiencing COVID-19 related symptoms.
- All LCCC employees, students and visitors will be required to wear a face covering on campus when social distancing is not possible.
- Testing will be based upon state and local guidance, availability and funding.
- Contact tracing will be coordinated by the LCCC task force and/or the Cheyenne-Laramie County Health Department.
- LCCC will offer academic courses during the Summer & Fall 2021 semester via face-to-face, hybrid, and online modalities.
- Official LCCC email will remain the College's main source of communication for all students and employees.
- R2B Plans and critical updates are available at [lccc.wy.edu/covid](https://lccc.wy.edu/covid).

### Summer Semester:

- LCCC will resume a standard number of on-campus, in-person classes for a summer semester.
- Summer operating hours will be 7:30 am to 4 pm, from May 17 through August 15. Certain areas of campus may have alternate hours of operation, to meet the needs of stakeholders.
- Areas will be open but may have limitations regarding the number of individuals they can serve and/or may require appointments.
- Each division will provide an operations plan that outlines how they will be using the summer semester to transition employees back to on-campus work. Employees with health exemptions should work with HR on their individual circumstances.
- Employees continuing to work remotely should reference the remote work expectations.

### Fall Semester:

- LCCC will resume a standard number of on-campus, in-person classes for a fall semester.
- Fall Semester operating hours will be 8 am to 5 pm, beginning August 16.
- LCCC will have three residence halls open and available for on-campus housing. Students living in the residence halls will be tested for COVID-19 prior to moving into the halls.
- Campus will be open and all services will be available. All LCCC employees without a health exemption from HR are expected to return to campus full-time.

### REMOTE WORK EXPECTATIONS:

As we continue to work to bring employees back to campus, we recognize that some of our employees may need to continue to work in a remote environment. The following information is designed to provide an outline of expectations for all employees continuing to work remotely during the summer and/or fall semesters.

### Employees should:

- Be available for meetings, appointments or assigned work during business hours or take the appropriate leave.
- Have reliable internet allowing for participation in virtual meetings/appointments.
- Have their video on during virtual meetings and be prepared to engage. If any employee is only at the meeting for informational purposes, they do not need to have their video on.
- Have a presentable workspace for virtual meetings or use a virtual background.
- Have a professional appearance for all virtual meetings.
- Engage in a virtual meeting in the same way they would an in-person meeting, if an action or activity is not acceptable during an on-campus, in-person meeting it is not acceptable for a virtual meeting.
- Have Microsoft Teams launched and available during business hours, if training is needed on this application it can be provided.
- Maintain an accurate outlook calendar to assist others when scheduling meetings/appointments.

