



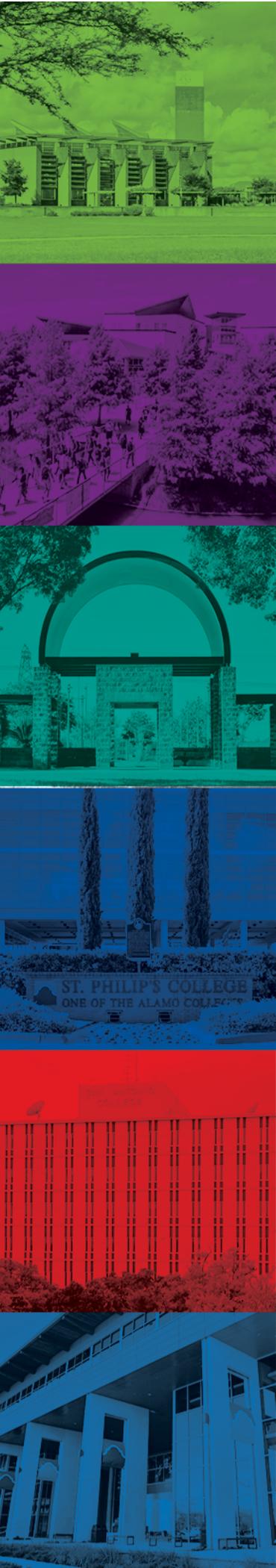
ALAMO COLLEGES DISTRICT

# RETURN TO CAMPUS PLAN

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: 6/10/2021



ALAMO  
COLLEGES  
DISTRICT



# 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 had been operating at Level 5 “Stay Home, Work Safe” for the Spring 2021 semester. When the Alamo Colleges District leadership convened to assess COVID-19 plans for Summer and Fall 2021, it was decided that the Alamo Colleges would gradually move to Level 1, with up to 75% of employees and students at all locations by the Fall semester. 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. 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 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](https://alamo.edu/returntocampus) to familiarize yourself with the resources, plans and support available to help you prepare for the upcoming semesters.

In Service,

Dr. Mike Flores, Chancellor

# Operations Taskforce Members

<b>Dr. Robert Vela, College President, SAC</b> <i>COVID-19 Recovery Operations Plan – Plan Development; Level V Development; Levels II and I Development</i>	<b>Dr. Adena Williams Loston, College President, SPC</b> <i>COVID-19 Recovery Operations Plan – Level IV Development</i>	<b>Dr. Ric Baser, College President, NVC</b> <i>COVID-19 Recovery Operations Plan – Level IV Implementation</i>	<b>Dr. Veronica Garcia, College President, NLC</b> <i>COVID-19 Recovery Operations Plan – Level III Development</i>	<b>Dr. Robert Garza, College President, PAC</b> <i>COVID-19 Recovery Operations Plan – Level III Implementation</i>
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Academic Success Team		Student Success Team		College Services / Risk Management Team	
Dr. Jothany Blackwood, Vice President of Academic Success, San Antonio College	Beth Tanner, Vice President of Academic Success, Palo Alto College	Dr. Lisa Alcorta, Vice President of Student Success, San Antonio College	Gilberto Becerra, Vice President of Student Success, Palo Alto College	Dr. Stella Lovato, Vice President of College Services, San Antonio College	Katherine Doss, Interim Vice President of College Services, Palo Alto College
Randall Dawson, Vice President of Academic Success, St. Philip's College	Dr. Laura Sanchez, Vice President of Academic Success, Northeast Lakeview College	Dr. Mordecai Brownlee, Vice President of Student Success, St. Philip's College	Dr. Tangila Dove, Vice President of Student Success, Northeast Lakeview College	Dr. Vanessa Anderson, Interim Vice President of College Services, St. Philip's College	Erin Sherman, Vice President of College Services, Northwest Vista College
Dr. Daniel Powell, Vice President of Academic Success, Northwest Vista College	Samantha Gallegos, Director for High School Programs, District Support Operations	Debi Gaitan, Vice President of Student Success, Northwest Vista College	Dr. Cindy Mendiola-Perez, Associate Vice Chancellor for Student Success, District Support Operations	Gerald T. Dove, Coordinator of College Risk Management, San Antonio College	Michael Legg, Director of Enterprise Risk Management, District Support Operations
Ruth Dalrymple, Associate Vice Chancellor for Academic Success, District Support Operations	Dr. Mecca Salahuddin, Director of Strategic Initiatives, District Support Operations	Helen Bealer, District Bursar, District Support Operations	Tom Campos, District Director of Financial Aid, District Support Operations	Janae Johnson, Director of College Services, San Antonio College	Willie Davis, Emergency Management Coordinator, District Support Operations
Dr. Luke Dowden, Chief Learning Office/Associate Vice Chancellor for Academic Success, District Support Operations	Dr. Sammi Morrill, Associate Vice Chancellor for Workforce Development, District Support Operations	Pedro Hinojosa, Director of Strategic Initiatives, Palo Alto College	Patty Parma, Vice Chancellor for Student Access & Support Initiatives, District Support Operations	Anthony Murph, Coordinator of College Risk Management, Palo Alto College	Dawn Thompson, Coordinator of College Risk Management, Northeast Lakeview College
Rudy Farias, Director of Strategic Initiatives, Northeast Lakeview College	Christina Horton, Director of Strategic Initiatives, San Antonio College			Jacob Colunga, Coordinator of College Risk Management, St. Philip's College	Garvin Dansby, Coordinator of College Risk Management, Northwest Vista College
				Jeffrey French, Director of Strategic Initiatives, St. Philip's College	Art Hall, Director of Workforce Centers of Education, District Support Operations
				Janie Scott, Director of Strategic Initiatives, Northwest Vista College	

