

LAKE LAND COLLEGE

Return to Campus Plan

Lake Land College is committed to ensuring the safety of our employees, students and visitors. Thus, the following plan, necessitated by the COVID-19 pandemic, provides guidance on the College's operations during Phases 1-4 of the Restore Illinois Plan. Guidelines are subject to change with direction provided by the Illinois Department of Public Health, the Illinois Community College Board, the Illinois Board of Higher Education and the Governor's Office. The campus community will be notified when the region transitions to a different phase within the Restore Illinois plan.

All employees, students and visitors are required to comply with the Return to Campus plan. The requirements in this plan are in addition to existing policies and procedures as set forth in the Board Policy Manual, Employee Handbook and Student Handbook. All employees will be required to complete a brief online training regarding the Return to Campus plan. A video tutorial on the plan will also be available for students. Email questions about the plan or general COVID-19 related issues to COVID19@lakelandcollege.edu.

Campus Access and Reporting Requirements:

	Phases 1-2	Phase 3	Phase 4
COVID-19 Reporting	<ul style="list-style-type: none"> Daily self-screening submission per COVID-19 Campus Visit Screening form, via the website or Laker Mobile App, with approval from the appropriate unit vice president or president required for building access Follow IDPH protocols when feeling ill with COVID-19 symptoms or if exposure has occurred Individuals with symptoms or exposure to COVID-19 must follow guidance provided in the Return to School/Work Flowchart Following A COVID-19 Related Absence 	<ul style="list-style-type: none"> Daily self-screening submission per COVID-19 Campus Visit Screening form, via the website or Laker Mobile App, with approval from the appropriate unit vice president or president required for building access Employees diagnosed with, or exposed to COVID-19, must notify Human Resources immediately Individuals with symptoms or exposure to COVID-19 must follow guidance provided in the Return to School/Work Flowchart Following A COVID-19 Related Absence 	<ul style="list-style-type: none"> Daily self-screening submission per COVID-19 Campus Visit Screening form, via the website or Laker Mobile App. Employees diagnosed with, or exposed to COVID-19, must notify Human Resources immediately Individuals with symptoms or exposure to COVID-19 must follow guidance provided in the Return to School/Work Flowchart Following A COVID-19 Related Absence
Campus Grounds Access	<ul style="list-style-type: none"> Restricted campus grounds access 	<ul style="list-style-type: none"> Access to campus grounds limited to groups not exceeding 10 people Baseball and softball diamond usage unavailable to the public 	<ul style="list-style-type: none"> Access to campus grounds limited to groups not exceeding 50 people Baseball and softball diamond usage unavailable to the public

	Phases 1-2	Phase 3	Phase 4
Building Access and Navigation	<ul style="list-style-type: none"> • Restricted access to buildings and grounds - advanced supervisor approval required • Faculty and staff offices unavailable • Faculty and staff working remotely • Limited access points • All exterior doors locked 	<ul style="list-style-type: none"> • All faculty and staff offices will be made available for use as needed • Faculty and staff are primarily working remotely to minimize concentrations of people on campus • Advanced supervisor approval for scheduled campus hours and location • Training on Return to Campus Guidelines required by employees before access allowed • Employees must note their daily work location on their electronic time sheet. • Access points to campus buildings limited and noted with signage • For most buildings, one set of doors will be unlocked • Usage of doors with remote handicap accessibility encouraged to avoid touching handles • Directional traffic patterns for interior hallways in which 6' social distancing is not possible • Directional signage will be posted at eye level, along with additional visual cues as needed 	<ul style="list-style-type: none"> • All faculty and staff offices will be available for use • Faculty and staff regularly working on campus and remotely when feasible with supervisor approval to minimize concentrations of people on campus • Training on Return to Campus Guidelines required by employees before access allowed • Employees must note their daily work location on their electronic time sheet. • All employees, students and visitors will be directed to the COVID-19 Check-In Station where a staff member will verify the person has a facemask, has completed the online COVID 19 Campus Visitor Screening Form and is approved for access. • Access points to campus buildings limited and noted with signage • For most buildings, one set of doors will be unlocked • Usage of doors with remote handicap accessibility encouraged to avoid touching handles • Directional traffic patterns for interior hallways in which 6' social distancing is not possible • Directional signage will be posted at eye level, along with additional visual cues as needed

