



LAWSON STATE COMMUNITY COLLEGE

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Office Of The President

Memorandum

To: Total Personnel

From: Perry W. Ward 

Date: July 16, 2020

Please find attached the *LSCC Comprehensive Operational Plan for Fall 2020 (Operational Plan)* to provide guidance for re-opening the campus for the ensuing semester. The *Operational Plan* has been approved by the Alabama Community College System Office and will now serve as our operational guidance. Although not totally inclusive of everything that will be needed for a successful year, the College will use it as the foundational plan. As we continue to monitor the changes that the pandemic is bringing about, there is a good possibility that some things within the plan will have to be modified to ensure the safety and well-being of our students, faculty, and staff.

Staff, if your departmental unit or programmatic area is not listed directly within the *Operational Plan*, please adhere to the guidance of similar program areas that have been established and you will need to verify approval with the immediate supervisor. Any exceptions to the *Operational Plan* must be approved at the Executive Cabinet level and when appropriate, the System Office. This is a working plan designed to aid in having a productive and successful Fall 2020.

Many of you are still working remotely and virtually; however, the expectation is that there will be physical presence of employees on campus to assist in conducting the business of the College. You will be receiving details about how the staff and faculty will return to campus under a separate email soon. All personnel in **supervisory roles** will report back to work (fully) on Monday, July 27, 2020. All other personnel will report back to work fully, August 3, 2020, or as directed by your immediate supervisor. With guidance from the Vice President of Instructional Services, instructional supervisors will direct faculty members on the College's expectations during this transition back to work.

There will be no gathering in large numbers; however, meetings, professional development, training, and special task groups may plan face-to-face meetings in locations where social distancing (at least 6 ft. apart) can be adhered to. When coming on campus, please follow the protocols established within the *Operational Plan* - temperature check, social distancing, frequent handwashing and/or sanitizing of hands. On the other hand, if you are not feeling well, please do not come to campus. Contact your supervisor to inform them of your status. Follow the protocol outlined in the Chancellor's Memo #2020EXE048 and/or seek medical advisement.

If you have questions or concerns, please email or contact the immediate supervisor.