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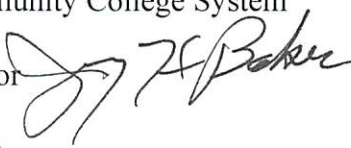
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Jimmy H. Baker
CHANCELLOR

MEMORANDUM #2020-EXE-059

DATE: June 18, 2020

TO: Presidents, Alabama Community College System

FROM: Jimmy H. Baker, Chancellor 

RE: **Fall 2020 Reopening Plan**

Thank you for your tireless work, cooperation and dedication to our System and students during these unprecedented times. With the summer term underway, and registration for the new academic year just a few weeks away, it is time to submit your Fall 2020 Semester Plans. I know that this review process has been time consuming and frustrating for you at times, but I assure you, our goal is to assist you in safeguarding the health and safety of our students and employees while providing excellent instruction in a challenging environment. The following guidance should be helpful to you as you prepare your plans for submission.

MEASURED OPENING OF COLLEGES

I am directing you to develop a conditional phased operations plan beginning Fall 2020 Semester, with the safe return of faculty, staff and students as the number one priority. Given the fluid nature of this pandemic and the guidance issued by regulatory agencies (e.g. CDC, ADPH), as we move through the semester, I may require changes to your plans as the guidance from those agencies evolves. The phased approach uses colored categories to indicate the current status of your college.

I have designated "yellow" as the initial status of all colleges at the beginning of the Fall 2020 Semester. The college's status may be changed only upon my approval.

The details regarding each phase appears in Figure 1 below:

Figure 1:

RED	ORANGE	YELLOW	GREEN
Restricted Access	Limited Access	Modified Access	Normal Access
		Fall 2020 Semester	
Executive Administration and Cabinet and other essential/critical personnel, including admin, financial, payroll, academic, as needed	Critical Administrative, academic, student affairs, and business operations as communicated based on approved operational plans	Expanded faculty, administrative, academic, student affairs, and business operations as communicated based on accepted reopening plans	Normal operations for all faculty, staff, and students
Maintenance & Campus PD only	Employees as needed or requested by college but with remote or adjusted schedules	Limited on-campus events and activities maintaining compliance with health and safety requirements	
All courses transitioned to remote operations with no on-campus labs	Dining services are pick-up only	On-campus housing with temperature check and questionnaire protocols	
No athletic or academic activity on-campus	No public access	Resumption of on-campus classes in modified social distance formats (e.g. utilizing six-foot distancing, facial coverings, and strict hand hygiene protocols)	
No on-campus housing	Student access limited and on-campus events and activities restricted to Chancellor approval	On-campus food services follow limited occupancy and health & safety guidelines	
	In-person instruction permitted for labs only	All travel requests require strict review and must be essential	
	With approval, on-campus housing with temperature check and questionnaire protocols	Student clinical, externships, apprenticeships are approved as allowed by local clinical sites and apprentice employers	
		No travel outside of the Continental United States without approval of Chancellor	
		Faculty meetings, committee meetings, college meetings will be held remotely as much as possible.	

HEALTH & SAFETY

- Plans must include education for faculty, staff and students on safety measures that will be in place upon their return to the college.
- Plans must include a policy for disinfection of classrooms, shared spaces, and facilities to mitigate the risk of COVID-19 transmission.
 - Disinfection policies must ensure chemicals being utilized are on the Environmental Protection Agencies (EPA) approved disinfectants listing. A comprehensive disinfectant list can be found at [Approved Disinfectants against COVID-19](#).
- Colleges must post signage regarding hand hygiene, signs/symptoms of COVID-19, and social distancing reminders (e.g. posters, marked floors for social distancing guidelines). CDC recommended posters can be found at [CDC Print Resources](#).
- Campuses with student housing must institute temperature checks and questionnaire protocols for residents. For more details regarding student housing, please refer to the Student Services section in this memorandum. A template for the questionnaire protocol is attached.
- Colleges must establish a maximum size for gatherings based on guidance from public health authorities and enforced across all divisions.
- Colleges may require faculty, staff and students to wear facial coverings.
- Colleges must require faculty, staff and students to adhere to social distancing requirements and follow strict hand hygiene protocols.
- Colleges must report positive COVID-19 cases and direct exposures to ACCS using established notification processes.
- Faculty, staff, and students with positive COVID-19 results or those with direct exposure and under isolation must follow *MEMO 2020-EXE-48* regarding return to work/campus guidelines.
- All students must sign the COVID-19 liability waiver that colleges began using for the Summer Term.