	Phases 1-2	Phase 3	Phase 4
Campus Interactions	<ul style="list-style-type: none"> No campus interactions unless essential 	<ul style="list-style-type: none"> Minimize face-to-face meetings and personal interactions Continued utilization of telephone, email and video conferencing Minimize meetings, with no meetings exceeding 10 people 	<ul style="list-style-type: none"> Essential face-to-face meetings and personal interactions allowed Continued utilization of telephone, email and video conferencing Minimize meetings, with no meetings exceeding 50 people
Children on Campus	<ul style="list-style-type: none"> No children under the age of 18 will be allowed in campus buildings 	<ul style="list-style-type: none"> No children under the age of 18 will be allowed in campus buildings, unless they are an enrolled student 	<ul style="list-style-type: none"> Follow Board Policy 05.30 Children in the Workplace

Lecture and Lab Structure:

	Phases 1-2	Phase 3	Phase 4
Lecture Courses	<ul style="list-style-type: none"> Online, Virtual (face-to-face), Online/Virtual Blended 	<ul style="list-style-type: none"> Online, Virtual (face-to-face), Online/Virtual Blended 	<ul style="list-style-type: none"> Online, Virtual (synchronous), Online/Virtual Blended Potential for faculty to host optional, supplemental, small group meetings on campus
Lab Courses	<ul style="list-style-type: none"> Online, Virtual (face-to-face), Online/Virtual Blended 	<ul style="list-style-type: none"> Online, Virtual (face-to-face), Online/Virtual Blended, Online/On-Campus Blended, Online/On-Campus/Virtual Blended On-Campus only for CTE labs where demonstration of skills or competencies cannot be captured through Online, Virtual or Online/Virtual Blended Labs must follow the guidelines prescribed in the <i>Safety Guidelines for Courses Meeting on Campus</i> 	<ul style="list-style-type: none"> Online, Virtual (synchronous), Online/Virtual Blended, Online/On-Campus Blended, Online/On-Campus/Virtual Blended Labs must follow the guidelines prescribed in the <i>Safety Guidelines for Courses Meeting on Campus</i>

Social Distancing, Personal Safety, and Hygiene:

	Phases 1-2	Phase 3	Phase 4
Mask or Face Covering Usage	<ul style="list-style-type: none"> • Must cover the nose and mouth • The College will provide one reusable mask per employee • Individuals are free to bring in their own mask or cloth face covering • Must be worn at all times in college buildings, except while alone in a fully enclosed personal office location (with the door closed) or while eating in designated break areas on campus (Laker Point in the Luther Student Center, Upstairs of the Judge Learning Resource Center and in the vending area of the West Building) or the Kluthe Center, and socially distanced from others • Must be worn on exterior campus grounds when social distancing of 6' cannot be maintained • Staff with a medical condition preventing mask usage will be provided a clear face shield • College procedure complies with IL Department of Human Rights guidance. 	<ul style="list-style-type: none"> • Must cover the nose and mouth • The College will provide one reusable mask per employee • Individuals are free to bring in their own mask or cloth face covering • Must be worn at all times in college buildings, except while alone in a fully enclosed personal office location (with the door closed) or while eating in designated break areas on campus (Laker Point in the Luther Student Center, Upstairs of the Judge Learning Resource Center and in the vending area of the West Building) or the Kluthe Center, and socially distanced from others • Must be worn on exterior campus grounds when social distancing of 6' cannot be maintained • Staff with a documented medical condition preventing mask usage will be provided a clear face shield by the college nurse • College procedure complies with IL Department of Human Rights guidance. 	<ul style="list-style-type: none"> • Must cover the nose and mouth • The College will provide one reusable mask per employee • Individuals are free to bring in their own mask or cloth face covering • Must be worn at all times in college buildings, except while alone in a fully enclosed personal office location (with the door closed) or while eating in designated break areas on campus (Laker Point in the Luther Student Center, Upstairs of the Judge Learning Resource Center and in the vending area of the West Building) or the Kluthe Center, and socially distanced from others • Must be worn on exterior campus grounds when social distancing of 6' cannot be maintained • Staff and students with a documented medical condition preventing mask usage will be provided a clear face shield by the college nurse • College procedure complies with IL Department of Human Rights guidance.
Social Distancing and Personal Protection	<ul style="list-style-type: none"> • Social distancing of no less than 6' of separation must be practiced • Social distancing and personal safety signage posted 	<ul style="list-style-type: none"> • Social distancing of no less than 6' of separation must be practiced • Social distancing and personal safety signage posted • Maximum occupancy limit clearly noted on all shared spaces • Alcohol-based hand sanitizer stations provided where individuals gather 	<ul style="list-style-type: none"> • Social distancing of no less than 6' of separation must be practiced • Social distancing and personal safety signage posted • Alcohol-based hand sanitizer stations provided where individuals gather

