Transition Back to College Plan

Overview:

In effort to safely get students and employees back to the EVC Campus certain guidelines and timelines have to be established. The guidelines in this document are subject to change based on Santa Clara County guidelines and decisions made by Chancellor Breland or the EVC College President. However, all information in this document should be considered guidelines for the Summer 2020 semester and the Fall 2020 semester.

Givens (can change as the Santa Clara County Guidelines are updated):

- Currently, the campus is only offering in-person classes or labs that for Allied Health (i.e. Nursing). The campus cannot have any other in-person classes/labs for Summer and Fall 2020 Semester.
- Requests for assistance from CTSS to tape and/or live streaming all classes and labs (for faculty) should go to the CTSS helpdesk.
  - Please put in a ticket with the helpdesk at least one week prior to wanting to tape, record, or live stream the class/lab
- Effective Monday, June 29th - EVC Campus Hours during Summer 2020 are – 9am – 4pm
- EVC Campus Hours during Fall 2020 are – 9am – 9pm (might be longer – assessment to be done later in the Summer)
- Once Phase I (see below) begins (TBD) Monday and Wednesday campus access will cease and the Phase I Manager dictated schedule for employees will begin
- Employee Information (up to the minute) regarding the return to campus will be provided on the EVC Main webpage starting Monday, June 29th
- As of Monday, June 29th the Bookstore will have open hours on Monday – Thursday from 9am – 3:30pm and from 9am - 1pm on Fridays (students will be restricted to the bookstore and be required to maintain 6 feet of social distancing)
  - More information regarding accessing the bookstore for Summer 2020 and Fall 2020 is to come
- The ONLY staging areas for students when more then 2-3 people are in the area or when awaiting their scheduled appointment are:
  - PE Patio
  - Cafeteria
  - Montgomery Hall
• Students will not be allowed to linger in any other areas of campus (excluding staging areas) and managers of each department along with all college employees are reasonable for making sure this is adhered to.
  o Managers should request all students make appointments for all services (Student Services and Academic Affairs) in order to mitigate health risks and lingering by students.

Phase I – All VPs, Deans, Directors, Managers, and Supervisors RETURN to campus by Monday, June 29th

• 7/1/20 – Checklist Submittals due from all Managers
  o Checklist of area needs (Checklist document)
  o List of employees returning to campus
  o Schedule of the employees returning to campus
  o Managers can allow a limited number of classified or faculty (no more then 5) to walk with them to access the areas in order to complete reports – however everyone assumes their own safety risk when doing so.
  o TBD when classified and faculty members will be able to start ongoing access of campus – contingent on submittals by Managers to Vice President Alexander and the ERT

Phase II – Date is TBD

• Second wave of employees (faculty and staff) to return to campus
  o Checklist of area needs for these remaining employees (Checklist document)
  o List of employees returning to campus
  o Schedule of employees returning to campus and any scheduling updates for those employees already accessing campus per the Manager

Phase III – Date is TBD

• Final wave of employees (faculty and staff) returning to campus
  o Checklist of area needs for the remaining employees (Checklist document)

Process for Entry onto campus

Daily Access

• As of Monday, June 29th - All people (Managers, Supervisors, Classified (to aid Manager only)), and Faculty (to aid Manager only) will have to check in and let Facilities know they are on campus
• Check-in will be a canopy located outside of the Campus Police station in which sign in sheets will be available along with pens.
• Check-in is needed to make sure the area being used by the person (s) is cleaned and sanitized overnight by the custodial team
• If the employee does not check in and provide the information below the area will not be cleaned nor sanitized:
  o Name
  o Building used
  o Area/Room used

Safety – Safety Packets
• As of Monday, June 29th – A second canopy will be set up in front of the A&R Building in which all employees will be given a safety packet.
• This canopy with have designated hours of operation that will be announced
• The Safety Packet will include:
  o Information on sanitation
  o Information on best practices for safety during COVID-19
  o One reusable SJCECD logo mask per EVC employee
• Each employee will be given a packet and one mask.
• There will be a list of all EVC employees as provided by HR
• Each employee will be asked to sign a form stating that they received the packet
• Other employees cannot pick up the packet or mask for another employee
• Once 80% of the employees on campus have been given a packet – additional logo masks will be released upon request to Facilities
• Due to not all supplies being in house we have to make sure we are utilizing the supplies we have in the best way possible
  o Managers will be given daily supplies (disinfectant and wipes) to use in their areas as needed and for their employees to use.
  o Managers will be responsible for dropping off empty disinfect containers at a designated location as they leave campus for the day in order for the containers to be refilled with needed disinfect by the following morning

There will be a FAQ provided with more directions regarding this process by the Facilities Supervisor, Vincent Cabada by Friday, June 26th

Overall Safety
• As of Monday, June 29th - Signage on sandwich boards with best practices and safety guidelines will be at the entry of each campus building
• Each main door of a building will have signage promoting safety measures and procedures
• Each restroom will have signage regarding best practices and the best way to wash your hands
• There are hand sanitizing stations in each campus building on each floor
  o These are to remain in the hallways of buildings so that all can have access to them
  o They will be refilled as needed by custodians
• Supplies have been ordered and we are awaiting delivery
• Supplies that have been ordered and we are awaiting delivery include:
  o Wipes
  o Disinfectant
  o Hand Sanitizer
  o Gloves
  o Additional disposal masks for students
  o Additional Masks
  o Sneeze guards
  o Safety dividers that allow employees to share a space (maintaining 6 feet of social distancing)
  o Ground and floor signage for designated queuing areas (PE Patio, Montgomery Hall, and Cafeteria)
  o Hand sanitizer stations for every classroom on campus

If there are additional questions and concerns please contact the Operations ERT lead by Eugenio Canoy or Vice President Alexander.