

Peralta Community
College District

COVID-19 | Return to Campus Protocol Guidelines October 2, 2020



LANEY COLLEGE • MERRITT COLLEGE • COLLEGE OF ALAMEDA • BERKELEY CITY COLLEGE



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Peralta Community College District Return to Campus and Office Protocols

1 Introduction

The Peralta Community College District (PCCD or District) is a California Community College District located in Alameda County, California. The District includes four community colleges: Berkeley City College, Laney College and Merritt College in Oakland, and College of Alameda (referred to as the Colleges). Institutions of higher education such as PCCD, working together with local health departments, have an essential role in slowing the spread of diseases and protecting vulnerable students, staff, and faculty to ensure a safe and healthy learning environment.

This document outlines procedures for the safe return of employees and students into workspaces and pre-designated lab classes for in-person instruction. This guidance is drawn from the statements and directives provided by government entities, public health departments, plans from other community colleges in the San Francisco Bay area and trends across higher education and similar industries. The document provides protocols, procedures, and guidelines to promote employee and student health and safety as they return to campus or District offices in the COVID 19 environment.

2 Context

A process of collaborative governance is at the core of how we work at PCCD. With that in the forefront of our minds, we are moving expeditiously through the process to develop a plan to reopen in a way that keeps our students, employees, and visitors to our offices and campuses in a safe manner. For PCCD, planning for “return to campus” means that we engage in active collaboration, intentional inclusiveness, shared responsibility and accountability, shared decision making, promoting one narrative while incorporating site-specific planning. We understand that shared governance participants include union leadership, executive administration, support staff and course our students. We will take an inventory of our current resources Districtwide, with the understanding that to keep all constituents safe, we will need to expend resources in an ongoing manner to ensure safety for all.

In the planning process, attention was paid to local, county, state and federal regulations and guidelines. Using our District communications mechanisms we ensure that everyone receives the necessary and appropriate information and updates on a consistent regular, and time-sensitive basis.

Planning for “return to campus” is one that we take seriously and will incorporate as many constituent groups as necessary to ensure that we have addressed every aspect of a safe environment. We understand that this is an iterative process and that this document is developed



in a way that is fluid and must be kept up to date to be relevant. Following is a diagram of what the process will be.