	Phases 1-2	Phase 3	Phase 4
Hygiene	<ul style="list-style-type: none"> • The College asks employees to observe proper hygiene including the following: <ul style="list-style-type: none"> ○ Washing hands often with soap and water for at least 20 seconds, especially after public exposure, contact with “high touch” surfaces, after coughing or blowing your nose, and before and after preparing and eating your food. ○ Coughing or sneezing into your elbow or tissue and immediately throwing the tissue into the trash. ○ Using available hand sanitizers. ○ Avoid shaking hands or any type of greeting involving touching while on campus. 	<ul style="list-style-type: none"> • The College asks employees, students and visitors to observe proper hygiene including the following: <ul style="list-style-type: none"> ○ Washing hands often with soap and water for at least 20 seconds, especially after public exposure, contact with “high touch” surfaces, after coughing or blowing your nose, and before and after preparing and eating your food. ○ Coughing or sneezing into your elbow or tissue and immediately throwing the tissue into the trash. ○ Using available hand sanitizers. ○ Avoid shaking hands or any type of greeting involving touching while on campus. 	<ul style="list-style-type: none"> • The College asks employees, students and visitors to observe proper hygiene including the following: <ul style="list-style-type: none"> ○ Washing hands often with soap and water for at least 20 seconds, especially after public exposure, contact with “high touch” surfaces, after coughing or blowing your nose, and before and after preparing and eating your food. ○ Coughing or sneezing into your elbow or tissue and immediately throwing the tissue into the trash. ○ Using available hand sanitizers. ○ Avoid shaking hands or any type of greeting involving touching while on campus.
Cleaning and Sanitizing	<ul style="list-style-type: none"> • Custodial staff off campus • Self-sanitizing required while on campus 	<ul style="list-style-type: none"> • Intensive wipe down/sanitizing of major touchpoints on a regular basis throughout the day, and nightly • Unused classrooms, labs, conference rooms and common areas will be cleaned, sanitized and locked down • Use of locked down areas is prohibited without prior VP approval • Employees working on campus should regularly wipe down/sanitize individual workstations or offices • College will provide sanitizing wipes 	<ul style="list-style-type: none"> • Wipe down and sanitizing of major touchpoints occurs nightly • Unused classrooms, labs, conference rooms and common areas will be cleaned, sanitized and locked down • Use of locked down areas is prohibited without prior VP approval • Employees working on campus should regularly wipe down/sanitize individual workstations or offices • College will provide sanitizing wipes

Office Spaces and Workstations:

	Phases 1-2	Phase 3	Phase 4
Personal office Spaces and Workstations	<ul style="list-style-type: none"> • Closed to faculty and staff, unless approved by unit vice president 	<ul style="list-style-type: none"> • For areas where distancing between workstations of 6' is not feasible, social distancing strategies such as staggered shifts, modified work schedules or relocation/reconfiguration of workstations • Visits to employee offices or workspaces should be limited to one visitor at a time, maintaining social distancing and wearing masks • Avoid sharing workstations. When unavoidable, employees should wipe down and sanitize the workstation after each use 	<ul style="list-style-type: none"> • For areas where distancing between workstations of 6' is not feasible, social distancing strategies such as staggered shifts, modified work schedules or relocation/reconfiguration of workstations • Visits to employee offices or workspaces should be limited to one visitor at a time, maintaining social distancing and wearing masks • Avoid sharing workstations. When unavoidable, employees should wipe down and sanitize the workstation after each use
Check-in/Reception Counters <i>(Areas will be identified by unit leaders)</i>	<ul style="list-style-type: none"> • Closed 	<ul style="list-style-type: none"> • Closed to the public 	<ul style="list-style-type: none"> • Protective gloves and hand sanitizer provided to staff • Social distancing practices, when students are present, consistent across campus and includes: <ul style="list-style-type: none"> ○ Installation of clear screens to separate the students/visitors from staff ○ Use of stanchions, signage and floor guides to ensure 6' of separation between guests waiting for services ○ Implementation or continuation of virtual service to students or guests whenever possible to minimize on-campus presence

Room and Space Utilization:

	Phases 1-2	Phase 3	Phase 4
Conference Rooms	<ul style="list-style-type: none"> Unavailable for use 	<ul style="list-style-type: none"> Limited number available for use Maintain social distancing and masks Tables marked for social distancing and chairs removed Disinfecting wipes available to wipe down seating and work surface. 	<ul style="list-style-type: none"> Maintain social distancing and masks Tables marked for social distancing and chairs removed Disinfecting wipes available to wipe down seating and work surface.
Computer Labs	<ul style="list-style-type: none"> Unavailable for use 	<ul style="list-style-type: none"> Unavailable for use 	<ul style="list-style-type: none"> Limited access on campus, Kluthe Center, Western and Eastern Region Centers Not open to the general public Staff members monitor usage and compliance with college guidelines Students required to sign in and out to use the computer lab Computer workstations spaced out to ensure a minimum of 6' of separation Students required to wipe down and sanitize computer station after use
Program Labs	<ul style="list-style-type: none"> Unavailable for use 	<ul style="list-style-type: none"> Limited face-to-face labs allowed (see <i>Lecture and Lab Structure</i> section) 	<ul style="list-style-type: none"> Limited face-to-face labs allowed (see <i>Lecture and Lab Structure</i> section)
Classrooms	<ul style="list-style-type: none"> Unavailable for use 	<ul style="list-style-type: none"> Unavailable for use (see <i>Lecture and Lab Structure</i> section) 	<ul style="list-style-type: none"> Limited availability (see <i>Lecture and Lab Structure</i> section)
Student Fitness Center	<ul style="list-style-type: none"> Unavailable for use 	<ul style="list-style-type: none"> Accessible on a limited basis by appointment for all students, staff and athletics in accordance with plan posted on the Fitness Center website. 	<ul style="list-style-type: none"> Accessible on a limited basis by appointment for all students, staff and athletics in accordance with plan posted on the Fitness Center website.
Common Areas	<ul style="list-style-type: none"> Unavailable for use 	<ul style="list-style-type: none"> All common areas closed, with the exception of identified break areas. Furniture in break areas spaced to promote social distancing and must remain in marked locations Disinfecting wipes provided and users encouraged to wipe down touchpoints before and after use 	<ul style="list-style-type: none"> Most common areas closed, with the exception of identified waiting and break areas. Furniture in break areas spaced to promote social distancing and must remain in marked locations Disinfecting wipes provided and users encouraged to wipe down touchpoints before and after use

College Amenities:

	Phases 1-2	Phase 3	Phase 4
College Amenities	<ul style="list-style-type: none"> • No drinking fountain or water dispenser usage • Communal/department refrigerators, microwaves, coffee pots or beverage dispensers not allowed • No vending machines • Subway closed • No restaurant food delivery allowed to campus (e.g. pizza delivery) 	<ul style="list-style-type: none"> • No drinking fountain or water dispenser usage • Communal/department refrigerators, microwaves, coffee pots or beverage dispensers not allowed • No vending machines • Subway closed • No catering food trucks • No restaurant food delivery allowed to campus (e.g. pizza delivery) • Shared supplies or materials removed from common areas. (e.g. magazines, pens, catalogs, brochures, etc.) • Food and drink service suspended in the Laker Nest bookstore • User wipe down and sanitizing of communal amenities required after usage 	<ul style="list-style-type: none"> • No drinking fountain or water dispenser usage • Communal/department refrigerators and microwaves allowed • Communal coffee pots or beverage dispensers not allowed • Vending machines allowed • Subway closed • No catering food trucks • Buffet or family style food services, including group pizza orders, will not be allowed for any student or staff events, meetings or gatherings • Restaurant food delivery will be allowed to campus for individual consumption only • Shared supplies or materials removed from common areas. (e.g. magazines, pens, catalogs, brochures, etc.) • Drink service suspended in the Laker Nest bookstore. Food service limited to prepackaged goods. • User wipe down and sanitizing of communal amenities required after usage

