



ALAMO COLLEGES DISTRICT

EMPLOYEE RETURN TO CAMPUS GUIDE

2021-2022

*A comprehensive guide for
returning to campus safely.*

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: 6/7/21



ALAMO
COLLEGES
DISTRICT

Human Resources & Organizational Development

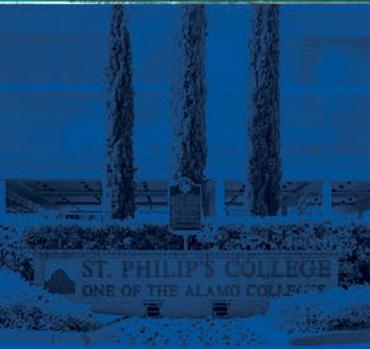


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Guiding Principles and Commitments

The Alamo Colleges District has developed this to guide our safe and gradual return to campus.

This guide reflects the policies, procedures, COVID-19 Recovery Task Force recommendations, and ACD COVID-19 Incident Command decisions, as well as your ongoing employee feedback, to support our successful return from remote work. We continue to align our plans with local and state declarations and follow the health and safety guidelines of the City of San Antonio's Metro Health and the Center for Disease Control and Prevention (CDC). Our priority is to protect the health and well-being of our faculty, staff and students, while also continuing to support student success, performance excellence and employee engagement.

This guide is for you, and we encourage you to review the information provided. If you have any questions, please seek further guidance from your supervisor or from the contacts listed at the end of this guide.

Our Pledge:

As Alamo Colleges District employees, we all pledge to:

- Protect Ourselves and Our Alamo Colleges Family
- Lead the way by doing my part to contain the spread of COVID-19 and protect myself and others
- Follow the encouraged recommendations to wear a face covering
- Stay home, if I feel ill or if I am exposed to someone who is ill or has tested positive for COVID-19
- Practice physical distancing when recommended and possible
- Read and follow on-campus instructional signs and directions
- Wash my hands often with soap and water for at least 20 seconds or use hand sanitizer
- Keep my belongings, personal spaces and shared common spaces clean
- Follow all public health requests and guidance to preserve the wellness of the community
- Follow the ACD COVID-19 reporting guidelines (Reporting Link: COVID-19 Incident Report)

Shared Responsibility:

Stopping the spread of COVID-19 requires responsible action by every member of the ACD family to follow the protocols outlined in this guide. All employees, students and visitors are expected to promote and abide by current policies, and procedures such as [C.2.1.9 "Use of Face Coverings/Social Distancing at College District Sites"](#), as well as the protocols and guidelines outlined in this document

Status of Operations

Post-Spring Break 2020

- COVID-19 cases were rapidly increasing; the City of San Antonio issued Stay Home/Work Safe orders.
- Best practice measures for virus prevention were not known or widely in place other than the shelter-at-home approach.
- A cross-college COVID-19 Task Force was quickly established to create a Remote Work Plan and training to teach, work and learn remotely.
- Alamo Colleges District began operating at Level 5 of the Remote Work Plan, with essential DPS, Facilities, and IT employees working onsite with minimal interruption to our operations and services.
- All travel and onsite events were canceled.
- All work, teaching, and learning moved into a remote mode with only the most essential DPS and IT personnel working onsite.
- Most of our students completed the Spring 2020 semester successfully, with the exception of some CTE students who were not allowed to complete due to the Stay-Home Work-Safe order in effect and program accreditor requirements that labs and clinical rotations be provided face-to-face.
- We learned new ways to do our jobs and support our students, showing our remarkable resilience, creativity, and leadership.

Summer 2020

- While the Stay-Home Work-Safe order was lifted, COVID-19 cases continued to increase in the local community.
- Many work modifications and enhanced job flexibility established in the Spring were refined and remained in place as the pandemic continued.
- Some face-to-face instruction resumed for CTE classes that were canceled after spring break 2020 and some essential workforce training programs.
- Colleges operated with reduced personnel, offering mostly remote delivery instruction with limited face-to-face instruction only for CTE course completion.
- The ACD Incident Command created a new cross-college task force to create a Return to Campus Plan. This task force has made many of the recommendations found herein. The task force is made up of Academic Success, Student Success and College Services/Risk Management representatives.

Fall Semester 2020

- The Alamo Colleges operated at a Level 4 with limited onsite CTE and A&S course sections.
- Colleges completed and implemented the Return to Campus Plan to ensure a smooth and safe transition back to campus.
- Student Services maintained limited on-site student support services by appointment only for essential on-site student success services.
- Colleges and DSO locations hired Health and Safety Officers at each college and DSO location.
- The entire college district will return to 100% remote (Level 5) after the Thanksgiving Break and remain fully remote until the New Year.

