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## Moving Forward: A Safe and Healthy LCC Community

As we prepare to start our spring semester, Lenoir Community College continues to closely monitor COVID-19 and identify ways to keep our campus healthy and safe. We are continuing to provide multiple educational options and delivery methods for those who depend on us in Lenoir, Greene and Jones Counties and the surrounding area. Providing degree and short-term training opportunities is critical now more than ever. No matter if your goal is to transfer to a university, advance in your current job, or prepare for a new career, LCC has options for you to take classes.

We have and continue to take a proactive approach in delivering educational programs and services. Our LCC COVID-19 Task Force has been meeting since the pandemic began in March 2020 and has been a major driving force behind the safety protocols and procedures that we have implemented to keep our students, employees, and visitors safe. We are working closely with local, state, and federal authorities as we continue to monitor COVID-19 and implement additional health and safety measures. We recognize that many have anxiety and stress over their own health and safety and that of their families. However, many still believe they would have more positive outcomes if they could have in-person interactions with appropriate protocols in place. Our safety team is addressing each request and responding to each need as quickly as possible.

We are excited about the spring semester and welcoming everyone back on campus. We are offering a variety of course options from which students can choose such as online, hybrid, in-person, and synchronous classes to which you have become accustomed that all provide a quality learning experience. We invite you to read the following paragraphs to discover what safety protocols are in place for the spring semester and to learn about other information and services that are available to you as you return to campus.

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## Spring 2021 Health & Safety Protocol

Central to our ability to start welcoming students, employees, and visitors back to campus is having a health and safety protocol and prevention strategy that reduces the spread of COVID-19. LCC established a five-part prevention strategy in May before allowing anyone to return to campus and has enhanced that strategy since that time. This strategy of **Face Covering/Personal Protective Equipment – Social Distancing – Sanitation – Signage - Screening** is updated with the latest guidance and summarized here:

Lenoir Community College continues to closely monitor the spread of the coronavirus (COVID-19) as the health and safety of our faculty, staff, and students is our utmost concern. We are taking a proactive approach and are working closely with local, state,

and federal authorities as we continue to monitor the situation for any short-term and long-term planning. As we continue to maintain a safe environment for employees, students, and visitors, we are reinforcing past guidelines and modifying our practices to not only adhere to the Governor's various executive orders but also protect each other from contracting or spreading the virus. Please note that the Spring Protocol described below is subject to change based upon the Governor's future executive orders or additional requirements from local, state, and federal authorities.

### **FACE COVERING/PERSONAL PROTECTIVE EQUIPMENT (PPE)**

For your protection and the protection of others, LCC **requires employees, students, and visitors to wear face coverings at all times inside any LCC building or any time they are interacting with another person within a distance of six (6) feet.** (yes, in the classroom, yes, when walking in the hallways between classes, yes, going to the bathroom, and yes, even in the elevators.) We have learned from our health partners that while face coverings are not a guarantee against you contracting COVID, they do reduce the chance you will transmit germs to others. By us all wearing face coverings, we reduce the overall spread of germs in general. We want to do our part in slowing the spread of COVID. LCC will provide face coverings to those individuals who do not have one. Remember to refrain from touching your face covering or face and to wash cloth face coverings regularly. Reusable and disposable coverings are available. For information on how to wear a cloth face covering, check out this [How to Properly Use A Cloth Face Covering video](#).

- Students unable to wear face coverings for medical or other reasons should contact the Office of Disability Access Services to discuss and determine your reasonable accommodations at [wrkimble58@lenoircc.edu](mailto:wrkimble58@lenoircc.edu) or (252) 527-6223, ext. 331.
- Employees unable to wear face coverings for medical or other reasons should contact the Human Resources Office to discuss and determine your reasonable accommodations at [tvjohnson90@lenoircc.edu](mailto:tvjohnson90@lenoircc.edu) or (252) 527-6223, ext. 397.
- So students may understand their instructors clearly, faculty, when lecturing, may remove their face coverings provided they can maintain social distance in the classroom.
- Plexiglass barriers have been installed in appropriate service areas, classrooms and labs. Plexiglass barriers may also be available upon request.
- Face shields, goggles, gloves, and other PPE will be available upon request.
- Signage will serve as reminders and guides to establish and maintain a 6-foot distance between persons.