INSTRUCTIONAL SERVICES

Modified Instructional Schedule

Current projections suggest a very active flu season coupled with a resurgence of COVID-19. As you develop your fall courses, **I am directing you to complete in-person on-campus instruction and labs by Thanksgiving.** This will help to reduce the number of students returning to campus during a period of high risk of contracting virus-related illnesses (post-Thanksgiving break).

Colleges must complete any remaining instruction remotely after Thanksgiving to achieve their student learning outcome competencies and any outstanding instructional time. Off-campus clinicals and/or preceptorships, apprenticeships and aviation labs may continue after Thanksgiving. Decisions related to scheduling health and aviation programs will be made at the college level.

At a minimum, the plan must include the following:

- When will in-person instruction begin?
- What are your procedures for ending in-person on-campus instruction and labs by Thanksgiving?
- If remaining career-technical education and health program competencies exist, how will you deliver those remotely after Thanksgiving?

Delivery Methods of Instructional Courses

Colleges should utilize the following modalities of delivery formats: in-person, online (synchronous and asynchronous), and hybrid, and continue to maintain recommended social distancing guidelines and safety protocols. Courses should be developed in such a way that they can be easily be transferred to and delivered in a remote environment. Colleges shall implement policies to reduce a mass population on campus in instruction. Considerations should include: capping class sizes for in-person or hybrid courses, additional online and hybrid course formats, adjustments of class schedules and rotation of in-person attendance.

At a minimum, the plan must include the following:

- How will academic, career and technical education, and health programs courses be delivered (e.g., online synchronous, online asynchronous, hybrid, in person on-campus)?
- How will health programs and clinical requirements be met?
- Provide instructional guidance if there is a second wave that requires colleges to close.
- How will colleges provide professional development opportunities for faculty to incorporate student engagement in on-line courses?

In-Person Instruction

It is strongly encouraged that campuses limit in-person on-campus instruction to courses whose outcomes cannot be measured or achieved remotely, such as laboratory, clinical/preceptorship, or apprenticeship. However, colleges resuming in-person on-campus instruction must comply with the recommended safety protocols and social distancing guidelines and should mandate limited class sizes. Appropriate safety measures should be implemented for courses necessitating in-person instruction such as labs.

Faculty teaching in-person on-campus courses should develop courses in such a manner that a student may complete the course at a distance and allows that allows transition to remote instruction in case of a health emergency. This will also allow students who may become ill or have to self-quarantine to complete the class.

At a minimum, the plan must include the following:

- Will you provide in-person on-campus instruction? Courses/Programs?
- What safety protocols and procedures will be utilized in face-to-face and lab instructional settings? (e.g., PPE requirements for students and faculty, social distancing, cleaning)
- Will faculty be establishing/continuing virtual office hours?

Library Services

Library service operations should be decided at the college level. Online services and curbside pick-ups are encouraged to eliminate a mass population of students. If in-person library services commence, social distancing and safety protocols should be followed at all times.

- How will library services be provided for students?

Guidance/Considerations for Instructional Services: The information below only serves as points for guidance and/or consideration as you plan for the Fall 2020 Semester.

- **Reduction of Students in Labs** – Consider how the reduction of the number of students in lab settings will affect the increase of the number of courses, overtime, the need for additional adjuncts, etc.
- **Lab/Simulation Experiences** – Convert labs/simulations to hybrid formats with remote labs to reduce class sizes for physical lab experiences to allow for social distancing.
- **Virtual and/or Face-to-Face Office Hours** – Decide what courses will need face-to-face office hours versus instructional (e.g., CTE, Health Programs). If in-person office hours are held, social distancing must be practiced. Consider more virtual office hours and establish policies to account for faculty virtual office hours.