Status of Operations

Spring Semester 2021

- Alamo Colleges operated at Level 5 (essential onsite personnel only) through May 2, 2021. In-person, face-to-face contact between staff and students during this period was limited.
- Effective May 3, 2021, Alamo Colleges began operations at Level 4, with up to 10% occupancy.
- On-campus classes were prioritized for courses that require in-person instruction, and the colleges and centers managed the number of individuals onsite at the same time to ensure appropriate occupancy.
- Beginning May 10, 2021, weekly onsite asymptomatic COVID-19 testing became available to all interested employees and students through new partnership with Community Labs.

Summer Semester 2021

- Beginning May 31, 2021, Alamo Colleges will operate at Level 3, with up to 25% onsite occupancy, and will phase up to Level 2, with up to 50% onsite occupancy beginning July 6, 2021.
- All meetings and employee training will be conducted virtually unless a specific request is submitted through the VC/President to Incident Command.
- All travel and onsite events will remain canceled.
- The number of Health and Safety screening stations will be increased in preparation for an increasing number of students and employees onsite.
- All currently approved Remote Work Requests will continue to be approved through July 15, 2021. Employees may opt to work with their supervisors to return to onsite work sooner.
- Weekly onsite, asymptomatic COVID-19 testing will be available to all interested employees and students.
- Colleges will have a Remote Operations Continuity Plan in place in case we need to transition back to remote instruction.
- Alamo Colleges Return to Campus Plan Levels will align with the City of San Antonio's School Risk Level Indicator, which is currently at a Low Risk Level.

Plan for Fall Semester 2021

- Alamo Colleges will operate at Level 1, with up to 75% onsite occupancy.
- Colleges will have a Remote Operations Continuity Plan in place in case we need to transition back to remote instruction.
- Travel: Employee 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.
- Meetings: Onsite meetings and trainings will be allowed as long as employees follow all safety protocols, such as wearing masks and social distancing. Onsite meetings must not exceed 90 minutes indoors and cannot exceed more than 75% room occupancy.
- Events: Onsite Events (ACD & 3rd Party Events) will be limited starting October 1, 2021, and must be approved by Incident Command.

Return To Campus

The Alamo Colleges District will return employees, students, vendors, visitors, and community partners in accordance with our Return to Campus Plan levels.

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 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:

LEVELS	ACTIONS
Level 1 Up to 100% Onsite Locally declared: All Clear	IMPLEMENT, MONITOR & ADJUST 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"> Up to 100% of all personnel Up to 100% of students onsite
Level 2 Up to 50% Onsite Locally declared	IMPLEMENT, MONITOR & 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 <ul style="list-style-type: none"> Up to 50% of essential DPS, IT, Facilities and other support personnel Up to 50% of students onsite Up to 50% of faculty onsite
Level 3 Up to 25% Onsite Locally declared	IMPLEMENT, MONITOR & 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 <ul style="list-style-type: none"> Up to 25% of essential DPS, IT, Facilities and other support personnel Up to 25% of students onsite Up to 25% of faculty onsite
Level 4 Up to 10% Onsite Within locally declared parameters	TEST & TRAIN Test schedules, protocols, training, resources & communications. Train employees and students for level 3 and level 2 <ul style="list-style-type: none"> 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 & 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
Level 5 Stay Home, Work Safe Locally Declared	PLAN & RESOURCE Plan Phased Return: schedules, protocols training, resources & communication. Train employees & students for level 4. <ul style="list-style-type: none"> 95-100 % remote work, teaching and learning 1-5% essential DPS, IT and Facilities personnel onsite

Return To Campus

Remote Learning for Schools (K-12) Risk Levels

The graphic below highlights both the City of San Antonio's K-12 Risk Level Indicator and the Alamo Colleges District's Return to Campus Plan Levels:

CITY OF SAN ANTONIO REMOTE LEARNING FOR SCHOOLS RISK LEVELS

ALAMO COLLEGES DISTRICT RETURN TO CAMPUS PLAN RISK LEVELS

Green Zone - Low Risk

In-person instruction should take place with CDC guidance for minimal to moderate community transmission. This should include physical distancing by older children and adults, frequent hand hygiene, and face coverings during high-contact activities.

Level 1 - Low Risk

Carefully phase up to 100% occupancy as facilities & resources are ready: monitor impact and adjusting for effectiveness, safety & health.

Yellow Zone - Moderate Risk

In-person instruction, if offered, prioritizes special needs students, at-risk students and students who lack access to resources. Instruction should take place under guidance from the CDC for substantial, controlled community transmission. Fixed cohort of 6 or fewer students per classroom are recommended in the Yellow zone. Building occupancy and room occupancy should be contingent on adequate ventilation and ability to create 6-foot distancing, and neither building nor room occupancy should exceed 25%.

