

St. Philip's College
COVID-19 Recovery Operations Plan
2020-2021

Recovery Levels IV and III
Summer 2020 - Fall 2020 - Spring 2021
Planning and Implementation

July 2020



ALAMO COLLEGES DISTRICT
St. Philip's College

Background

In spring 2020, all face to face course sections moved to a remote environment due to the COVID-19 pandemic. Additionally, faculty and staff transitioned to working remotely and most on-campus activities transitioned into a remote environment. In summer 2020 critical Career and Technical Education (CTE) courses were offered either onsite or in a clinical setting to provide student continuity of instruction and completion.

Purpose

The purpose of the St Philip's College COVID-19 Recovery Operations Plan (SPC Recovery Plan) is to **identify priorities, key activities, schedules, procedures, processes and training** needed to implement a phased in approach to returning to on-site learning and working for students, faculty, staff and vendors. Our goal is to provide an environment that is as safe as possible for all community members while continuing to provide educational opportunities that foster excellence in academic and technical achievement. Today's plan provides a framework for the Fall and Spring 2020 terms that is designed to accommodate the dynamic environment we're facing and enable us to adapt to changes in the prevalence of COVID-19.

The plan is predicated on guidelines, drafted by a district support and cross-college team, titled "Incident Command System COVID-19 Recovery Operations Plan, 2020-2021."

Scope

The SPC Recovery Plan identifies details within each Level for students, faculty, staff, and vendors to transition back to on-site learning and working. The current focus of the plan is on the Summer and Fall terms of 2020 and the Spring 2021. The development of this plan was a cross-college collaborative effort among representatives of the college's Academic Success, Student Success, and College Services/Risk Management areas.

Key Objectives

1. Health and Safety
 - Key consideration for decision making is the health and safety for students and employees
 - Personal Protective Equipment (PPE) needs on campus will be provided
2. Continuity
 - Student success and completion remain key priorities
 - Technology needs will be provided for students to continue to learn and for employees to continue to work remotely
3. Preparedness
 - Criteria within each Level is identified to make informed decisions

Guiding Principles by Cross-College Disciplines

1. Academic Success – Instruction Guiding Principles:
 - The focal point of our decision making when determining method of instruction and returning to campus is the safety and health of our students, faculty and support staff.
 - Continuity of instruction, student success and completion remain key priorities.
 - Until deemed appropriate, most of our classes will engage in online, remote and/or virtual-only learning options, activities, and events.
 - A pre-determined selection of Career and Technical Education (CTE) courses with College specific exceptions will be offered to engage students in small in-person classes and hands-on



activities in order to complete skills assessments to demonstrate proficiency in specified student learning outcomes.

- Courses are selected based on the need of a face-to-face component for skills assessment and completion.
2. Student Success – Student Support Guiding Principles:
 - Provide remote teaching, learning, and support services which meet student needs in the best way possible and take into consideration the student perspective and feedback
 3. College Services/Risk Management – Safety and Health Guiding Principles:
 - Support the health and safety of students, faculty, staff, and community members
 - Develop a plan that allows for various levels of remote and on-site instruction, support and operations that can be activated based on cases within the Alamo Community College District and/or on health and governmental guidance

Key Takeaways

1. Student and employee safety are paramount.
2. Face coverings will be worn by all on campus and social distancing protocols will be followed.
3. Temperature checks will be required for all on campus in the Summer and Fall 2020.
4. No on-campus events in Fall 2020.
5. SPC will support Metro Health COVID-19 testing on campus; all other 3rd party requests to use facilities, including training centers must be approved by the College President.
6. All travel is canceled for Fall 2020.
7. Fall 2020 classes/work will be remote, except for designated CTE courses.
8. Student Services will maintain a 1-stop, 1-office, limited onsite student support (by appointment only) for essential on-site student success services in Fall 2020.
9. All SPC meetings/training will be virtual in Fall 2020.
10. SPC will return to Level 5 “Stay Home, Work Safe” activities on 11/26/2020 and remain at that level after Thanksgiving through the end of the Fall 2020 term.
11. College Access Procedure Requirement: All college access must be coordinated through the Vice President for College Services. Access review and approval is a critical component to accurate planning, review, tracking, and close contact identification.
12. College Risk Management may reassign working spaces for individuals on-site to ensure social distancing and occupancy levels

Recovery Levels Overview

Level V (Locally declared: “Stay Home, Work Safe”) - Plan and Resource. Plan and identify resource need to phase in on-site instruction while operating in a fully remote teaching and working environment

Plan and Resource

Plan Phased Return: schedules, protocols, training, resources & communication. Train employee & students for Level IV

- 95-100% remote work, teaching and learning
- 1-5% essential DPS, IT and Facilities personnel on-site

Level IV (Locally declared: All Clear) - Identify, Test, and Train. Prepare, implement, monitor and adjust up to 10%; on-site CTE and/or select arts and science courses

Identify, Test, and Train

Identify, Test, and Train | Implement, Monitor, and Adjust



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Test schedules, protocols, training, resources & communications. Train employees and students for Levels IV, III and II. Carefully phase occupancy, as facilities and resources are ready, to support up to 10% on-site CTE and/or select arts and science courses. Monitor for impact and adjust as necessary for effectiveness, safety and health.

- Up to 10% essential DPS, IT, and Facilities personnel
- Up to 10% CTE and/or selected arts and sciences students on-site
- Up to 10% CTE and/or selected arts and sciences faculty on-site

Level III (Locally declared: All Clear) - Implement, Monitor, and Adjust. Up to 25% on-site

Implement, Monitor, and Adjust

Carefully phase up to 25% occupancy as resource ready facilities and resources are ready, monitoring for impact and adjusting as necessary for effectiveness, safety and health

- Up to 25% of essential DPS, IT, Facilities and other support personnel
- Up to 25% of students on-site
- Up to 25% of faculty on-site

Level II (Locally declared: All Clear) - Implement, Monitor, and Adjust. Up to 50% on-site

Implement, Monitor, and Adjust

Carefully phase up to 50% occupancy as resource ready facilities and resources are ready, monitoring for impact and adjusting as necessary for effectiveness, safety and health

- Up to 50% of essential DPS, IT, Facilities and other support personnel
- Up to 50% of students on-site
- Up to 50% of faculty on-site

Level I (Locally declared: All Clear) - Implement, Monitor, and Adjust. Up to 100% on-site

Implement, Monitor, and Adjust

Carefully phase up to 100% occupancy as resource ready facilities and resources are ready, monitoring for impact and adjusting as necessary for effectiveness, safety and health

- Up to 100% of students on-site
- Up to 100% of personnel on-site

Recovery Implementation Plan

Level IV – Planning and Continuation of On-Site CTE & Select Arts & Sciences Courses

Level IV – Identify, Test, Train, Prepare, Implement, monitor and adjust up to 10%; on-site CTE and/or select arts and science courses (*Target: Summer 2020 and Fall 2020*)

Test schedules, protocols, training, resources and communications. Train employees and students for Levels III and II

Essential DPS, IT, Facilities personnel and CTE Support Personnel

- Identified CTE Students & Faculty as prioritized

Student Success

- Less than 25% of Student Success core services (Enrollment Services, Testing, Student Advocacy (Grab and Go)), Business Office, and Financial Aid will be provided onsite from a single building by appointment only on Mondays and Thursdays 8 a.m. – 5 p.m. based on



personnel feasibility

- Remaining core services will serve students accordingly:
 - Four Day Work Week: Remotely Monday – Thursday 8 a.m. – 7 p.m.
 - Fall 2020: Remotely (Enrollment Season) Monday – Thursday 8 a.m. – 7 p.m., Friday 8 a.m. - 5 p.m., and Saturdays 9 a.m. - 1 p.m.
- 100% of Student Success non-core services (Advising, International Student Services, Student Conduct, Veteran Affairs, Student Life, and College Specific Programs) will remain remote
- MSS and GSVOTC will remain remote in accordance to Appendix SS-3 and SS-4

	Priorities	Key Activities & Plan Summary	Responsible	Status
Academic Success	1) Enrollment Management/ Scheduling – Determine appropriate balance between Demand and Capacity for onsite instruction	a. Enrollment Capacity/Facilities Capacity	AS	In Progress
		b. Faculty Coverage <ul style="list-style-type: none"> i. Determine available Faculty to teach F2F ii. Faculty “Remote Work Request” decisions iii. Recruit Adjunct Faculty where gap exists 	AS	In Progress
		c. Determine Budget Impact <ul style="list-style-type: none"> i. Faculty Salaries/Loading ii. Enrollment / Contact Hours iii. CARES ACT funds, availability to support faculty salaries and/or instructional budgets 	AS	In Progress
		d. Prioritize Face-to-Face (F2F) courses to support student success based on the following: <ul style="list-style-type: none"> I. Program accreditation requirements II. Psychomotor competencies/affective skills assessment III. Practicums, labs, clinicals and internships completion IV. Delays in program completion will prevent the next program cohort from starting V. Completion of coursework from Spring 2020 where Incompletes were assigned 	AS	Complete
Academic Success	2) Health and Safety (Risk Management collaboration)	a. Campus Health Screen and Safety Check	AS, CS	In Progress



