



ALAMO COLLEGES DISTRICT

# EMPLOYEE RETURN TO CAMPUS GUIDE

2020 - 2021

*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: 2.4.21



ALAMO  
COLLEGES  
DISTRICT

Human Resources & Organizational Development



# Table of Contents

## Guiding Principles & Commitments

- Our Pledge
- Shared Responsibility

## Status of Operations

- Spring 2020 – Spring 2021

## Return to Campus

- Recovery Plan
- Recovery Plan - Levels
- Returning to Campus Protocols
- Reporting COVID-19

## Health & Safety Guidance

- Face Coverings
- Social distancing
- Handwashing
- Gloves
- Goggles/Face shields
- Personal Disinfection
- Coughing/Sneezing Hygiene

## Guidance for Specific Workplace Scenarios

- Signage and Posters
- Public Transportation
- Working in the Office
- Using Restrooms
- Using Elevators
- Meetings
- Meals
- Laboratory Work

## Mental & Emotional Wellbeing

- Employee Assistance Program
- Families First Coronavirus Response Act

## Points of Contact

# 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:

The Alamo Colleges District has signed the **Greater. SAfer. Together.** pledge, a commitment developed for local businesses and service organizations like ours by the City of San Antonio (in accordance with Centers for Disease Control and Prevention (CDC) guidance). The pledge is designed to protect the health and safety of the community, our schools and workplaces. As a signatory, the Alamo Colleges PLEDGES to:

- Use Face Coverings
- Practice Physical Distancing
- Conduct Temperature Checks
- Provide Hand Sanitizer
- Follow CDC Cleaning Protocols
- Implement Contactless Payment and Processes When Possible
- Provide General COVID-19 Awareness
- Repeat

GREATER SAN ANTONIO  
**Greater. SAfer. Together.**

## 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.

# Status of Operations

## 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.
- Colleges had Remote Operations Continuity Plans in place in case the need to transition back to 100% remote instruction was required.
- 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.

## Plan for Spring Semester 2021

- We will remain at Level 5 through the end of the Spring semester. In-person, face-to-face contact between staff and students during this period is limited.
  - On-campus classes will be prioritized for courses that require in-person instruction, and the colleges and centers will manage the number of individuals onsite at the same time to ensure appropriate occupancy for Level 5.
  - Alamo Colleges will continue to monitor the community COVID risk levels, and Incident Command will assess and make a determination regarding our COVID-19 Risk Level for Maymester and Summer as the local environment allows us to do so safely.
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- Colleges will have a Return to Campus Plan in place to ensure a smooth and safe transition back to campus. Equally important, colleges will have a Remote Operations Continuity Plan in place in case we need to transition back to 100% 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 High Risk Level.

