



Summer and Fall 2020 Educational Plan During COVID-19

Overview

The primary purpose of this document is to provide a comprehensive overview of what the College is doing to safely deliver instruction, services and educational resources to students from July 2020 to December 2020, due to the COVID-19 pandemic.

In late May, the College convened an Emergency Response Team (ERT) to help develop a return-to-work plan for summer and fall 2020 that outlined scenarios and protocols for students and employees in alignment with the Center for Disease Control and Prevention, County of Santa Clara Public Health Orders, and San Jose Evergreen Community College District guidelines. The ERT was comprised of three subcommittees with representation from classified professionals, faculty and administrators in the following areas: instruction, operations & student services. Each subcommittee and the coordinating committee met weekly to develop, review and adopt recommendations outlined in this Plan.

FLOW	Decisions	Communication
Monday/Tuesday	Wednesdays	Fridays
Sub-Committees meet	Coordinating Committee meets	Chair communicates to ERT
Planning is done and recommendations are formulated	Recommendations are vetted and decisions are made	<p>Recommendations that are:</p> <ol style="list-style-type: none"> 1. Approved 2. Needs more work (questions still linger) 3. Need to update the approach <p><i>The reason for decision when applicable</i></p>

Emergency Response Team – COVID 19 Response

President: Tammeil Gilkerson

Chair: Andrea Alexander

Coordinating Committee: 2 additional appointments will be added to each

Academic Affairs: Lynette Apen/Michael Hernandez

Operations: Eugenio Canoy/Laura Corrado

Student Services: Victor Garza/Luis Macias

Emergency Response Team Sub-committee (assigned by functional area)

Instruction		Student Services		Operations	
Lynette Apen	M	Victor Garza	M	Eugenio Canoy	M
Cindy Bevan	F	Janice Assadi	F	Laura Corrado	F
Brad Carothers	M	Ebonnie Hopkins	M	Vincent Cabada	M
May Chen	C	Raniyah Johnson	M	Colleen Cuen	C
Rita De La Cerdia	C	Cathy Kost	C	Penny Garibay	Conf
Garry Johnson	F	Luis Macias	M	Mark Gonzalez	F
Michael Hernandez	F	Ivanna Ramirez	C	Tina Nguyen	M
Antoinette Herrera	M	Ingrid Rottman	C	Kathy Tran	M
Frances Lau	C	Liz Tyrell	M		
Lorena Mata	F				
Thu Nguyen	C				
Antonio Perez	C				
Randy Pratt	F				
Margarita Savageau	C				
Preeti Srinivasan	F				

In June 2020, the District decided to move all instruction to online to protect the ongoing health and safety of students and employees. This Plan reflects the collaborative effort and recommendations of the ERT and provides an outline of campus procedures and protocols to ensure the safety of employees and students when it is necessary to have limited access to campus.

Due to the ever shifting national and county news, information in this plan could change. As such, this document should be seen as a living document.

Campus Access

In June 2020, EVC received communication from Chancellor Breland that most Fall 2020 classes would be online or taught remotely. With this information, EVC set a course (scenario) in which most instruction would be online in Summer 2020 and Fall 2020. This also includes most Student Services being available remotely. However, services that cannot be done online or departments that cannot

deliver education using online portals will have limited pre-scheduled access to campus. This access will be limited and must be pre-approved by the College President or the Vice President of Administrative Services