# Return To Campus

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:

Alamo Colleges District

### COVID-19 RETURN TO CAMPUS PLAN

LEVELS	ACTIONS
<b>Level 1</b> <b>Up to 100% Onsite</b> Locally declared: All Clear	<b>IMPLEMENT, MONITOR &amp; ADJUST</b> <b>Carefully phase up to 100% occupancy as facilities &amp; resources are ready: monitor impact and adjusting for effectiveness, safety &amp; health</b> <ul style="list-style-type: none"> <li>Up to 100% of all personnel</li> <li>Up to 100% of students onsite</li> </ul>
<b>Level 2</b> <b>Up to 50% Onsite</b> Locally declared	<b>IMPLEMENT, MONITOR &amp; ADJUST</b> <b>Carefully phase up to 50% occupancy as facilities and resources are ready, monitoring for impact and adjusting as necessary for effectiveness, safety and health</b> <ul style="list-style-type: none"> <li>Up to 50% of essential DPS, IT, Facilities and other support personnel</li> <li>Up to 50% of students onsite</li> <li>Up to 50% of faculty onsite</li> </ul>
<b>Level 3</b> <b>Up to 25% Onsite</b> Locally declared	<b>IMPLEMENT, MONITOR &amp; ADJUST</b> <b>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</b> <ul style="list-style-type: none"> <li>Up to 25% of essential DPS, IT, Facilities and other support personnel</li> <li>Up to 25% of students onsite</li> <li>Up to 25% of faculty onsite</li> </ul>
<b>Level 4</b> <b>Up to 10% Onsite</b> Within locally declared parameters	<b>TEST &amp; TRAIN</b> <b>Test schedules, protocols, training, resources &amp; communications. Train employees and students for level 3 and level 2</b> <ul style="list-style-type: none"> <li>Up to 10% essential DPS, IT, Facilities personnel and CTE Support Personnel</li> <li>CTE courses that must be offered onsite for accreditation</li> <li>A limited number of Arts &amp; Science course sections that may be determined by a college to be essential to offer onsite</li> <li>A limited one-stop student success office to provide essential services by appointment</li> </ul>
<b>Level 5</b> <b>Stay Home, Work Safe</b> Locally Declared	<b>PLAN &amp; RESOURCE</b> <b>Plan Phased Return: schedules, protocols training, resources &amp; communication. Train employees &amp; students for level 4.</b> <ul style="list-style-type: none"> <li>95-100 % remote work, teaching and learning</li> <li>1-5% essential DPS, IT and Facilities personnel onsite</li> </ul>

July 8, 2020 7:00am

# 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 teaching, 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 about implementing one of five levels to transition back to on-site teaching, 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

# Overall Guiding Principles

- 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 decision points to initiate a different phase.
- All personal protective equipment needed on-site will be provided, provided a source is available.
- Necessary technology 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:

INSTRUCTION	STUDENT SUPPORT	HEALTH AND SAFETY
<p>Face-to-Face (F2F) courses will be prioritized to support student success for the following reasons:</p> <ol style="list-style-type: none"> <li>1. Specialized accreditors will not allow completion in a remote format.</li> <li>2. Psychomotor competencies/ affective skills cannot be assessed remotely.</li> <li>3. Practicums, labs, clinical and internships are required F2F.</li> <li>4. Program cohorts and curriculum sequence must be delivered F2F to prevent impacting the ability of the next program cohort to start.</li> <li>5. Incompletes could be assigned, if needed, to classes in the previous semester.</li> <li>6. To support equity, colleges will provide opportunities for student populations that demonstrate greater success in F2F environments.</li> <li>7. Courses needed to support partnerships with external stakeholders.</li> </ol>	<p>To proceed thoughtfully, carefully and deliberately to ensure student support services meet the requirements of our students and community in a safe manner.</p> <p>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.</p> <p>To maintain our personal connections as an engaged community of learners through innovative and new methods.</p> <p>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.</p>	<p>Support the health and safety of students, faculty, staff, and community members.</p> <p>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 Colleges District and/or on health and governmental guidance.</p> <p>Utilize resources and the expertise of each member to develop plans:</p> <ol style="list-style-type: none"> <li>1. Health and safety of our students, employees and community members remains a priority.</li> <li>2. Develop and implement health and safety measures based upon local, state and national guidelines.</li> </ol>

# Level 4, Level 3, Level 2, Level 1 – Key Criteria

**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)

**Level 1:** Phase up to 100% Onsite Learning and Working (Aug. 16 – Dec. 17)\*

\*While Level 1 indicates “up to 100%” occupancy, we are planning to allow 75% occupancy in order to carefully monitor local conditions and adjust accordingly, and swiftly, if needed.

INSTRUCTION	STUDENT SUPPORT	HEALTH AND SAFETY
<p>Starting May 31, up to 25% of instruction will be face-to-face (F2F), as well as 25% occupancy. We will phase up to 50% F2F instruction and occupancy on July 6.</p> <p>Students will be notified of the modality for the course at the time of registration.</p>	<p>At 10-50% occupancy, all Student Success services will be available both on-site and remotely.</p>	<p>Continued implementation and optimization of:</p> <ul style="list-style-type: none"> <li>• Facilities Management Protocols</li> <li>• Disinfecting Protocols</li> <li>• PPE Requirements</li> <li>• Health Assessment Protocols</li> <li>• Monitoring and Distribution of PPE Supplies</li> </ul>
<p>Starting Aug. 16, up to 75% of instruction will be F2F, as well as 75% occupancy. Students will be notified of the modality for the course at the time of registration.</p>	<p>At 75% occupancy, all Student Success services will be available both on-site and remotely.</p>	<p>Continued implementation and optimization of:</p> <ul style="list-style-type: none"> <li>• Facilities Management Protocols</li> <li>• Disinfecting Protocols</li> <li>• PPE Requirements</li> <li>• Health Assessment Protocols</li> <li>• Monitoring and Distribution of PPE Supplies</li> </ul>

# Plan Highlights

The key consideration for decision-making is the safety of students and employees. Student success and completion remain key priorities.

## Summer 2021 Highlights:

- For Summer 2021, the district offices and all colleges and regional support centers will be operating at Levels 3 and 2.
- Up to 25% of instruction will be face-to-face (F2F). Students will be notified of modality for the course at the time of registration.
- 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. Walk-in appointments are available. F2F and virtual appointments are available.
- Face coverings are strongly encouraged, but not required, on campus and district facilities, regardless of vaccination status. 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>
- All personal protective equipment (PPE) needed on-site will be provided.
- 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 canceled for Summer 2021.
- All meetings and trainings will be virtual.
- Free on-site weekly COVID-19 screenings will be available to interested employees and students.
- 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.
- As on-site operations resume, College Risk Management may reassign work spaces for individuals on-site to ensure 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](https://www.alamo.edu/command/report)
- Occupancy is limited by plan level.

## Fall 2021 Highlights:

- For Fall 2021, the district offices and all the colleges will be operating at Level 1.
- Up to 75% of instruction will be face-to-face (F2F), as well as 75% occupancy. Students will be notified of the modality for their courses at the time of registration.
- 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 Fall 2021. Walk-in appointments are available.
- Face coverings are strongly encouraged, but not required, on campus and district facilities, regardless of vaccination status. 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>
- All personal protective equipment (PPE) needed on-site will be provided.
- 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 Fall 2021.
- On-site events (ACD and third-party events) will be limited starting Oct. 1, 2021 and must be approved by Incident Command.
- Employees may travel if attending in the capacity of an official representing a national higher education organization, or if required for accreditation or student success. All travel will require President/Vice Chancellor approval and available funds. Travel for students will remain canceled.
- On-site meetings and trainings will be allowed as long as employees follow all safety protocols. On-site meetings must not exceed 90 minutes indoors and cannot exceed more than 75% room occupancy.
- Free on-site weekly COVID-19 screenings will be available to interested employees and students.
- All third-party requests to use facilities, including training centers, must be approved by the college president and Incident Command.
- As on-site operations resume, College Risk Management may reassign working spaces for individuals on-site to ensure 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, the individual must complete the COVID-19 Incident Reporting Form immediately and is not to access the campus: [alamo.edu/command/report](https://www.alamo.edu/command/report)
- Occupancy is limited by plan level.

