Roadmap for Reopening Valencia College Campuses and Locations

PHASED REOPENING

The Roadmap for Reopening Valencia College Campuses and Locations represents a framework for thinking about the rationale and the logistics of expanding operations beyond our current state. The framework is designed to represent a collegewide perspective on both the needs for various programs and departments as well as the ability of the College to meet those needs and support the employees and students who come to a Valencia location or campus. The phases and factors are not a checklist but rather, a guide to decision-making.
Baseline Operations (March - July 31, 2020)

Though the large majority of College operations, teaching, learning, student affairs and learning support have moved online, there are critical programs, services and departments where on-site engagement has not ended. Currently, the School of Public Safety continues to operate with students and employees (following the guidelines for operations under Phase 1). Many custodial, maintenance, grounds, security, campus stores, courier services, information technology and other operations are working on-site (under physical distancing and population density-reducing conditions).

What are the conditions considered for establishing current operations (Phase 1)?

**External factors:**
- Local governments allow essential employees to travel to work.

**Internal factors:**
- The College is able to maintain Centers for Disease Control and Prevention (CDC) physical distancing requirement for students and employees engaged in work or academic/continuing education programs.
- Employees and students who are asked to come onsite feel safe and ready to do so, with measures in place to support those who do not.
- Reporting and contact-tracing protocols are established and implemented for the limited number of individuals on campus in Phase 1.
- The College is able to provide a safe and healthy environment for the limited number of individuals on campus.

What is operating in Phase 1?
- The large majority of students and employees are working/learning remotely to enable physical distancing and reduced population density on campus locations and to provide for the health and safety of our community.
- A very small number of programs where curricula can neither be delivered nor assessed remotely, such as public safety, are being offered in person.

What are the operational and logistical considerations for Phase 1?
- Only the limited facilities needed by the program or department are opened.
- For students and employees engaged in programs operating in Phase 1, daily temperature checks are completed, and if an individual has a temperature of 100.0 degrees or greater, he or she is sent home and asked to self-monitor for symptoms.
- Employees and students are provided masks, gloves, sanitizer and access to frequent hand washing, and the College has a sufficient supply to meet the anticipated needs of programs/departments operating in Phase 1 for one month.
- Facilities where employees or students are working on-site are arranged so that appropriate physical distancing can be managed in labs, common areas, etc. The standard for physical distancing in College facilities is 6 feet between each individual in each indoor room or location (facility capacity capped at the number of individuals who can be appropriately distanced within).
- A facility and equipment sanitizing plan is developed and implemented for all activated spaces.
- Access to community-use items (copiers, microwaves, etc.) is limited.
- Food and beverage services are not available on-site.
Limited Opening (August 1, 2020 - May 9, 2021)

Though the majority of College operations, teaching, learning, student affairs and learning support would continue online in Phase 2, there are limited programs, services and departments where on-site engagement must be restored. These areas include academic and continuing education programs where on-site demonstration of skills/experiences are required for successful program completion, programs where academic momentum has been disrupted for students in spring and summer 2020, and for departments that are integral to preparing our facilities for wider-scale opening.

What would operate (and why) in Phase 2?
- The majority of students and employees will continue remote engagement/work to enable physical distancing and reduce population density on campus and provide for the health and safety of our community. Only staff and faculty who are involved in the safety, security, cleaning and maintenance of facilities and the faculty and staff required to deliver the on-site classes will be working on-site. All other employees will remain in a remote work setting.
- Departments that have work that is critical to the infrastructure of the security, safety and preparedness of the College facilities, such as security, grounds, maintenance and custodial services, will operate on campus.
- Testing centers remain closed with the exception of required testing for licensure/certification. Other student and learning support services will continue online.
- Business-related travel will be suspended.
- Events that draw groups of individuals together, including the public to view performances, are not permitted.
- Departments where the anticipated needs of programs/departments are opened.
- Limited facilities needed by the program or department are opened.
- All individuals coming on-site are required to complete a daily self-screening for COVID-19 symptoms (education on self-screening to be provided) and if appropriate after a self-screen, stay home and contact a medical professional for evaluation.
- Employees and students are provided hand sanitizer and access to frequent hand washing, and the College has a sufficient supply to meet the anticipated needs of programs/departments operating in Phase 2 for four months.
- A facility and equipment sanitizing plan is developed and implemented for all activated spaces. The College has a sufficient supply of disinfecting products and equipment to meet the anticipated needs of facilities operating in Phase 2 for four months.
- Facilities where employees or students are working on-site are arranged so that appropriate physical distancing can be managed in labs, common areas, office spaces, classrooms and other locations. The standard for physical distancing in College facilities is 6 feet between each individual in each indoor room or location (facility capacity capped at the number of individuals who can be appropriately distanced within).
- Community-use items (copiers, microwaves, etc.) are cleaned regularly, and access to cleaning equipment/supplies and signage about how individuals should clean community-use items after each use are available.
- Limited food and beverage services are available on-site, and those coming to an open facility are encouraged to bring their own food/beverage.
- The College maintains the ability to move back to Phase 1 operations if stay-at-home orders or strict physical distancing is required.