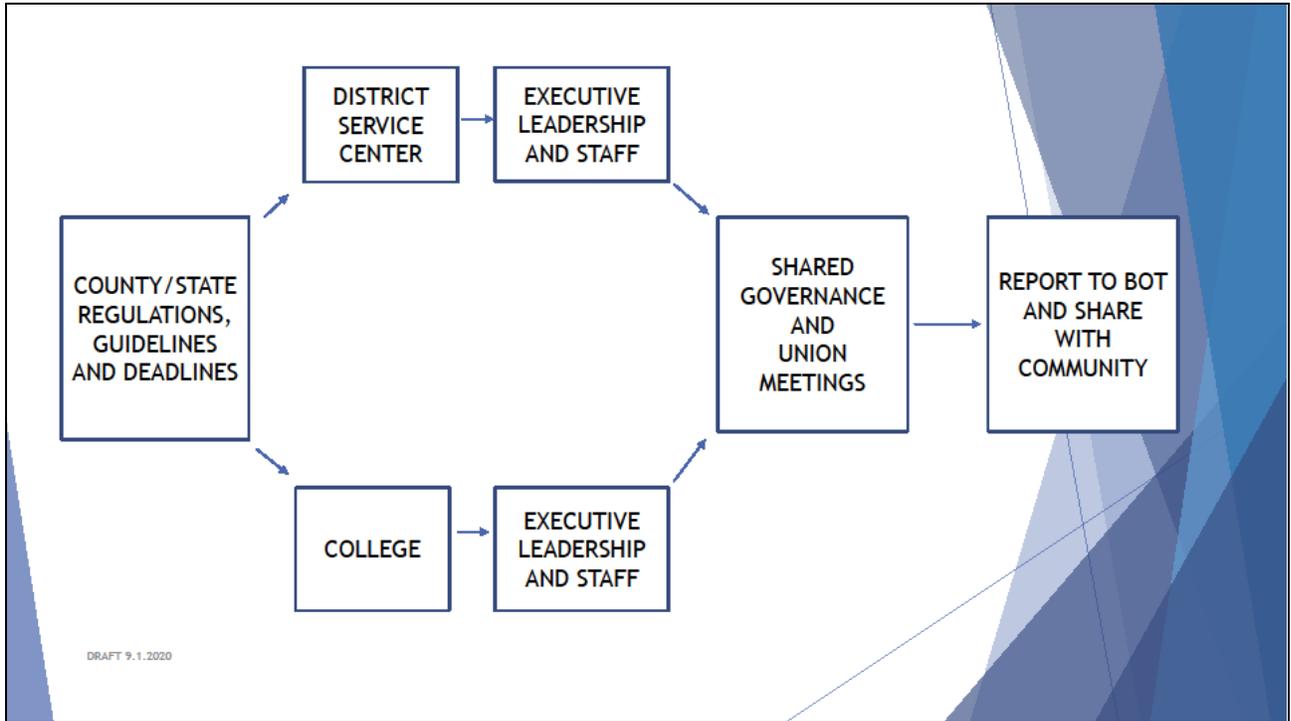


Figure 1. Return to Campus Consultation Planning Diagram



3 Physical Spaces and Occupancy

Current Building Information by Campus

Location	Building Count	Total Sq. Ft
College of Alameda (Does not include new building)	32	424,189
Alameda Airport Facility	3	23,451
College of Alameda/Merritt Science Annex	1	26,050
Laney College	48	839,496
Merritt College	34	623,096
Berkeley City College	1	136,682
Berkeley City College-Milvia	1	25,374
District Administrative Center	11	101,106
TOTAL	131	2,199,444

Within our District there are 3,332 employees. The average number of full time equivalent students over the last three years totals 18,614. Given the size of the District and the number of employees and students, it seems unrealistic that the District could open entirely any time within the next 12 to 16 months without a dramatic change in the trajectory of COVID 19. The information in this plan assumes a partial and/or staggered reopening plan. The first phase includes course offerings in the essential sectors of career technical education and limited laboratory sections. Supervising administrators must approve any physical relocation of employees' workspaces, moving of furniture, large office equipment, or technology resources, which require installation support from the IT Department or significant physical adjustments to workspaces.

4 General Health and Safety Guidelines

In this section we describe aspects of return to campus protocols that are specific to the guidelines provided by the California Department of Health, the state of California Governor’s Office, federal guidelines from the Centers for Disease Control, and the Alameda County Health Department are covered and applied to PCCD. It covers cleaning and disinfecting, physical distancing guidelines, education, training, and testing.



Enhanced Disinfection and Cleaning

To appropriately meet the guidelines for this aspect of returning to campus, the following is being implemented:

- The District spaces will be thoroughly cleaned and disinfected before the return of students and employees to them. Appropriate sanitation, disinfection, and cleaning will be done through staff or contracted firms, such as Ray and Associates. This type of COVID 19 sanitation and cleaning is referred to as “deep cleaning” and will be performed as needed.
- Necessary cleaning and sanitation supplies are available in District facilities to allow employees and students to clean spaces and equipment after routine use. Employees are expected to clean and disinfect learning/workspaces, workstations, equipment such as keyboards, phones, faucets, and toilet handles before and after use.
- Cleaning staff work schedules will be adjusted to provide more thorough and disinfecting of high-traffic areas and high traffic times.
- All facilities, offices, studio spaces, break rooms, classrooms, lobbies, elevators, and restrooms will be cleaned and disinfected following CDC guidelines and with the use of approved products.
- Cleaning staff will clean and disinfect "high touch" surfaces several times a day, switches, doorknobs, handrails, elevator buttons, faucets, dispensers, toilet handles, refrigerator handles, and microwave doors.
- District staff will place hand sanitizing stations throughout the District offices and campuses. Current hand sanitation stations will need to be replaced and additional stations added throughout the District.
- District staff will ensure that all instructional equipment checked out for individual use is cleaned between users using appropriate sanitizing protocols.
- Post signs and other communications to promote good hygiene, including frequent handwashing, and remind employees and students about expectations.
- Take steps to ensure that all water systems and features (drinking water fountains and decorative fountains) are safe to use after prolonged facility shutdown to minimize Legionnaires' disease and other diseases associated with water.
- Prohibit the use of drinking fountains and use water refilling stations where available.



Physical Distancing and Ventilation

Employees and students are to stay away from District facilities when they experience COVID 19 symptoms, have tested positive for the virus, or have been in contact with someone who has symptoms while waiting for testing. Further, the number of people at the District facilities at any given time will be monitored and guidelines will be set for each location. Most courses, instructional support, and student services will be delivered online or through in-person hybrid and remote instruction. Where appropriate employees may continue to work from home. However, if employees must be in District offices, they must be provided at least a six-foot physical distance whenever possible when occupying the same space.