# 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 and 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, Signage, etc.

# Contacts

## RISK MANAGEMENT

- **District Support Offices**  
Mike Legg: [mlegg2@alamo.edu](mailto:mlegg2@alamo.edu) | (830) 237-9934  
Will Davis: [wdavis1@alamo.edu](mailto:wdavis1@alamo.edu) | (707) 628-0010
- **San Antonio College**  
Gerald T. Dove [gdove4@alamo.edu](mailto:gdove4@alamo.edu) | (210) 240-2750
- **Palo Alto College**  
Anthony Murph: [amurph1@alamo.edu](mailto:amurph1@alamo.edu) | (210) 501-8457
- **St. Philip's College**  
Jacob Colunga: [jcolunga7@alamo.edu](mailto:jcolunga7@alamo.edu) | (210) 596-8979
- **Northwest Vista College**  
Garvin Dansby: [gdansby3@alamo.edu](mailto:gdansby3@alamo.edu) | (210) 486-4062
- **Northeast Lakeview College**  
Dawn Thompson: [dthompson123@alamo.edu](mailto:dthompson123@alamo.edu) | (210) 486-5358

## BENEFITS COORDINATORS

- **District Support Offices & Northeast Lakeview College**  
Luis Briceno: [lbriceno1@alamo.edu](mailto:lbriceno1@alamo.edu) | (210) 486-5369
- **San Antonio College**  
Elsie Adams: [eadams@alamo.edu](mailto:eadams@alamo.edu) | (210) 486-1417
- **Palo Alto College**  
Elizabeth Corrales: [mcorrales4@alamo.edu](mailto:mcorrales4@alamo.edu) | (210) 392-4610
- **St. Philip's College**  
Cindy Olsson: [colsson@alamo.edu](mailto:colsson@alamo.edu) | (210) 486-2524
- **Northwest Vista College**  
Christina Cano: [ccano57@alamo.edu](mailto:ccano57@alamo.edu) | (210) 486-5370

## HR PARTNERS

- **District Support Offices**  
Donn Kraft: [dkraft@alamo.edu](mailto:dkraft@alamo.edu) | (210) 485-0213  
Ed Contreras: [econtreras@alamo.edu](mailto:econtreras@alamo.edu)  
Marina Peterson, ADA: [mpeterson51@alamo.edu](mailto:mpeterson51@alamo.edu)  
Jacob Wong, Work-study Students: [jwong19@alamo.edu](mailto:jwong19@alamo.edu)
- **San Antonio College**  
Joffre Miller: [jmiller98@alamo.edu](mailto:jmiller98@alamo.edu) | (210) 486-0104
- **Palo Alto College**  
Lisset Carranza-Zuniga: [lzuniga57@alamo.edu](mailto:lzuniga57@alamo.edu) | (210) 486-3909
- **St. Philip's College**  
Tracie Kingsland: [tkingsland@alamo.edu](mailto:tkingsland@alamo.edu) | (210) 486-2027
- **Northwest Vista College**  
Stacey Blum: [sblum6@alamo.edu](mailto:sblum6@alamo.edu) | (210) 486-4111
- **Northeast Lakeview College**  
Lori Manning: [lmanning@alamo.edu](mailto:lmanning@alamo.edu) | (210) 486-5368

# Reference Links

## WEBSITE

- **Return to Campus**  
[www.alamo.edu/returntocampus](http://www.alamo.edu/returntocampus)

## GUIDES

- **Return to Campus Plan**  
[www.alamo.edu/siteassets/district/news/special-news/return-to-campus/acd-return-to-campus-plan.pdf](http://www.alamo.edu/siteassets/district/news/special-news/return-to-campus/acd-return-to-campus-plan.pdf)
- **Return to Learning Student and Family Guide**  
[www.alamo.edu/siteassets/district/news/special-news/return-to-campus/return-to-learning/return-to-learning-student--family-guide.pdf](http://www.alamo.edu/siteassets/district/news/special-news/return-to-campus/return-to-learning/return-to-learning-student--family-guide.pdf)