What are the operational and logistical considerations for moving to Phase 2 operations?
- Faculty who have a course meeting on-site MAY choose to have some or all of their student engagement hours on-site in the same building where the class is taught (to avoid opening additional buildings and facilities). Otherwise, student engagement and service to the institution hours will be conducted virtually.
- Programs or courses where the curricula can neither be delivered nor assessed remotely will be permitted to deliver face-to-face instruction in modified meeting formats that reduce the number of individuals gathering together at the same time.
- Departments that need limited access to facilities for portions of their work that cannot be completed remotely, such as payroll, may operate on campus.
- Employees and students who are asked to come onsite feel safe and ready to do so, with measures in place to support those who do not.
- Reporting and contact-tracing protocols are established and implemented for individuals who are working or learning on-site in Phase 2.
- Hospitals are not operating at crisis levels.
- Local governments relieve stay-at-home orders.
- Testing for the virus is widely available for all members of the community.
- Internal factors:
  - Able to provide a safe and healthy environment for those employees and students who come to campus.
  - Able to maintain CDC physical distancing requirements.
  - Employees and students who are asked to come onsite feel safe and ready to do so, with measures in place to support those who do not.
- External factors:
  - Key business operations are opening throughout the region.
  - Testing for the virus is widely available for all members of the community.
  - Hospitals are not operating at crisis levels.

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Revised 4/21/21
PHASE 3

Broader Opening (May 10 - July 31, 2021)

Though some College operations, teaching, learning, student affairs and learning support would continue online in Phase 3, there are programs, services and departments where on-site engagement can be restored. We will determine what can be restored through an opt-in experience, meaning that anyone who is currently working remotely and is unable or does not prefer to work on-site will be allowed to remain remote.

What would operate (and why) in Phase 3?

• Many students and employees will continue remote engagement/work to enable physical distancing and reduce population density on campus locations, and to provide for the health and safety of our community.

• We are able to provide a safe and healthy environment for individuals on campus and provide opportunities for remote work and learning for those who need to remain physically distanced.

• Programs or courses where the curricula can neither be delivered nor assessed remotely or programs where faculty and/or students prefer an on-site experience could return to campus.

• Many students and employees may continue remote engagement/work based on individual health needs, academic and business needs.

• Courses in which faculty opted-in, meaning that anyone who is currently working remotely and is unable or does not prefer to work on-site will be allowed to remain at home.

What are the conditions considered before moving to Phase 3 operations?

External factors:

• Local, state and federal guidance align and support full opening

• Public schools and daycares are open

• Public transportation is available

• All local and state stay-at-home orders lifted

• Testing for the virus and/or antibodies is widely available

• Access to physical and mental healthcare is widely available.

• Hospitals are operating at regular capacity.

• Many industries and businesses, across sectors, are opening.

Internal factors:

• The College is able to provide a safe and healthy environment for those employees and students who come to campus.

• We can respond to the various health needs of our employees and students who may contract the virus after we return, who may be immunocompromised, may care for someone who is immunocompromised, or are the members of a vulnerable population as defined by the CDC.

• Facilities can be arranged so that appropriate physical distancing can be managed in labs, common areas, etc.

• Reporting and contact-tracing protocols are established and implemented for individuals who are working or learning on-site in Phase 3.

What are the operational and logistical considerations for moving to Phase 3 operations?

• Facility openings and hours of operation will be limited.

• All individuals coming on-site are required to complete a daily self-screening for COVID-19 symptoms (education on self-screening to be provided) and if appropriate after a self-screen, stay home and contact a medical professional for evaluation.

• All employees, students and vendors on campus are required to wear face masks that cover the mouth and nose while indoors. Mask are to be worn outside where physical distancing is not possible. Employees working on campus are only permitted to remove their masks if they are working in an office alone with the door closed, or if they are working outdoors and can physically distance by at least 6 feet.

• Employees and students are provided hand sanitizer and access to frequent hand washing and, the College has a sufficient supply of disinfecting products and equipment to meet the anticipated needs of facilities operating in Phase 3 for six months.

• A facility and equipment sanitizing plan is developed and implemented for all activated spaces. The College has a sufficient supply of disinfecting products and equipment to meet the anticipated needs of facilities operating in Phase 3 for six months.

• Facilities where employees or students are working on-site are arranged so that appropriate physical distancing can be managed in labs, common areas, office spaces, classrooms and other areas.

• Community-use items (copiers, microwaves, etc.) are cleaned regularly and access to cleaning equipment/supplies and signage about how individuals should clean community-use items after each use are available.

• The College maintains the ability to move back to Phase 1 or 2 operations if stay-at-home orders or strict physical distancing is required.
Full Business Operations (August 1, 2021)

All Valencia College campuses will be open and operating in Phase 4. Unlike Phase 3, our Phase 4 operations will not be opt-in. All departments, programs, facilities, locations, campuses and services are fully operational, have adapted to new paradigms and protocols for social engagement, and no extraordinary measures are needed to protect health and safety.

What would operate (and why) in Phase 4?

- The College is fully operational on all campuses and in all departments.
- We are able to provide a safe and healthy environment for individuals on campus and provide opportunities for remote work and learning.
- Events and large gatherings will be planned and coordinated using the most current CDC guidance.

What are the operational and logistical considerations for moving to Phase 4 operations?

- All campuses/facilities are open with regular operating hours.
- Initial operations will include reduced onsite and mixed-mode class capacity, with a full schedule of online course offerings.
- Facilities will initially be arranged to allow for appropriate physical distancing.
- Reporting and contact-tracing protocols continue to be implemented.
- Valencia College will continue to require masking indoors based on the current CDC guidance. Protocols will be adjusted with any changes to the guidance.
- Student services will be offered virtually and onsite for students who desire in-person service.
- The facility and equipment sanitizing plan continues to be implemented for all work and learning spaces at all campuses and locations.

What are the conditions considered before moving to Phase 4 operations?

External factors:

- Local, state and federal guidance align and support full opening.
- A vaccine is widely available and effective. Anyone who wants to be vaccinated will have the opportunity to do so.
- Population immunity is high.
- Testing for the virus and/or antibodies is widely available.
- No extraordinary measures are needed to protect health and safety.
- Public schools and daycares are open.
- Public transportation is available
- Access to physical and mental healthcare is widely available.
- Hospitals continue to operate at regular capacity.
- Businesses across sectors have reopened.