

SAN DIEGO CITY COLLEGE

Reopen Plan 2021

Background

As of Monday, March 23, 2020, all SDCCD Faculty, Classified Professionals and Administrators moved to remote operations, with the exception of employees who are considered essential per state and local guidelines. The College's top priorities are to protect the health and safety of our students and staff; and ensure the continuity of instruction and operations. While the campus remains closed, per State and County regulations, San Diego City College has developed a reopen plan so that our students training in essential fields can complete their studies, and enter the workforce to continue the fight against COVID19. This plan was developed after much research and is, in part, informed by the Center for Disease Control (CDC), County Public Health Order, California Department of Public Health Guidance for K-12 Schools and Office Workspaces, and Cal/OSHA. All information included hereafter is effective as of December 12, 2020.

This policy will remain in effect until further notice and will be updated periodically. Employees can refer to the most up-to-date information available at www.sdcity.edu/covid. San Diego City College reserves the right to correct, modify, revoke, or supplement these policies, completely or in part, at any time, without prior notice to employees.

Phased Return to Campus

In order to safely reopen the campus, the plan includes a phased approach in order to give the College time to safely implement and modify reopening processes as needed. The following provides a brief overview of the different phases of the opening plan:

PHASE 1

Spring 2020 – Fall 2020

Planning and logistics phase for mission-critical business, services and events; instructional labs with AIRE program; administrative and operations staff.

PHASE 2

Fall 2020 | **CURRENT PHASE**

Hard-to-convert Nursing and AIRE programs; Hunger Action drives; pick up and drop off events; KSDS return to live broadcasting; mission-critical business, services and events; and operations staff.

PHASE 3

Fall 2021

Administrative, business, academic and student support operations. Approximately 25% of employee capacity at any given time will work on campus following A/B schedule noted below. Departments and buildings to be determined. Upon satisfactory assessment of protocol effectiveness, the College will progress to Phase 4.

PHASE 4

Spring 2022

The College will allow 100% employee capacity on campus and may consider a modified staggered schedule. Departments and buildings to be determined.

Employees within specific buildings on campus (to be determined) will be designated Group A and Group B. Capacity in any department or workspace should not exceed 25% at any given time:

- **Group A** employees will work on campus Mondays and Tuesdays and remotely on Wednesdays, Thursdays and Fridays.
- **Group B** employees will work remotely on Mondays, Tuesdays, and Wednesdays and on campus on Thursdays and Fridays.
- Wednesdays will be used as a transition day for deep cleaning, disinfecting and sanitizing.

All phases will have at least a three-week rolling assessment of effectiveness, which follows recommended CDC guidance for infection monitoring and control.

Phase 3 will begin Fall 2021 dependent on local and national trends, and government and CDC recommendations. This phase will remain in force until Spring 2022, with guidance from the Center for Disease Control (CDC), County Public Health Order, California Department of Public Health Guidance for K-12 Schools and Office Workspaces, and Cal/OSHA.

Employees Entering Campus

While San Diego City College remains committed to providing an exceptional learning and working environment, COVID-19 has forced us to reimagine how to deliver a high-quality education with more frequent remote engagement. It has challenged us to look at campus life, classrooms and dining in new and creative ways. It has created a once-in-a-lifetime opportunity to challenge the old norm and develop new and relevant ways to teach and learn; it has helped us reconsider how we deliver services such as counseling, student life and career development services.

Anyone entering campus must adhere to the following guidelines:

- Employees must complete a daily online self-screening at home before coming to campus to confirm they do not exhibit any symptoms potentially related to COVID-19 and have not had contact with a person diagnosed COVID +. Immediately notify your supervisor if you have any symptoms or have had close contact with a person diagnosed with COVID-19.
- Temperature checks are required prior to accessing buildings. Temperatures of 100 degrees Fahrenheit or lower will be recorded as scored to admit. Any temperature above 100 degrees will be recorded as unable to admit to campus.
- Face coverings are required at all times. Bandanas and single ply “gators” do not conform to mask expectations.
- Follow social distancing policies of six feet or more – no gatherings of any kind.

