



ALAMO COLLEGES DISTRICT

# RETURN TO CAMPUS PLAN

2020 - 2021

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: 7/9/2020



ALAMO  
COLLEGES  
DISTRICT



# Return to Campus Plan

During the past 115 days, the Alamo Colleges District student, faculty and staff have done a remarkable 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.

We would like to commend our faculty, staff and students for their quick work in moving nearly 70,000 individuals into a remote environment, for pivoting to ensure our students have every resource available to succeed in a remote environment and for the many ways you have supported one another through difficult times.

As we approach the fall semester, we have worked collaboratively across the district and disciplines, and among all levels of the organization, to develop a plan to begin a slow and careful return to campuses. We extend our deep gratitude for the work the teams have done to create this essential plan, that serves as a district-wide framework for COVID response at each threat level. Campus-specific plans have been created to provide more details for each individual college and the DSO.

This document overviews the Return to Campus Plan and provides resources for a safe return to help you plan your personal path forward.

**This fall will look very similar to what we have experienced in Summer with most classes being held remotely with exceptions for CTE courses and some arts and sciences courses that may require face-to-face learning.**

Please take time to explore the links in this document and on our website at [alamo.edu/coronavirus](https://alamo.edu/coronavirus) to familiarize yourself with the resources, plans and support available to help you prepare for the fall semester.

In Service,

Marcelo Casillas, Chair of the Alamo Colleges Board of Trustees  
Dr. Mike Flores, Chancellor

# Operations Taskforce Members

Dr. Robert Vela, College President, San Antonio College		Chief, Development Phase		Dr. Adena Williams Loston, College President, St. Philip's College		Co-Chief, Development Phase Chief, Implementation Phase		Dr. Ric Baser, College President, Northwest Vista College		Co-Chief, Implementation Phase	
Academic Success Team				Student Success Team				College Services / Risk Management Team			
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Dr. Daniel Powell, Vice President of Academic Success, Northwest Vista College		Jeffrey French, Director of Strategic Initiatives, St. Philip's College		Debi Gaitan, Vice President of Student Success, Northwest Vista College		Pedro Hinojosa, Director of Strategic Initiatives, Palo Alto College		Janie Scott, Director of Strategic Initiatives, Northwest Vista College		Michael Legg, Director of Enterprise Risk Management, District Support Operations	
Rudy Farias, Director of Strategic Initiatives, Northeast Lakeview College		Rudy Farias, Director of Strategic Initiatives, Northeast Lakeview College		Christina Horton, Director of Strategic Initiatives, San Antonio College		Dr. Cindy Mendiola-Perez, Associate Vice Chancellor for Student Success, District Support Operations		Janae Johnson, Director of College Services, San Antonio College		Willie Davis, Emergency Management Coordinator, District Support Operations	
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Samantha Gallegos, Director for High School Programs, District Support Operations		Dr. Mecca Salahuddin, Director of Strategic Initiatives, District Support Operations						Jacob Colunga, Coordinator of College Risk Management, St. Philip's College		Garvin Dansby, Coordinator of College Risk Management, Northwest Vista College	
								Mario Muniz, District Support Operations, Director of Strategic Communications			

# 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 is 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 work and learning. These decisions will be finalized by the Senior Leadership Team (SLT) and the ACD Incident Command and communicated College Presidents and DSO Administrators through a series of briefings, ongoing COVID-19 Update emails, the COVID-19 webpage for employees and the #AlamoTOGETHER Summit.

## 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> Up to 100% Onsite Locally declared: All Clear	<b>IMPLEMENT, MONITOR &amp; ADJUST</b> Carefully phase up to 100% occupancy as facilities & resources are ready: monitor impact and adjusting for effectiveness, safety & health <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> Up to 50% Onsite Locally declared	<b>IMPLEMENT, MONITOR &amp; ADJUST</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 <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> Up to 25% Onsite Locally declared	<b>IMPLEMENT, MONITOR &amp; ADJUST</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 <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> Up to 10% Onsite Within locally declared parameters	<b>TEST &amp; TRAIN</b> Test schedules, protocols, training, resources & communications. Train employees and students for level 3 and level 2 <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> Stay Home, Work Safe Locally Declared	<b>PLAN &amp; RESOURCE</b> Plan Phased Return: schedules, protocols training, resources & communication. Train employees & students for level 4. <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 onsite 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 onsite learning and working. The plan is to be used to guide the development of site (colleges, district support operations/regional centers) specific plans. 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% onsite

# Overall Guiding Principles

- The key consideration for decision making is the safety for students and employees.
- Student success and completion remain key priorities.
- The criteria and risks associated with each level is identified to inform leadership of decision point to initiate a different phase.
- All personal protective equipment needed to be onsite will be provided
- All 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:

INSTRUCTION	STUDENT SUPPORT	HEALTH AND SAFETY
<p>I. 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 assigned 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> </ol>	<p>To provide remote teaching, learning, and support services which meet student needs the best way possible and take into consideration the student perspective and feedback.</p> <p>To utilize the expertise of each member and delineate these plans to 90-95% complete</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 cases within the Alamo Community College 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 &amp; safety of our students, employees and community members remains priority.</li> <li>2. Social distancing of 6 feet is still required.</li> <li>3. Maximum of 25% occupancy in buildings</li> </ol>

# Level IV – Key Criteria

## Onsite Designated CTE and Select Arts & Sciences Courses, Up to 10%:

INSTRUCTION	STUDENT SUPPORT	HEALTH AND SAFETY
Will offer CTE courses with accrediting requirements Offer limited Arts & Science courses	Meet the basic food needs of students	Develop Facilities Management Protocols
Prepare onsite teaching at Level III	Provide counseling services to students	Develop Disinfecting Protocols
Prepare for onsite tutoring at Level III	Provide disability support services to students	Develop and Implement PPE Requirements
Prepare for onsite library and learning resource services at Level III	Provide onboarding services for new and continuing students	Develop Health Assessment Protocol
Prepare for onsite child care services at Level III	Provide advising services to students	Develop Facilities Management Protocols
Prepare for onsite access to open labs at Level III	Provide academic advising and benefits services to veteran students	Develop Disinfecting Protocols
	Provide engagement, retention, and safety services to students	Develop and Implement PPE Requirements
	Provide services to international students	
	Provide Financial Aid services to students	
	Provide business services to students	

# Plan Highlights

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

- For Fall 2020, the district offices and all the colleges will be operating at Level IV, with all classes provided remotely except for designated Career and Technical Education and selected arts and sciences courses, up to 10% of capacity.
- Essential DPS, IT, Facilities and CTE Support personnel will continue to work on-site.
- Student Services will maintain a one-stop, one-office, limited on-site student support location at each college (by appointment only) for essential on-site student success services in Fall 2020.
- 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>
- All personal protective equipment needed on-site will be provided.
- All technology needs to continue to learn and work remotely will be met.
- Health screening and temperature checks will be required for all persons on campus in Summer and Fall 2020.
- No on-campus events will be held in Fall 2020.
- All travel is cancelled for Fall 2020.
- All meetings/training will be virtual in Fall 2020.
- Operations will return to Level V “Stay Home, Work Safe” on 11/26/20 and remain at that level after Thanksgiving through the end of the Fall 2020 term.
- 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.
- All college access will be coordinated through the vice president for college services.
- College Risk Management may reassign working spaces for individuals on-site to ensure social distancing and required occupancy levels.
- 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.



# College Plan Top Five 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

## 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. Incident Case Reporting Process
3. Incident Response Plan
4. Close Contact Identification Process
5. Disinfecting Plan

# Contacts

## RISK MANAGEMENT

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