



Return to Campus Plan

Lake Land College is committed to ensuring the safety of our students, employees and visitors. Thus, the following plan, necessitated by the COVID-19 pandemic, provides guidance on the College's operations during Phases 1-4 and the Bridge to Phase 5 of the Restore Illinois Plan. The column shaded in gray represents our current phase. 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 EOC@lakelandcollege.edu.

To assist Illinois in reaching Phase 5 of the Restore Illinois Plan, students and staff are encouraged to get vaccinated against COVID-19. Although vaccination is not required of students or staff it is recommended by the CDC and highly encouraged by the College.

Campus Access, Office Space and Reporting Requirements:

	Phases 1-2	Phase 3	Phase 4	Bridge to Phase 5
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 	<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. The Enhanced COVID-19 Screening Tool can assist an individual in responding accurately and completely to the Screening Criteria for campus access. Individuals with symptoms or exposure to COVID-19 must follow instructions in the Enhanced COVID-19 Screening Tool, which serves as a guide for when individuals are able to return to campus after a potential COVID-19 related exposure. Employees diagnosed with COVID-19 or who have had close contact as defined by CDC with someone who tested positive for or is suspected of having COVID-19 must notify Human Resources immediately 	<ul style="list-style-type: none"> Daily self-screening submission per COVID-19 Campus Visit Screening form, via the website or Laker Mobile App. The Enhanced COVID-19 Screening Tool can assist an individual in responding accurately and completely to the Screening Criteria for campus access. Individuals with symptoms or exposure to COVID-19 must follow instructions in the Enhanced COVID-19 Screening Tool, which serves as a guide for when individuals are able to return to campus after a potential COVID-19 related exposure. Employees diagnosed with COVID-19 or who have had close contact as defined by CDC with someone who tested positive for or is suspected of having COVID-19, must notify Health Services immediately 	<ul style="list-style-type: none"> Daily self-screening submission per COVID-19 Campus Visit Screening form, via the website or Laker Mobile App. The Enhanced COVID-19 Screening Tool can assist an individual in responding accurately and completely to the Screening Criteria for campus access. Individuals with symptoms or exposure to COVID-19 must follow instructions in the Enhanced COVID-19 Screening Tool, which serves as a guide for when individuals are able to return to campus after a potential COVID-19 related exposure. Employees diagnosed with COVID-19 or who have had close contact as defined by CDC with someone who tested positive for or is suspected of having COVID-19, must notify Health Services immediately.

	Phases 1-2	Phase 3	Phase 4	Bridge to Phase 5
Personal office Spaces and Workstations	<ul style="list-style-type: none"> • Closed to faculty and staff, unless approved by unit vice president • Faculty and staff offices unavailable • Faculty and staff working remotely 	<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 • Employees must note their daily work location on their electronic time sheet. • 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"> • All faculty and staff offices will be available for use • Faculty and staff regularly working on campus or at contractual work location • Intermittent remote work may be required by supervisor to address COVID-19 related issues as outlined in the Employee COVID Process Flow Chart • Employees working remotely must note their daily work location on their electronic time sheet. • For areas where distancing between workstations of 6' is not feasible, social distancing strategies such as relocation/ reconfiguration of workstations • Visitors to employee offices or workspaces should maintain social distancing and wear masks • Avoid sharing workstations. When unavoidable, employees should wipe down and sanitize the workstation after each use 	<ul style="list-style-type: none"> • All faculty and staff offices will be available for use • Faculty and staff regularly working on campus or at contractual work location • Intermittent remote work may be required by supervisor to address COVID-19 related issues as outlined in the Employee COVID Process Flow Chart • Employees working remotely must note their daily work location on their electronic time sheet. • Implement social distancing strategies for workstations where 6' of distancing is not feasible • Visitors to employee offices or workspaces should maintain social distancing and wear masks • Employees should wipe down and sanitize shared workstations after each use

	Phases 1-2	Phase 3	Phase 4	Bridge to Phase 5
Campus Grounds Access	<ul style="list-style-type: none"> Restricted campus grounds access 	<ul style="list-style-type: none"> Access to campus exterior 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 exterior campus grounds limited to groups not exceeding 250 socially distanced people Baseball and softball diamond usage unavailable to the public 	<ul style="list-style-type: none"> Access to campus exterior grounds limited to groups not exceeding 1,000 socially distanced people. Baseball and softball diamonds available to the public with the approval from the Director of Athletics.
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 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 	<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 visitors from staff Use of stanchions, signage and floor guides to ensure 6' of separation between guests waiting for services Services provided both face-to-face and virtually to students and guests.