Campus Visitors

- Generally, visitors and guests will be prohibited from campus with some exceptions including: admissions visitors, essential vendors, and contractors.
- 24-hours prior to visit, requests should be forwarded to the immediate supervisor, then to the manager and finally the VP of the division. The following information should be included in all requests:
 - Date, time and duration
 - Building and office number
 - Reason for access
 - Person designated for temperature checks
- The division VP will email approved requests to the VPA; once received, this information is shared with Dispatch, Campus Police and Facilities each morning.

- Any authorized visitors are expected to adhere to College guidelines outlined herein, including, but not limited to, self-monitoring, hygiene, face covering, and social distancing guidelines.

Screening

A temperature screening area will be established for employees, students and visitors. The screening area will include a screener, PPE, a screening log and wristbands. The screener will request verbal consent for a temperature check. If consent is not given, the employee, student or visitor may not be granted entry to the campus/building. Any employee, student or visitor with a temperature above 100 degrees will be sent home.

Employees, students and visitors will be screened once a day. A wristband with the word of the day will be given to each individual who has been successfully screened. Individuals will be screened once a day. They can move from building to building for class without being screened again. If a student arrives to class without a wristband they must be sent back to the nearest screening area to complete the screening process. Screener will maintain a log that includes name and screening status.

Reducing Transmission

- City College will conduct regular cleaning and disinfecting of open areas and frequently used objects such as bathrooms, door handles, and hand railings.
- Employees are expected to clean their own work space equipment such as desks, computers, and telephones, as well as frequently touched surfaces including light switches and door knobs. Business Services will provide appropriate cleaning products and PPE. Employees should avoid using other employees' phones, desks, offices or other work tools and equipment, when possible. If necessary, clean and disinfect them before and after use.
- Common use areas such as conference rooms, shared kitchenettes/break rooms, and open seating areas will be closed and/or limited in order to ensure appropriate social distancing. Employees must be attentive to site-specific posted notifications and room/building closure notifications. Bathrooms will be scheduled to close during certain times of the day to clean and disinfect the area.
- Physical barriers such as Plexiglas sneeze guards may be installed at screening locations, reception areas and at work areas upon request.
- The College will implement other measures as deemed appropriate.

Social Distancing

Social Distancing - Staff

Social distancing of at least 6 feet will be required to the fullest extent possible by all students and employees. All classrooms and office spaces will adhere to the social distancing guidelines. All staff meetings, professional development training and education, and other activities involving staff will be conducted with physical distancing measures in place, or virtually, where physical distancing is a challenge. The minimization of the use and congregation of adults in staff rooms, break rooms, and other settings is required. Administrative Services will also work with each area to ensure guidelines for activities such as waiting-in-line, barriers and partitions and ingress and egress are followed. Non-essential gatherings are prohibited.

Social Distancing - Students

To reduce possible contagion, students must remain in the same space and in cohorts as small and consistent as practicable. The use of shared items should be limited and activities should be redesigned to maintain separation (For example, setting up supplies for individuals or pairs to eliminate common supply retrieval stations). Where sharing does occur, there must be cleaning and disinfecting between uses. Activities where

there is increased likelihood for transmission from contaminated exhaled droplets such as band and choir practices and performances are not permitted. Non-academic gatherings are prohibited.

Healthy Hygiene

Students, faculty and staff should wash their hands often with soap and water for at least 20 seconds throughout the day, including before and after eating; after classes where shared items are handled; before and after using the restroom; after being in a public place; or after blowing nose, coughing, sneezing or touching the face. If soap and water are not readily available, use a hand sanitizer that contains at least 60 percent alcohol. When using hand sanitizer, students, faculty and staff should cover their hands and rub them together until they feel dry. Hand sanitizer dispensers will be placed around campus in strategic locations, but students are advised to bring a personal supply when returning to campus.