Employee Access to Campus

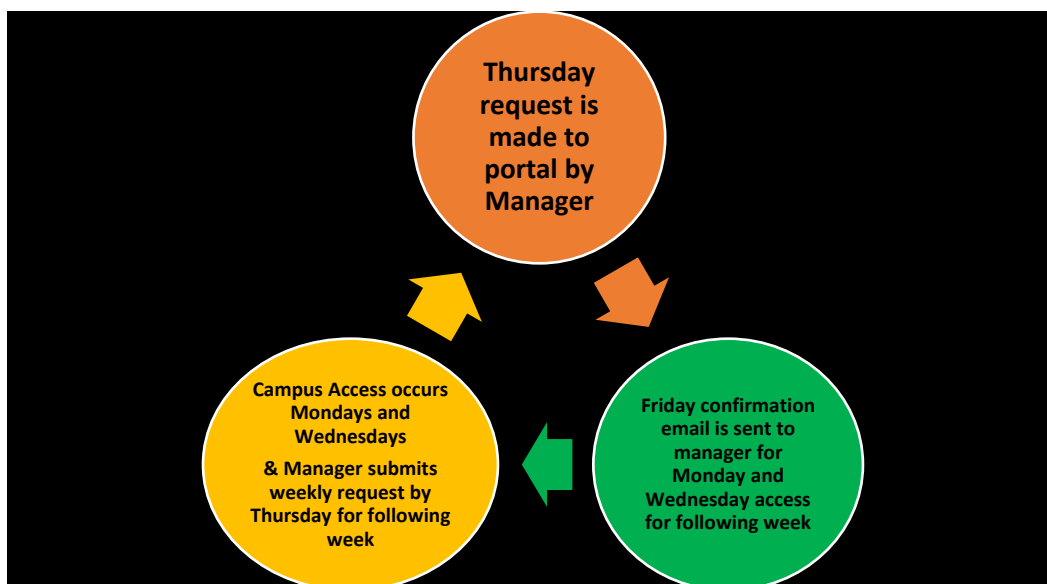
- SUMMER WEEKLY ACCESS: Monday 9am – 2pm and Wednesday 9am -2pm
- FALL WEEKLY ACCESS: Monday 9am – 4pm and Wednesday 9am – 4pm (Nursing and Automotive will have specific schedules)
- Deans and Managers will be present when their team members are seeking access

Process to Request Campus Access

- Each week (Thursday at 12pm) the manager must submit an online campus access request for the following Monday and Wednesday for their team members/department.
- Campus Access request portal:

(still needs editing): https://forms.office.com/Pages/ResponsePage.aspx?id=V-Pifl1GLEem_MVgDnibVWxAjbBRAQURFhFVfTTuQgmdUMDYxTThRR0w5M1BTUIZGWUhOTEJNWkc3SC4u

The Vice President of Administrative Services will confirm campus access by Friday afternoon (12pm) after ensuring social distancing is followed based on the number of employees in the area as described by the manager and based on county social distancing policies.



The President and the Vice President of Administrative Services will make needed considerations and accommodations outside of the normal schedule when needed.

All safety guidelines that will be followed include, but are not limited to: social distancing, masks, and nightly cleaning by custodians.

Student Access to Campus

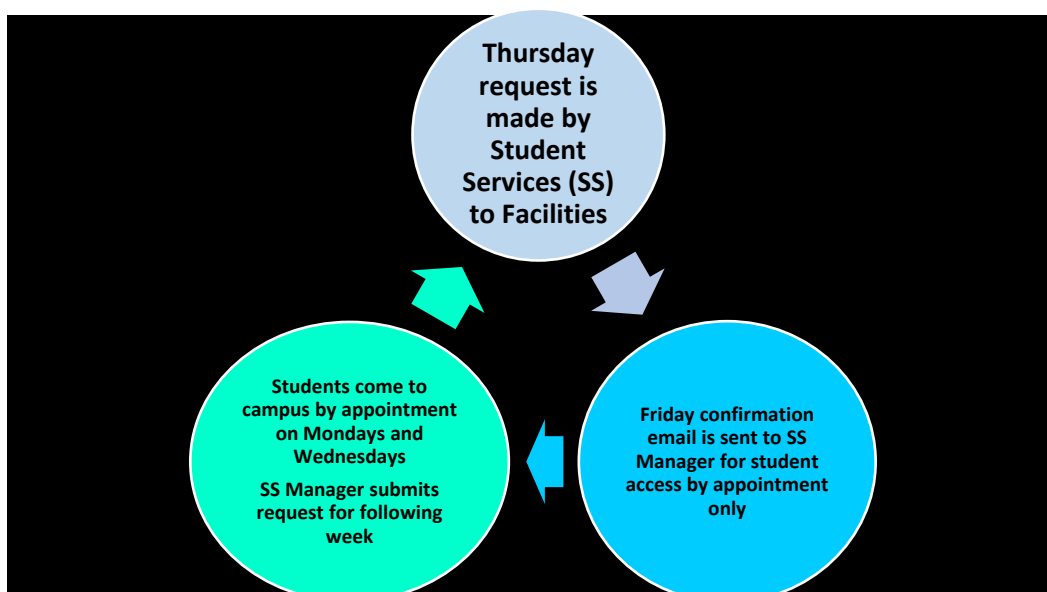
Students will have limited access to campus and will be given access if they make direct appointments with Student Services Departments. Student Services managers will submit all in-person appointments for the following week to the Facilities team by Thursday of each week.