	Phases 1-2	Phase 3	Phase 4	Bridge to Phase 5
Building Access and Navigation	<ul style="list-style-type: none"> • Restricted access to buildings and grounds - advanced supervisor approval required • Limited access points • All exterior doors locked 	<ul style="list-style-type: none"> • Advanced supervisor approval for scheduled campus hours and location • Training on Return to Campus Guidelines required by employees before access allowed • 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"> • Training on Return to Campus Guidelines required by employees before access allowed • Building access follows regularly scheduled locking and unlocking of doors • Usage of doors with remote handicap accessibility encouraged to avoid touching handles 	<ul style="list-style-type: none"> • The COVID-19 Check-In Station is closed, but all visitors should be prepared to show their approved COVID-19 Campus Visitor Screening Form when requested while on campus. • All access points to campus grounds are open for entry and exit • Building access follows regularly scheduled locking and unlocking of doors
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 	<ul style="list-style-type: none"> • Follow Board Policy 05.30 Children in the Workplace

	Phases 1-2	Phase 3	Phase 4	Bridge to Phase 5
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, rooms with capacity <200 not to exceed the lesser of 50 people or 50% of room capacity. For rooms with capacity >200 the lesser of 250 people or 25% capacity. 	<ul style="list-style-type: none"> Face-to-face meetings and personal interactions allowed Continued utilization of telephone, email and video conferencing encouraged In-person meetings allowed without pre-approval, with no meetings exceeding the lesser of 60% of room capacity or 1,000 people.

Lecture and Lab Structure:

	Phases 1-2	Phase 3	Phase 4	Bridge to Phase 5
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 Faculty can host optional, supplemental, small group meetings on campus 	<ul style="list-style-type: none"> Offered on-campus, online and virtual as outlined in the class schedule for that term
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 other methods <i>Safety Guidelines for Courses Meeting on Campus</i> must be followed. 	<ul style="list-style-type: none"> Online, Virtual (synchronous), Online/Virtual Blended, Online/On-Campus Blended, Online/On-Campus/Virtual Blended <i>Safety Guidelines for Courses Meeting on Campus</i> must be followed. 	<ul style="list-style-type: none"> Offered on-campus, online and virtual as outlined in the class schedule for that term

Social Distancing, Personal Safety, and Hygiene:

	Phases 1-2	Phase 3	Phase 4	Bridge to Phase 5
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. 	<ul style="list-style-type: none"> • Must cover the nose and mouth • 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. • Individual subjects of MPR sponsored videos or photos may remove masks indoors per MPR safety guidelines

	Phases 1-2	Phase 3	Phase 4	Bridge to Phase 5
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 	<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
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 	<ul style="list-style-type: none"> • Wipe down and sanitizing of major touchpoints occurs regularly • Employees working on campus should regularly wipe down/sanitize individual workstations or offices • College will provide sanitizing wipes

	Phases 1-2	Phase 3	Phase 4	Bridge to Phase 5
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. 	<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.

Room and Space Utilization:

	Phases 1-2	Phase 3	Phase 4	Bridge to Phase 5
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. 	<ul style="list-style-type: none"> Maintain social distancing and masks Not to exceed 60% of room capacity. 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 	<ul style="list-style-type: none"> Open on campus, Kluthe Center, Western and Eastern Region Centers 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) 	<ul style="list-style-type: none"> Labs available, but space may be limited to maintain social distancing.
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) 	<ul style="list-style-type: none"> Classrooms available, but seating may be limited to maintain social distancing.