Facility Usage and College Services:

	Phases 1-2	Phase 3	Phase 4
Restrooms	<ul style="list-style-type: none"> • Practice appropriate social distancing • Disposable hand towels provided in each restroom for drying hands and opening the restroom door • Trash receptacles will be available outside of the restroom door for disposal of the towels 	<ul style="list-style-type: none"> • Practice appropriate social distancing • Disposable hand towels provided in each restroom for drying hands and opening the restroom door • Trash receptacles will be available outside restroom doors for disposal of the towels 	<ul style="list-style-type: none"> • Practice appropriate social distancing • Disposable hand towels provided in each restroom for drying hands and opening the restroom door • Trash receptacles will be available outside restroom doors for disposal of the towels
Food and Drink	<ul style="list-style-type: none"> • Allowed in personal offices only 	<ul style="list-style-type: none"> • Prohibited in ALL conference rooms, classrooms, computer labs or program labs • Allowed in personal offices or workspaces and designated break areas 	<ul style="list-style-type: none"> • With the exception of water in a sealed container, prohibited in ALL conference rooms, classrooms, computer labs or program labs • Allowed in personal offices/ workspaces and designated break areas
College Events and Facility Usage	<ul style="list-style-type: none"> • No college sponsored events, whether on campus or off campus • Rental or usage of College facilities by outside organizations is prohibited 	<ul style="list-style-type: none"> • No college sponsored events, whether on campus or off campus • Rental or usage of College facilities by outside organizations is prohibited • Rare exceptions can be approved by the College president • Field House and athletic field use restricted to athletic program use 	<ul style="list-style-type: none"> • College sponsored events, whether on campus or off campus, will be limited to 50 attendees or fewer and must follow IDPH guidelines • Rental or usage of College facilities by outside organizations allowed with approval of the College president • Field House and athletic field use restricted to athletic program use

	Phases 1-2	Phase 3	Phase 4
College Services	<ul style="list-style-type: none"> Employees will pick up departmental mail in the physical plant building 	<ul style="list-style-type: none"> Designated employees will continue to pick up departmental mail in the physical plant building. Laker Nest bookstore open for online Laker gear orders and book pick-up/return only following DCEO Retail Guidelines College library closed to students or visitors with services offered virtually Tutoring and Testing Center closed with services offered virtually Unless otherwise specified, all offices closed to students or visitors and services will be offered virtually 	<ul style="list-style-type: none"> On campus deliveries, including mail and packages, resume Laker Nest bookstore open following DCEO Retail Guidelines All college offices resume standard business hours on campus of 8 a.m. to 5 p.m. (beginning August 10, 2020) Services are available for students virtually and face-to-face on campus with limited staffing Staff schedules are staggered to support virtual and face-to-face service and ensure social distancing
Student Events	<ul style="list-style-type: none"> Student events, either on campus or off campus, prohibited In-person meetings of student clubs, either on or off campus, prohibited Clubs encouraged to meet virtually 	<ul style="list-style-type: none"> Student events and club meetings, either on campus or off campus, limited to 10 attendees with VP Student Services or President approval Clubs encouraged to meet virtually 	<ul style="list-style-type: none"> Student events and club meetings, either on campus or off campus, limited to 50 attendees with VP Student Services or President approval Student club meetings and events must follow IDPH guidelines for social distancing and personal safety Clubs encouraged to meet virtually In-person intramural sports limited to non-contact sports that can be played outside; virtual events encouraged

