



March 15, 2020

As of today, there are currently **no confirmed cases of COVID-19 in South Lake Tahoe or El Dorado County**. College staff is monitoring the nationwide COVID-19 outbreak and actively making decisions to limit possible exposure on our campus and in our community. A team has worked throughout the past couple of days to modify the LTCC plan on how to move forward in light of the most recent information. This document outlines LTCC's most current plan - this plan could change quickly as environmental factors shift.

The Guiding Principles that inform LTCC's response to COVID-19 are:

- 1.) Consider the safety of students and employees;
- 2.) Support students in continuing progress toward their academic and career goals, while ensuring we continue to support their basic needs;
- 3.) Maintain continuity for students and employees and take into account the fiscal impact on them by services lost due to COVID-19 response; and
- 4.) Make decisions that consider both the short and long-term impact on students, employees, and the community.

Specific details on LTCC's plan going forward are outlined below:

Winter and Spring Courses:

- **Finals for most classes were moved up to this week (March 16 - 20)**. This move allows faculty, staff, and students more time to transition to online teaching and learning options for Spring Quarter.
- The intent is for the majority of Winter 2020 courses to be completed by Friday, March 20.
- LTCC is transitioning to distance education for Spring Quarter (using Canvas). Canvas training for faculty began last week and is ongoing. A free student [onboarding training](#) for Canvas users is now available. This is a good course for any of us involved in distance education to complete.
- The week of March 23 - 27 is designed to be finals-free to allow time for faculty and staff to make necessary changes for courses and other student services to be offered virtually for Spring Quarter.
- Spring Quarter starts Monday April 6 in a predominantly distance education environment.
- Virtual services for [distance counseling](#), tutoring, and proctoring are available through Canvas now. LTCC will heavily utilize these services moving forward.
- Continued efforts to have good sanitation practices, extra campus cleaning, and social distancing practices are in full effect.

Student and Employee Support:

- **LTCC's campus is open** and providing key services to students, including Library & Learning Services, One Stop, Student Housing, and Food Pantry to ensure that our students' academic and basic needs are met.
- LTCC will reallocate staffing and training to ensure core functions that students and employees rely upon such as payroll and financial aid are able to maintain business continuity.
- LTCC continues to research and develop remote work policies as well as investigate employee and technology readiness.
- Zoom training for all employees takes place in the upcoming week. All governance meetings are moving to a Zoom format.
- We anticipate some employees may have conflicts with their planned work schedule for a variety of reasons. Please reach out to Human Resources to discuss your specific situation. As a reminder, if you are feeling ill or experiencing any symptoms, please don't come to campus.
- Human Resources is preparing a resource page with the answers to staff questions regarding employment conditions.
- Additional details will be provided to employees in the coming week.

Informational Resources:

- LTCC continues to follow direction from the California Department of Public Health's document on [Higher Education Guidance on Novel Coronavirus or COVID-19](#).
- LTCC is also following directions from the [Governor's Office](#) and the California Community Colleges [Chancellor's Office](#). LTCC is also learning from examples set by other community colleges in the state while considering the context of local conditions.
- We have been in contact with Barton Health. As a reminder, if you have a fever, cough or shortness of breath, call your health provider's office or **Barton's COVID-19 Clinical Health Line at (530) 600-1999**.

Thank you for carefully reading this message to ensure you are informed on the most recent developments in LTCC's response to COVID-19. For current information and a refresher on past decisions, please visit: www.ltcc.edu/coronavirus.