Student Services managers to submit for their areas:

- Vice President of Student Affairs
- Dean of Counseling
- Associate Dean of Student Services
- Associate Director of Financial Aid
- Associate Director of A&R

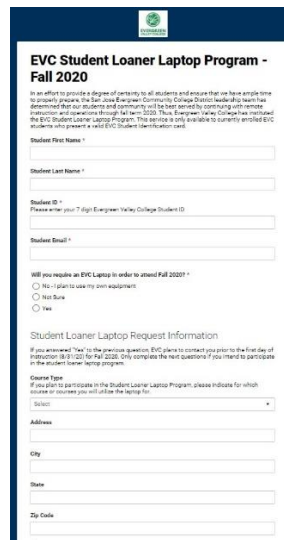
The appointments will be vetted by Facilities to make sure social distancing is adhered to and to determine if staging areas can house the number of students on campus at any given time (**Review *Predetermined Areas for Staging in Return to Campus* section of this document**).

Facilities will confirm all safety protocols have been met by Friday at 12pm in order for students to gain access. Student Services employees will be responsible for students adhering to safety protocols while on campus and in their areas. In addition, Student Services employees will ensure the agreed number of students are in an area at any given time based on the appointment schedule they submitted.



Equipment Needs

- Equipment – Loaner Laptops, Monitors, Hotspots, Printers, and Furniture have been distributed to both employees and students upon request. This is an ongoing service based on the need of the employee and/or the student. The pickup of equipment is pre-arranged through our CTSS department on campus.
 - **Student Requests for Equipment** – students are asked to submit equipment requests (laptops and hotspots) through an online student portal. The student must be registered in classes (Summer or Fall 2020) upon making the request and all equipment must be returned after the classes are completed and/or dropped.
 - Fall 2020: <https://app.smartsheet.com/b/form/50b0f3fa8b184abdbe34236c8160723d>



The image shows a screenshot of a web form titled "EVC Student Loaner Laptop Program - Fall 2020". The form is set against a dark blue background with white text. At the top, there is a small logo for "EVC". Below the title, there is a paragraph of introductory text explaining the program's purpose. The form contains several input fields: "Student First Name", "Student Last Name", "Student ID", and "Student Email". Below these fields, there is a question: "Will you require an EVC Laptop in order to attend Fall 2020?". This question has three radio button options: "Yes - I plan to use my own equipment", "Not Sure", and "Yes". Underneath, there is a section titled "Student Loaner Laptop Request Information" which includes a "Course Type" dropdown menu and several text input fields for "Address", "City", "State", and "Zip Code".

- **Employee Requests for Equipment** - employees are asked to submit equipment requests (laptops and hotspots) through an online employee portal. Part time faculty must be actively teaching a class during the semester to receive equipment. All equipment must be returned upon our permanent re-entry onto campus.
- Link: https://forms.office.com/Pages/ResponsePage.aspx?id=V-Pf11GLEem_MVgDnibVU3RXDS6C4ZCtMEoMEiXCs1UNTJHVDA2ME9RTjc2TDZIWWEY3NEVNSE9HOC4u

Safety Concerns

Due to the need to protect and support the campus, the college and the District have ordered supplies to mitigate health risks and exposure for our staff and students. These supplies include: washable masks, disposable masks, gloves, sneeze guards, hand sanitizer, disinfect wipes, sanitation barriers, hand sanitizer stations, and individual hand sanitizer stations for each classroom. All of these supplies will be continuously ordered and re-stocked.