		b. Determine appropriate Personal Protective equipment (PPE) availability per discipline/program	AS, CS	In Progress
		c. Disinfection protocols	AS, CS	In Progress
		d. Access to external training sites to support specialized programs in Career and Technical Education, High School partners and Continuing Education	AS	In Progress
		e. Courses/sections will consider options to reduce class size to achieve six (6) feet of separation between individuals and avoid sharing equipment/objects i) Options may include additional sections, small classes in larger classrooms, and hybrid classes that have a virtual foundation with rotating in-person student groups.	AS	In Progress
Academic Success	3) Faculty and Student preparedness	a. Remote Readiness i. Faculty (1) Access to appropriate training for all faculty to be prepared to teach remotely ii. Students (1) Access to appropriate training for all student to be prepared to learn remotely	AS	In Progress
		b. Access to appropriate technology for all faculty and students	AS & CS	In Progress
		c. Onsite Readiness i. Directional Signage and Video (Examples of how to enter and exit facilities and classrooms)	AS	In Progress
Academic Success	4) Academic Student Support Services	a. Access to Remote Tutoring i. Brainfuse/ZOOM sessions	AS	Complete
		b. Access to Remote Library and Learning Resources	AS	Complete
		c. Childcare Development Centers i. Follow CDC, State of Texas and COSA Metro Health Guidelines	AS	Complete
Academic Success	5) Communication Plan	a. Faculty (VPAS' to craft letter)	AS	Complete
		b. High School (ISD's) Partners i. Determine campus access per college	AS	In Progress
		c. Students i. Class Schedule in ACES – clear language (onsite requirement or remote via ZOOM)	AS	Complete
		d. External partners (clinicals, internships, practicums, etc.)	AS	In Progress



Student Success	1) Health and Safety (Risk Management collaboration)	a. Determine appropriate Personal Protective Equipment (PPE) availability per college	SS, CS	In Progress
		b. Determine reduced occupancy in Student Success onsite areas	SS, CS	Complete
		c. Retrain and communicate on incident reporting form and process for staff who test positive to COVID-19 or are exposed to someone who tests positive	SS, CS	In Progress
		d. Coordinate on the installation of safety barriers for staff and students	SS, CS	In Progress
		e. Determine controlled entry/exit points (traffic flow management)	SS, CS	In Progress
		f. Coordinate on the installation of social distancing prompts	SS, CS	In Progress
		g. Coordinate on the installation of signage to ensure safety protocol mandates	SS, CS	In Progress
		h. Coordinate on the sanitation and disinfection on common resources and spaces	SS, CS	In Progress
		i. Coordinate on the practices associated with temperature checks, disbursement of PPE and monitoring of occupancy levels	SS, CS	In Progress
Student Success	2) Staff and Student Preparedness	a. Remote Readiness i. Access to appropriate training and resources for staff to serve students remotely (i.e. software applications, soft phones, chatbot, live chat, Zoom, etc.) ii. Publish resource information for students to access Student Success services remotely iii. Provide access to technology resources (i.e. Laptop, Hotspots, etc.) for students in need	SS	In Progress
		b. F2F Readiness i. Directional Signage and Video (i.e. examples of how to enter and exit facilities) ii. Scale student kiosk service model for Student Success Welcome Centers iii. Scale student paging model for Welcome Centers to service students (i.e. text messaging) iv. Briefing and training of safety and cleaning protocols for onsite team members	SS	In Progress
Student Success	3) Scheduling - determine appropriate "Polarity" balance between Demand and Capacity for onsite student services, based	a. Determine available core Student Success staff	SS	In Progress



	on available space and student need	i. Coordinate with human resources to develop a request and approval process for those who cannot return to campus due to underlying health issues, caregiver duties, and/or other matters of concern		
		b. Develop a personnel rotation and scheduling model for each respective college, based on space capacity in the following Student Success areas: Enrollment Services, Testing, Student Advocacy, and College Specific Programs <ul style="list-style-type: none"> i. Staff will be scheduled onsite Monday and Thursday 8 a.m. to 5 p.m. at reduced capacity on a rotating basis ii. Remaining Student Success staff will provide student services remotely Monday – Thursday 8 a.m. – 7 p.m., Fridays from 8 – 5 p.m. and Saturday 9 a.m. 1 p.m. iii. 100% of Student Success staff will serve students remotely on Tuesdays, Wednesday, Fridays and Saturdays 	SS	In Progress
Student Success	4) Coordination with DSO Student Success Services	a. In coordination with our district support partners, develop a personnel rotation and scheduling model for each respective college, based on space capacity in the following Student Success areas: <ul style="list-style-type: none"> i. Business Office and Financial Aid 	SS	Complete
Student Success	5) Prepare Communication Resources for Staff and Students for Student Success Areas/Initiatives	a. Lead team will work with subject matter experts to develop FAQ's for each functional area to ensure consistent cross college communication.	SS	In Progress
College Services/Risk Management	1) Health Screening Process	a. Faculty or designee will meet the students outside of a designated entrance and ask screening questions; all answers are "No" then go to "b"; If student answers "Yes" to any question go to <ul style="list-style-type: none"> b. Faculty or designee will take the forehead temperature of the student using a touchless thermometer. If temperature is less than 100.5 go to "c". If the student's temperature is 100.5 or greater, then go to "d". 	CS	In Progress



		<p>c. The student will be permitted access into the facility. The faculty or designee will ask the student step into a shaded area and rest for a moment. After a period of four minutes, the faculty or designee will retake the temperature. If the temperature is still 100.5 or greater, then go to “e”.</p> <p>d. Advise the student to go home, self-quarantine, and contact a health official for further guidance.</p> <p>NOTE: If they have had contact with a COVID-19 positive person within the past 14 days, the faculty member is to complete ACD COVID-19 and SOBI reports.</p> <p>See Appendix CS-06 and CS-07</p>		
College Services/Risk Management	2) Incident Case Reporting Process	<p>will complete an ACD COVID-19 Report Coordinator of College Risk Management. At that time, the instructor will also submit a SOBI report to ensure designated Student Services contact the student and provide support for the student may need while quarantined from COVID-19.</p> <p>College Risk Management (CCRM) will review the report and begin researching any missing information from the party.</p> <p>Report to the Enterprise Risk</p>	CS	Complete
College Services/Risk Management	3) Incident Response Plan	<p>In the case of a COVID-19 Positive (C19-P) case (confirmed by test):</p> <ol style="list-style-type: none"> CCRM will determine the last time the C19-P person was on campus. Who they were in contact with and what areas of campus they visited. If the visit to campus was more than 14 days, then information is provided to SPC Leadership and ERM, and normal operations continue. If the visit was within 14 days, those in close contact with C19-P will be contacted and provided information regarding free testing via San Antonio Metro Health. If C19-P's last visit was less than three days of notification, then Disinfecting Plan will be activated. <p>See Appendix CS-08</p>	CS, ERM	In Progress



College Services/Risk Management	4) Close contact identification Process	The ACD COVID-19 Report requests the supervisor or instructor to list all those who were in close contact with the C19-P and the places visited by the C19-P during their last visit (if known). See Appendix CS-10	CS, ERM	In Progress
College Services/Risk Management	5) Disinfecting Plan	ing Procedures for Classrooms/Common ing Procedures for Office Spaces ing Procedures for Restrooms d document found under CS-02	CS, ERM	In Progress

Level III – Implementation Readiness Priorities, Key Activities, & Responsible Teams

Level III – 25% Occupancy/75% Remote Learning and Working – Implement, Monitor, and Adjust
(Target: Spring 2021)

Strategically phase up to 25% occupancy as facilities and resources are ready, monitoring for impact and adjusting as necessary for effectiveness, safety and health. **Student success and completion is a key priority.**

Academic Success

- Up to 25% of faculty onsite
- Up to 25% of students' onsite
- Up to 25% of essential DPS, IT, Facilities and other support personnel

Student Success

- Up to 25% of Student Success core services (Enrollment Services, Testing, Advising, Student Advocacy, Disability Support Services, Business Office, and Financial Aid) will be provided onsite from a single building accordingly:
 - Spring 2021 (Enrollment Season) Monday – Thursday 8 a.m. – 5 p.m. on rotating schedules (i.e. Group A will work Monday and Wednesday and Group B will work Tuesday and Thursday based on personnel feasibility)
 - All staff will work remotely on Fridays
 - College Specific Programs
 - Military Support Services – Operations will return on each JBSA location based on JBSA allowance of non-essential personnel to return to base as outlined in appendices SS-4
 - GSVOTC – Operations plan has been provided in appendices SS-3
- 100% of Student Success non-core services (International Student Services, Student Conduct, Veteran Affairs, Student Life, and College Specific Programs) will remain remote

	Priorities	Key Activities & Plan Summary	Responsible	Status
Academic Success	1) Enrollment Management/	c. Enrollment Capacity/Facilities Capacity	AS	In Progress