Face Coverings

Per state mandate, Californians must wear face coverings when they are in the high-risk situations listed below:

- Inside of, or in line to enter, any indoor public space;
- Obtaining services from the healthcare sector in settings including, but not limited to, a hospital, pharmacy, medical clinic, laboratory, physician or dental office, veterinary clinic, or blood bank;
- Waiting for or riding on public transportation or paratransit or while in a taxi, private car service, or ride-sharing vehicle;
- Engaged in work, whether at the workplace or performing work off-site, when:
 - Interacting in-person with anyone
 - Working in any space visited by members of the public, regardless of whether anyone from the public is present at the time;
 - Working in any space where food is prepared or packaged for sale or distribution to others;
 - Working in or walking through common areas, such as hallways, stairways, elevators, and parking facilities;
 - In any room or enclosed area where other people (except for members of the person's own household or residence) are present when unable to physically distance;
 - Driving or operating any public transportation or paratransit vehicle, taxi, or private car service or ride-sharing vehicle when passengers are present. When no passengers are present, face coverings are strongly recommended.
- While outdoors in public spaces when maintaining a physical distance of six feet from other persons is not feasible.

Individuals exempt from wearing a face covering include, but are not limited to, persons with a medical condition, mental health condition, or disability that prevents wearing a face covering, and persons who are hearing impaired, or communicating with a person who is hearing impaired, where the ability to see the mouth is essential for communication.

Employees and students must use face coverings, particularly in indoor environments and areas where physical distancing alone is not sufficient to prevent disease transmission. Face coverings and usage must follow the current county mandates for face masks. All other PPE required for instructional or work duties must be maintained by students and employees at all times. Persons refusing to wear a face mask may be asked to leave the classroom and/or campus if they do not meet one of the previously mentioned exemptions that prevents them from wearing a mask.

Other PPE

Other forms of PPE such as gloves, eye protection, face shields, Plexiglas and gowns will be provided as necessary. These types of PPE are not mandatory, for the use of preventing COVID-19, unless they are dictated by Cal-OSHA as a normal part of the employees work. However, workers or other persons handling or serving food must use gloves in addition to face coverings. Employers can make the determination if additional PPE should be used for COVID-19 screeners or for employees handling commonly touched items.

Signage

Signs will be posted in highly visible locations (e.g., building entrances, restrooms, and dining areas) that promote everyday protective measures and describe how to stop the spread of germs and proper use of face coverings. Signage to include floor markers to indicate where people should stand to allow for six feet of social distancing.

Ventilation

- Classrooms are encouraged to open windows when possible to naturally ventilate classrooms and office space.
- HVAC systems will be operated continuously when employees are in the building, utilizing filters with a minimum rating of MERV 13.

Ingress and Egress

All entrances and exits will be designated for one-way traffic and will depend on foot traffic and building occupancy. Doors may not be held open at any time. Students and employees will stagger their arrival and exit time with a minimum of a 30-minute gap to reduce foot traffic and contact. With the input of faculty and employees, Administrative Services will establish directional floor “signage” for foot traffic to reduce contact and passing in the common areas.

Classroom and Office Layouts

Administrative Services will meet with departments to develop and/or approve layouts for classrooms and office spaces prior to the return to campus. Guidelines on space configuration, capacity, foot traffic, ventilation, and cleaning and sanitation protocols will be implemented.

Sanitation Protocol

Daily Cleaning

High touch surfaces will be thoroughly cleaned in high traffic areas such as breakrooms, areas of ingress and egress including stairways, door handles, light switches, sink handles, drinking fountains, grab bars, hand railings, bathroom stalls, dining hall tables, and elevator controls multiple times throughout the day.

Cleaning and disinfecting of common classrooms and surfaces will be completed in accordance with current health guidelines.

Restrooms will be cleaned nightly, and refreshed as needed during the day, depending on the level of building foot traffic and usage.

Employees are responsible for the cleaning and disinfecting of their own work areas such as desks, keyboards and phones.

Disinfection products will be selected from the EPA's approved list "N" and staff will follow the products instructions for use.

Shared Supplies

The sharing of supplies and equipment is strongly discouraged. If the sharing of supplies and equipment cannot be avoided they must be cleaned and disinfected between uses and it is the responsibility of the employees and students to clean and disinfect these items.

Travel Advisory

The state of California has also issued updated travel guidelines which recommend a 14-day quarantine after returning from non-essential travel outside of the state or country, to prevent the spread of COVID-19. Any employee who has traveled out of state or the country for non-essential purposes will not be allowed to access District facilities for 14 days following their return. Employees who are able to work from home may do so while quarantining. Employees who are unable to work from home will need to use appropriate leave, which includes up to 80 hours of leave under the Families First Coronavirus Response Act (FFCRA).