The District staff will follow these guidelines:

- Six-foot distancing for seating areas and walk spaces throughout District offices
- Mandatory use of face-covering required students and instructors
- Six-foot distancing within employee workspaces, lobbies, and other common areas
- Modified work shifts to reduce the number of employees in offices and common areas
- Use of audio or video tools for meetings where appropriate
- Provide reasonable accommodations for employees and students categorized as being at higher risk for COVID 19 infection and complications
- Use of physical barriers such as sneeze guards and partitions
- Space seating/desks at least six feet apart and hold smaller classes in larger rooms.
- Consider non-classroom space where possible, e.g., outdoors, weather and air quality permitting
- Offer synchronous distance learning in addition to in-person classes to reduce the number of people attending
- Open windows where possible to increase fresh air from coming into space/classroom, if air quality permits
- Mechanically ventilated buildings should increase outdoor air ventilation by disabling demand-controlled ventilation and opening outdoor air dampers to 100% or the most considerable amount feasible as indoor and air quality conditions permit
- Operate mechanical ventilation systems continuously when persons are in the building
- Improve building mechanical ventilation filtration to MERVB-13 or the highest possible level
- Where feasible, add portable room air cleaners with HEPA filters considering the recommended indoor space covered by portable air cleaners
- Library and Technology materials will be sanitized and isolated for 72 hours after use and before being returned to circulation. Access to library stacks are to be limited
- Foot Traffic Flows
 - Organize lobbies with designated entrance-only and exit only doorways
 - Stairwell flow should be designed for up and down-only traffic in buildings with multiple staircases (except in emergencies)
 - Use spacing markers and circulation-flow makers on the floor in high-traffic and everyday use areas
 - Revise occupancy limits for buildings, meeting rooms, and other daily use areas



- No shared food and beverages in meetings and public spaces

Screening

Following the CDC Guidelines, employees and students are directed to stay away from District facilities when experiencing COVID 19 symptoms, have tested positive, and/or have been in close contact with someone who has symptoms while waiting for COVID-19 test results. The District should develop and require that all employees, students, contractors or visitors, should attest to not currently experiencing symptoms associated with COVID 19 as defined by the CDC, including fever, cough shortness of breath, chills, muscle pain, sore throat or loss of taste or smell. Further, that employees, students, contractors, visitors have not come into close contact (six-feet or less for extended periods) with a person experiencing COVID 19 symptoms or have tested positive in the past 14 days, or traveled outside of the country or region on the CDC's Level 3 Travel Health Notice within 14 days.

Required Face Coverings

The use of face coverings for employees, students, contractors, visitors, and the public in all public and workspace settings is required. People must wear cloth face coverings that cover the nose and mouth. This requirement promotes our community's health and safety and are to be worn as described below. Individuals who cannot wear face coverings due to a medical condition must contact Human Resources for employees and Student Services for students.

- Inside of, or in line to enter, classrooms, campus or District buildings, any indoor public space
- Obtaining services from student services, financial aid, or attending instructional activities, and when six feet of physical distance between participants cannot be maintained
- Interacting with any person from the public
- Working in any space where food is prepared or packaged for distribution to others
- In any room or an enclosed area where other people are present when unable to physically distance
- Driving or operating any District vehicle where passengers are present

Healthy Hygiene Practices

Using hygiene practices is a part of limiting the spread of the virus. This is done by reinforcing frequent hand washing, avoiding contact with one's eyes, nose or mouth, and covering coughs and sneezes with crook of the elbows. Here are the guidelines for the District:

- Recommend that students, faculty, and staff frequently wash hands for 20 seconds with soap, rubbing thoroughly after application
- Encourage students, faculty, and staff to cover coughs and sneezes with a tissue or use of the inside of the elbow, throwing away the fabric once used



- Students and employees use hand sanitizer when hand washing is not practicable. Sanitizer must be rubbed into hands until completely dry. (Do not use a hand sanitizer that may contain methanol per FDA advisory)
- The District and campuses ensure adequate supplies to support health hygiene, including sanitation stations, soap, hand sanitizer containing at least 60% alcohol, paper towels, tissues, disinfectant wipes, and no-touch/foot pedal trashcans
- Post signs in highly visible locations, e.g., building entrances, restrooms, dining/break areas that promotes everyday protective measures and describes how to stop the spread of germs (proper handwashing, physical distancing, and properly wearing a cloth face covering)
- Include message in the weekly newsletter and other communication mechanisms (videos, social media, return to work website) about behaviors that prevent the spread of COVID 19 when communicating with faculty, staff, and students