	Scheduling – Determine appropriate balance between Demand and Capacity for onsite instruction			
		c. Faculty Coverage iv. Determine available Faculty to teach F2F v. Faculty “Remote Work Request” decisions vi. Recruit Adjunct Faculty where gap exists	AS	In Progress
		d. Determine Budget Impact ii. Faculty Salaries/Loading iii. Enrollment / Contact Hours iv. CARES ACT funds, availability to support faculty salaries and/or instructional budgets	AS	In Progress
		d. Prioritize Face-to-Face (F2F) courses to support student success based on the following: i. Program accreditation requirements ii. Psychomotor competencies/affective skills cannot be assessed remotely iii. Practicums, labs, clinical and internships are required F2F. iv. Program cohorts and curriculum sequence must be delivered F2F to prevent impacting the ability of the next program cohort to start. i. Incompletes assigned to classes in previous semesters. vi. Capstone course for graduation, student succession and completion vii. To support equity, colleges may provide opportunities for student populations that demonstrate greater success in F2F environments	AS	In Progress
Academic Success	2) Health and Safety (Risk Management collaboration)	b. Campus check/screen versus building check/screen? i. Electronic UTHSCSA – entrance to building(s) ii. Wrist Band?	AS, CS	In Progress
		d. Determine appropriate Personal Protective Equipment (PPE) availability per discipline/program need	AS, CS	In Progress
		f. Determine and adhere with the “up to 25%” building occupancy	AS, CS	In Progress



		i. Each college will determine number of buildings to be open, based on PPE, disinfection protocols and capacity of cleaning vendor (McLemore), etc. We know the number of buildings will be limited		
		g. Maintain 6-foot social distancing in classrooms and labs	AS, CS	In Progress
		h. Plan for time between classes for disinfection protocols	AS, CS	In Progress
		i. Access to external training sites to support specialized programs in Career and Technical Education, High School partners and Continuing Education	AS	In Progress
		g. Courses/sections that require F2F instruction will consider options to reduce class size to achieve six (6) feet of separation between individuals and avoid sharing equipment/objects i. Options may include additional sections, small classes in larger classrooms, and hybrid classes that have a virtual foundation with rotating in-person student groups.	AS	In Progress
Academic Success	3) Faculty and Student preparedness	b. Remote Readiness ii. Faculty (1) Access to appropriate training for all faculty to teach (2) Facilitators available to support (3) Schedule (Fall, Spring and Summer) (a) CANVAS (b) QM iii. Students (1) ID's (Student Success) (2) Inform via New Student Orientation (NSO modules) remote learning access for new students (Student Success) (3) Access for all returning students to learn remotely (a) Social Media, PR, etc. iii. Access to appropriate technology for all faculty and students iv. Access to disability services accommodations (Student Success)	AS	In Progress
		d. F2F Readiness ii. Directional Signage and Video (Examples of how to enter and exit facilities and classrooms)	AS	In Progress



Academic Success	4) Academic Student Support Services – Maintain “up to 25%” and social distancing, etc.	b. Access to Tutoring ii. Appointment based F2F/Brainfuse/Remote/ZOO M sessions	AS	In Progress
		c. Access to Library and Learning Resources i. Concierge type of services	AS	In Progress
		d. Access to Childcare Development Centers ii. Following State of Texas and Metro Health Guidelines	AS	In Progress
		d. Access to Open Computer Labs i. Limited access	AS	In Progress
Academic Success	5) Communication Plan	c. Faculty (VPAS’ to craft letter)	AS	In Progress
		c. High School (ISD’s) Partners ii. Campus Access?	AS	In Progress
		d. Students ii. Class Schedule in ACES – clear language (F2F requirement or remote via ZOOM) ii. Syllabus iii. Plan for Health / Safety screening time before class	AS	In Progress
		e. External partners (clinicals, internships, practicums, etc.)	AS	In Progress
Student Success	1) Health and Safety (Risk Management collaboration)	a. Determine appropriate Personal Protective Equipment (PPE) availability per college	SS, CS	In Progress
		b. Determine 25% occupancy in Student Success onsite areas	SS, CS	Complete
		c. Retrain and communicate on incident reporting form and process for staff who test positive to COVID-19 or are exposed to someone who tests positive	SS, CS	In Progress
		d. Coordinate on the installation of safety barriers for staff and students	SS, CS	In Progress
		e. Determine controlled entry/exit points (traffic flow management)	SS, CS	In Progress
		f. Coordinate on the installation of social distancing prompts	SS, CS	In Progress
		g. Coordinate on the installation of signage to ensure safety protocol mandates	SS, CS	In Progress
		h. Coordinate on the sanitation and disinfection on common resources and	SS, CS	In Progress



		spaces		
		i. Coordinate on the practices associated with temperature checks, disbursement of PPE and monitoring of occupancy levels	SS, CS	In Progress
Student Success	2) Staff and Student Preparedness	a. Remote Readiness iv. Access to appropriate training and resources for staff to serve students remotely (i.e. software applications, soft phones, chatbot, live chat, Zoom, etc.) v. Publish resource information for students to access Student Success services remotely vi. Provide access to technology resources (i.e. Laptop, Hotspots, etc.) for students in need	SS	In Progress
		d. F2F Readiness i. Directional Signage and Video (i.e. examples of how to enter and exit facilities) ii. Scale student kiosk service model for Student Success Welcome Centers iii. Scale student paging model for Welcome Centers to service students (i.e. text messaging) iv. Briefing and training of safety and cleaning protocols for onsite team members	SS	In Progress
Student Success	3) Scheduling - determine appropriate "Polarity" balance between Demand and Capacity for onsite student services, based on available space and student need	a. Determine available core Student Success staff i. Coordinate with human resources to develop a request and approval process for those who cannot return to campus due to underlying health issues, caregiver duties, and/or other matters of concern	SS	In Progress
		b. Develop a personnel rotation and scheduling model for each respective college, based on space capacity in the following Student Success areas: Enrollment Services, Testing, Advising, Student Advocacy, Disability Support Services and College Specific Programs i. Staff will be scheduled onsite Monday – Thursday 8 a.m. to 5 p.m. up to 25% capacity on a rotating basis (i.e. Group A will serve onsite Monday and Wednesday, Group B will serve onsite Tuesday and Thursday)	SS	In Progress



		<ul style="list-style-type: none"> ii. 75% of remaining Student Success staff will provide student services remotely Monday – Thursday 8 a.m. – 7 p.m. iii. 100% of Student Success staff will serve students remotely on Fridays and Saturdays 		
Student Success	4) Coordination with DSO Student Success Services	<ul style="list-style-type: none"> a. In coordination with our district support partners, develop a personnel rotation and scheduling model for each respective college, based on space capacity in the following Student Success areas: <ul style="list-style-type: none"> i. Business Office and Financial Aid 	SS	Complete
Student Success	5) Prepare Communication Resources for Staff and Students for Student Success Areas/Initiatives	<ul style="list-style-type: none"> a. Lead team will work with subject matter experts to develop FAQ's for each functional area to ensure consistent cross college communication. 	SS	In Progress
College Services/Risk Management	1) Health Screening Process	<ul style="list-style-type: none"> a. Designee will be posted at the designated entrance and ask screening questions to all who request entry into the facility. If all answers to the screening questions are "No" then go to "b"; If student answers "Yes" to any question go to "e". b. The designee will take the forehead temperature of the person using a touchless thermometer. If temperature is less than 100.5 go to "c". If the student's temperature is 100.5 or greater, then go to "d". c. The person will be permitted to access the facility. d. The faculty or designee will ask the person to step into a shaded area and rest for a moment. After a period of four minutes, the designee will retake the temperature. If the temperature is still 100.5 or greater, then go to "e". e. Advise the person to go home, self-quarantine, and contact a health official for further guidance <p>See Appendix CS-06 and CS-07</p>	CS	In Progress
College Services/Risk Management	2) Incident Case Reporting Process	<ul style="list-style-type: none"> a. The supervisor or instructor will complete an ACD COVID-19 Report Form and submit to the Coordinator of College Risk Management. 	CS	Complete



		<ul style="list-style-type: none"> • In the case of a student, the instructor will also submit a SOBI report. A SOBI report is submitted to ensure designated Student Success Team members contact the student and provide information of resources the student may need while quarantined because of or recovering from COVID-19. b. The Coordinator of College Risk Management (CCRM) will review the submitted report and begin researching any missing information not known to the submitting party. c. The CCRM will submit the report to the Enterprise Risk Management Team (ERM). <p>See Appendix CS-09</p>		
College Services/Risk Management	3) Incident Response Plan	<p>In the case of a COVID-19 Positive (C19-P) case (confirmed by test):</p> <ul style="list-style-type: none"> a. CCRM will determine the last time the C19-P person was on campus. Who they were in contact with and what areas of campus they visited. b. If the visit to campus was more than 14 days, then information is provided to SPC Leadership and ERM, and normal operations continue. c. If the visit was within 14 days, those in close contact with C19-P will be contacted and provided information regarding free testing via San Antonio Metro Health. d. If C19-P's last visit was less than three days of notification, then Disinfecting Plan will be activated. <p>See Appendix CS-08</p>	CS, ERM	In Progress
College Services/Risk Management	4) Close contact identification Process	<p>The ACD COVID-19 Report requests the supervisor or instructor to list all those who were in close contact with the C19-P and the places visited by the C19-P during their last visit (if known)</p> <p>See Appendix CS-10</p>	CS, ERM	In Progress
College Services/Risk Management	5) Disinfecting Plan	<ul style="list-style-type: none"> a. Cleaning Procedures for Classrooms/Common Areas b. Cleaning Procedures for Office Spaces c. Cleaning Procedures for Restrooms <p>Detailed document found under</p> <p>See Appendix CS-02.</p>	CS, ERM	In Progress





ALAMO COLLEGES DISTRICT
St. Philip's College

SPC COVID-19 Recovery Cross-College Team

Office of the President:

Dr. Adena Loston, President
Adrian Jackson, Director of Marketing and Strategic Communications
Jeffrey French, Director of Strategic Initiatives

Academic Success Team:

Randall Dawson, Vice President for Academic Success
Edith Orozco, Dean for Academic Success
Chris Beardsall, Dean for Academic Success
George Johnson, Dean for Academic Success
Jessica Cooper, Dean for Academic Success
Dr. Diana Gavin, Interim Dean for Academic Success
Renita Mitchell, Chair Mathematics and Engineering Department
Diane Hester, Interim Chair Communications and Learning Department
Dr. Shane Kendell, Chair Natural Sciences Department
Monica Guzman, Director Child Development Center
Andrew Rivera, Director of Library Services
Elizabeth Castillo, Director of Student Success

Student Success Team:

Dr. Mordecai Brownlee, Vice President of Student Success
Christina Cortez, Dean for Student Success
Dr. Paul Machen, Dean for Student Success
Betsy Hamilton, Director of Military Support Services
Bill Moseley, Director of Good Samaritan Veterans Outreach & Transition Center

College Services/Safety and Risk Management Team:

Dr. Vanessa Anderson, Interim Vice President of College Services
Jacob Colunga, Coordinator of College Risk Management
John Orona, Director of Information and Communication Technology
Felipa Lopez, Director of College Services
Joey Dinscore, Superintendent
Ralph Ramirez, Director of Custodial Services



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- SS-3: St. Philip's College Good Samaritan Veterans Outreach and Transition Center Reopening Plan (Level IV & Level III)
- SS-4: Military Support Service Level III, II, and I Mock Plan
- SS-5: Business Services & Financial Aid Level IV and III Plans

COLLEGE SERVICES APPENDICES

- CS-01: Facilities Logistics Checklist
- CS-02: Cleaning and Disinfecting Procedures
- CS-03: Student Laptop/Technology Distribution Operation Procedures (SPC-IT)
- CS-04: Student Equipment/Resource Distribution Operation Procedures (General)
- CS-05: Equipment/Resource Recovery Operation Procedures (General)
- CS-06: Health Screening Survey Process
- CS-07: COVID-19 Health Screening Questions and Temperature Check
- CS-08: Response to a COVID-19 Exposure or Positive on Campus
- CS-09: COVID-19 Reporting Process



ACADEMIC SUCCESS APPENDICES

AS-1: Face to Face Fall 2020 Class Schedule (See separate file)

AS-2: COVID-19 PPE Donn/Doff Instructions (See separate file)

AS-3: COVID-19 Screen Questions

Appendix AS-3: COVID-19 Screen Questions

Have you recently experienced any of the following?

- A new cough that you cannot attribute to another health condition?
- A temperature that was 100.5 degrees or greater, that you cannot attribute to another health condition, or that may have been caused by specific activity (such as physical activity)?
- A new sore throat that you cannot attribute to another health condition?
- New muscle aches (myalgias) that you cannot attribute to another health condition, or that may have been caused by specific activity (such as physical activity)?
- A new shortness of breath that you cannot attribute to another health condition?
- Chills that you cannot attribute to another health condition?
- Repeated shaking with chills?
- A headache that you cannot attribute to another health condition?
- A new loss of taste or smell?

If the individual answered yes to any of the above questions, ask them to leave and contact their health care provider before returning.

If the individual answers no to all the above questions, proceed with taking a temperature.

- If the temperature is **greater than or equal to** 100.5 degrees, ask them to leave and contact their health care provider before returning.
- If the temperature is **under** 100.5 degrees, they may enter the building.

AS-4: VPAS Letter to Faculty (See separate file)



ALAMO COLLEGES DISTRICT
St. Philip's College

Appendix AS-5: Byrd Tutoring Plan Fall2020/Spring 2021

For remote Byrd Sanctuary Lab Operation in the Fall 2020, we will:

- Provide students with Zoom links/IDs for instructors to facilitate tutorials
 - Instructors will record number of students helped each week and report total students helped and any concerns
 - Rosalie Herber, Kim Washington, Andrew Lamza and Dr. Jeena Joseph will man discussion boards to help students with quick tutoring questions, and do not wish to Zoom/phone/email with an instructor
 - Rosalie Herber (Lab Coordinator) will provide video and web resources to students via Canvas
 - Rosalie will incorporate Virtual and Augmented Reality applications into the Canvas Shell for students to access
-

Assume no more than 25% room capacity and social distance > 6 ft.

For face-to-face Byrd Operation in the Spring 2021, we will:

- Rosalie Herber, Kim Washington, Andrew Lamza and Dr. Jeena Joseph will coordinate building entries per COVID-19 guidelines,
- Entry will be via scheduled appointments
- Implement discussion boards to help students with quick tutoring replies, and do not wish to Zoom/phone/email with an instructor
- Faculty and other tutor staff continue Zoom meetings for students.
- Byrd Tutoring Center will be open 10am to 12pm Monday and Wednesday and 2pm to 4pm Tuesday and Thursday (closed Fridays and weekends).
- A limit of ten students will be allowed at any given time per assumption.
- Students will be able to access computers and work at desks, but will be prohibited from handling physical models due to contamination concerns.
- Computers in the Byrd will have Zoom installed.
- Predetermined seating arrangements will be in place in accordance with six foot distancing guidelines per assumption.



Appendix AS-6: INRW & RTWC Tutoring Plan_Communications and Learning

Onsight Tutoring Plan Spring 2021
INRW Lab and the Rose Thomas Writing Center
Communications and Learning

This is the Plan to implement face-to-face tutoring spring 2021. Students entering lab will schedule face-to-face tutoring time and will be received by the staff 15 minutes prior to their tutoring session at the south entrance to the Norris Technical Building, then students will be escorted to the lab.

Staff: Tutoring staff will need PPE for themselves and students.

One Tutoring staff will administer questionnaire, review each student's temperature and escort students to lab.

PPE mask will be provided to student if needed

Students: Must get temperature taken by tutoring staff before entering building.

Must wear PPE to enter building/tutoring lab.

Services: The INRW Lab will provide tutoring and supplemental support to students enrolled in INRW 0420 classes and offer tutoring to students needing help in general. The Rose Thomas Writing Center provides support to students needing help with writing assignments in all disciplines and will review writing assignments, critique the assignments and provide student feedback. Zoom will be the mode of communications. Instructor will use Zoom as a means to interact with students in the tutoring lab.

Hours: One staff member will meet students at the west entrance door of SLC to screen students, the other staff member will provide tutoring support services in the lab. The roles will reverse the next day for both staff members. There will be two tutoring sessions for INRW and two sessions for ENGL each week. Alternating hours will be established so both the INRW lab and the Rose Thomas Writing Center staff are not both tutoring in the lab at the same time. They will work together to alternate their screening and tutoring schedule each week.

If in the Norris Building, the hours for ENGL will be 9am-11:00am MW and 2:00pm-4:00pm TR and for INRW Lab the hours will be 9:00am-11am Monday and 12:00pm-3:00pm TWR. Schedule subject to change is if these staff members are required alternate hours/services to assist with screening students.

Seating: The capacity will be up to 25%. If seating capacity is 40, then 10 students will be allowed in the lab at the same time using social distancing. Available seating will be marked as available for use, all others will be marked as Unavailable for use or a label on the computer stating that due to COVID19, the workstation is unavailable for use.

Re-sanitizing: Housekeeping will provide the cleaning support after each session to insure the room is sanitized and ready for the next session.

Technology Zoom needs to be added to all computers in the labs and to the instructor workstation. It may be necessary to put in a footprint to insure all desktops for students are equipped with Zoom.



ALAMO COLLEGES DISTRICT
St. Philip's College

Appendix AS-7: MathWorld Fall 2020/Spring 2021

Virtual MathWorld

Schedule:

Fall 2020 (08/24/20 – 12/12/20): Mon – Fri, 8am – 7pm (12 Faculty)

Courses Tutored:

0410, 0320, 1314, 1314 Co-req, 1332, 1332 Co-req, 1324, 1325, 1414, 1442 (*1342), 1442 (*1342) Co-req, 2412, 2413

*1442 becomes 1342 in Fall 2020

Delivery:

- Drop-in Zoom tutoring sessions will be available for students
- Instructor availability and corresponding Zoom meeting links will be posted on Virtual MathWorld Canvas Menu page
- Links to Virtual MathWorld will be placed within each Math course Canvas page

Orientation:

- Coordinator (Pete Perez) will do drop-in orientation via Zoom for all remote Math classes on the first day of the class meeting
- Students will learn of the tutoring that is available and how/why they should use the service
- Students will be shown the Virtual MathWorld schedule and they will learn how to access the Virtual MathWorld site



Spring 2021

MathWorld Lab Outline

Assume no more than 25% room capacity and social distance > 6 ft.

Schedule

Monday - Thursday ~ two hours per day.

The specific hours of operation will be created to accommodate as many students as possible as well as different times of the day (as possible) depending on the Spring 2021 class times

Precautions

- Students and Faculty will be required to comply with District policy and procedures (Face Coverings, Social Distancing, etc.)
- Students will enter MathWorld through the main doors and exit through the door nearest the student lounge
- Students will not sign into the lab themselves. Instead they will be signed in by the faculty member on floor at that time
- Seating will be arranged so that a 6-foot distance is always observed (This of course means that seating will be limited. Approximately 12 - 16 students in the lab at one time.)

Deliverables

- The lab will be open for physical computer use only:
 - Course Software will be available on the computers (MyLabs Plus, Connect Math, Hawkes Learning, ALEKS, WebAssign)
 - Lockdown browser for test taking
 - Zoom software for tutoring and meeting with instructors
- Tutoring will still be performed via Zoom software with schedules provided through our Virtual MathWorld link within Canvas.

