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# St. Philip's College Call to Conversation

## COVID-19 Recovery Plan Update



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# St. Philip's College COVID-19 Recovery Plan Update

## PURPOSE

- The purpose of the St. Philip's College COVID-19 Recovery Operations 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 that is designed to accommodate the dynamic environment we're facing and enable us to adapt to changes in the prevalence of COVID-19 in the San Antonio community.



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# St. Philip's College COVID-19 Recovery Plan Update

## HIGHLIGHTS

- Student and employee safety are paramount.
- Face coverings will be worn by all on campus and social distancing protocols will be followed.
- Temperature checks will be required for all on campus in the Summer and Fall 2020.
- No on-campus events in Fall 2020.
- SPC will support Metro Health COVID-19 testing on campus; all other 3<sup>rd</sup> party requests to use facilities, including training centers must be approved by the College President.
- All travel is canceled for Fall 2020.
- Fall 2020 classes/work will be remote (except for designated CTE and select Arts and Sciences courses).



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# St. Philip's College COVID-19 Recovery Plan Update

## HIGHLIGHTS (con)

- 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.
- All meetings/training will be virtual in Fall 2020.
- Operations 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.
- 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.
- College Risk Management may reassign working spaces for individuals on-site to ensure social distancing and occupancy levels



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# College Plan Top 5 Focus Areas (Academic Success)

1. Scheduling - determine appropriate “Polarity” balance between *Demand and Capacity* for onsite instruction
2. Health and Safety (Risk Management collaboration)
3. Faculty and Student preparedness
4. Academic Student Support Services
5. Communication Plan

## ACADEMIC SUCCESS APPENDICES

- AS-1: Face to Face Fall 2020 Class Schedule
- AS-2: COVID-19 PPE Donn/Doff Instructions
- AS-3: Screen Questions
- AS-4: VPAS Letter to Faculty
- AS-5: Byrd Tutoring Plan Fall 2020/Spring 2021
- AS-7: MathWorld Fall 2020/Spring 2021
- AS-8: TNT Center Fall 2020/Spring 2021
- AS-9: SPC Library Operations
- AS-10: Child Development Center Recovery Plan



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# College Plan Top 5 Focus Areas (Student Success)

1. Health and Safety
2. Staff and Student Preparedness
3. Scheduling
4. Coordination with DSO Student Success Services
5. Prepare Communication Resources for Staff & Students for Student Success Areas/Initiatives

## STUDENT SUCCESS APPENDICES

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

SS-2: Level IV Return to Campus Operations Objectives

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





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# College Plan Top 5 Focus Areas (College Services)

1. Health Screening Process
2. Incident Case Reporting Process
3. Incident Response Plan
4. Close Contact Identification Process
5. Disinfecting Plan

## 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

# COVID-19 SPC Dashboard Legend

## LEGEND



Task Complete



Task Begun/No Issues















Task Not Begun/Issue Requiring Attention









N/A Task Not Required












# COVID-19 Cmd Incident Tm Dashboard (SPC\_1) (College Services/Risk Management)

#	CRITICAL TASK	STATUS	LEAD	DEADLINE	NOTES/LINKS
1	Health Screening Survey & Process		Jacob Colunga	7/15/2020	Survey drafted – Testing ongoing
2	Health Screening Onsite Process		Jacob Colunga	7/15/2020	Onsite Procedure Implemented Screening Position Description (HR & Mike Legg) (draft complete)
3	Campus Access Process		Jacob Colunga/ Vanessa Anderson	7/15/2020	Process Implemented
4	Incident Reporting Process		Jacob Colunga / Vanessa Anderson	7/15/2020	Drafted – Testing ongoing
5	Incident Response Process		Jacob Colunga/ Vanessa Anderson	7/15/2020	Drafted – Testing ongoing
6	Contact Tracing Process		Jacob Colunga Based on CDC guidelines	7/15/2020	CDC and Metro Health – Identify the Primary Components of COVID-19 Contact Tracing
7	PPE Supplies (Order level vs. Supplies on hand level)		Jacob Colunga	On going	Order Tracking Document ICS 213RR Form
			Mike Legg (ERM)	Initial level met	
8	Disinfecting Supplies Review (EPA Review)		Jacob Colunga/ Joey Dinscore	Initial level met	Disinfecting Review
			Mike Legg (ERM)	EPA Review Complete	
10	Student Training Developed		District ERM & HR	Unknown	
11	Faculty/Staff Training Developed		District ERM & HR		Return to Work Handbook for employees-College Feedback Completed on 6/25/20

# COVID-19 Cmd Incident Tm Dashboard (SPC\_2) (College Services/Risk Management)

#	CRITICAL TASK	STATUS	LEAD	DEADLINE	NOTES/LINKS
12	Bookstore Operations Plan		Vanessa Anderson – Chad Wilson	7/15/2020	Mike Legg – schedule follow-up discussion with Risk Management & College Services Team
13	Physical Space Modifications		SPC Risk Management & College Services	7/15/2020	Room evaluations continue due to building plans not updated with accurate room square footage-evaluations will continue at each level progresses
14	McLemore Disinfecting Design by Room Type		Jacob Colunga Facilities ERM	Unknown	McLemore pending concerns include: <ul style="list-style-type: none"> <li>• Overall disinfecting plan</li> <li>• Disinfecting design by room type</li> <li>• Training</li> <li>• Disinfecting guidelines appropriate for COVID-19/infectious disease control</li> <li>• Disinfecting guidelines appropriate for COVID-19 facilities exposures</li> </ul>
15	McLemore Disinfecting Plan		Jacob Colunga Facilities ERM	Unknown	
16	McLemore Disinfecting Supplies (Level Tracking)		District ERM	Unknown	
17	Vending Discontinuation until 100% onsite		Vanessa Anderson Kim Thompson	-	Vending machines have been empty since March – signage needed
18	Traffic Flow Management		SPC Risk Management & College Services	7/15/2020 Plan 8/1/2020 Signage and Marking	
19	Campus Center Plans (Building and room schedules)		Jacob Colunga	7/15/2020	GSVOTC: Black Chamber, Veterans Association, Legal Team for Veterans SWC Bldg 1 – Cont. Educ.