Testing

Employees must immediately report a positive COVID 19 test result, if they are experiencing COVID 19 related symptoms, or have been in close contact with someone experiencing COVID 19 symptoms to their immediate supervisor and District Human Resources. According to the CDC, close contact means an individual who has been in contact with an individual for a prolonged period of time that was less than six-feet apart who had COVID 19 symptoms and that were not wearing a face covering. While a wide-spread testing program is critical to the effective reopening plans in California, providing tests at the District offices or campus is not feasible. Employees and students are encouraged to take advantage of the COVID 19 test services in Alameda County.

Training

District staff will provide adequate training to employees and students on preventing the spread of COVID 19 which includes:

- Information preventing it from spreading and which underlying health conditions may make individuals more susceptible to contracting the virus
- The importance of self-screening at home, including temperature and symptom checks using CDC guidelines
- Understanding the importance of seeking medical attention if symptoms become severe, including persistent pain or pressure in the chest, confusion, or discolored lips or face
- Enhanced sanitation practices
- Physical distancing guidelines
- Use of PPE (where necessary) and understanding the proper use, removal and washing of cloth face coverings
 - a. Face coverings are not personal protective equipment (PPE)
 - b. Face coverings can help prevent exposure of people near the wearer and the wearer but do not replace the need for physical distancing and frequent handwashing
 - c. Face coverings must cover the nose and mouth
Hands are to be washed or sanitized before and after using or adjusting face coverings.



- d. Avoid touch eyes, nose, and mouth
- e. Face coverings must not be shared and are to be washed or discarded after use
- Information on employer or government-sponsored leave benefits workers may be entitled to receive
- Understanding the importance of not coming to work if an employee or student was diagnosed and not yet released from isolation. Individuals should stay away from the facilities unless the individual has passed ten days since symptoms first appeared or have received medical clearance
- Ensure that independent contractors', temporary employees, volunteers, and contract workers are also adequately informed about the COVID 19 prevention policies and have necessary supplies and PPE if appropriate. The staff are to alert organizations supplying temporary and contract workers of these responsibilities and ensure that workers have training
- Have training virtually unless a six-foot physically distancing and other protocols are available for in-person training

Trainings currently available on-line are as follows:

Online Training Modules	Duration	Category	Description
COVID 19 Video: How to Wear a Mask (CDC)	3 minutes	Workplace Safety	Video and reference links to proper mask fit
COVID 19 Video: Proper Handwashing (CDC)	3 minutes	Workplace Safety	CDC Provided video and reference links for proper handwashing
COVID 19 Workplace Guidelines (CDC)	8 minutes	Workplace Safety	To reduce the impact of COVID 19 outbreak on businesses, workers, customers, and the public

5 Site Specific information

Businesses and organizations allowed to reopen in Alameda County are not required to submit their COVID 19 site specific plans to the State or the Alameda County Public Health Department for review and approval before reopening.

Businesses and organizations may contact COVIDRecovery@acgov.org for technical assistance if needed and the State of California requires all businesses to:

1. Perform a detailed risk assessment and implement a site-specific protection plan (SPP)
2. Train employees on how to limit the spread of COVID 19, including how to screen themselves for symptoms and stay home when symptomatic
3. Implement individual control measures and screenings



4. Implement cleaning and disinfecting protocols
5. Implement physical distancing guidelines
6. Provide face coverings to workers or reimburse workers for the reasonable cost of obtaining them and employers must provide and ensure workers use all required protective equipment, including eye protection and gloves.

Campus President and District Office Return to Campus Teams

Each President and District Office Designee will establish a “Return Team” comprised of individuals best positioned to assess workspaces and class locations. These individuals will primarily gather information to determine campus specific needs regarding social distancing and workplace medications needed to ensure safety.