# 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:

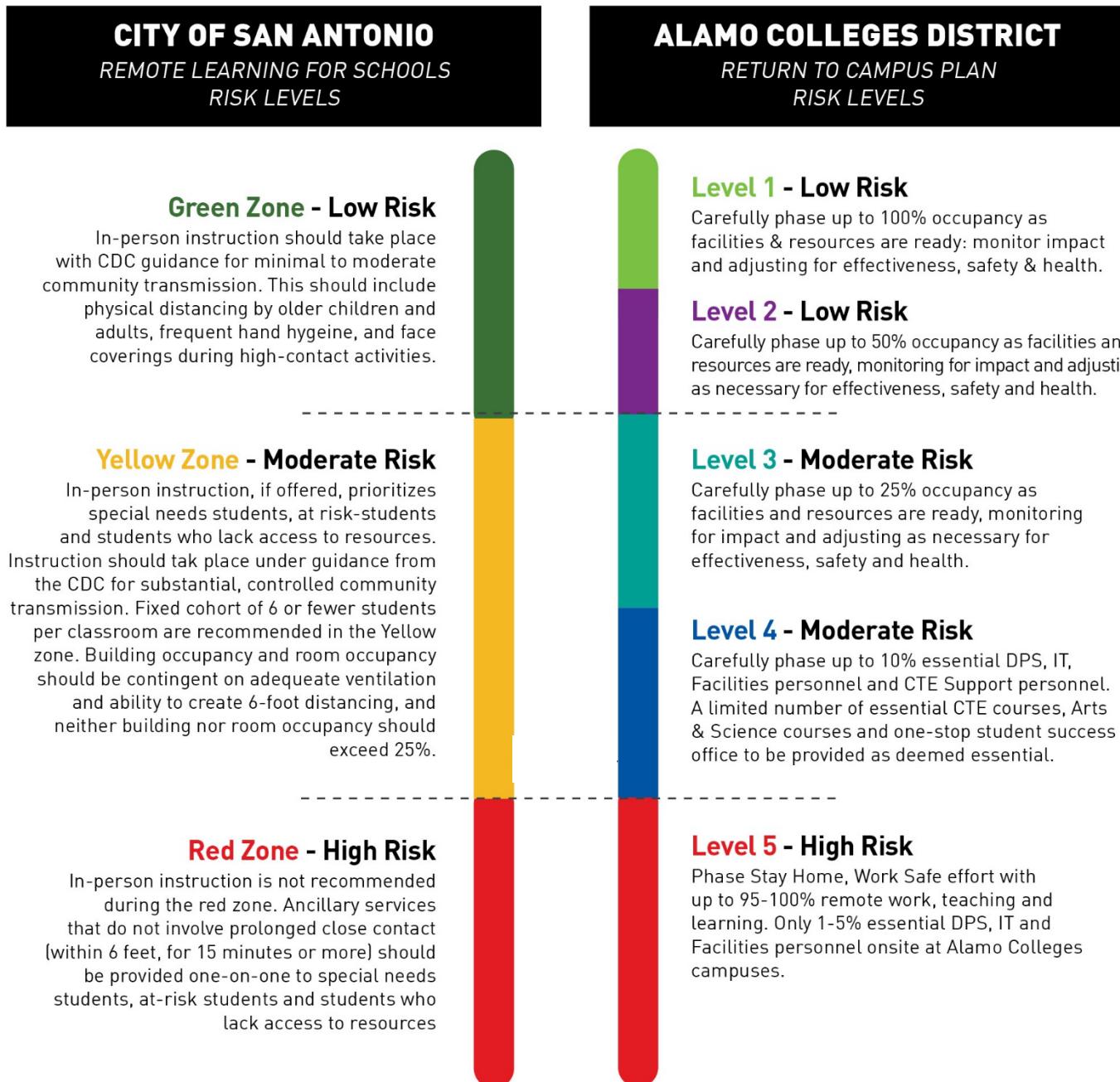
The Alamo Colleges will plan according to the following levels:

LEVELS	ACTIONS
<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>

# 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:



# 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

If you have any new symptoms or are feeling sick, inform your supervisor and make plans to stay at home.

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

### 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 and masking will be required 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 or masking standards 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. For example, if a student or employee forgets to bring a mask, they will be provided one at the entry point.

**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](mailto:mlegg2@alamo.edu) | (830) 237-9934

Will Davis: [wdavis1@alamo.edu](mailto:wdavis1@alamo.edu) | (707) 628-0010

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##### Northeast Lakeview College

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

- a. Full name, phone number, email address
- b. Note the reporting party
- c. 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:



- A. Instruct all persons to leave the area and leave campus for the day – proceed directly home
- B. 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 [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. Refusal or persistent failure to meet Health and Safety requirements can lead to disciplinary action/student sanctions and/or removal from campus.



## Face Covering:

Face Coverings (“masks”) are required when on campus. Students, employees and all other persons on campus are 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 must follow these social distancing practices:

- Stay at least 6 feet (about 2 arms' length) from other people at all times
- Do not gather in groups of 10 or more
- Avoid crowded places and avoid mass gatherings
- Hold virtual meetings
- Do not schedule on-site events



## 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, be sure to maintain at least six feet of distance from co-workers. You should wear a face mask or face covering at all times while inside an ACD facility.

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

A mask or face covering is not required if you are working alone in a confined office space (does not include partitioned work areas in a large open environment).



## Using Restrooms:

Use of restrooms should be limited based on size to ensure at least 6 feet of distance between individuals. 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:

All elevators will have a maximum capacity of two people at a time. Use of elevators should be limited where possible to avoid close proximity with others in a confined space. Those using elevators are required to wear a disposable face mask or face covering regardless of traveling alone or with others. You should also avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use alcohol-based hand sanitizers. While waiting to enter the elevator, maintain the recommended six-foot distance from others. To help with social distancing, employees are encouraged to use the stairs whenever possible.



## Meetings:

Convening in groups increases the risk of viral transmission. All meetings will be held virtually using the extensive range of available collaboration tools (e.g. Zoom, telephone, etc.). No in-person meetings should be conducted.

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. If meeting face-to-face is necessary, and you cannot maintain a six-foot distance, everyone must wear a face covering.



## Meals, Cafeterias and Vending Machines:

Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus. If dining on campus, all dining services and vending machines will be closed until we return to 100% on-campus. 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](http://www.deeroakseap.com)

**Login:** ACCD

**Password:** ACCD

## The Families First Coronavirus Response Act

While the FFCRA has expired on December 31, 2021, 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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