

Subject: Important Campus Operations Announcement (November 18)

Date: Wednesday, November 18, 2020 at 10:37:01 AM Central Standard Time

From: Kenneth Trzaska

To: Kenneth Trzaska

Priority: High

Dear Trailblazer Community,

As we notice COVID-19 cases rise throughout the state, and specifically throughout the healthcare regions we serve, the college will take immediate steps to ensure the safety of everyone in our campus community.

As communicated yesterday by the Village of Godfrey's ESDA Public Safety Administrator, the state is moving to Tier 3 which builds on the Resurgence Mitigation Plan first released in July to suppress the spread of the virus and ensure our hospitals do not become overrun.

As framed in the Public Safety Administrator's message, this new tier aims to limit gatherings and encourages people to stay home to the greatest extent possible, while permitting some industries to remain open at significantly reduced capacities with proper safety measures in place. All detailed Phase 4 operational guidance remains in effect. Where Phase 4 guidance and Tier 3 Mitigations imply different standards, the more restrictive Tier 3 Mitigations will apply. School districts and local officials should follow extensive [guidance released by IDPH and ISBE](#) in August and make decisions related to in-person and remote learning at the local level, based on the unique needs of their communities. Child care facilities may continue to operate subject to [DCFS guidelines](#).

In light of this news, beginning today [Wednesday, November 18](#), we ask all team members who can work remotely to please do so. We recognize the need to maintain operations such as security, maintenance, mail service and direct student support services, so please work with your managers and VPs to develop a schedule to allow for these services to be maintained. We ask any team member who needs to come to campus to do so only with permission from their supervisor and by appointment only (while also completing the daily self-certification form in advance). If there is a need to visit campus, again this must be cleared by your supervisor.

In regards to services for students, student activities will have virtual programming options available. Events are posted on the Student Government Association and Activities Organization page in Blackboard and on Student Activities at L&C on Facebook. Student clubs and organizations are allowed to meet virtually, if desired. Athletic programs and activities will shut down immediately and resume on January 4, 2021.

There are academic programs that require some face-to-face meetings to meet course requirements and accreditation standards. Automotive, Welding, Process Operation Technology, EMT/Paramedicine, Medical Assisting, Nursing and Dental Assisting and Hygiene will continue to meet on campus throughout the semester observing strict social distancing guidelines. Any classes that meet on campus following the Thanksgiving break should work with Campus Operations, Academic Operations, Custodial, and Security to ensure the highest level of safety is maintained for our campus community. If a faculty member prefers to teach from a classroom, office, or lab, that is permitted if the door is closed and no one else is in the room. The door sign will need to alert custodial to clean the space after teaching.

We encourage faculty to work with your deans and students as much as possible between now and the Thanksgiving break to frontload as many face-to-face requirements as possible. We furthermore encourage faculty to utilize Respondus for final exam testing, but recognize there will be a need for some on-campus testing, both in the assessment center (by appointment only), and in large classrooms to allow social distancing. We ask all faculty to work with Jeff Coles in Academic Operations to identify classrooms that may need to be scheduled and utilized for final exam testing.

We want to ensure that our students and the community can still receive our support services both virtually, and on a limited in-person basis as needed. Again, your managers and your VPs will develop plans to ensure continuity of the services your department provides. We will continue a primarily remote work schedule throughout the end of the semester.

Your leadership team recognize the hardship that the last nine months created for you. This pandemic has had a major impact on the way we work and interact, and we thank you for your tremendous creativity, dedication, and most importantly unwavering willingness to do whatever necessary to serve our students during their journey at Lewis and Clark.

In recognition of you, our team members, we will close campus for the holiday break early this year. The campus will close at 4:30 p.m. on Friday, Dec. 18, 2020 and re-open Monday, January 4. We hope that these extra days may provide you with rest and rejuvenation as we enter a new and promising year for Lewis and Clark.

Please know that we are available any time you need whether it's by email, phone, or an appointment on campus. We will continue to focus our time on those mission critical activities that are essential to keeping our college campus accessible for students and the entire campus community. We encourage everyone to please stay safe and stay home.

We appreciate each of you.

In gratitude,

Your Campus Leadership Team

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