- a) The baseline application of the square-foot measure per station in all instructional spaces is 36 square feet per station
- b) Each physical space must be verified, and adjustments made for individual space shape, built-in furniture and clearances, as well as state and county guidelines
- c) The layout of campus physical spaces will be assessed one-by-one to ensure proper health and safety updates are made, appropriate signage is posted, and public-use areas are addressed
- d) Non-public facing areas (offices and cubicles) will have unit plans and space evaluations to determine how best to make these spaces safe and functional with the following questions answered:
 - i. Can employees effectively work from home?
 - ii. Can schedules be staggered to reduce the number of occupants in a space?
 - iii. Can an employee's workspace be relocated to another workspace that is not being used?
 - iv. Can temporary barriers, such as clear plastic "sneeze guards" be installed?

Identification and categorizing of face-to-face classes and labs

Holding classes and laboratories will be executed with these premises as guidelines:

- a. Staffing at District sites will be appropriate to meet the needs of students while complying with county guidelines (approximately 25% of workforce in socially dense areas).
- b. Staffing levels and facilities use will be determined in collaboration with CBOs
- c. With continued consultation and input from collective bargaining leaders

Health Facilities and Providers

The District advises employees and students to seek medical attention in the following manner.

Employees Peralta Medical Plan Information



- a. To find a provider in the Anthem PPO network, please visit www.anthem.com/ca and search using the alpha prefix: “KZU” or call 866-280-4120
- b. To find a Kaiser Permanente provider near you, please visit www.kp.org or call 800-464-4000
- c. For more information: <https://web.peralta.edu/benefits/>
- d. Employee Assistance Program (EAP) MHN- members.mhn.com 800-535-4985 Group# Peralta

Students Health Provider Information

Our Health Services partner, [Roots Community Health Center](#), will offer services at their 7272 MacArthur Blvd site in Oakland. Their hours are 9am to 5pm Monday through Friday. Or they may be reached through Health Navigator by phone at (510) 533 1248. The service is available Monday through Friday during business hours, but they are closed for the lunch hour.

6 Summary

PCCD is prepared to return to campus and offices while following the specific guidelines presented to the District by the appropriate authorities. The overarching goal is the safety of all members of our community as we navigate through this pandemic.



7 References

Centers for Disease Control and Prevention (2019). “*Coronavirus Disease, 2019: Cleaning and Disinfecting your Facility.*” Retrieved October 1, 2020: <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility-H.pdf>

Department of Health and Human Services, CDC, (2019). “*Interim Guidance for Administration of U.S. Institutions of Higher Education: Plan, Prepare and Respond to COVID 19 Disease.*” Retrieved from Internet October 1, 2020: <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-ihe-response.html>

State of California – Department of Public Health and Department of Industrial Relations (2020). *COVID 19 Industry Guidance: Institutions of Higher Education.* Retrieved October 1, 2020: <https://files.covid19.ca.gov/pdf/guidance-higher-education--en.pdf>



8 Appendix

8.1 Appendix A. Campus Specific Location information for proposed face-to-face labs.

Merritt College

Lab	Location	Description	Protocols and Site Plans in place
Emergency Medical Technician	OFD Training (Off Campus)	TRUNCATED SKILLS LAB FOR ASSESSMENT ONLY (similar to SUMMER)	Yes
Theory/ Practice of Microscopy	S-110 – Science Bldg.	TRUNCATED SKILLS LAB FOR ASSESSMENT ONLY (similar to SUMMER)	Yes
Genomics Theory	S-110 – Science Bldg.	TRUNCATED SKILLS LAB FOR ASSESSMENT ONLY (similar to SUMMER)	Yes
Beginning Histotechniques	S-110 – Science Bldg.	TRUNCATED SKILLS LAB FOR ASSESSMENT ONLY (similar to SUMMER)	Yes
Firefighter Academy	OFD Training (Off Campus)	N/A - WE ARE A REGIONAL TRAINING PROVIDER FOR THE FIRE ACADEMY	Yes
Medical Assistant/Clinical Appl	S-303 – Science Building	TRUNCATED SKILLS LAB FOR ASSESSMENT ONLY (similar to SUMMER)	Yes
Clinical Expert III	Off Site Clinical Locations	INCOMPLETE GRADE WITH COMPLETION PLAN FOR SPRING AND SUMMER	Yes

College of Alameda

Lab	Description	Protocol and Site Plans in Place
AMT	BASIC SCIENCE OF AMT	Yes
AMT	SURVEY OF AMT	Yes
AMT	THEORY/POWERPLANTS I	Yes
AMT	THEORY/POWERPLNTS II	Yes
AMT	ADV POWERPLANTS I	Yes
ATECH	ELEC/ELECTRONIC SYS	Yes
ATECH	DRIVE TRAIN/TRANSMIS	Yes
ATECH	INTRO AUTO MECHANICS	Yes
AUTOB	PAINT PREP/EQUIPMENT	Yes
AUTOB	ADV STUDY/REFINISHNG	Yes
DENTL	INFECTION CONT/ORAL HEALTH	Yes