Considerations and steps taken to mitigate risk and exposure

- Safety Kits – Facilities is providing every EVC employee with a safety kit to include: a washable SJECCD and EVC masks, gloves, and COVID 19 information
- Daily Safety kits (on request) with disinfect spray, paper towels, and information on COVID-19 will be provided to managers.
- A hand sanitizer station will be in area campus building on every floor that will be refilled as needed by the custodians
- Each classroom will be outfitted with a hand sanitizer station
- Main front desk (i.e. Financial Aid, A&R, Health Services, Student Service counter, and the Business Office) areas will have a sneeze guard installed
- Each manager has been asked to submit a checklist of additional items and equipment they will need in order to safeguard their team members. **(Review *Process to Access in Return to Campus* section of this document)**
- Signage – Large signage and flyers will be posted around campus regarding the safety tips of COVID-19, how to do a self-assessment, and the need to maintain safety guidelines while on campus.

Return to Campus

EVC has developed a plan/scenario under which we will deliver education and educational services on based on the June 2020 communication from Chancellor Breland that most Summer 2020 and Fall 2020 classes would be online or taught remotely. This also includes most Student Services being available remotely. However, services that cannot be done online or departments that can not deliver education using online portals will have limited pre-scheduled access to campus.

Summer and Fall 2020 Plan/Scenario

As of July 15, 2020

- All classes will be taught online with the exception of nursing
- Limited access for live-streaming and videotaping instruction will be coordinated and allowed when needed
- Pre-determined campus access days will continue to ensure staff and faculty access to continue essential functions for delivering instruction, services and campus operations that cannot be done remotely
- Managers will continue to work with their areas to understand and address continued needs in order to deliver instruction and services.
- Students will be allowed to come to campus on a case-by-case basis for limited in-person services based on a pre-approved access plan outlining safety protocols, requirements and communication.

Process to Assess:

At the end of June 2020, the college asked all managers to come onto campus (June 29 - July 1) using safety protocols to review their areas using a pre-determined checklist. This checklist was to help Facilities understand what physical updates needed to be made in order to get employees back to campus safely. Those checklists were returned to Facilities in early July 2020 and are currently under review. The goal upon the completion of the review is to order all needed supplies and get all campus areas outfitted to mitigate health and safety risks to our students and staff.

Checklist information sought:

- Phase I – Identify initial employees to return to the area/campus, their schedule, and the physical area needs for those employees
- Phase II – Identify additional employees to return to the area/campus

Updates will be given to the area managers as supplies are ordered, shipped, delivered, and installed in their areas to help with phasing dates. The phasing dates will be determined by county guidelines and those set forth and communicated by Chancellor Breland.

Predetermined Areas for Staging:

Due to the need to maintain social distancing and safety protocols all student services will be scheduled based an in-person appointment system (Review *Student Access to Campus* section of this document). However, there may be times that we have more students on campus than normal and we still have to maintain social distancing. As such, staging areas will be used to house these students in order to adhere to social distancing guidelines.