Appendix AS-8: TNT Center Fall 2020/Spring 2021

TNT Center Remote

Schedule:

Mon – Thr, 8am – 7pm, Fri 8am-5pm, Sat 10am-3pm

Courses Tutored:

Accounting, Business, Computer Literacy, History, Spanish, Speech, TEAS prep, Seminars on Success

Delivery:

- Zoom tutoring sessions will be available for students
- Brainfuse

Communication Plan:

- Outreach to students will guide them to the TNT website which will have instructions on how to access tutors via Zoom and Brainfuse. Outreach will consist of:
 - PR Marketing through social media
 - Postcards mailed to FTIC
 - TNT staff will call/email FTIC
- Coordinator will provide TNT Flyers to advising team so they can disseminate among their caseload
- TNT staff will outreach to faculty and department chairs of subjects they tutor and provide TNT Flyers



Spring 2021

TNT Center Remote

Schedule

Mon – Thr, 8am – 7pm, Fri 8am-5pm, Sat 10am-3pm

Courses Tutored:

Accounting, Business, Computer Literacy, History, Spanish, Speech, TEAS prep, Seminars on Success

Delivery:

- Zoom tutoring sessions will be available for students
- Brainfuse

Communication Plan:

- Outreach to students will guide them to the TNT website which will have instructions on how to access tutors via Zoom and Brainfuse. Outreach will consist of:
 - PR Marketing through social media
 - Postcards mailed to FTIC
 - TNT staff will call/email FTIC
- Coordinator will provide TNT Flyers to advising team so they can disseminate among their caseload
- TNT staff will outreach to faculty and department chairs of subjects they tutor and provide TNT Flyers

AS-9: SPC Library Operations (See separate file)

AS-10: Child Development Center Recovery Plan (See separate file)



STUDENT SUCCESS APPENDICES

Appendix SS-1: Capacity & Facility Recommendations in Conjunction with College Services/Risk Management

Based upon our walk throughs, these are the recommendations:

1. Capacity for WEC
 - a. Multipurpose Building capacity is 2006
 - i. CHP: 1003
 - ii. WEC: 400 however only 1st floor being used (200), 25% is 50 people
 - iii. CLR: 600
 - b. Southwest campus: Front area and conference room to be used. Roughly 12 people
2. The advising area can hold a total of 6 kiosk computers
3. The area in front of my office can hold a total of 6 kiosk computers
4. For the testing area, the area would only allow for roughly 9 students and 1 proctor. We may be able to get a better bang for our buck continuing virtual testing.
5. Check-in discussion, possibly having it inside the building due to the heat for WEC
6. Check-in discussion, having entry on the east side of building for SW campus to minimize the crossing of departments.
7. Need to remove cloth chairs in the WEC and in the B172
8. We will need technology, tables, and chairs.
9. Large discussion about the use of part time employees (lack of insurance/benefits)
10. All areas at the circle at MLK and SWC will have plexiglass, financial aid will have plexiglass at MLK.



Appendix SS-2: Level IV Return to Campus Operations Objectives

- Objective #1: With the assumption that all PPE and protective measures have been provided/installed by Risk Management, August 3rd would be the date our Student Success staff would be permitted to reintegrate back on campus based on campus feasibility.
- Objective #2: With the assumption that all PPE and protective measures have been provided/installed by Risk Management, August 10th would be the date our Student Success staff would begin serving students on campus based on campus feasibility.
- Objective #3: With the assumption that all PPE and protective measures have been provided/installed by Risk Management, all colleges are agreeing to provide services to students by appointment only on Monday's and Thursdays between the hours of 8 a.m. and 5 p.m.
- Objective #4: With the assumption that all PPE and protective measures have been provided/installed by Risk Management, all colleges are agreeing to provide the following services to students – Enrollment/Testing, On-Site Kiosk support, and Grab and Go Student Advocacy Bags (if feasible). However, all plans are based on campus feasibility and discretion.



Appendix SS-3: St. Philip's College Good Samaritan Veterans Outreach and Transition Center Reopening Plan (Level IV & Level III)

GSVOTC 25% REOPENING PLAN

The GSVOTC will reopen upon approval by the ACD and will take all precautionary health protection measures in order to protect Students and Clients while ensuring they are provided the Veteran services they desire and deserve. Although services will not be degraded additional safety measures will be in place in order to protect SPC staff, VSO staff and clients from COVID-19 and other health conditions by the use of personal protective equipment (PPE) and protective equipment installed throughout the facility.

These measures include but are not limited to:

Plexiglass installed at the reception desk and individual offices where clients engage GSVOTC staff and VSO staff, they include 6' distance markers on the floor, separated seating in common areas such as waiting area and classroom, and conference rooms. Hand sanitizer positioned throughout the facility as well as sanitization protocols after each client is seen by VSO such as wiping down plexiglass, counter top and chair. Front door handles will be sanitized throughout the day as well bathroom facilities. All clients seen will be by appointment and no walk-ins will be seen as the facility will be locked and controlled by front desk personnel based on appointment with VSO. Clients will be provided a verbal health questionnaire and temperature check (to be determined by whom and how) upon entering facility for their scheduled appointment. Personnel will be directed to their appointment by signage and front desk staff, no waiting in the waiting area. Clients will not sign into kiosk; their information will be input by GSVOTC front desk staff as the information will be provided by VSO scheduling appointment.

Facts:

- GSVOTC facility has a maximum personnel capacity of 318 personnel
- GSVOTC personal staff is 4 positions.
- Military Support Services has 2 positions that operate in GSVOTC.
- GSVOTC has 8 VSOs (11 personnel)
- GSVOTC has Alamo City Black Chamber as a tenant (2 personnel)
- GSVOTC is 15K square foot
- GSVOTC is a 3-story facility
- GSVOTC has a 50-person classroom
- GSVOTC has a 60-person conference room
- GSVOTC has a 34-person conference room
- GSVOTC has a 24-person computer lab
- GSVOTC has a 14-person testing center
- GSVOTC has 7 VSO private offices
- GSVOTC has a leased suite with two offices and an 8-person conference room
- GSVOTC has 3 private staff offices
- GSVOTC has a reception desk for 1 person
- GSVOTC has an open desk that is secluded behind locked doors



The GSVOTC is comprised of Veteran Service Organizations (VSO) that operate from within the facility to provide no cost service to veterans and family members. The primary VSO is the Texas Veteran Commission who files claims and benefits for veterans and family members too include burial claims and compensation.

Due to the current COVID-19 increase in cases the TVC, which is a State of Texas organization, will not operate from any facility until at least 2 weeks of continual decline in COVID19 cases occurs. This is key to the reopening of the GSVOTC and is event driven; not time driven. This may not align with other departments due to the nature of our mission and the community partners that operate from within the facility.

LEVEL IV (based on precondition of 2-week COVID decline)

*GSVOTC operations will remain remote at Level IV from Monday – Thursday (during 4-day work week) 8 a.m. – 7 p.m. and Monday – Friday 8 a.m. – 5 p.m. (Fall semester)

*If a 2-week COVID case decline occurs, Texas Veterans Commission will move back into the GSVOTC to serve individuals by appointment. At which time, operations will be conducted on site by appointment on MON & THU (one GSVOTC staff member each day). Remaining services will be conducted remotely from M-F 8am-5pm (all other GSVOTC staff).

The Organizations that would operate from within the facility are: Texas Veteran Commission and San Antonio Legal Services Association, and the Alamo City Black Chamber of Commerce.

Level III (based on precondition of 2-week COVID decline)

Operate from within the facility based on appointment and allow walk in personnel as well. Facility still operating under controlled access/screening procedures.

Facility will operate on site: M-THU 8AM-5PM and will be staffed by one GSVOTC employee; group A on M&W, group B on TUE & THU, director will be on site as required.

Four organizations will operate from within the facility- Texas Veteran Commission, San Antonio Legal Association, Onward to Opportunity, and Alamo City Black Chamber of Commerce.



Appendix SS-4: Military Support Service Level III, II, and I Mock Plan

Military Support Services	Schedules	Phase (25%)	Phase (50%)	Phase (75%)	Phase (100%)	Notes
	N/A					
MSS Operations at JBSA contingent upon DoD approval for return.						
Advising						
GSVOTC Offices		0800-1700	0800-1700	0800-1700	0800-1700	
Betsy Hamilton		REMOTE	Mon & Wed	Mon/Tue/Wed	Mon - Fri	
Sarai Duran		REMOTE	Tue & Thu	Mon/Tue/Wed	Mon - Fri	
JBSA LAFB		0800-1700	0800-1700	0800-1700	0800-1700	
Javier Barron		REMOTE	Per JBSA Guidance	Per JBSA Guidance	Per JBSA Guidance	
Heidi Hoff		REMOTE	Per JBSA Guidance	Per JBSA Guidance	Per JBSA Guidance	
John McGee		REMOTE	Per JBSA Guidance	Per JBSA Guidance	Per JBSA Guidance	
JBSA RAFB		0800-1700	0800-1700	0800-1700	0800-1700	
Cynthia Jaime		REMOTE	Per JBSA Guidance	Per JBSA Guidance	Per JBSA Guidance	
Oscar Manners		REMOTE	Per JBSA Guidance	Per JBSA Guidance	Per JBSA Guidance	TSI Proctoring until return
JBSA FSH		0800-1700	0800-1700	0800-1700	0800-1700	
Allison Joubert		REMOTE	Per JBSA Guidance	Per JBSA Guidance	Per JBSA Guidance	



Mario Oliveira		REMOTE	Per JBSA Guidance	Per JBSA Guidance	Per JBSA Guidance	TSI Proctoring until return
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Appendix SS-5: Business Services & Financial Aid Level IV and III Plans

Level IV: Business Services and Financial Aid are expected to serve students onsite in accordance to college Level IV operations plans

Level III: Business Services and Financial Aid will support on-site operations at the 25% level.