## **SOCIAL DISTANCING**

- Social distancing will be practiced in classrooms, labs, service areas and throughout campus. It is important to stay at least six (6) feet from others as much as possible, while greeting colleagues or fellow students, stopping to ask questions, or meeting with others. By maintaining at least six (6) feet from others, we will slow the spread of COVID. If for some reason you come in close contact with someone, face coverings will help prevent the spread of germs.
- Classes on campus will observe 50 percent capacity and observe social distancing guidelines where possible. In those circumstances where social distancing cannot be observed safely, other additional safety protocols will be utilized that may include plexiglass barriers, face coverings, face shields, gloves and other PPE.
- Controlled access to campus buildings will remain in place with a limited number of entrance doors being open in those buildings in which classes or services are being offered. All buildings not in use for classes or services will remain locked.
- Synchronous classes will be offered in addition to seated, hybrid, and online classes. Synchronous classes will provide students the flexibility to either attend class in person at the designated meeting time or to attend virtually at that same time and be able to interact with the instructor and other students in real-time. Students who attend virtually will be able to participate as if they were sitting in the class, but from another location.
- There will continue to be limits on the use of campus spaces for large gatherings and for use by external groups, guided by state and health regulations and recommendations.

## **SANITATION**

- Hand sanitation stations are located in common areas of each building.
- Signage has been installed across campus in English and Spanish promoting handwashing and other safety protocols.
- Enhanced cleaning and sanitation protocols are in place throughout campus buildings, common spaces, classrooms, and instructional spaces. Our environmental services personnel are deep cleaning and will continue to deep clean high-touch areas on a regular basis.

## **SIGNAGE**

- Signage has been installed on entrance doors across campus in English and Spanish to alert employees, students, and visitors to not enter the building if they are exhibiting symptoms of COVID-19 or have been exposed to someone with COVID-19.
- Signage has been installed across campus on entrance doors in English and Spanish to “Know your Ws!”. For information on the three Ws, check out this [Know Your Ws: Wear, Wait, Wash video](#).
  1. WEAR – a face covering.
  2. WAIT – Six (6) feet apart. Avoid close contact.
  3. WASH – your hands often or use hand sanitizer.
- Various other signage has been installed across campus to encourage social distancing and other safety protocols.

## **SCREENING**

- Employees, students, or visitors exhibiting symptoms (see below) of COVID-19 should:
  1. Stay at home (do not come to campus).
  2. Consult your doctor or health care provider.
  3. Contact your instructor (students) or supervisor (employees).
  4. LCC instructor or supervisor should immediately notify Richy Huneycutt (252-560-0332). She will contact the County Health Department and provide direction.
  - Symptoms of COVID-19 may include:
    - Fever or chills
    - Cough
    - Shortness of breath or difficulty breathing
    - Fatigue
    - Muscle or body aches
    - Headache
    - New loss of taste or smell
    - Sore throat
    - Congestion or runny nose
    - Nausea or vomiting
    - Diarrhea
- Employees, students, or visitors who have been in close contact (see below for definition of close contact) with someone who has tested positive or has experienced symptoms of COVID-19 should:
  1. Stay at home (do not come to campus).

2. Consult your doctor or health care provider.
  3. Contact your instructor (students) or supervisor (employees).
  4. LCC instructor or supervisor should immediately notify Deborah Sutton (252-560-3662). She will contact the County Health Department and provide direction.
    - For COVID-19, a [close contact](#) is defined as any individual who was within six (6) feet of an infected person for at least 15 minutes starting from two days before illness onset.
- Employees, students, and visitors will receive a health screening, that will include temperature checks, upon entering the building. Anyone not passing the health screening will be asked to leave campus.
- Employees, students, and visitors who are already on campus and subsequently develop COVID-19 symptoms while on campus should:
1. Immediately leave campus.
  2. Notify your instructor (students) or supervisor (employees).
  3. LCC instructor or supervisor should immediately notify Richy Huneycutt (252-560-0332). She will contact the County Health Department and provide direction.

