

**From:** "Sanchez, Maryellen - AA to VP of Administrative Services"  
**Date:** Wednesday, March 17, 2021 at 9:39 AM  
**Cc:** ". LTCC Fulltime Faculty"  
**Subject:** ACCESS TO FT FACULTY OFFICES - Effective March 22

LTCC FT-Faculty,

As discussed and promised at the last all faculty meeting, **beginning Monday, March 22, 2021**, we are opening access to **full-time (FT) faculty offices**. At this time, we must limit access only to FT faculty with designated office space on campus. Unfortunately, this access will not allow for family or other co-workers to enter with you or meet with you in your offices. This access is solely for the benefit of the FT faculty member who may need more time on campus as we prepare for the upcoming spring quarter.

Access will be granted during the hours that security is present (**M-F / 7am-7pm**). You will continue to enter/exit through the security check-in station at the library entrance. Masks are required in all public spaces and/or if you share the office with colleague who is also present. For FT faculty who have shared office space, *you will need to coordinate with your officemate* regarding use/timing and willingness to be in the space at the same time, which will then require that you are masked at all times while in close proximity to your officemate.

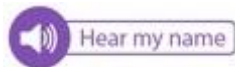
This access also applies to our **Physical Education (PE) FT faculty**, although your access will be a bit more complicated until such time that COVID testing is removed from the gym. PE FT faculty will only have access to *their individual office space*; **not** the FEC, gym, or other areas of the building, **nor** should they be moving through the hallways unnecessarily, with exception for use of the restrooms. The same protocols apply, as noted above. You will be required to check-in at the library security station prior to entering the PE building to access your office. I will coordinate directly with the testing center staff to ensure they are aware of your eligibility to enter the PE building while testing is still in place.

We hope that this increased access will assist our FT faculty in organizing and preparing for the upcoming spring quarter. While we are slowly working toward initiating more access for more employees, this allowance is only for the FT faculty at this time.

Please do not hesitate to contact me should you have questions/concerns (775-339-1531; *text preferred, please ID yourself in the message*). **Please only use "reply" to respond to this email message to reduce the number of emails that would go out using "reply all."**

Thank you,

*Maryellen Sanchez*



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