Program/Department/Team: Student Success - SFA and Business Offices							
Objective: Student Success Plan Development for Phase-In at 25%, 50%, 75% and 100%.							
Co-Leads:							
SFA and Business Offices							
Specific Activities to Achieve Objective	To What Core Function/Critical Services Does the Activity Align?	Considerations	Decision Needed?	Request for Information/Action/Resource	Person/Area Responsible	Target Date to Complete	Updates
25% Phase-In							
25% at campuses (Front Line)- A minimum of one front line staff member returning to campus and rotating staff each day depending on the staffing levels NLC – 1 staff member per day SPC – 2 staff member per day SAC – 2 staff members per day (They are in temporary space due to the renovations. SAC is still trying to determine how to protect those in this open space environment.) NVC – 2 staff members per day PAC – 2 staff members per day	SFA	At some of the colleges it may mean staff will not work the same day each week if there are less than four for summer or five in the fall such as at NLC. This could be re-evaluated depending on the traffic volume at each college.					
25% on campus at all colleges and SWC, employees rotate on-campus T/TH, and M/W with none onsite on Friday.	Business Offices	# of FTE needed each day will be adjusted based on student volume.					



COLLEGE SERVICES APPENDICES

Appendix CS-01: Facilities Logistics Checklist

The following recommendations are designed to accommodate 25 or 50% of the maximum listed building occupancy capacity.

Facility Preparation (before occupancy)

1. Confirm Fire system and other components have been inspected.
2. Confirm AEDs have inspected.
3. Confirm all buildings/areas have been cleaned at least once since the closure began.
4. Water System:
 - Flush and clean water system to minimize the risk of Legionnaires' Disease or other diseases associated with prolonged water system shutdown/non-use
 - Water fountains should be "bagged" and designated closed
 - Same Consideration should be given to Pool Facilities if pumps or chemicals levels haven't been maintained during the closure.
5. All HVAC systems
 - Should be checked and ensure they are at an optimal operational level
 - Consider enhancing the fresh air exchange
 - Consider upgrading filters to hospital grade filters like the MERV-13
 - Optional Consideration: installing (if not installed already) UV light cleaning within the primary air filtering system
1. Open spaces/common areas
 - Remove or Rearrange furniture in common areas (lobbies, Student Centers, etc.) to discourage congregating of crowds.
 - Where furniture cannot be arranged or removed, deem these items and/or the area as "Closed"
2. Building Circulation Pattern (Internal Pedestrian Traffic Flow)
 - Designate Hallways as one-way
 - Wall and floor markers used to remind people of the direction of travel and social distancing precautions
 - Elevators should be limited to one rider at a time.
 - Post signs and markers outside of and inside the elevators reminding the community that only one rider is allowed at one time
 - If possible, recommend encourage community to avoid the use of elevators, except those who need them.
 - Designate specific stairwells as "One-way".
 - Stairwells should be designated for upward or downward travel.
 - Use signs on the doors indicating the stairwells designation.
 - Train BAT Teams: in the event of an emergency evacuation, **all** stairwells become downward



only.

- Commonly used internal doors should be propped open to minimize touchpoints and exposure.
 - This recommendation would include stairwell doors.
 - Train BAT Teams: remove the door stop as a member enters the stairwell to exit, this will release the door from the open position, so that it will close as occupants evacuate. Most stairwells are “Areas of Refuge”.

Office, Classroom, and Learning Laboratory Preparation (before occupancy)

6. Add plexiglass and other barriers for front line staff (reception desks)
 - Plexiglass should be
 - At least 78 inches from the floor. This would ensure at least six and half feet of coverage/protection for front line staff.
 - For desks and reception areas that can be accessed from the side, the plexiglass should wrap around the side to maintain the same level of protection.
 - NOTE: All in-person meetings in individual office spaces should be prohibited. All individual meetings should be conducted by phone, an online meeting platform, in large open area, or in an outdoor setting.
7. Breakrooms/lunch rooms
 - Arrange furniture/tables to promote social distancing (at least six feet apart and only one chair per table).
 - Where furniture arrangement for social distancing cannot be accomplished, the breakroom/lunch room(s) should be designated as “Closed”
 - All appliances should be “turned off” and deemed unusable.
 - Appliances are high touch surfaces and would require a higher level of attention for disinfecting and cleaning.
8. Conference Rooms
 - Evaluated for social distancing accommodations.
 - If a conference room cannot accommodate occupants while maximizing social distancing, the room(s) should be designated as closed and/or repurposed as temporary storage for furniture and equipment needing to be moved from other locations.
9. Bathrooms
 - Install Automatic paper towel dispensers
 - Install automatic soap dispensers
 - Install product/device that allows the opening of the door(s) without the use of hands (automatic opening via sensor, like the ADA option) or a physical foot pull.
1. Entrance/Exit to Buildings
 1. Designate specific doors (entrances/exits) as Entrances only
 2. Designate specific doors (entrances/exits) as Exit only
 3. All doors Entrances or Exit should:
 - Best recommendation: Install new automatic doors for ease of access minimizing touch points.
 - Secondary option for consider: modify the existing ADA automatic door system by retrofitting a motion sensor in place of the current ADA button.



Classroom Arrangement

1. Tape the “instructor area” at the front of the Classroom.
2. Have a six-foot measuring device readily available to use a visual marker.
3. Begin by measuring a six-foot distance from the edge of the “instructors’ area” and mark any student space that is overlapped by the six-foot device. These student spaces should not be used and marked as “CLOSED”.
4. Using the six-foot measuring device, space out tables, chairs, and/or desks to ensure a minimum of six-feet social distancing can be achieved for each student.
5. Any unused tables, chairs, and/or desks need to be labeled as “closed” and secured to discourage their use. If possible, store the items at a different location.
6. Each entry and exit points for each room should be propped open during normal business hours to minimize touchpoints and exposure.

Computer Laboratory Arrangement

7. Tape the “instructor/lab tech area” at the front of the Computer Lab.
8. Have a six-foot measuring device readily available to use a visual marker.
9. Begin by measuring a six-foot distance from the edge of the “instructor/Lab Tech area” and mark any computers that are overlapped by the six-foot device. These computers should not be used and marked as “CLOSED”.
10. Place a strip of tape down the center of the main isle.
11. Using the six-foot measuring device, Measure six feet to either side from the center of the isle. Any computers that are overlapped by the six-foot device should not be used and marked as “CLOSED”.
 - Recommended option: add a plexiglass barrier between rows to usable computer systems, but still maintain the social distancing rules for each row.
12. Using the six-foot measuring device, position the chair of the first computer in a position that would reflect a student sitting in it, prior to scooting up to the computer. Then place the measuring device against the back of the chair towards the computer behind it, if the computer is overlapped by the measuring device by more than twelve inches, that row should not be used.
 - It is recommended that any unused chairs (those positioned at “closed” computers) should be placed and secured in the unusable rows to aid in effectively closing the rows.
 - Note: the spacing in most computer labs will allow for use of every third computer in every other row.
13. Any unused tables, chairs, and/or desks need to be labeled as “closed” and secured to discourage their use. If possible, store the items at a different location.
14. Each entry and exit points for each room should be propped open during normal business hours to minimize touchpoints and exposure.

Science/CTE Laboratory Arrangement

15. Tape the “instructor/lab tech area” at the front of the Computer Lab.
16. Have a six-foot measuring device readily available to use a visual marker.
17. Begin by measuring a six-foot distance from the edge of the “instructor/Lab Tech area” and mark any computers that are overlapped by the six-foot device. These computers should not be used and marked as “CLOSED”.
18. Designate areas as “work-stations” with a at least six-feet distance between the work-station tables.



19. It would be recommended that students stay at designated work-stations. Where this practice is not possible:
 - Add a “doffing/sanitizing/donning” station (clean station) between each work-station.
 - As students finish one station, they go to the clean station between work-stations and follow the established protocols (doff gloves, throw away, sanitize hands, dry hands, throw away towel, don new gloves, and move to next station).
20. Each entry and exit points for each room should be propped open during normal business hours to minimize touchpoints and exposure.

Fitness Centers, Gyms, and Pools

1. Keep all locker rooms and showers closed.
2. Keep all fitness centers, gyms, and pools closed for general use.
 - Academic Courses requiring the use of these spaces may occur.
 - Class size will be limited to the number of participants
 - Use social distancing standards to marking areas and equipment as usable.
 - Clean/Disinfect equipment after each use
3. Designate a single entrance and exit.
4. Where possible, designate the hallways as one-way.



Appendix CS-02: Cleaning and Disinfecting Procedures

General Cleaning Procedures

- Continuous Cleaning of all common areas will occur throughout the day of all occupied buildings.
- Restrooms will be cleaned and sanitized at least twice an hour while building/floor is occupied.
- Classrooms will be cleaned between each session (a minimum of 30 must be scheduled between sessions and scheduling must not conflict with other classrooms needing to be cleaned/disinfected).

