Please be advised that this is a living document and is constantly being updated as our knowledge and understanding of the COVID-19 virus continues to evolve. Last updated: 4/16/2021
Return to Campus Plan

Since we first pivoted to remote working and teaching last year, the Alamo Colleges District students, faculty and staff have done an outstanding job of adjusting to a new normal as our communities and the world face the ever-changing circumstances created by the COVID-19 pandemic. While the situation and guidelines continue to evolve, our commitment to student success has remained steadfast.

The Alamo Colleges District has been operating at Level 5 “Stay Home, Work Safe” for the Spring 2021 semester. When the Alamo Colleges District leadership convened recently to assess COVID-19 plans for Summer 2021, it was decided that the Alamo Colleges would move to Level 4, with up to 10% of employees and students at all locations. As we have from the beginning, the City of San Antonio and Bexar County Health Department recommendations were taken into consideration in making this determination.

As we enter another phase of remote and in-person learning, we commend our faculty, staff and students for their hard work in transitioning to remote learning and the completion of several semesters. We are confident that they will be successful in this next transition to a mix of remote and face-to-face classes as well. We also are proud of the way our staff and faculty have ensured that our students have been provided a wealth of resources to succeed in a remote environment and for the many ways you have supported one another through difficult times.

We extend our deep gratitude for the work the teams have done to create our new Return to Campus Plan for 2021. Campus-specific plans have been created to provide more details for each individual college and the DSO.

This document provides an overview of our Return to Campus Plan for Summer 2021 and also provides resources for a safe return to help you plan your personal path forward. Please take time to explore the links in this document and on our website at alamo.edu/returntocampus to familiarize yourself with the resources, plans and support available to help you prepare for the summer semester.

In Service,

Dr. Mike Flores, Chancellor
<table>
<thead>
<tr>
<th>Academic Success Team</th>
<th>Student Success Team</th>
<th>College Services / Risk Management Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dr. Jothany Blackwood, Vice President of Academic Success, San Antonio College</td>
<td>Beth Tanner, Vice President of Academic Success, Palo Alto College</td>
<td>Dr. Lisa Alcorta, Vice President of Student Success, San Antonio College</td>
</tr>
<tr>
<td>Randall Dawson, Vice President of Academic Success, St. Philip's College</td>
<td>Dr. Laura Sanchez, Vice President of Academic Success, Northeast Lakeview College</td>
<td>Dr. Mordecai Brownlee, Vice President of Student Success, St. Philip's College</td>
</tr>
<tr>
<td>Dr. Daniel Powell, Vice President of Academic Success, Northwest Vista College</td>
<td>Samantha Gallegos, Director for High School Programs, District Support Operations</td>
<td>Dr. Cindy Mendiola-Perez, Associate Vice Chancellor for Student Success, District Support Operations</td>
</tr>
<tr>
<td>Ruth Dalrymple, Associate Vice Chancellor for Academic Success, District Support Operations</td>
<td>Dr. Mecca Salahuddin, Director of Strategic Initiatives, District Support Operations</td>
<td>Helen Bealer, District Support Operations</td>
</tr>
<tr>
<td>Dr. Luke Dowden, Chief Learning Officer/Associate Vice Chancellor for Academic Success, District Support Operations</td>
<td>Dr. Sammi Morrill, Associate Vice Chancellor for Workforce Development, District Support Operations</td>
<td>Pedro Hinojosa, Director of Strategic Initiatives, Palo Alto College</td>
</tr>
<tr>
<td>Rudy Farias, Director of Strategic Initiatives, Northeast Lakeview College</td>
<td>Christina Horton, Director of Strategic Initiatives, San Antonio College</td>
<td>Patty Parma, Vice Chancellor for Student Access &amp; Support Initiatives, District Support Operations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Anthony Murph, Coordinator of College Risk Management, Palo Alto College</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jacob Colunga, Coordinator of College Risk Management, St. Philip's College</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Jeffrey French, Director of Strategic Initiatives, St. Philip's College</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Art Hall, Director of Workforce Centers of Education, District Support Operations</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Janie Scott, Director of Strategic Initiatives, Northwest Vista College</td>
</tr>
</tbody>
</table>

Last updated: 4/16/2021
The Alamo Colleges District will return employees, students, vendors, visitors, and community partners in accordance with our Return to Campus Plan.