If, despite these warnings, you are still planning to travel out of state or country, please notify your supervisor as soon as possible so that arrangements can be made for your return to work.

Important Note: The 14-day quarantine period does not apply to essential travel, which includes travel for work or study. Therefore, employees and students who commute to/from Mexico are not required to quarantine when they cross the border for work or study.

Experiencing Symptoms

Employees and students are expected to stay home when feeling ill. Employees who have symptoms (see list of symptoms below) should notify their supervisor in advance of their scheduled work shift, and stay home. If exposed to COVID-19 or if diagnosed with COVID-19, employees must notify their supervisors and stay home.

Signs and symptoms of COVID-19 include the following

- Fevers or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- Runny nose or new sinus congestion
- New loss of tasted or smell
- Repeated shaking with chills
- New gastrointestinal symptoms
- Nausea or vomiting
- Diarrhea

Protocol for Positive Cases

Employees

In the event a City employee or their immediate household member tests positive for COVID-19 (or receives a presumed positive diagnosis) and the employee has been on campus in the prior 14 days, the employee must notify their immediate supervisor, who will notify the VPA, who will work with the Risk Management team to determine appropriate next steps. This information is necessary to respond effectively and to protect the health and safety of employees while maintaining confidentiality of employee health and medical information.

If You Develop Flu-like Symptoms While at Work

- Ensure your face covering is secure, stop work activities and notify your supervisor.
- Prior to leaving, clean your work station (as noted above).
- Limit your contacts, maintain social distancing, and avoid socializing in communal areas as you exit the facility.
- Go directly home. Do not stop for errands on the way home.
- Promptly consult your medical provider.

When Can You Return to Work?

An employee may return to work when ALL of the following are true:

- It has been at least 10 days after start of symptoms (or after first positive COVID-19 test if person is asymptomatic);
- It has been at least 24 hours after the last fever without the use of fever-reducing medication;
- There has been an improvement in symptoms; and
- It has been at least 10 days with no fever after any known exposure to someone who has COVID-19.
- Or it has been 7 days since any known exposure with a negative COVID-19 test result.

NOTE: COVID-19 positive test cases do NOT need to provide a negative COVID-19 test as long as they have waited at least ten 10 days since symptoms began, have not had a fever for 24 hours without taking fever reducing medication, and other symptoms have resolved.

Students

If a student is confirmed as COVID positive or has been exposed to a COVID positive individual, contact the district Vice Chancellor of Educational Services and Risk Management regarding the COVID student of concern. Emails regarding the situation are designated CONFIDENTIAL to protect individual Health Information Privacy. As needed for campus case resolution, the VPSS, VPI and VPA will be notified with further notification of PIO, deans, instructors and the Director of the Student Health Clinic, as appropriate. Case-knowledgeable Vice President notifies President, who in turns notifies the Chancellor.

Student(s) are not permitted to return to in-person classes/lab/clinical until such time as isolation or quarantine has been completed per San Diego Public Health. With provided contact information, the Director of Student Health Clinic will reach out to the student to check on their health, and to inform them of available resources

San Diego Community College District - Checklist/Protocol for Response to Public Health Exposure

Upon notification by SD Public Health, district and campus leadership will collaboratively compile information including:

- Requirements outlined by the Department of Public Health
- COVID19 positivity or exposure status
- Whether student has already completed some quarantine or isolation days
- Whether student of concern has been on campus
- Class rosters of potentially exposed students, faculty and staff
- Identification of affected classroom(s), lab(s) and student support departments that have served the student in person
- The VPA will ensure that spaces are cleaned in accordance with proper guidelines.

If/when appropriate: District and/or College PIO will create and circulate a press release after it has been vetted by campus and district leadership.

If notified a student or employee has tested positive for COVID-19, Administrative Services will work with Instruction and Facilities to implement the following protocols.

- Notify health officials
- Close off and clean impacted area based upon SDPH guidance. Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before cleaning or disinfecting. If 24 hours is not available, wait as long as possible.
- Disinfect all areas used by the COVID-19 positive individual.
- Reopen area once it has been appropriately disinfected.
- The person can return to work or school and be around others after:
 - 10 days since symptoms first appeared and
 - 24 hours with no fever without the use of fever-reducing medications and
 - Other symptoms of COVID-19 are improving*
- Students and staff should follow their respective policies on absences.