- Staging areas:
 1. PE Patio,
 2. Montgomery Hall
 3. Cafeteria (first floor only)

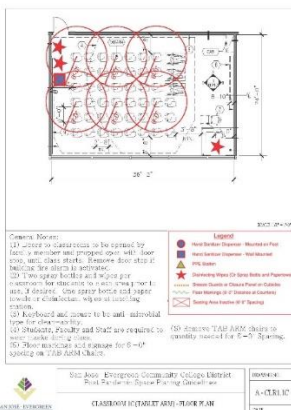
- Items that will be available in each staging area:
 1. Signage regarding COVID19 information and how to conduct individual health self-assessments
 2. Floor markers to delineate 6ft of social distancing
 3. Hand sanitizer stations

Floorplans and Protocols for Adhering to Social Distancing:

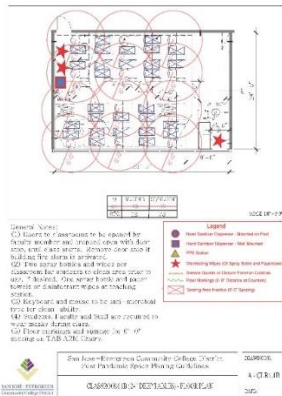
The District in conjunction with County Guidelines and input from both colleges created a plan to outfit classrooms/labs and conference rooms based on the latest County Health Department Social Distancing Protocol (as of 7/2/20).

Below are the floorplans and the protocols EVC Facilities will be using to outfit classrooms/labs and conference rooms around the college to make sure students and staff are safe when we return to campus.

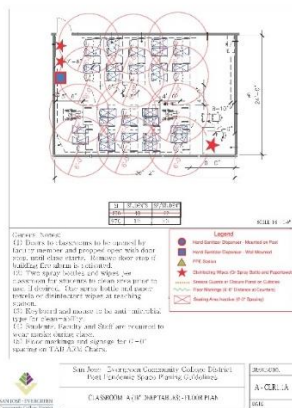
Classroom A



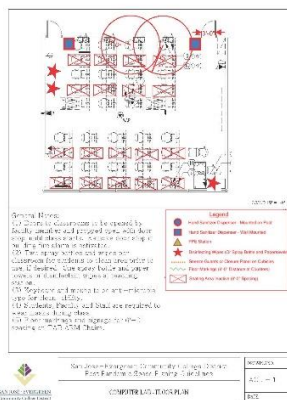
Classroom B



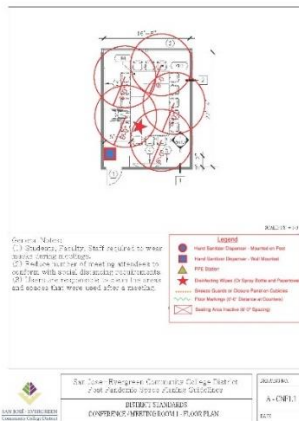
Classroom C



Computer Lab



Conference Room



Currently

Due to the recent increase in positive COVID-19 cases in Santa Clara County, on July 7, 2020 Chancellor Breland decided to suspend the implementation of the Return to Work plan, effective immediately and until further notice. Facilities is still ordering needed supplies and outfitting the college with the needed equipment in order to have the campus physically ready when we return. The employees being used to outfit the college are essential employees (Custodians, Grounds, Maintenance and Operations, and Facilities) and all county safety guidelines are being followed.

We are currently still allowing Monday and Wednesday campus access using the protocols listed throughout this document. However, any services that can be provided remotely or online are being done to limit the number of employees and students on campus. This is strictly being followed to mitigate the risk of illness to our staff and students.

Budget and Finance

CARES Act

<u>Funding Source</u>	<u>Description</u>	<u>Amount</u>	<u>Encumbered thus far</u>	<u>Students Served to Date</u>	<u>Notes</u>
CARES – Student Grant	The CARES Act, which establishes and funds the Higher Education Emergency Relief Fund (HEERF), directs institutions of higher education (“institutions”) to use no less than 50 percent of funds received under Sections 18004(a)(1) and 18004(c) of the CARES Act to provide emergency financial aid grants to students for expenses related to the disruption of campus operations due to coronavirus.	\$1,974,993	\$1.3Million (68%)	2,258	Excludes Dreamers and International Students. Financial Aid students only (Title IV) December 2020 proposed end date Remaining \$600,000 to be allocated directly to students in Fall 2020
CARES - MSI	Monies given by the state for direct support to student programs or students amongst the MSI population at EVC as identified by the state – Asian American,	\$317,569 (\$16,079 – Asian American and Native American Pacific) (\$258,049 – Hispanic Serving Institutions)	Pending committee allocation process	-----	Excludes Dreamers and International Students. Financial Aid students only (Title IV)