## RETURN TO CAMPUS

- After consultation with appropriate health care officials and the respective student, employee, or visitor, the College administration will determine when it is safe for the student, employee, or visitor to return to campus and resume activities. The CDC offers more guidelines for "[What to Do If You Are Sick.](#)"

Visit LCC's Coronavirus page for more information about COVID-19 and our efforts to keep you and our community safe.

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## Spring 202 Schedule

**Students:** The Spring 2021 semester begins on January 6, with course options described in more detail below. The academic calendar remains unchanged, with no modifications to breaks or other dates. Should it become necessary to make changes due to COVID-19, you will be notified. Students can enroll now for fall including second eight-week classes that start mid-semester.

**Faculty:** Class schedules and other instructional needs will determine the schedules followed by the faculty who teach our students. Each course syllabus will outline the faculty member's availability to students and how office hours will be conducted.

**Staff:** Beginning the week of January 4, the College will resume its normal operating hours, which is Monday through Thursday, 8:00 a.m. – 5:00 p.m. and Friday, 8:00 a.m. – 3:00 p.m.

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## Course Options

This fall, the College will offer traditional **in-person** classes, **hybrid** classes (a blend of in-person and online instruction), fully **online** classes, and new this year, **synchronous** classes, where you can come to campus for class or you can log in from anywhere and participate live during your class.

While your classes may look and feel a little different this year, we can assure you that our faculty and staff have been working diligently to make sure your learning experience continues to be as dynamic and interactive as before and that they are geared to moving you to the next level in your educational and career journey.

Faculty are hard at work now making sure that you have the learning opportunities and support necessary to be successful, regardless of the type of classes you choose at LCC. With all available options, please be aware that there will still be deadlines you need to meet in order to be successful.

### In-Person

Courses designated as in-person mean that students meet face-to-face during class with instructors and classmates at designated times. Most classrooms and labs will have about half the usual number of students present in person.

### Hybrid

Courses designated as hybrid mean that students will take part of a class online with a requirement that students also meet in traditional in-person sessions.

### Online Classes

Courses designated as online mean that 100% of the course material is delivered online. Students can access their lessons through a web browser anytime, anywhere. Remote sessions will be recorded and available in Moodle so that you can review instructional sessions at your convenience.

### Synchronous Classes

Courses designated as synchronous mean that students meet in-person during class with instructors and classmates at designated times, just as you would an in-person class **OR** you can log in from anywhere remotely and participate live during your class. **While the class session will be recorded for you to review, you will need to log on during the scheduled class time to be counted in attendance for the day. Note: Course caps in these sessions are set just above 50% in anticipation of some students accessing from their own devices. Should a room reach capacity in a**

**particular class, students will be directed to the LRC to access the course remotely via webcam and headset in a computer lab.**

All students should check their Moodle and email regularly for communications from their instructors prior to the start of the semester. The variety of formats provided for courses reflect the formats that students originally selected at the time of registration. Our goal is to maintain these formats as consistently as possible to support your learning and engage with you based on your preferences. In the event that a change must be made to course format due to changing circumstances, you will be notified as early as possible to provide you with the information and resources necessary to continue your courses successfully. If you determine that your needs have changed and you need to select other course delivery formats or courses scheduled at alternate times, please contact your academic advisor to adjust your schedule. No matter what your course format, know that your instructors are prepared to provide you with a positive, high-quality learning experience. Your instructors are accessible to address your learning needs and to answer any questions you may have throughout your course.

We encourage all students to make decisions about their class schedules and course formats based on their individual health and learning needs. At LCC, we are fully committed to promoting health and safety and supporting student learning in all courses and across all instructional formats.

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## Campus Services and Activities

We are happy to start welcoming students back to campus with a wide range of campus services and activities to make your time at LCC both enjoyable and successful. We know there is so much information to read and understand these days. Although we have all the resources and staff to help support you at LCC, we want to help you find what you need faster. First, rather than looking in multiple places for information, try the [Campus Services and Activities](#) page, where many of the resources you use are linked to this one online page.