Travel:

	Phases 1-2	Phase 3	Phase 4
Travel	<ul style="list-style-type: none"> • Only essential travel for College business with approval by unit vice president or the president • The College strongly discourages personal travel 	<ul style="list-style-type: none"> • Only essential travel for College business with approval by unit vice president or the president • Vehicle travel for College business allowed as follows: <ul style="list-style-type: none"> ○ Traveling with 2 or more in a vehicle requires VP approval ○ Masks required when 2 or more traveling in the vehicle unless all occupants are from the same household ○ Vehicles operate at no more than 50% of capacity (e.g. No more than 2 people in a sedan vehicle) • When an overnight stay is required, one person to a room unless occupants are from the same household • The College strongly discourages personal travel when exposure risk is enhanced. High risk exposure activities include: <ul style="list-style-type: none"> ○ Use of public transportation, including buses or airlines ○ Traveling to areas with large gatherings of people, such as concerts, athletic events, festivals, etc. ○ Traveling to areas with a high concentration of COVID-19 cases 	<ul style="list-style-type: none"> • Only essential travel for College business allowed, remote meeting attendance recommended • Vehicle travel for College business allowed as follows: <ul style="list-style-type: none"> ○ Traveling with 2 or more in a vehicle requires VP approval ○ Masks required when 2 or more traveling in the vehicle unless all occupants are from the same household ○ Vehicles operate at no more than 50% of capacity (e.g. No more than 2 people in a sedan vehicle) • When an overnight stay is required, one person to a room unless occupants are from the same household • The College discourages personal travel when exposure risk is enhanced. High risk exposure activities include: <ul style="list-style-type: none"> ○ Use of public transportation, including buses or airlines ○ Traveling to areas with large gatherings of people, such as concerts, athletic events, festivals, etc. ○ Traveling to areas with a high concentration of COVID-19 cases

	Phases 1-2	Phase 3	Phase 4
International travel	<ul style="list-style-type: none"> International travel for College business is prohibited Campus access for staff and students is restricted. For employees who are authorized to work on campus. In accordance with CDC guidelines, employees returning from international travel should stay home for 14 days prior to returning to campus. 	<ul style="list-style-type: none"> International travel for College business is prohibited In accordance with CDC guidelines, employees returning from international travel should stay home for 14 days prior to returning to work. Employees should contact their supervisor and HR and arrange to work remotely during the stay-home period. Campus access for students is restricted; however, if necessary, should be in accordance with Phase 4 guidelines. 	<ul style="list-style-type: none"> International travel for College business is prohibited In accordance with CDC guidelines, employees and students returning from international travel should stay home for 14 days prior to returning to work or school. Employees should contact their supervisor and HR and arrange to work remotely during the stay-home period. International students will be informed of CDC guidelines and required to be in the US 14 days prior to access to campus or any campus activity.

Athletics and Livestock Judging Team:

	Phases 1-2	Phase 3	Phase 4
Athletics	<ul style="list-style-type: none"> Gatherings, practices and competitions prohibited 	<ul style="list-style-type: none"> Athletics program resumes practice and competition in accordance with guidance from NJCAA, CDC, IDPH and Restore Illinois as approved via updated Return to Play Protocols posted on the Athletics Department website Fitness Center usage under supervision of a coach. Social distancing and user wipe-down/ cleaning of equipment after each use required Team travel allowed for competition only with approval of the unit VP 	<ul style="list-style-type: none"> Athletics program resumes practice and competition in accordance with guidance from NJCAA, CDC, IDPH and Restore Illinois as approved via updated Return to Play Protocols posted on the Athletics Department website. Fitness Center usage under supervision of a coach. Social distancing and user wipe-down/ cleaning of equipment after each use Team travel allowed for competition only with approval of the unit VP
Livestock Judging	<ul style="list-style-type: none"> Gatherings, practices and competitions prohibited 	<ul style="list-style-type: none"> Practice of 9 students and one coach in accordance with IDPH guidelines Team travel allowed for competition only with approval of the unit VP 	<ul style="list-style-type: none"> Practice in accordance with IDPH guidelines Team travel allowed for competition only with approval of the unit VP