Level 2 - Low Risk

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

Level 3 - Moderate Risk

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

Red Zone - High Risk

In-person instruction is not recommended during the red zone. Ancillary services that do not involve prolonged close contact (within 6 feet, for 15 minutes or more) should be provided one-on-one to special needs students, at-risk students and students who lack access to resources

Level 4 - Moderate Risk

Carefully phase up to 10% essential DPS, IT, Facilities personnel and CTE Support personnel. A limited number of essential CTE courses, Arts & Science courses and one-stop student success office to be provided as deemed essential.

Level 5 - High Risk

Phase Stay Home, Work Safe effort with up to 95-100% remote work, teaching and learning. Only 1-5% essential DPS, IT and Facilities personnel onsite at Alamo Colleges campuses.

Return To Campus

Returning to Campus Protocols:

Daily Self-Monitor

Each day before returning to campus make sure you are free of ANY symptoms potentially related to COVID-19.

At this time, these symptoms include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever (100 degrees F or higher)
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain
- Headache
- Sore throat
- Fatigue
- New gastrointestinal symptoms
- New loss of taste or smell

DO NOT REPORT TO CAMPUS IF YOU HAVE ANY OF THE SYMPTOMS OUTLINED ABOVE.

If you begin to feel sick or have had close contact with someone who has COVID-19 within the last 14 days:

- inform your supervisor and make plans to stay at home if
- Complete and submit the online [ACD COVID-19 Incident Report](#)

Health Screening and Temperature Checks:

When entering a campus, all employees, students, and visitors will pass through a designated entry point where a temperature check and health screening questionnaire will be conducted to ensure the safest possible environment is maintained for everyone, and to control the number of individuals at each college or DSO location and at any one time. Individuals who do not pass the health screening will not be granted access and must inform their supervisor.

PPE (Personal Protective Equipment) Supplies:

Masks, gloves and hand sanitizer will be available at each entry point and in each work area for anyone in need.

To request additional supplies for classrooms or work areas, contact your college risk management coordinator

Return To Campus

Reporting COVID-19 for on-site Students and Employees:

Follow the steps below should a student or employee present on-site that they are COVID-19 positive or develop COVID-19 symptoms while on site.

STEP 1: NOTIFY BOTH THE FOLLOWING PARTIES:

A. Coordinator of College 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

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Northwest Vista College

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Northeast Lakeview College

Dawn Thompson: dthompson123@alamo.edu | (210) 486-5358



Provide the following information for all individuals in the classroom (faculty) or office suite area (supervisor)

- Full name, phone number, email address
- Note the reporting party
- Instruct all individuals in the area to respond to requests for information from Risk Management



B. ACD Police Department

Non-Emergency Number: (210) 485-0099

ACPD will notify the vice president for college services, coordinator of college risk management, and facilities of the report and ensure no one enters the area until signage is placed at the area by Risk Management or Facilities

STEP 2: Dismiss the class (faculty) or instruct all individuals to leave the office (supervisor) with the following instructions:



- Instruct all persons to leave the area and leave campus for the day – proceed directly home
- Faculty member or supervisor should leave the campus for the day as well and proceed directly home

Return to Campus

Reporting COVID-19 for Remote Students or Employees:

Follow the process below should a remote student or employee present that they are COVID-19 positive, develop COVID-19 symptoms or have been exposed to a COVID-19 positive case.

REPORTING COVID-19 FOR REMOTE STUDENTS OR EMPLOYEES



A. Have the student or employee complete the online [COVID-19 Incident Report](#), located on the COVID-19 Employee Resources Page.

B. Contact your coordinator of college risk management and provide them the completed COVID-19 Incident Report.



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District and college risk management will coordinate all direct exposure or lab-confirmed COVID-19 positive cases with tracking and self-quarantine time frames required to ensure a safe return to campus after a COVID-19 exposure.

Health and Safety Requirements

Alamo Colleges District has established protocols to protect the Health and Safety of everyone onsite. Employees, students and contractor/contractor employees are required to meet the procedures established for face coverings, social distancing, handwashing and other applicable health and safety procedures.



Face Covering:

Students, employees, and all other persons on campus are strongly encouraged, but not required, to wear masks upon entry to the worksite/campus and upon entry to any building. Please refer to the Alamo Colleges District [Face Covering Procedure](#) for more information.



Social Distancing:

Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is crucial to stay away from others even if you have no symptoms. Social distancing is essential for everyone, especially to help protect people who are at higher risk of getting very sick. Employees and students at work or on-site are encouraged to follow these social distancing practices when possible:

- Avoid crowded places and avoid mass gatherings in poorly ventilated areas
- Hold virtual meetings



Handwashing:

Wash your hands often with soap and water for at least 20 seconds, especially after you have been in a public place. If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol.

Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.



Gloves: Employees

In high-contact/high-risk areas, employees should use gloves as part of PPE (Personal Protective Equipment), such as when distributing or receiving materials from/to other persons; for example, when distributing books or laptops or conducting health screenings. However, according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene. Washing your hands often is considered the best practice for common everyday tasks.

Health and Safety Requirements



Goggles/Face Shields:

Employees and students do not need to wear goggles or face shields as part of general activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient for non-healthcare environments. First responders and certain programs may be required to wear a face shield or other types of PPE when needed.



Cleaning/Disinfection:

In the COVID-19 environment, it is important that everyone is prepared to clean and disinfect areas or surfaces they may come in contact with. Housekeeping teams will clean classrooms, office, workspaces, restrooms, common areas, elevators, stairways and hallways in accordance with CDC guidelines. Facilities management will also maintain hand sanitizer stations at major building entrances, elevator stops, and high-traffic areas and classrooms. Mechanical, electrical, plumbing, and monitoring systems will be assessed and readied before the reopening of buildings. Employees should also wipe down commonly used surfaces before and after use with provided products that meet the EPA's criteria for use against COVID-19. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, doorknobs, etc.).



Coughing/Sneezing Hygiene:

When not wearing a mask, remember always to cover your mouth and nose with a tissue, or use your elbow, when you cough or sneeze. Then throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with alcohol-based hand sanitizers with greater than 60% ethanol or 70% isopropanol.

Guidance for Specific Workplace Scenarios



Signage and Posters are Being Installed:

All students and employees are highly encouraged to follow signage on traffic flow through buildings, entrances, exits, elevator usage and similar commonly used areas. Areas in buildings that allowed two-way traffic before COVID may now be limited to one-way traffic.



Working in Office Environments

If you work in an open environment, maintain at least three feet of distance from co-workers when possible.

Departments should assess open work environments and meeting rooms with their risk management coordinator to identify and institute measures needed to physically separate and increase distance between employees, other co-workers, and customers, such as:

- Place visual cues such as floor decals, colored tape, or signs to indicate to employees and students where they should stand while waiting in line.
- Consider designating specific stairways for up or down traffic if building space allows.
- Relocate employees working on-site to alternate work stations to create distancing



Using Restrooms:

Use of restrooms should be limited based on occupancy levels. Please check occupancy level before entering the restroom. Wash your hands thoroughly afterward for 20 seconds to reduce the potential transmission of the virus. Paper towels will be provided with touchless dispensing.

Guidance for Specific Workplace Scenarios



Elevators:

Use of elevators should be limited where possible to avoid close proximity with others in a confined space. Avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use alcohol-based hand sanitizers once you exit the elevator. While waiting to enter the elevator, maintain the recommended three-foot distance from others. To help with social distancing, employees are encouraged to use the stairs whenever possible.



Meetings:

Beginning Fall 2021, 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.

Virtual meetings will continue to be encouraged, using the extensive range of available collaboration tools (e.g. Zoom, chat, telephone, etc.).

During your time on-site, you are encouraged to communicate with your colleagues and supervisors as needed by email, instant message, telephone or other available technology rather than face-to-face.



Meals, Cafeterias and Vending Machines:

Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus. You are encouraged to take food back to your office area or eat outside, if this is reasonable for your situation.



Classroom and Laboratory Work:

Classrooms and labs will have predetermined capacity limits based on the current plan level and the occupancy limits of the room. At no time shall the capacity limits be exceeded.

Mental and Emotional Wellbeing

The **Deer Oaks Employee Assistance Program (EAP)** is a resource program available to help employees through stressful situations and events. If you need help managing your stress and anxiety during these uncertain times or just someone to talk to, Deer Oaks, your Employee Assistance Program (EAP), can help!

Deer Oaks EAP is available to all full-time staff and faculty year-round to provide free and confidential assessments, counseling, and educational resources.

Part-time faculty and staff, including work-study student employees, will have access to Deer Oaks services.

If you or a family member are struggling with stress or anxiety, or just want some practical advice on health or the mind-body connection, contact Deer Oaks by calling **866-327-2400**, or visit their website by using the login information below.

www.deeroakseap.com

Login: ACCD

Password: ACCD

The Families First Coronavirus Response Act

While the FFCRA has expired on December 31, 2020, Alamo Colleges District will continue to support employees with our generous leave programs, FMLA program, health insurance benefits, the Families Helping Families Emergency Fund, and other support programs such as the Employee Assistance Program.

If you need information or support with your benefits, please contact your Benefits Coordinator.

Contacts

RISK MANAGEMENT

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