	Phases 1-2	Phase 3	Phase 4	Bridge to Phase 5
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. 	<ul style="list-style-type: none"> Accessible by appointment for all students, staff and athletics in accordance with appropriate capacity limits and 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 	<ul style="list-style-type: none"> Common areas open with furniture spaced to accommodate 60% capacity. 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	Bridge to Phase 5
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. Bottled water provided 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 or meetings Restaurant food delivery will be allowed to campus for individual consumption only Shared supplies or materials removed from common areas. (e.g. magazines, pens, 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 	<ul style="list-style-type: none"> No drinking fountain or water dispenser usage. Bottled water provided Communal/department refrigerators and microwaves allowed. Communal coffee pots or beverage dispensers not allowed. Single serve coffee dispensers allowed. Vending machines allowed Subway available at owner's discretion. Catering food trucks allowed Buffet or family style food services, including group pizza orders, will not be allowed for any student or staff events or meetings Restaurant food delivery will be allowed to campus. Shared supplies or materials removed from common areas. (e.g. magazines, pens, etc.) Drink service available 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	Bridge to Phase 5
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 	<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 	<ul style="list-style-type: none"> Drinks allowed per Board Policy 09.10 Food allowed in personal offices/ workspaces and COVID-19 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"> In-door, College sponsored events, whether on campus or off campus, limited to the lesser of 50 attendees or 50% capacity when room capacity is <200. With capacity of >200, limited to the lesser of 250 or 25% capacity. Must follow IDPH guidelines. Out-door events will be limited to 250 attendees. Athletic events follows athletic guidelines. Rental or usage of College facilities by outside organizations allowed with College president approval 	<ul style="list-style-type: none"> College sponsored events, whether on campus or off campus, will be limited to the lesser of 60% room capacity or 1,000 attendees and must follow IDPH guidelines. Indoor events should be planned to ensure 6' of social distancing for all participants. Rental or usage of College facilities by outside organizations allowed per Board Policy 09.06

	Phases 1-2	Phase 3	Phase 4	Bridge to Phase 5
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 Laker Nest bookstore open 8 a.m. to 5 p.m. M-F following DCEO Retail Guidelines All student services available in-person and virtually 8 a.m. to 5 p.m. M-F. Library services open 8 a.m. to 5 p.m. M-F Staff schedules are staggered to support virtual and in-person service and ensure social distancing 	<ul style="list-style-type: none"> On campus deliveries, including mail and packages Laker Nest bookstore resuming normal hours of operation and following DCEO Retail Guidelines All offices and services resume normal hours of operation

	Phases 1-2	Phase 3	Phase 4	Bridge to Phase 5
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 the lesser of 50 attendees or 50% capacity when room capacity is <200. With a capacity of >200, limited to the lesser of 250 or 25% capacity. VP Student Services or President approval required. • 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 	<ul style="list-style-type: none"> • Student events and club meetings, either on campus or off campus, limited to the lesser of 60% of room capacity or 1,000 attendees • Student club meetings and events must follow IDPH guidelines for social distancing and personal safety • 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	Bridge to Phase 5
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) • 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 ○ Traveling to areas with large gatherings of people ○ 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) • 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 ○ Traveling to areas with large gatherings of people ○ Traveling to areas with a high concentration of COVID-19 cases 	<ul style="list-style-type: none"> • Travel for College business allowed, remote meeting attendance encouraged • Vehicle travel for College business allowed as follows: <ul style="list-style-type: none"> ○ 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) • 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. <ul style="list-style-type: none"> ○ Use of public transportation ○ Traveling to areas with large gatherings of people ○ Traveling to areas with a high concentration of COVID-19 cases

	Phases 1-2	Phase 3	Phase 4	Bridge to Phase 5
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. 	<ul style="list-style-type: none"> International travel for College business is prohibited Individuals traveling internationally must comply with current CDC guidance related to international travel prior to visiting a college location. 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 Individuals traveling internationally must comply with current CDC guidance related to international travel prior to visiting a college location. 	<ul style="list-style-type: none"> International travel for College business is prohibited Individuals traveling internationally must comply with current CDC guidance related to international travel prior to visiting a college location.

Athletics and Livestock Judging Team:

	Phases 1-2	Phase 3	Phase 4	Bridge to Phase 5
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 Up to 25% capacity for outdoor sports or indoor sports held in the fieldhouse (≥ 200 person capacity). Indoor events in venues with <200 person capacity limited to the lesser of 50 spectators or 50% capacity. 	<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 Spectators allowed at 60% capacity for indoor and outdoor sporting events
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 	<ul style="list-style-type: none"> Practice in accordance with IDPH guidelines Team travel allowed for competition only with approval of the unit VP