DENTL	INFECTION CONT/ORAL HEALTH	Yes
DENTL	INFECTION CONT/ORAL HEALTH	Yes
DENTL	INFECTION CONT/CORONAL POL	Yes
DENTL	INFECTION CONT/CORONAL POL	Yes
DENTL	INFECTION CONT/CORONAL POL	Yes
DENTL	CHAIRSIDE PROCEDURES	Yes
DENTL	CHAIRSIDE PROCEDURES	Yes
DENTL	DENTAL RADIOLOGY I	Yes
DENTL	DENTAL RADIOLOGY I	Yes
DENTL	DENTAL RADIOLOGY I	Yes
DENTL	MATERIALS/PROCEDURES	Yes
DENTL	MATERIALS/PROCEDURES	Yes
DENTL	INFECTION CONT/ORAL HEALTH	Yes
DENTL	INFECTION CONT/ORAL HEALTH	Yes
DENTL	INFECTION CONT/ORAL HEALTH	Yes
DENTL	INFECTION CONT/CORONAL POL	Yes
DENTL	INFECTION CONT/CORONAL POL	Yes
DMECH	TRUCK MECHANICS I	Yes
DMECH	TRUCK MECHANICS I	Yes
DMECH	TRUCK MECHANICS III	Yes
DMECH	TRUCK MECHANICS III	Yes
DMECH	DIESEL ENGINES - L/L	Yes
DMECH	DIESEL ENGINES - L/L	Yes

Laney College

Labs	Description	Protocols and Site Plans in Place
E/ET	BASIC ELECTRICITY	Yes
ECT	FUNDAMENTALS/REFRI	Yes
CULIN	GARDE MANGER/BISTRO	Yes
CULIN	CULIN FUNDAMENTALS	Yes



CULIN	INTERNATIONAL PATISSERIE	Yes
CULIN	INTERNATIONAL PATISSERIE	Yes
CULIN	CONTEMP PLATED DESSERTS	Yes
WELD	SPECIAL PROJECTS LAB	Yes
WELD	BEG GAS TUNGSTEN ARC WELD	Yes
WELD	BEG GAS TUNGSTEN ARC WELD	Yes
WELD	INT GAS TUNGSTEN ARC WELD	Yes
WELD	INT GAS TUNGSTEN ARC WELD	Yes
WELD	ADV GAS TUNGSTEN ARC WELD	Yes
WELD	ADV GAS TUNGSTEN ARC WELD	Yes
WELD	CERT GAS TUNGSTN ARC WELD	Yes
WELD	CERT GAS TUNGSTN ARC WELD	Yes
WELD	Wire Feed Welding I (GMAW/MIG)	Yes
WELD	Wire Feed Welding I (GMAW/MIG)	Yes
WELD	Wire Feed Welding I (GMAW/MIG)	Yes
WELD	Wire Feed Welding II (FCAW w/g	Yes
WELD	Introduction to Welding	Yes
WELD	Introduction to Welding	Yes
WELD	Introduction to Welding	Yes
WELD	Shielded Metal Arc Welding I	Yes
WELD	Shielded Metal Arc Welding I	Yes
WELD	Shielded Metal Arc Welding II	Yes
WELD	Shielded Metal Arc Welding II	Yes
WELD	Shielded Metal Arc Welding III	Yes
WELD	ARC WELDING IV	Yes
WELD	BEG OXYGEN- ACETYLENE WELDING	Yes