Outbreak Standards

- An outbreak is when 3 or more individuals test positive from different households in the same location
- Notify health officials
- Assess if class suspension for 10 days is required to abate further transmission
- Close off and clean impacted area based upon SDPH guidance. Open outside doors and windows to increase air circulation in the area.
- Wait 24 hours before cleaning or disinfecting. If 24 hours is not available, wait as long as possible.
- Disinfect all areas used by the COVID-19 positive individual.
- Reopen area once it has been appropriately disinfected.
- The person(s) can return to work or school and be around others after:
 - Class resumes normal in person schedule
 - 10 days since symptoms first appeared and
 - 24 hours with no fever without the use of fever-reducing medications and
 - Other symptoms of COVID-19 are improving*
- Students and staff should follow their respective policies on absences.

Ongoing Monitoring

The College's and District's COVID-19 Task Forces will continue to monitor the ongoing developments related to COVID-19 prevention, communications, outreach and response planning, and will advise College leaders on policies and decisions aimed at ensuring the safety of City College students, faculty and staff.

Training and Instruction Regarding COVID-19

All employees, including managers and supervisors, will be provided resources for training and instruction on how to protect themselves from COVID-19 hazards in their work environments. Supervisors shall assure that employees are provided the following resources:

1. Signs and symptoms of COVID-19 (how it spreads):
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
2. Social distancing measures:
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html>
3. How employees can protect themselves:
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>
4. Proper handwashing practices and the use of hand sanitizer stations:
<https://www.cdc.gov/handwashing/when-how-handwashing.html>

5. Cough and sneeze etiquette:
https://www.cdc.gov/healthywater/hygiene/etiquette/coughing_sneezing.html
6. Routine infection control precautions, such as the proper use, care and disposal of masks or face coverings:
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Below is a list of recommended trainings from Keenan Safe Colleges

- Coronavirus Awareness (10 Min)
- Coronavirus: CDC Guidelines for Making & Using Cloth Face Coverings (9 Min)
- Coronavirus: Cleaning and Disinfecting Your Workplace (10 Min)

Your **Username** is your complete **District email address**, no password is required. Once you log in to the site, click on a course title to begin the training. Each course has audio, so be sure to turn up your speakers if you'd like to listen.

Employees will document the training received via email to their supervisor within a reasonable time of completing the training. This documentation shall be maintained for at least one year. The email documentation will include:

1. Employee name
2. Training date(s)
3. Title/subject matter of training (e.g., name of training resource listed above)

Mental Health

During these uncertain times, attending to mental health is more important than ever. City College is committed to supporting students' and employees' health and well-being. Students will be offered mental health and counseling services on campus and through teletherapy and telemedical, by appointment only.

Appointments can be scheduled by calling (619) 388-3055. Employees who need mental health support can access City's Employee Assistance Program page at [Resources from VEBA](#)

Attachments

City College Plan for Return to Campus Offerings as of 04.18.21

SAN DIEGO CITY COLLEGE

DRAFT

Plan for Return to campus offerings as of 4/18/21

This is a work in progress and a DRAFT

Tiers

County of San Diego has established a blueprint for reopening. As of 3/17/21 we are in Tier 2 or the Red Tier. In reviewing, the county's information. At any time if we may need to be prepared to move back to the Purple tier (or purple tier) we need to be prepared to return to 100% online. All students entering any campus buildings should continue to receive approval and healthcare screening with temperature checks.

In addition, always offer the SD County guidelines:

- Stay home except for essential needs.
- Wear a mask in public.
- Wash your hands regularly.
- Keep at **least six feet** of physical distance when in public.
- Limit mixing with people you don't live with.
- [Get vaccinated](#).

As we have move toward a phased approach to return to campus we will use the SD City College Return to Campus Plan.

Instructional Services Fall 2021

Majority of classes will remain online (Asynchronized or Synchronized) there are zero classes planned for fully F2F.

Fall 2020 City offered **3 H2C sections**. Spring 2021 offered **35 H2C sections**.

