

**Lake Tahoe Community College COVID-19  
Access Protocols**

**EXPECTATIONS as of September 10, 2020:**

1. YOU **MUST** BE ON AN APPROVED LIST TO ACCESS CAMPUS.
  - a. List-Type and Access Definitions:
    - **ESSENTIAL** – approved/required to work on campus daily, M-F, up to 8 hours per day.
    - **OCCASSIONAL** – approved/required to work on campus 1 day or less per week, limiting time to less than 8 hours per day, when possible.
    - **STUDENTS** - hybrid students will begin to access the campus **ONLY** during the dates and times of the course(s) in which they are enrolled.
2. Prior to arrival on campus:
  - a. Confirm your temperature at home, which **MUST** be less than 99 degrees.
  - b. Be prepared to answer a series of COVID related health questions.
  - c. Students in any course on campus and all employees will check in through the security desk at the library entrance.
  - d. If someone is demonstrating COVID-19 symptoms, travelled, has been exposed to someone who has tested positive for COVID-19, or has engaged in activities that do not follow social distancing and masking protocol, we recommend that they [get tested](#).
  - e. All employees who wish to access campus for work must download the [#CampusClear self-screener app](#) and conduct a daily self-report on symptoms and travel behavior before arriving to campus. iPhone users can [download the app on the App Store](#). Android users can find the app [in the Google Play store](#).
3. Upon entry:
  - a. Please sanitize your hands at the gel stations.
  - b. You **MUST** wear a face mask per the [CDPH](#). If you have your own, please bring it and wear it. If you don't have a face mask, one will be provided to you.
  - c. A questionnaire is answered on paper at the desk every time someone comes on campus or attends an off campus activity. This process may be replaced by an app-based solution.
  - d. Should a student or employee be turned away by front desk staff, they can immediately appeal to Dr. Michelle Risdon or Russi Egan.
  - e. Your temperature will be scanned at the security checkpoint. It must be below 99.0 degrees F.
  - f. Have your LTCC ID ready
    - You **MUST** show LTCC ID for **NO TOUCH** sign-in process
    - You will also be asked for the location you will be visiting and your phone number for contact tracing purposes. Please do not alter your location without notifying security. This is to enhance the efficiency of the janitorial staff who continuously roam the campus sanitizing areas to ensure your safety.
4. Maintain 6 feet of social distance: if a line forms, PLEASE BE PATIENT
5. Expect access to your desk/department/class only
  - a. Certain areas of campus are off-limits
  - b. Mingling is not be allowed
  - c. All bathrooms will be CLOSED, except
    - Library Lobby
    - Main Commons Bathrooms
6. Check out with security upon exiting campus
7. Use the hand sanitizing station upon exit

We are operating under the directives of the [Governor of the State of California](#), the [County of El Dorado](#) and the [California Community Colleges Chancellor's Office](#). Please reference the State, County and CCCC links provided for additional information.

**LTCC IS COMMITTED TO THE HEALTH AND WELFARE OF ITS STUDENTS, STAFF AND FACULTY!**