WELD	BEG OXYGEN-ACETYLENE WELDING	Yes
WELD	INTER OXYGEN-ACETYLENE WELD	Yes
WELD	INTER OXYGEN-ACETYLENE WELD	Yes
WELD	Wire Feed Welding II (FCAW w/g	Yes
WELD	CERT GAS TUNGSTN ARC WELD	Yes
WELD	Wire Feed Welding I (GMAW/MIG)	Yes
WELD	Wire Feed Welding I (GMAW/MIG)	Yes
WELD	Wire Feed Welding I (GMAW/MIG)	Yes
WELD	Wire Feed Welding II (FCAW w/g	Yes
WELD	Introduction to Welding	Yes
WELD	Introduction to Welding	Yes
ATHL	Football Officiating I	Yes
ATHL	Football Officiating I	Yes
ATHL	Football Officiating I	Yes
ATHL	FOOTBALL OFFICIATING II	Yes
ATHL	FOOTBALL OFFICIATING II	Yes
ATHL	FOOTBALL OFFICIATING II	Yes
ATHL	Baseball Foundations	Yes
ATHL	INTERCOLLEGIATE FOOTBALL	Yes
ATHL	Football Officiating I	Yes
ATHL	Football Officiating I	Yes
ATHL	Football Officiating I	Yes
ATHL	FOOTBALL OFFICIATING II	Yes
ATHL	FOOTBALL OFFICIATING II	Yes



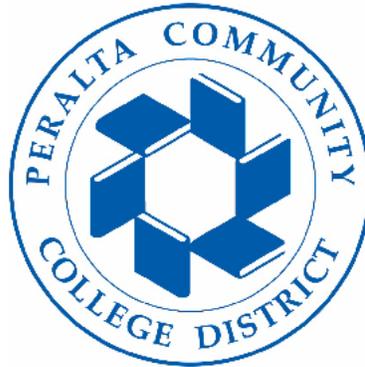
ATHL	FOOTBALL OFFICIATING II	Yes
MACH	MACHINE TECH I	Yes
MACH	MACHINE TECH I	Yes
MACH	MACHINE TECH I	Yes
MACH	MACHINE TECH I	Yes
MACH	MACHINE TECH I	Yes
MACH	CNC PROGMNG/CAD-CAM	Yes
MACH	Theory, Operation and Maintenance	Yes
MACH	MACHINE TECH I	Yes
MACH	MACHINE TECH I	Yes
WDTEC	Furniture Cabinet Layout I	Yes
WDTEC	Furniture Cabinet Layout II	Yes
WDTEC	CAD/CAM Techniques in the Cab	Yes
WDTEC	Advanced CAD/CAM Techniques	Yes
WDTEC	Special Projects Laboratory	Yes
CARP	SPECIAL PROJECTS LAB	Yes
CARP	SPECIAL PROJECTS LAB	Yes
CARP	ADV ELEM CONSTR	Yes
CARP	ADV ELEM CONSTR	Yes
ATHL	WOMEN'S WATER POLO TEAM	Yes
		Yes
ATHL	Track and Field Foundations	Yes
ATHL	INTERCOLLEGIATE CROSS COUNTRY	Yes

Berkeley City College

No in person labs currently planned



8.2 PCCD Return to Campus Presentation



RETURNING TO THE CAMPUS

August 2020
v. 2

DRAFT 9.1.2020



DRAFT 9.1.2020

OBJECTIVE

- ▶ Active collaboration
- ▶ Intentional inclusiveness
- ▶ Shared responsibility and accountability
- ▶ Shared decision making
- ▶ Identifying and promoting one narrative
- ▶ Site specific planning

WHO

- ▶ Shared Governance Participants
- ▶ Union Leadership
- ▶ Executive Administration
- ▶ Support Staff

HOW

- ▶ Take an inventory of our current resources (Districtwide)
- ▶ Utilizing existing systems/governance structures to promote opportunities to engage
- ▶ Create a web-based portal specific to the plan and for districtwide communication
- ▶ Identify a call feature to send reminders about engagement opportunities

COMMUNICATION

- ▶ Acknowledgement and adherence to county/local regulations (Assign a person(s) to communicate these updates)
- ▶ Employee transition (Identify a team lead these discussions also responsible for communicating these updates – Our existing internal experts)
 - ▶ From onsite to remote
 - ▶ From remote to onsite (the new onsite experience)
- ▶ Student communication to increase engagement and demonstrate consideration

WHEN

▶ District Leadership

- ▶ Shared Governance: Agendize “Re-Entering the Workplace” at each scheduled meeting at the District level. These are Districtwide meetings that are inclusive and representative of faculty, staff and students. Every meeting as a standing agenda item.

▶ College Leadership

- ▶ Shared Governance: Agendize “Re-Entering the Workplace” at each scheduled meeting at the College level. These are campus meetings that are inclusive and representative of faculty, staff and students. Every meeting as a standing agenda item).