CARES – Institutional	Hispanic Servicing Institutions, and Postbaccalaureate Opportunities	(\$43,441 – Postbaccalaureate Opportunities)			December 2020 proposed end date
		\$1,974,992	\$1,974,992		

CARES Institutional Breakdown

Item	Cost/Amount	Details/Pending details	EOC and ERT Recommendations
Technology	\$1,445,328	Dell Laptops (1300)	District EOC and Instructional ERT
Equipment (Hotspots, Earbuds, Monitors, Printers etc.)	\$50,000	Needed for students and employees to work from home	District EOC
Supplies	\$85,000	Masks, Gloves, Hand Sanitizer, Wipes, Disinfectant, etc.	
Sneeze Guards	\$150,000	\$20,000 to outfit 10 main areas – does not include request from Managers that are coming in due to checklist	District EOC
Dividers	\$150,000	To fabricate in office dividers for social distancing and reframe certain doors	District EOC
Signage	\$15,000	Mandatory signage from the state – likely to increase as changes occur and signage is a legal must	District EOC
Furniture (stay at home)	\$125,000	To accommodate employees who needed at home furniture – HR must and accommodations needed for ADA	District EOC
Hotspot Subscriptions	\$5,000	Monthly subscriptions for 6 months for over 100	District EOC

		hotspots given to employees and students – monthly charges to keep them operating	
Phone and Internet Stipends	\$50,000	Employees working from home that field phone calls and based on submission of requests	Student Services ERT
Add'l pay for ERT	\$5,000	ERT – Faculty pay for Summer work	Instructional ERT
CANVAS training	\$950,000	June = \$250K invoice, July and August pending with August likely to double to prep for Fall 2020	Instructional ERT
Mental Health Counselor – Add'l Hours	Awaiting budget from Student Services Likely \$25,000 - \$45,000	Assessed need based on health of students going through COVID. Going until December 2020 – awaiting budget from Student Services	Student Services ERT
Instructional – Library Media	\$20,000	Online firm, documentary, and online educational resources for students – assessment pending Library at the duration of one 1 year	Instructional ERT
Instructional – Nursing Online Clinical	\$28,000	Online Clinical classes in order for Nursing students to fulfill requirements	Instructional ERT
Total Grant from State	\$1,974,992		
Total Encumbered	\$2,953,328+		
Total Available	(\$978,336)		

Student Equity

<u>Funding Source</u>	<u>Description</u>	<u>Amount</u>	<u>Encumbered thus far</u>	<u>Students Served</u>	<u>Notes</u>
Student Equity	Emergency funds for	\$19,450	\$19,450	128	Student Services ERT

Funding (SEA)	students experiencing hardships due to COVID19 from March 2020 - present				Student Services/Success Committee
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ASG

<u>Funding Source</u>	<u>Description</u>	<u>Amount</u>	<u>Encumbered thus far</u>	<u>Students Served</u>	<u>Notes</u>
Associated Student Government Emergency Funds	Emergency funds for students experiencing hardships due to COVID19 from March 2020 - present	\$59,000	\$30,939	64 students	\$500 awards directly to student bank accounts through direct deposit within 3 days

Total

COVID -19 Services provided from March 2020 - present

<u>OVERALL</u>	<u>Total Dollars Received</u>	<u>Total Encumbered</u>	<u>Total Number of Students Funded</u>
CARES – Student Grant	\$1,974,993	\$1,300,000	2386
CARES - MSI	\$317,569	-	-
CARES - Institutional	\$1,974,992	\$1,974,992	1300+
Student Equity	\$19,450	\$19,450	128
ASG	\$59,000	\$30,939	64
TOTAL	\$4,346,004	\$3,325,381	3878+