

McLennan

COMMUNITY

COLLEGE

RETURN TO CAMPUS PLAN

As of July 23, 2020

I. Purpose:

The goal of this document is to lay out a process to return McLennan Community College to normal face-to-face operations on campus as soon and as safely as possible. This will be done in a phased approach based on the lifting of restrictions by the CDC, State of Texas, and local governments. We anticipate beginning this process on May 18th, but it may be later depending upon the local situation at the time.

II. Situation:

- The College is under federal, state, and local restrictions in response to the COVID-19 pandemic. These restrictions are subject to change based upon the current COVID-19 virus mitigation measures.
- Due to reoccurrence of the virus or the reimplementation of restrictions, we must be prepared to move back to a previous phase at any time, including moving back to completely online/remote operation.
- Adequate child care may not be available due to partial restrictions still in place.
- Some employees may not be able to return to campus due to health issues (themselves or those with whom they live).
- As governmental restrictions are lifted, the Leadership Team and the EOC core team will determine whether and at what pace to further move the College toward normal operations.

III. Assumptions:

- Restrictions will be lifted in phases, allowing the College to resume campus operations in a phased approach.
- The College's response will follow the state and local schedule or a more conservative schedule.
- All COVID-19 guidelines and restrictions, especially the **CDC guidelines for social distancing** and cleaning, will be followed in all phases.
- Each phase will last at least 21 days to allow the COVID-19 incubation period to pass.
- The College will not be closed on Fridays in the summer. Summer schedules (four 10-hour days) must ensure that delivery of services to students and employees are operational Monday – Friday, such as during the academic year.
- Summer hours will begin the week of May 18th and end the week of August 14th.
- Use of campus facilities by outside parties will not be permitted until Phase 3. (Revised; previously Phase 5)

IV. Triggers that may assist decision making in transitioning to a previous phase:

- Local or state orders related to an outbreak;
- College-based cases of COVID-19 for decontamination and contact tracing;
- Lack of, or inability to maintain supplies of, materials needed to perform necessary cleaning, hygiene, and PPE for sustained campus operation;
- Significant absenteeism of staff and students; **OR**
- Consultation/Recommendation from the Waco-McLennan County Public Health District and/or the Director of Emergency & Risk Management to the President of the College in response to a localized community transmission outbreak:
 - An upward trajectory of documented cases within a 14-day period **and** hospital capacities concerns **OR**
 - Upward trajectory of positive tests as a percent of total tests within a 14-day period (flat or increasing volume of tests) **and** hospital capacities concerns

V. Proposed timeline:

If all goes as planned and no major changes occur in the spread of the COVID 19 virus, we will follow the timeline below:

- March 16 – Begin Phase 1
- May 18 - Begin Phase 2
- June 8 - Begin Phase 3
- July 13 - Begin Phase 4
- August 3 – Standard campus operations resumes, with some modifications
- August 3 - Begin Phase 5
- Unknown - Begin Phase 6

VI. Procedures to Implement Phases 1 - 6:

The College will use the following phased approach in determining who and what services to open on campus. These will be subject to federal, state, and local guidelines. The College may have to move back and forth through these stages dependent upon the current situation at the time. The dates provided in Part V are target dates only and may change.

Phase 1

- Begins March 16
- The College remains open but only virtually; all instruction and services are online.
- All buildings are locked and accessible only to employees who need to access their offices or campus resources. All employees are encouraged to work from home but will notify Campus Police if they are on campus for safety reasons and to ensure appropriate cleaning can occur.
- No students are allowed on campus.

Phase 2

- Begins May 18
- Staffing:

- Additional staff will return to support the limited courses offered on campus. The Leadership Team will determine the staffing levels required.
- Instruction:
 - Faculty can teach face to face skills segments as required for completion, using best practices (wearing face masks, social distancing, and good hygiene practices).
 - All decisions about which classes may be taught on campus must be approved by the Deans.
 - Some one-on-one or very small group in support of face-to-face CTE skills training will be held for credit courses, CE, AEL, RSVP, Corporate Training, etc. These may resume with physical/social distancing.
 - Child Development Center reopens.
 - Majority of Instruction remains online except for face to face CTE skills training. All faculty and courses will be prepared to move to an online format if necessary.
- Most campus buildings remain locked. (Exceptions are classroom locations for face to face completion).

Phase 3

- Begins June 8
- Staffing:
 - Remote support is the first option for services to employees.
 - Employees may return to campus to work subject to approval from the Vice Presidents (to control numbers on campus).
 - Employees who are unable to work effectively from home return to campus.
- Student support:
 - Remote support is the first option for services to students.
 - Additional, but limited, on-campus support to students is phased-in using scheduling to limit the number of people in an area at any given time. Limited tutoring services will be offered in Academic and Support and Tutoring (AST) in the Student Services Center – 1. Floor Room 105 (up to 15 students at a time) and the Learning Technology Center as needed to handle student demand overflow. Most tutoring will be offered online.
 - Limited in-person library and help desk support will be available in AST.
- Instruction:
 - Majority of Instruction remains online except for areas requiring face to face skills training, both for credit and non-credit. Face-to-face training may resume in all instructional programs in small groups following physical/social distancing with approval from the Vice President of Instruction. All faculty and courses will be prepared to move to an online format if necessary.
 - Fine arts programs resume classes based on social gathering guidelines. The PAC will open on a limited basis for rehearsals.