Cleaning Procedures for Restrooms

1. Check paper towels, toilet paper, toilet seats, sanitary products and hand soap. Refill any products that are empty or low.
2. Spray Cloth or scrub sponge with disinfectant cleaner (Virex) and wipe the counter tops, sinks, and all bright work
3. Spot clean the walls, light switches and doors with a disinfectant cleaner (Virex).
4. Clean the mirror with glass cleaner.
5. Wipe the outside of the urinals and toilets with a disinfectant cleaner (Virex). **USE A SEPARATE RAG, NOT THE ONE USED TO CLEAN THE COUNTERS AND SINKS.**

Cleaning Procedures for Common Areas

1. Thoroughly Clean and Sanitize ALL Tables, Desks, and Chairs with disinfectant cleaner (Virex) removing Pencil and Ink Marks.
2. Spot clean and sanitize ALL Horizontal and Vertical Surfaces with disinfectant cleaner (Virex) removing fingerprints, smudges and stains (i.e. Walls, Doors, Cabinets, Etc.)
3. Clean Door and Window Glass with glass cleaner.
4. Clean and sanitize with disinfectant cleaner (Virex) ALL touch and flat surfaces (i.e. Light Switches, Doorknobs, Counter Tops, Etc.)
5. Check for proper operation and refill Sanitizer Dispensers (If Present and as Needed).
6. Perform other periodic tasks.

Cleaning Procedures for Classrooms

Cleaning/disinfecting will occur between each instructional session (a minimum of 30 must be scheduled between instructional sessions and must not conflict with other classrooms needing to be cleaned/disinfected).

1. Thoroughly Clean and Sanitize ALL Tables, Desks, and Chairs with disinfectant cleaner (Virex) removing Pencil and Ink Marks.
2. Spot clean and sanitize ALL Horizontal and Vertical Surfaces with disinfectant cleaner (Virex) removing fingerprints, smudges and stains (i.e. Walls, Doors, Cabinets, Etc.)
3. Clean and sanitize with disinfectant cleaner (Virex) ALL touch and flat surfaces (i.e. Light Switches, Doorknobs, Counter Tops, Etc.)
4. Perform other periodic tasks.
5. Check for proper operation and refill Sanitizer Dispensers (If Present and as needed).
6. Complete and thorough Cleaning will occur nightly.
 - a. If Classroom has a hard floor Damp Mop Floor with disinfectant cleaner (Virex).
 - b. Clean Door and Window Glass with glass cleaner.



Office Cleaning Procedures

1. Thoroughly Clean and Sanitize ALL cleared Tables, Desks, and Chairs with disinfectant cleaner (Virex) removing Pencil and Ink Marks.
2. Spot clean and sanitize ALL Horizontal and Vertical Surfaces with disinfectant cleaner (Virex) removing fingerprints, smudges and stains (i.e. Walls, Doors, Cabinets, Etc.)
3. Clean Glass (Doors and Windows) glass cleaner.
4. Clean and sanitize with disinfectant cleaner (Virex) ALL touch and flat surfaces (i.e. Light Switches, Doorknobs, Counter Tops, Etc.)
5. Perform other periodic tasks.
6. USE A SEPARATE RAG FOR EACH WORK SPACE/AREA.



Appendix CS-03: Student Laptop/Technology Distribution Operation Procedures (SPC-IT)

Personnel Safety Message:

- Employees involved in the distribution process will wear Personal Protection Equipment (PPE) at all times during the operational period.
 - When interacting/verifying Student's ID
 - When distributing equipment, and/or;
 - When in close proximity (six feet or less) of others.
- Employee(s) will practice social distancing at the distribution point.
- To ensure employees wear the appropriate attire to protect themselves from any environmental factors during the operational period, a weather forecast will be provided to organizer(s) before the date(s) of distribution to ensure appropriate communication is provided to employee(s).
- Employees should drink frequently to avoid dehydration.

Personal Protective Equipment (PPE):

- PPE types:
- Gloves: powder-free and latex-free
- Mask: Cloth face covering or disposable mask

Procedures:

1. Student Vehicle arrives and stops at the designated check point.
2. Student/driver puts vehicle in Park
3. Student/driver will leave all window up/closed
4. Student/driver will put ACD ID, or state issued photo ID, on the dashboard visible from the outside.
5. Check Point Employee (CPE) will approach the vehicle and verify the IDs - student must be in vehicle.
 - a. "Walk-ups" (students without a vehicle)
 - i. student will place ID on a designated table
 - ii. student will step back 15 feet to the designated area
6. ID will be verified by CPE
7. CPE will notify Inventory Control Employee (ICE)
8. ICE will bring equipment to one of the two designated distribution tables, place item on the table, and step back 15 feet
9. Student will approach, verify equipment take, take equipment, and leave
10. Designated employee (CPE or ICE) will approach and sanitize/disinfect the table



NOTES:

- Only employees designated to assist with this operation are allowed to be in the operation area. To ensure safety for all, all other people and employees need to stay away from the operation area.
- All plans must be submitted to College Services for review at least two weeks prior to the first operation date using an Incident Command System Form 208: Safety Message/Plan (ICS 208).
- Modifications to the plan may occur due to weather, location (affected by construction or other event), type of equipment, or other factors not listed. All modifications must be reviewed and approved by College Services.



Appendix CS-04: Student Equipment/Resource Distribution Operation Procedures (General)

Personnel Safety Message:

- Employees involved in the distribution process will wear Personal Protection Equipment (PPE) at all times during the operational period.
 - When interacting/verifying Student's ID
 - When distributing equipment, and/or;
 - When in close proximity (six feet or less) of others.
- Employee(s) will practice social distancing while at the distribution point and when around others.
- To ensure employees wear the appropriate attire to protect themselves from any environmental factors during the day of operation, a weather forecast will be provided to organizer(s) before the date(s) of distribution to ensure appropriate communication is provided to employee(s).
- Employees should drink frequently to avoid dehydration.

Equipment (PPE):

- PPE types:
- Gloves: powder-free and latex-free
- Mask: Cloth face covering or disposable mask

Procedures:

1. Student/employee will go to the designated location.
2. Student/employee will put ACD ID and another photo ID on the designated table for verification and step back from the table.
3. Distributing employee will approach the table and verify the identification.
4. The equipment/resource being distributed will be placed on the table and the distributing employee will step away from the table.
5. After the student/employee verifies the equipment/resource and leaves with the equipment/resource, the distributing employee will approach and sanitize/disinfect the table.

NOTES:

- Only employees designated to assist with this operation are allowed to be in the operation area. To ensure safety for all, all other people and employees need to stay away from the operation area.
- All plans must be submitted to College Services for review at least two weeks prior to the first operation date using an Incident Command System Form 208: Safety Message/Plan (ICS 208).
- Modifications to the plan may occur due to weather, location (affected by construction or other event), type of equipment, or other factors not listed. All modifications must be reviewed and approved by College Services.



Appendix CS-05: Equipment/Resource Recovery Operation Procedures (General)

Personnel Safety Message:

- Employees involved in the recovery process will wear Personal Protection Equipment (PPE) at all times during the operational period.
 - When interacting/verifying Student's ID
 - When distributing equipment, and/or;
 - When in close proximity (six feet or less) of others.
- Employee(s) will stay practice social distancing when interacting with individuals at the recovery point.
- To ensure employees wear the appropriate attire to protect themselves from any environmental factors during the day of operation, a weather forecast will be provided to organizer(s) before the date(s) of distribution to ensure appropriate communication is provided to employee(s).
- Employees should drink frequently to avoid dehydration.

Procedures:

1. Student/employee will go to the designated location.
2. Student/employee will put ACD ID and another photo ID on the designated table along with the equipment/resource to be recovered on the table and step back from the table.
3. Distributing employee will approach the table and verify the identification.
4. The equipment/resource being distributed will be placed on the table and the distributing employee will step away from the table.
5. After the student/employee verifies the equipment/resource and leaves with the equipment/resource, the distributing employee will approach and sanitize/disinfect the table.

NOTES:

- All plans must be submitted to College Services for review at least two weeks prior to the first operation date using an Incident Command System Form 208: Safety Message/Plan (ICS 208).
- Modifications to the plan may occur due to weather, location (affected by construction or other event), type of equipment, or other factors not listed. All modifications must be reviewed and approved by College Services.



Appendix CS-06: Health Screening Survey Process

The purpose of this process is to help maintain a safe and controlled environment during the COVID-19 Pandemic.

Procedures (for CTE Only):

- All exterior building doors remain locked while building is occupied.
- Faculty will self-screen and self-monitor their individual temperatures. If a group of faculty are cooperatively screening students, then they will administer temperature checks to each other.
- Faculty meet their respective students at a designated entrance for COVID-19 screening (see Appendix CS-07 for questions).
- If the student answers “No” to all the listed questions, the student’s temperature will then be checked by a scanning the forehead with touchless thermometers. For a student to enter a facility for Face-to-Face instruction, the temperature must be **below 100.5 degrees Fahrenheit**.
- If the student answers “Yes” to any of the listed COVID-19 Screening questions or the student’s temperature is **equal to or greater than 100.5 degrees Fahrenheit**, the student will be instructed to go home, self-quarantine, and seek medical guidance from a health professional.