Each college and DSO are creating detailed operation plans for each plan level based on which functions are critical to support student success and our ability to provide a safe environment for working and learning. These decisions will be finalized by the Senior Leadership Team (SLT) and the ACD Incident Command and communicated to college presidents and DSO administrators through a series of briefings, ongoing COVID-19 Update emails, the COVID-19 webpage for employees and the #AlamoTOGETHER Summits.

Return to Campus Plan – Levels:

The Alamo Colleges will plan according to the following levels:

<table>
<thead>
<tr>
<th>Levels</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level 1 Up to 100% Onsite Locally declared: All Clear</td>
<td>IMPLEMENT, MONITOR &amp; ADJUST Carefully phase up to 100% occupancy as facilities &amp; resources are ready: monitor impact and adjusting for effectiveness, safety &amp; health • Up to 100% of all personnel • Up to 100% of students onsite</td>
</tr>
<tr>
<td>Level 2 Up to 50% Onsite Locally declared</td>
<td>IMPLEMENT, MONITOR &amp; ADJUST Carefully phase up to 50% occupancy as 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 onsite • Up to 50% of faculty onsite</td>
</tr>
<tr>
<td>Level 3 Up to 25% Onsite Locally declared</td>
<td>IMPLEMENT, MONITOR &amp; ADJUST Carefully phase up to 25% occupancy as 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 onsite • Up to 25% of faculty onsite</td>
</tr>
<tr>
<td>Level 4 Up to 10% Onsite Within locally declared parameters</td>
<td>TEST &amp; TRAIN Test schedules, protocols, training, resources &amp; communications. Train employees and students for level 3 and level 2 • Up to 10% essential DPS, IT, Facilities personnel and CTE Support Personnel • CTE courses that must be offered onsite for accreditation • A limited number of Arts &amp; Science course sections that may be determined by a college to be essential to offer onsite • A limited one-stop student success office to provide essential services by appointment</td>
</tr>
<tr>
<td>Level 5 Stay Home, Work Safe Locally Declared</td>
<td>PLAN &amp; RESOURCE Plan Phased Return: schedules, protocols training, resources &amp; communication. Train employees &amp; students for level 4. • 95-100% remote work, teaching and learning • 1-5% essential DPS, IT and Facilities personnel onsite</td>
</tr>
</tbody>
</table>

Last updated: 4/16/2021
Purpose, Scope and Objectives

Purpose:
The purpose of the COVID-19 Return to Campus Plan is to identify the guiding principles, criteria, activities, considerations and resources needed to implement a phased in approach to return to on-site learning and working for the students and employees of the Alamo Colleges District.

Scope:
The Alamo Colleges District COVID-19 Return to Campus Plan outlines the expectations of faculty, staff, and students across the district to implement one of five levels to transition back to on-site learning and working. The plan is to be used to guide the development of site-specific plans (colleges, district support operations/regional centers). The development of the plan was a cross-college, collaborative effort among representatives of the colleges and district support operations: Academic Success, Student Success and Safety and Risk Management areas.

Objectives:

1. **Safety** – Protect the health of the Alamo Colleges District community

2. **Continuity** – Continue classes and all support services for current and future students at physical locations and/or online

3. **Preparedness** – Prepare to conduct all courses and operations 100% on-site
The key consideration for decision making is the safety of students and employees.

Student success and completion remain key priorities.

The criteria and risks associated with each level are identified to inform leadership of a decision point to initiate a different phase.

All personal protective equipment needed to be on-site will be provided, provided a source is available.

Necessary technology needs to continue to learn and work remotely will be provided.

These principles will guide the activities and tasks that are implemented at each of the colleges and DSO.