▶ Executive Leadership

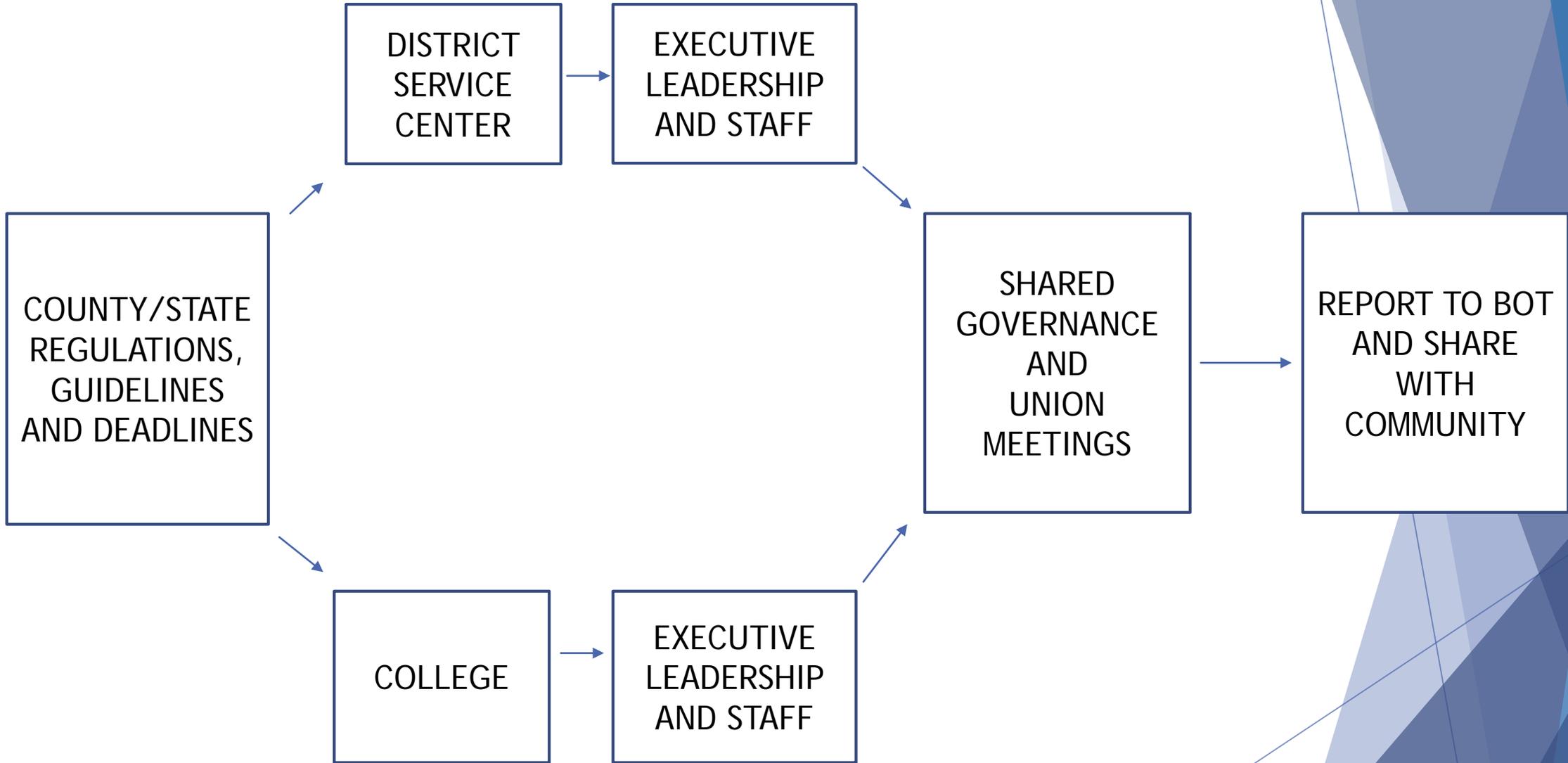
- ▶ Standing meeting with Union representatives communicating plans for future communication and inclusiveness. Hearing feedback and concerns. Asking how and what they want to contribute. How would they like to engage and be engaged?

Deadlines, Timelines and Meeting Schedules

- ▶ State/County timelines and deadlines
- ▶ Campus Meeting Schedule
- ▶ District Meeting Schedule
- ▶ Reporting to BOT during the Board Meeting/Public

COST (If any)

- ▶ Facilities related expenses
- ▶ Information Technology related expenses
- ▶ Legal advice related expenses
- ▶ Identifying Opportunities for Funding (Grant)





DRAFT 9/1/2020