Process (at 25 and 50% Return):

- All exterior building doors remain locked while building is occupied.
- An exterior door of each occupied building will be designated at the primary entry point and will have a staffed screening station, during the hours the building is deemed “opened” or “occupied”.
- The screener will greet the individual who wants to gain access to building, advise the individual of the safety protocols required for entry, and will administer the COVID-19 Health Screening (questionnaire and temperature check). For screening questions, refer to Appendix CS-07.
- If the individual answers “No” to all the listed questions, the individual’s temperature will then be checked by a scanning the forehead with touchless thermometers. For an individual to enter a facility, the temperature must be **below 100.5 degrees Fahrenheit**.
- If the individual answers “Yes” to any of the listed COVID-19 Screening questions or the individual’s temperature is **equal to or greater than 100.5 degrees Fahrenheit**, the individual will be instructed to go home, self-quarantine, and seek medical guidance from a health professional.



Appendix CS-07: COVID-19 Health Screening Questions and Temperature Check

COVID-19 Health Screening Questions:

Have you recently experienced any of the following?

- A new cough that you cannot attribute to another health condition?
- A temperature that was 100.5 degrees or greater, that you cannot attribute to another health condition, or that may have been caused by specific activity (such as physical activity)?
- A new sore throat that you cannot attribute to another health condition?
- New muscle aches (myalgias) that you cannot attribute to another health condition, or that may have been caused by specific activity (such as physical activity)?
- A new shortness of breath that you cannot attribute to another health condition?
- Chills that you cannot attribute to another health condition?
- Repeated shaking with chills?
- A headache that you cannot attribute to another health condition?
- A new loss of taste or smell?

If the individual answered yes to any of the above questions, ask them to leave and contact their health care provider before returning.

Temperature Screening:

If the individual answers no to all the above questions, proceed with taking a temperature.

- If the temperature is **greater than or equal to** 100.5 degrees, ask them to leave and contact their health care provider before returning.
- If the temperature is **under** 100.5 degrees, they may enter the building.



Appendix CS-08: Response to a COVID-19 Exposure or Positive on Campus

The following process will be initiated if a student or employee is exposed to or contracts COVID-19:

- Individual is advised to stay at home, unless they are seeking medical attention or testing.
- Individuals can be advised to separate from others, even at home, when possible.
- The individual will then contact their supervisor or instructor
- The supervisor or instructor will complete an ACD COVID-19 Report Form and submit to the Coordinator of College Risk Management.
 - In the case of a student, the instructor will also submit a SOBI report. A SOBI report is submitted to ensure designated Student Success Team members contact the student and provide information of resources the student may need while quarantined because of or recovering from COVID-19.
- The Coordinator of College Risk Management (CCRM) will review the submitted report and begin researching any missing information not known to the submitting party.
- The CCRM will submit the report to the Enterprise Risk Management Team (ERM).
- If the individual chooses to be tested, they are encouraged to provide that information to their instructor or supervisor.
- COVID-19 Positive Test results:
 - Once notified about a positive test result, will research the report information and determine if the COVID-19 positive individual had been on campus prior to the date of the report, and who was listed on the report as individuals who may have had direct contact with the COVID-19 positive individual.
 - On Campus exposures:
 - The CCRM will draft a message to be submitted to leadership for approval. The general template of the message looks like:

You are receiving this email because SPC Leadership has reason to believe that you may have been exposed to COVID-19 while on the SPC Campus on <ENTER DATE>. Out of an abundance of caution, the SPC Leadership asks that you self-monitor and self-quarantine for fourteen days. If at any time during those fourteen days, you experience COVID-19 symptoms, seek medical attention and testing. If you test positive for COVID-19, SPC Leadership requests that you share that information with the Coordinator of College Risk Management via phone or email (210.486.2723 or jcolunga7@alamo.edu).

The City of San Antonio Metropolitan Health District (Metro Health) have established the following COVID-19 Testing locations. The tests are free at these locations. You will need to make an appointment. See testing information below.

For more testing information and how to make an appointment go to <https://covid19.sanantonio.gov/What-YOU-Can-Do/Testing> or call 210.233.5970.



ALAMO COLLEGES DISTRICT
St. Philip's College

COVID-19 Incident Report

NAME OF AFFECTED PERSON:		EMERGENCY CONTACT:	
ADDRESS:		DOB:	SEX: <input type="radio"/> MALE <input type="radio"/> FEMALE
HOME PHONE:		CELL PHONE:	
WHERE DID INCIDENT OCCUR:		WAS ACPD CALLED? <input type="radio"/> YES <input type="radio"/> NO	
WERE MULTIPLE PERSONS INVOLVED? YES <input type="radio"/> NO <input type="radio"/> (IF YES, HOW MANY?)		BUILDING NAME/NUMBER:	
DATE AND TIME OF INCIDENT:		DATE REPORTED:	
SPECIFIC LOCATION OF INCIDENT:			
NATURE OF ILLNESS:			
DESCRIBE HOW EXPOSURE OCCURRED:		HOW WAS EXPOSURE VERIFIED?	
		<input type="radio"/> LAB TEST	
		<input type="radio"/> PENDING LAB TEST RESULTS	
		<input type="radio"/> SYMPTOMATIC	
		<input type="radio"/> UNVERIFIED	
DATE AND TIME INFORMATION WAS COMMUNICATED TO PERSON TO SELF-QUARANTINE AND NOTIFY IF POSITIVE TEST FOR COVID-19:			
WITNESS (ES) / NAME & PHONE #			
WAS DISTRICT ERM NOTIFIED?		WAS AREA THOROUGHLY CLEANED BY HOUSEKEEPING AFTER PERSON LEFT?	
<input type="radio"/> YES <input type="radio"/> NO		<input type="radio"/> YES <input type="radio"/> NO <input type="radio"/> UNKNOWN	
DID PERSON VISIT ANY OTHER BUILDINGS/AREAS ON CAMPUS? IF YES <u>WHERE?</u>		<input type="radio"/> YES <input type="radio"/> NO	
DID PERSON HAVE ANY CONTACT WITH OTHERS ON CAMPUS? IF YES LIST OF PEOPLE CONTACTED:		<input type="radio"/> YES <input type="radio"/> NO	
SIGNATURE OF PERSON COMPLETING REPORT:		DATE:	



Appendix CS-09: COVID-19 Reporting Process

If you are sick or suspect COVID-19 exposure please follow these procedures:

- 1. Stay Home Except to Get Medical Care:**
 - Stay Home. DO NOT COME TO CAMPUS
 - Stay in touch with your doctor
 - Avoid public transportation
- 2. Separate yourself from other people in your home if possible:**
 - Stay away from others
 - Limit contact with pets and animals
- 3. Notify your supervisor/instructor:**
 - Notify your supervisor or instructors of your status
 - Supervisor or instructor will complete the attached Enterprise Risk Management Incident Report Form
- 4. Supervisor/Instructor will:**
 - Complete Enterprise Risk Management Incident Form
 - Contact your Coordinator of College Risk Management immediately and forward completed incident form to Jacob Colunga at jcolunga7@alamo.edu. For questions contact Jacob Colunga at (210) 486-2723 or (210) 596-8979.
- 5. Coordinator of College Risk Management:**
 - Contact Enterprise Risk Management - wdavis1@alamo.edu (707) 628-0010
 - Forward Incident Report form to ERM
- 6. Keep your supervisor/instructor updated on your status**
 - Continue to follow the advice of your Health Care Team
 - Continue to follow quarantine guidelines until you are released by your Health Care Team.
 - For more information please follow the CDC guidelines from the website listed below.
<https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/steps-when-sick.html>



RESOURCES

- National: <https://www.cdc.gov/coronavirus/2019-ncov>
- National: <https://www.fema.gov/>
- National: <https://www.osha.gov/SLTC/covid-19/hazardrecognition.html>
- State: <https://www.dshs.texas.gov/coronavirus/>
- Local: <https://www.sanantonio.gov/health/news/alerts/coronavirus>
- Alamo Colleges District: <https://www.alamo.edu/coronavirus>
- Higher Ed Return to Campus Guide, COVID Phase II
- The Governor's Report to Open Texas
<https://gov.texas.gov/uploads/files/organization/opentexas/OpenTexas-Report.pdf>
- [Open Texas Checklists](#) – Verify utilizing latest update
- OSHA: <https://www.osha.gov/SLTC/covid-19/>
- -Guidance on Preparing Workplaces for COVID-19:
<https://www.osha.gov/Publications/OSHA3990.pdf>
- Texas: Governor's Report to Open Texas (*NOTE, the checklists in the report are outdated. The new checklists are found here: <https://gov.texas.gov/organization/opentexas>)
- <https://gov.texas.gov/uploads/files/organization/opentexas/OpenTexas-Report.pdf>
- CDC: "Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes"
- <https://www.cdc.gov/coronavirus/2019-ncov/community/reopen-guidance.html>
- ACHA: COVID-19 Resources (including "Considerations for Reopening Institutions of Higher Education in the COVID-19 Era")
- https://www.acha.org/ACHA/Resources/COVID-19_Novel_Coronavirus/ACHA/Resources/Topics/2019_Novel_Coronavirus_2019-nCoV.aspx
- ASHRAE: COVID-19 Building Readiness/Reopening Guidance
- <https://www.ashrae.org/technical-resources/resources>
- OrangeQC.com- [What are APPA Custodial Service Levels?](#)
- Foot Operated Door Opener: [StepNPull.com](https://www.stepnpull.com)
- Sanitizing Wand: [Glow Gun 2.0 by LightSoap](#)