Fall 2021 Projected FTES = 4050; FTEF = 270; Sections = 1588.24 all considered @ 15:1 Productivity

- The 148 sections are ready to be offered as hybrid for fall 2021
- 148 sections offered of 1592.55 = **9.3%** of the targeted goal
- Each Building is being evaluated for large classroom spaces to create Lecture Capture opportunities by adding dome cameras and hi end microphones. Aiming for 5 large spaces
- Tents to be added outdoors: to be used as classrooms and open spaces for services
- L classrooms can be used for meeting space with students (faculty meet with student, no more than XX in the space
- Classrooms/Office spaces TBD the exact capacity with social distancing

Plan for Fall 2021 to Spring 2023 to return to campus plan

Fall semester no more than 25%

- The Fall schedule is currently being built and must be added to campus solutions by 4/30/2021. This is a DRAFT in that faculty may select to add late start classes that are more campus.

The following table addresses only hybrid courses or sections that may partially be on campus.

School/Area	Courses/Services	Buildings/Outdoors	Why targeted	Communication	Comments
KSDS	Radio would like to add more AIR time	KSDS studio (2) booths	Need to be on the AIR, fundraising	Faculty met with Dean/Chairs	
AHC&T	~ 68 sections for hybrid courses	AH & C for lab or equipment related lectures are outdoors	Need to deliver F2F, H2C nonessential	Faculty met with Dean/Chairs	Some are concurrent sections
BCITAE &T	~21 sections for hybrid COSMO newly added	T, V & BT for labs and outdoors when available	Need to deliver F2F, H2C	Faculty met with Dean/Chairs	Some are concurrent sections
BSS&CFS	~ 7 sections	MS, EEC Outdoors	Need to deliver F2F, H2C	Faculty met with Dean/Chairs	
HESA	~ 46 sections for hybrid courses	H. West Gym and outdoors	Need to deliver F2F, H2C nonessential	Faculty met with Dean/Chairs	Most are concurrent sections
Science, Math & Nursing	5 sections for hybrid AGRI and NURS	Outdoors and Cafeteria	Need to deliver F2F, H2C	Faculty met with Dean/Chairs	
Proctoring Center	~252 sections based on fall 2020 schedule	BT Computer room	Need to deliver F2F, H2C	VPI discussed with Deans and Chairs in these areas	Adhere to NOT using proctoring online software
Live Stream	TBD by faculty ~ 20 sections	TBD			Developing criteria
F2F classes	TBD by Deans and Chairs Maybe 10 sections	V101, AH 304, Black box, S113, BT, MS 263			Developing criteria

Student Services

Student Services stands ready to provide support for our students in fall 2021 through a variety of delivery methods (on campus\off campus\hybrid). There is a variety of resources available both on and off campus during this transition.

Department Name	Course/Services Proposed Dates on Campus (ex. MW, TTH, F)		Building s/Outdoors	Provide rational if returning to on- campus	Communi cation	Comments\Coverage
Student Affairs	4 days a week; half-staff on each day; MT and W/TH Shift	MW/ TTH half-staff in office, 8- 5 PM. Friday remote from home 8 - 4:30.	Indoors	ASG Student Leadership Scholarships Scholarship services	VPSS Survey and VPA Presentation , Dean worked with are to develop plan.	Will provide full complement of services. Attendance: 3(5)
Financial Aid	4 days a week, with half-staff on each day on campus	10 - 6 M/T, 8 AM- 5 PM W/TH. Friday 8 AM - 3 PM Remote	Indoors	Financial Aid Processing of Financial Aid	VPSS Survey and VPA Presentation , Dean worked with area to develop plan.	Will split the staff into two teams with alternating schedules. Staff will utilize online and in-person modalities. I would like to set schedule days where students can drive thru to submit documents to the Financial Aid Office. Attendance:
Enrollment Services	50% of staff at one time ; reduced hours, with exception of 2 days per week where the office is open extended hours	8-4:30 M&W 9:30-6 TU & TH; Fri remote 8-3	Indoors	Admissions/Application Processing Enrollment Grades/Rosters/Petitions/ Transcripts International Students Off-Campus/Apprenticeship Residency Student Enrollment Verifications Veterans Certification & Works	VPSS Survey and VPA Presentation , Supervisors developed plan	Will split the staff into two teams with alternating schedules. Staff will continue to utilize online modalities to limit number of students who visit in person. Attendance: 8 (16)
Student Mental Health	Hybrid model. On campus 2 days assuming face to face meetings are allowed. Can do teletherapy from both on and off campus locations	M/T or M/Th aligned with SHC	Indoors	Mental health support services/resources	VPSS Survey and VPA Presentation , Director developed plan	Limited appointments/staggered, walk-ins on a crisis basis or for scheduling, paperwork completely remotely ahead of time to limit time in office/face to face. Some students will not take advantage of remote services and/or require "eyes on" to assess and make meaningful effective referrals. Attendance:
Student Development and Personal Growth	Remain Online/Remote	Pending	Online/Re mote Services	Student support services PG classes Matriculation services Pre-evaluation services	VPSS Survey and VPA Presentation , Dean assessed area	Will continue full online remote services for students.
Athletics	Full return to sports	Classes related to athletics for practices M-F 8am- 6pm with games M-	Indoor/Ou tdoor	Competition Training support	VPSS Survey and VPA Presentation , Acting	Full return to sports seasons if allowed and safe. Attendance:

		S at varied times- majority in afternoon and evening .			Dean developed plan	
Student Health Center	Hybrid modality (in-person & telehealth) Staggered schedules to maximize clinic coverage (in-person & virtually)	M/T or M/Th aligned with MHC	Indoor	Health support services/resources	VPSS Survey and VPA Presentation , Director developed plan	Utilize both hybrid days (in-person and telehealth) and staggered schedules to have as much Student Health Clinic coverage as is possible to provide, both in-person and virtually. Attendance:
Counseling and Evaluations	Hybrid student support services (Flex, Online & Contactless format)	Pending	Indoor	Student support services Academic counseling Pre-evaluation services Graduation support	VPSS Survey and VPA Presentation , Supervisor developed plan	I plan to have a hybrid student services support team operations as a flex, online, contactless format. Attendance: 3 (5)
DSPS	1) HTC services in-person limited basis & hybrid 2) Testing and Proctoring & Learning Disability Testing services in-person limited basis & hybrid 3) DSPS Counseling remain remote 4) Interpreting Services would be hybrid dependent on modality of instruction	HTC Mondays & Tuesdays on campus 8:00-4:30, Learning Disability Testing on Mondays & Thursdays 8:00-2:00, Test Proctoring Depends on Instructional Schedule	Indoors	Supported related to DSPS student needs Accommodation plans On-campus supports pending	VPSS Survey and VPA Presentation , Faculty coordinator developed plan	We are currently developing a plan. It will be a service-based plan, not an employee type based. For example, the priority for in-person service goes to DSPS High Tech Center Services & Learning Disability Testing. Attendance: 6(11)
TRIO Upward Bound	Staggered in-person schedule	Pending	Indoors	Outreach Programming Transitional support	VPSS Survey and VPA Presentation , Director developed plan	Staggered schedule to provide coverage on designated days and to fulfill program reporting requirements. Attendance: 2(3)
CalWORKs	Plans to return at 30% having two people in the office during the same shift.	MW/ TTH two staff in office, 8- 5 PM. Friday remote from home 8 - 5:00.	Indoors	Student success supports	VPSS Survey and VPA Presentation , Faculty coordinator developed plan	The CalWORKs Team plans to return at 30% having two people in the office during the same shift. We plan to have one support staff and one faculty counselor. We will need a minimum of two offices. Attendance: 2(4)
Transfer and Career Center	Remain Online/Remote	M-TH 8am-6pm Fr 8-3pm	Online/Remote Services	Transfer support services/resources Career support services/resources	VPSS Survey and VPA Presentation , Faculty coordinator & Supervisor developed plan	We are prepared to continue to serve all students virtually for career/job placement services along with transfer support services in congruence with our campus partners.
Outreach and Community Relations Area: Outreach	Hybrid Model	Monday & Tuesday staff #1 Thursday and Friday Staff #2 8:00am -4:30pm	Indoors	Outreach Workshops	VPSS Survey and VPA Presentation , Associate Dean & Supervisor developed plan	The Outreach office plans to use a hybrid model of staff reporting to campus. Staff would like to minimize staff using the office to one person at a time, and limiting the direct services to students (In Person) in the office setting. Staff will continue with virtual services and support. Attendance: 1(2)