These guidelines will take into account the work of the sub-teams: Tutoring, CTE Programs, and Personal Protection Equipment (PPE).

### Guiding Principles by Area:

<table>
<thead>
<tr>
<th>INSTRUCTION</th>
<th>STUDENT SUPPORT</th>
<th>HEALTH AND SAFETY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Face-to-Face (F2F) courses will be prioritized to support student success for the following reasons: 1. Specialized accreditors will not allow completion in a remote format. 2. Psychomotor competencies/affective skills cannot be assessed remotely. 3. Practicums, labs, clinical and internships are required F2F. 4. Program cohorts and curriculum sequence must be delivered F2F to prevent impacting the ability of the next program cohort to start. 5. Incompletes could be assigned, if needed, to classes in the previous semester. 6. To support equity, colleges will provide opportunities for student populations that demonstrate greater success in F2F environments. 7. Courses needed to support partnerships with external stakeholders.</td>
<td>To proceed thoughtfully, carefully and deliberately to ensure student support services meet the requirements of our students and community in a safe manner. To build upon new technologies and processes as a result of the pandemic and commit to further improvements in order to achieve successful outcomes for all. To maintain our personal connections as an engaged community of learners through innovative and new methods. To embrace the unknown in a flexible and collaborative manner and adjust operations as needed to ensure the health and safety of our students, employees and community.</td>
<td>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. Utilize resources and the expertise of each member to develop plans: 1. Health &amp; safety of our students, employees and community members remains priority. 2. Develop &amp; implement health and safety measures based upon local, state and national guidelines. 3. Develop &amp; implement physical space modifications to support health and safety, to include occupancy limitations, signage, etc.</td>
</tr>
</tbody>
</table>
Level 4: Phase up to 10% On-site Learning and Working (May 3–May 30)
Level 3: Phase up to 25% On-site Learning and Working (May 31–July 5)
Level 2: Phase up to 50% On-site Learning and Working (July 6 –Aug. 15)

<table>
<thead>
<tr>
<th>INSTRUCTION</th>
<th>STUDENT SUPPORT</th>
<th>HEALTH AND SAFETY</th>
</tr>
</thead>
</table>
| Starting May 31, up to 25% of instruction will be face-to-face (F2F). Students will be notified of the modality for the course at the time of registration. | At 10%-50% on-site services include:  
- Welcome Center/Onboarding/Admissions  
- Financial Aid  
- Business Office  
- Testing services  
- Academic Advising  
- Advocacy services, including mental health counseling  
- Other services as determined by college. | Continued implementation and optimization of:  
- Facilities Management Protocols  
- Disinfecting Protocols  
- PPE Requirements  
- Health Assessment Protocol  
- Monitor and Distribute PPE Supplies |
| | At 10%-50% remote services include:  
- All Students Success Services | |
| | At 50% all Student Success Services will be available both on-site and remotely. | |
The key consideration for decision making is the safety of students and employees. Student success and completion remain key priorities. For Summer 2021, the district offices and all colleges and regional support centers will be operating at Levels 4, 3 and 2.