- Students may access tutoring and academic support, with services available in-person, virtually, or online to ensure that you have the support to make the most of your education at LCC no matter your location.
- Student Services Staff are available in-person or virtually to provide information and support regarding Admissions, Registrar, Financial Aid, Counseling, Disability Services, and more.
- Lancer Career Connections staff are available to provide career exploration services or to help students obtain internships, work-based learning opportunities, apprenticeships, or part-time or full-time employment.

- Students can join and participate in one of over 20 different student clubs.

For additional help, contact Student Services located in the Administration Building at [admissions@lenoircc.edu](mailto:admissions@lenoircc.edu) or (252) 527-6223, ext. 395.

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## Learning Resources Center (LRC)

If you need support for reference and research to complete course assignments, our LCC Library staff is ready to help you in the Learning Resources Center (LRC) on campus and through virtual meetings, providing online search tools, guides, and many additional print and digital resources to connect you with the information you need to successfully complete research papers and other class assignments.

When the fall semester begins, computer labs will be available for student use during campus hours of operation. Students may use these labs for class participation, as well as to complete course assignments. If audio is needed while in the computer lab, especially to participate in a class, students are encouraged to bring their own headphones. However, disposable headphones will be provided by the LRC if needed. In addition to WiFi available throughout campus buildings, students can also remain in their cars and access WiFi in parking lots where available.

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## Food on Campus

Thee Coffee House, located in the Student Center, will reopen 7:30 a.m. to 2 p.m. Monday through Friday beginning January 6 with three ordering options to provide breakfast and lunch. You may order online [www.theecoffeehouse.com](http://www.theecoffeehouse.com) and pick up in Thee Coffee House at a dedicated area; order online and have your order delivered on campus for a small fee; or order in person and pick up. The menu will be streamlined in order to reduce lines and crowding. There will also be available grab-and-go meals that are pre-packaged following safe food service guidelines, allowing you to have only minimal contact with others as you purchase your meals. All other meals will be made to order.

In order to keep everyone safe, we have implemented social distancing measures, rigorous cleaning protocols, sneeze guards at checkout, and reduced occupancy. Face coverings are required. There will be limited seating in the dining area with plexiglass barriers installed on tables. If you dine in an area restaurant or bring take-out back to campus, we encourage you to follow public health guidance by wearing your face covering, distancing, and washing your hands before eating.

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## Business Office

The Business Office, located in the Administration Building, has four payment options to meet your needs. Payment may be made online by logging in to myLCC; setting up a NelNet Payment Plan by logging in to myLCC; contacting the Cashier's Office at 252 233-6858; or paying in person by visiting the Cashier's Office in the Administration Building on the Kinston Campus.

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## Athletics

The NJCAA moved Fall Athletics to Spring 2021. LCC hosts four sports - Men's Basketball, Women's Basketball, Women's Volleyball, and Men's Baseball. The Spring 2021 competition season will begin in early January 2021. Student athletes should contact their coaches about scheduling of athletic practices and competitions. Schedules will be posted on the [www.lenoircc.edu/athletics/](http://www.lenoircc.edu/athletics/) website once finalized.

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## Bookstore

Beginning January 13, the Bookstore, located in the Student Center, will be open with its regular operating hours from 8:30 a.m. to 4 p.m. Monday through Thursday and from 8:30 a.m. to 1 p.m. on Fridays. During registration week beginning January 4, the Bookstore will have extended hours. In order to keep everyone safe, we have implemented social distancing measures, rigorous cleaning protocols, sneeze guards at checkout, contactless payment, and reduced occupancy. Face coverings are required for customers and employees. The Bookstore continues to process online orders for delivery direct to you with free shipping on orders over \$49. Orders can be placed at [lenoircc.bncollege.com](http://lenoircc.bncollege.com). We also have expanded our availability of digital ebooks which provides you access to your materials immediately after your order is processed.

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## Technology Support

Technology has become even more important in all our lives in the past few months, but we know it can be stressful when you have questions or problems. LCC's Technology Help Desk offers support for students and employees Monday through Thursday, 8 a.m. – 5 p.m. and 8 a.m. – 3 p.m. You can connect by phone at (252) 527-6223, ext. 513 or send an email to [helpdesk@lenoircc.edu](mailto:helpdesk@lenoircc.edu). On-campus appointments are also an option.