Outreach and Community Relations Area: Assessment	Hybrid Model	Monday & Thursday 8am-5pm	Indoors	Student support services Pre-evaluation services	VPSS Survey and VPA Presentation , Associate Dean & Supervisor developed plan	The Assessment office plans to use a hybrid model of staff reporting to campus. Staff would like to minimize staff using the office to one person at a time, and limiting the direct services to students (In Person) in the office setting. Staff will continue with virtual services and support. Attendance: 1
Outreach and Community Relations Area: Peer Mentor Lab	Hybrid Model	Tuesday & Wednesday 8am-5pm	Indoors	Assist with matriculation process	VPSS Survey and VPA Presentation , Associate Dean & Supervisor developed plan	The Peer Mentor Lab plans to use a hybrid model of staff reporting to campus. Staff would like to minimize staff using the office to one person at a time, and limiting the direct services to students (In Person) in the office setting. Staff will continue with virtual services and support. Attendance: 1
Outreach and Community Relations Area: San Diego Promise	Hybrid Model	Monday 11am -5pm & Friday 8am -2pm	Indoors	Student support services	VPSS Survey and VPA Presentation , Associate Dean & Supervisor developed plan	The Peer Mentor Lab plans to use a hybrid model of staff reporting to campus. Staff would like to minimize staff using the office to one person at a time, and limiting the direct services to students (In Person) in the office setting. Attendance: 1
Assoc. Dean's Office	Staggered in-person schedule	Pending	Indoors	Outreach CCAP Program	VPSS Survey and VPA Presentation , Associate Dean developed plan	Assoc. Dean and Admin Assistant in the office on designated days/times. Details TBD. Attendance: 2 (2)
VPSS Office & Office of Equity	Staggered in-person schedule	M-F Time TBD Staffing @ 50%	Indoors	<u>VPSS</u> Petitions Key support to all SS area <u>Equity</u> Key support to programs that provide interventions and support campus equity efforts	VPSS Survey and VPA Presentation , VPSS developed plan	VPSS and Admin Assistants in the office on designated days/times. Details TBD. Attendance: 2(3)
Campus Store	Not provided	Will depend on what the campus is doing with students on campus.	Indoors	Point of sales for merchandise and Instructional material	VPSS Survey and VPA Presentation	We are not able to provide our plan until we see what is happening on campus first. Until we know how many students will be on campus, what classes will be on campus, what time students will be on campus, etc. we are not able to commit to an opening schedule. We are making plans for pick ups as well as maintaining the current online orders. Attendance:

EOPS	Hybrid	Mon/Tues/Thu: In-Person: 8am-4:30pm (virtually open until 6pm) Wed: Virtual 8am-6pm Fridays: 8am-3pm	Indoors	Student success supports	VPSS Survey and VPA Presentation , Director developed plan	We plan to have staff return in a hybrid - flex capacity. Most likely staggered schedule. Attendance:
Title V/SUBIR Intercultural Centers	Limited staffing in-person and remote	Yet to be determined as we're working on the type of in-person services that can be launched in the Fall semester such as counseling and potential admin work.	Indoors	Cultural Hubs Instruction Reform Project Undocumented student support	VPSS Survey and VPA Presentation , Director developed plan	Counselor affiliated with the different Hubs/Centers may do some work from campus but still need to decide whether they will meet students in person or via zoom. Attendance:

Administrative Services

School/Area	Courses/Services	Buildings/Outdoors	Rationale	Communication	Comments
Business Services	4 days/week, staggered schedules	Indoors	Provide administrative support to campus	Administrative Services meeting	Currently working condensed schedule
Mail Services	4 days/week, staggered schedules	Indoors	Provide mail services to campus	Administrative Services meeting	Currently working condensed schedule
Receiving and stock room	5 days/week, staggered schedules	Indoors	Receiving and delivery	Administrative Services meeting	Currently working 5 days/week
Accounting Office	5 days/week	Indoors	Account management, disbursement, refunds, bus passes	Administrative Services meeting	Currently working condensed schedule