# COVID-19 Cmd Incident Tm Dashboard (SPC\_3) (College Services/Risk Management)

#	CRITICAL TASK	STATUS	LEAD	DEADLINE	NOTES/LINKS
20	Signage		SPC Risk Management & College Services	7/15/2020 Plan 8/1/2020 Signage and Marking	Signage List Source(s) identified & type of signage identified Final Numbers and order pending building and room walkthroughs
21	Installation of Touchless Hand Sanitizers	 	SPC Risk Management & College Services ERM & Facilities (install)	6/29/2020 locations 7/31/2020	SPC List complete and submitted to ERM – Updated list will be needed as levels change. Installation of touchless hand sanitizers pending
22	Installation of Paper Towel Dispensers	 	SPC Risk Management and College Services ERM & Facilities (install)	6/29/2020 7/31/2020 Install	
23	Building Inspections		SPC Risk Management / Facilities	Ongoing Current as of 6/29/2020	Building Inspections are up to date and will continue
24	Building and Room Occupancy Levels		SPC Risk Management and College Services	7/15/2020 Initial Walkthrough Review Ongoing for Levels	Room Capacity Calculations and Evaluations spreadsheet complete Room evaluations continue due to building plans not updated with accurate room square footage- evaluations will continue
25	Social Distancing Markers/Signage		SPC Risk Management and College Services	7/15/2020	Source identified & type of signage identified Final numbers and order pending final building and room walkthroughs
26	Funding		SPC College Services Grants/Title 3 Academic Success	Ongoing	CARES Act tracking up to date and ongoing Account set up complete









# COVID-19 Cmd Incident Tm Dashboard (SPC\_3) (College Services/Risk Management)

#	CRITICAL TASK	STATUS	LEAD	DEADLINE	NOTES/LINKS
27	COVID Remote Work Requests Guidance		Human Resources	Early July Release	
28	College Plan Complete		SPC Risk Management and College Services SPC Academic Success SPC Student Success SPC DSI	7/6/2020	Draft in progress

# COVID-19 Cmd Incident Tm Dashboard (SPC\_1) (Academic Success)

#	CRITICAL TASK	STATUS	LEAD	DEADLINE	NOTES
29	Fall '20 Academic Schedule Build		Academic Deans/Department Chairs/Program Coordinators	July 6	Aircraft program only outstanding.
30	Faculty Tng Developed/Deployed		ACOL/IIC/Dr. Gavin	August 15	Collaboration with ACOL, IIC, and DSO faculty professional development
31	Communication of Changes to Faculty		VPAS Dawson	July 6	Draft completed and waiting approval to send out
32	COVID Remote Work Requests		DSO HR/VPAS Dawson/Academic Deans	August 1	Waiting for HR to provide "Remote Work Request" link to fully address. Each CTE program that will be teaching F2F is reaching out to their faculty to determine "unofficial" response to identify commitment for Fall.
33	Tutoring		Dean Johnson/Dean Machen	July 1	Completed
34	Library and Learning Resources		Dr. Gavin/Andrew Rivera	July 1	Completed
35	Childcare		Dr. Gavin/Monica Guzman	July 1	Completed
36	Open Labs		Dr. Gavin/Andrew Rivera	July 1	Completed

# COVID-19 Cmd Incident Tm Dashboard (SPC\_1) (Student Success)

#	CRITICAL TASK	STATUS	LEAD	DEADLINE	NOTES
36	ID of Essential Services		VPSS	7/15/2020	The Testing department is currently developing a plan to streamline our assessment operations for fall 2020 in the safest way possible
37	Provision of Essential Services		VPSS	7/15/2020	Email has been sent to confirm DSOs operation plans for Levels III and IV
38	Student Conduct		Dean (ESS)	7/15/2020	COVID 19 protocols have been established. Now, the cross college student conduct team is working to identify a unified means for addressing non-compliant students.
39	Communication of Changes		VPSS	Ongoing	Communication with students, staff, and faculty have been in alignment with district communication
40	Enrollment		VPSS & Deans	Ongoing	Our enrollment team continues to identify methods to support students. Campus walk-thru sessions had been completed and plans are being adjusted accordingly
41	Student Tng Developed/Deployed		VPSS	7/15/2020	FAQs development meetings have been scheduled for the week of July 6th
42	Staff Tng Developed/Deployed		VPSS	Ongoing	Completion of AlamoTALENT modules are currently underway.
43	Fall '20 Registration Scheduling		VPSS	Ongoing	Environmental scan continues. No changes to payment schedule have been determined at this time.

# COVID-19 Cmd Incident Tm Dashboard

## (SPC\_1) (Other)

#	CRITICAL TASK	STATUS	LEAD	DEADLINE	NOTES
46	Communication of Changes		PR		Community & Employees





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# COVID-19 Incident Cmd Tm Plan

## WAY FORWARD

1. Remain at Level IV (Up to 10% On-site; CTE & Select Arts & Sciences Courses) in Summer/Fall '20
2. SPC Planning will focus on the following priority areas: McLemore Disinfecting Process/Procedures; Follett Bookstore Plan; Paper Towel Dispensers/Touchless Hand Sanitizers
3. Continue to push out notifications via TigerPress
4. SPC Recovery Plan is located at [www.alamo.edu/spc/recovery-plan](http://www.alamo.edu/spc/recovery-plan)