- Use of campus facilities by outside parties with a direct nexus to campus operations such as continuing education, fine arts, and athletics is permitted with Presidential approval. Use of campus facilities must be in accordance with procedures pre-approved by the Director of Emergency & Risk Management.
- Most campus buildings remain locked. (Exceptions are classroom locations for face to face completion).
- Common areas will remain closed as well as study rooms.

Phase 4

- Begins July 13
- Staffing:
 - Remote work may occur as part of each department's plan to meet the College's needs and to comply with County and State guidelines. Refer to [Non-Faculty Employee Telecommuting Policy \(F-I-j\)](#) in Section VII.
 - Additional staff return to support increased delivery of services on campus.
 - The Leadership Team will determine required staffing levels.
 - Flexibility of scheduling may be important to maintain social distancing guidelines.
- Student support:
 - Remote support continues while adding on-campus support.
 - Additional, but limited, on campus support to students phased-in using scheduling to limit the number of people in an area at any given time.
 - Enrollment Services Center reopens to meet student demand while maintaining social distancing and safety.
 - LTC reopens to meet student demand while maintaining social distancing and safety.
 - Bookstore reopens to meet student needs for textbooks and other instructional materials.
- Instruction:
 - Majority of Instruction remains online except for areas requiring face to face skills training, both for credit and non-credit. Face-to-face training may resume in all instructional programs in small groups following physical/social distancing with approval from the Vice President of Instruction. All faculty and courses will be prepared to move to an online format if necessary.
 - Limited tutoring services will be offered in Academic and Support and Tutoring (AST) in the Student Services Center – 1st Floor Room 105 and the Learning Technology Center. Tutoring will be offered both face to face and online.
 - University Center will be open for limited student advising. Majority of advising will remain online.
 - Workforce and Health Profession offices will be open for limited student advising. Majority of advising will remain online.
- Common areas will remain closed as well as study rooms and buildings where classes are not being held (except as noted above).

NOTE: Regardless of whether Phase 5 instruction begins, standard campus operations with some modifications will resume on August 3.

Phase 5

- Begins August 3
- Staffing:
 - Standard campus operations resume with some modifications.
 - Flexibility of scheduling may be important to maintain social distancing guidelines on a 40-hour week schedule. In some areas where physical distancing is possible, flexible schedule may not be needed.
 - Those who cannot or do not wish to return should seek permission to Telecommute or may request to use accrued vacation or sick leave. See Section VII and [Policy F-I-d, 12 Return to Work on Campus](#).
 - Services are offered on campus with social distancing guidelines and remote services still available.
- Student support:
 - Face to face student support expands. All services are available on campus with social distancing guidelines.
 - Students (including meetings by cohort groups) are welcomed back in a reduced capacity in adherence with College, County, and State guidelines.
 - Athletes return and move into housing.
- Instruction:
 - Instruction will be offered in blended or online formats, with the exception of those skill classes that require face to face.
 - All faculty and courses will be prepared to move to a fully online format if necessary.
 - Program offices are open for advising and student support.
- Campus facilities are open.

Phase 6

- Begin date unknown
- Normal staffing and scheduling patterns for faculty and staff
 - Non-Faculty Employee Telecommuting is still available. Refer to [Non-Faculty Employee Telecommuting Policy \(F-I-j\)](#) in Section VII.
- Student support available both face to face on campus and online
- All modes of instruction are available with minimal or no restrictions on face to face courses

VII. Policies and Leave available to Employees:

- [Non-Faculty Employee Telecommuting \(Policy F-I-j\)](#)
Purpose of this policy is to allow eligible employees to work from an alternative site with approval. Telecommuting arrangements for approved employees will be evaluated on a monthly basis.
- [Emergency Sick Leave \(Policy F-I-D, 11\)](#)

Regular, full-time, benefits-eligible employees who have been diagnosed with COVID-19 by a medical professional will be placed on emergency sick leave for the duration of their isolation and until cleared to come back to work. Emergency sick leave does not impact the employee's personal sick leave balance.

- [Emergency Personal Leave \(Policy F-I-D, 11\)](#)

Regular, full-time, benefits-eligible employees who have been in contact with a confirmed COVID-19 case and have been instructed to self-isolate will be placed on emergency personal leave for the duration of their self-isolation period. Any employees who have been in contact with a possible COVID -19 case will be asked to self-isolate and will be placed on emergency personal leave until the case is either confirmed or denied. Emergency personal leave does not impact the employee's personal leave or vacation leave balances.

- Existing Leave Options

Employees have the ability to seek approval from their supervisor to use earned leave to be absent from work based on existing College policies.