- Up to 50% of instruction will be face-to-face (F2F). Students will be notified of modality for the course at the time of registration. In-person, face-to-face contact between staff and students during this period is limited.
- Essential DPS, IT, Facilities, Risk Management and other support personnel will continue to work on-site.
- Student support services at each of the Alamo Colleges will be offered both on-site and remotely during Summer 2021.
- Face coverings will be worn by everyone on campus or district facilities and social distancing protocols will be followed. View the mask procedure at:
  - [https://www.alamo.edu/siteassets/district/about-us/leadership/board-of-trustees/policies-pdfs/section-c/c.2.1.9-procedure.pdf](https://www.alamo.edu/siteassets/district/about-us/leadership/board-of-trustees/policies-pdfs/section-c/c.2.1.9-procedure.pdf)
- All personal protective equipment needed on-site will be provided, provided a source is available.
- Necessary technology needs to continue to learn and work remotely will be met.
- Health screening and temperature checks will be required for everyone on campus in Summer 2021.
- Only drive-through events for Summer 2021 or other events approved by Incident Command will be held.
- All travel is cancelled for Summer 2021.
- All meetings and trainings will be virtual.
- Select colleges will support Metro Health COVID-19 testing on campus; all other third-party requests to use facilities, including training centers, must be approved by the college president and Incident Command.
- All college access will be approved and coordinated in advance through the Vice President for College Services.
- As on-site operations resume, College Risk Management may reassign work spaces for individuals on-site to ensure social distancing and required occupancy levels are followed.
- An incident report process and incident response plan will be in place, together with a close contact identification process and disinfecting plan to deal with any persons on-site who are or become ill with COVID-19. Upon notification of an exposure to COVID-19 or a positive COVID-19 test result, complete the COVID-19 Incident Reporting Form immediately and do not access campus: [alamo.edu/command/report](alamo.edu/command/report)
- Occupancy is limited by plan level and ability to maintain social distancing.
College Plan Top Five Focus Areas by Division

**Academic Success:**
1. Scheduling - Determine Appropriate “Polarity” Balance Between Demand and Capacity for on-site Instruction
2. Health and Safety (Risk Management collaboration)
3. Faculty and Student Preparedness
4. Academic Student Support Services
5. Communication Plan

**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

**College Services:**
1. Health Screening Process
2. COVID-19 Incident Reporting for Symptoms, Positive Cases and Exposures, On-site and Off-site
3. Incident Response Plan
4. Close Contact Identification Process
5. Physical Spaces, Including Modifications, Disinfecting, Social Distancing, Signage, Etc.
Contacts

RISK MANAGEMENT

- **District Support Offices**
  - Mike Legg: mlegg2@alamo.edu | (830) 237-9934
  - Will Davis: wdavis1@alamo.edu | (707) 628-0010

- **San Antonio College**
  - Gerald Dove: gdove4@alamo.edu | (210) 240-2750

- **Palo Alto College**
  - Anthony Murph: amurph1@alamo.edu | (210) 501-8457

- **St. Philip’s College**
  - Jacob Colunga: jcolunga7@alamo.edu | (210) 596-8979

- **Northwest Vista College**
  - Garvin Dansby: gdansby3@alamo.edu | (210) 486-4062

- **Northeast Lakeview College**
  - Dawn Thompson: dtompson123@alamo.edu | (210) 486-5319

BENEFITS COORDINATORS

- **District Support Offices & Northeast Lakeview College**
  - Luis Briceno: lbriceno1@alamo.edu | (210) 486-5369

- **San Antonio College**
  - Elsie Adams: eadams@alamo.edu | (210) 486-1417

- **Palo Alto College & St. Philip’s College**
  - Cindy Olsson: colsson@alamo.edu | (210) 486-2524

- **Northwest Vista College**
  - Christina Cano: ccano57@alamo.edu | (210) 486-5370

HR PARTNERS

- **District Support Offices**
  - Donn Kraft: dkraft@alamo.edu | (210) 485-0213
  - Ed Contreras: econtreras@alamo.edu
  - Marina Peterson, ADA: mpeterson51@alamo.edu
  - Jacob Wong, Work-study Students: jwong19@alamo.edu

- **San Antonio College**
  - Joffre Miller: jmiller98@alamo.edu | (210) 486-0104

- **Palo Alto College**
  - Lisset Carranza-Zuniga: lzuniga57@alamo.edu | (210) 486-3909

- **St. Philip’s College**
  - Roberto Echevvarria: rechevarria1@alamo.edu | (210) 265-9613

- **Northwest Vista College**
  - Stacey Blum: sblum6@alamo.edu | (210) 486-4111

- **Northeast Lakeview College**
  - Lori Manning: lmanning@alamo.edu | (210) 486-5368

Last updated: 4/16/2021
WEBSITE

- Return to Campus
  alamo.edu/returntocampus

GUIDES

- Return to Campus Plan
- Return to Learning Student and Family Guide