- **Addendum to Syllabi** – Colleges must include a remote instruction clause in syllabi in the event there is a need to transition to remote instruction during the Fall 2020 Semester. – Example: *In the event [enter college name] should experience the need for all in-person classes to transition to remote instruction due to pandemic or other event warranting the need for such plans, an addendum to this syllabus will be provided to students. This addendum will provide details pertaining to the college, department, and/or program's remote instructional plan to complete the necessary theory, lab, and/or clinical to meet the course objectives necessary for successful course completion in a remote environment. For further information concerning this please contact your course instructor at [enter contact name and information as applicable].*
- **Course Delivery** – Consideration should be given to allow as many distance learning courses for those whose outcomes can be measured in a remote environment (e.g., academic, theory-based courses).

STUDENT SERVICES

Colleges are expected to provide services that promote student access, retention and overall student success. It is imperative that colleges continue to demonstrate the outstanding level of student services we have seen throughout this unprecedented time of remote operations. As you plan for Fall 2020 Semester, please give careful consideration to the needs of your students and how you may best meet those needs while maintaining a safe and healthy educational environment.

Student Services: At a minimum, the plan must include the following:

- How will student services operations (e.g., Admissions, Testing/Assessment, Financial Aid, Career Services, Counseling/Advising) be handled at your college? Will all student services offices be open to students, visitors, and the general public?
- What safety protocols and procedures will be utilized in student services areas?
- How will the college address social distancing and health/safety protocols in recreation areas and common areas on campus as well as student activities/student life events?
- How will the college address reasonable accommodations for students with disabilities?

Guidance/Considerations for Student Services: The information below only serves as points for guidance and/or consideration as you plan for the Fall 2020 Semester.

- **Student Services Operational Plan** – Consider developing or enhancing a Student Services Operational Plan to encompass detailed provisions for all key areas of student services operations. This plan should be in alignment with the College's overall health and safety protocols for COVID-19.
- **Limit Interactions and Office Visits** – The college must provide as many services as possible through online or remote processes and by appointment for matters that cannot be handled remotely. Services must be provided in a student friendly manner with ease of access and timely responses.
- **Website Information** – Ensure that all student services related information on the College's website is accurate and up-to-date. Contact information and general instructions should be easily accessible.
- **Enhanced Cleaning and Disinfecting, PPE** – Enhanced and increased levels of cleaning will be necessary in all common areas and high-touch surfaces. Hand sanitizer, cleaning/disinfecting supplies, and appropriate PPE should be readily available throughout the student services area.
- **Communications Plan** – The college should have a well-developed communications plan for disseminating information and educating students, faculty, staff and the community regarding the college's operational guidelines and safety protocols?

Housing and Dining Services (If applicable): At a minimum, the plan must include the following:

- What is the college's overall plan for housing and on-campus dining services for residential students?
- Will residential students be required to be tested for COVID-19 prior to being allowed to enter student housing?
- What is the college's plan for isolation and quarantine of residential students who test positive for or have been exposed to COVID-19?
- Is the college prepared to provide healthcare services to residential students who test positive for COVID-19?
- What safety protocols and procedures will be utilized in campus housing facilities?
- Have housing and dining contracts been modified to address possible changes due to COVID-19, student responsibilities, required protocols and procedures (e.g., required face coverings, common area restrictions, visitation policies), refunds, etc.?
- Does the college have dining/food services that are available to the entire college and community? If so, what safety protocols and procedures will be utilized to ensure social distancing and limited interpersonal interactions?
- If dining services are provided by a third-party vendor, how will you ensure they are following required protocols and procedures? Will there be a need for modifications to contracts or agreements?

Guidance/Considerations for Housing and Dining Services: The information below only serve as points for guidance and/or consideration as you plan for the Fall 2020 semester.

- **Room Occupancy** – The college will need to decide if single resident room occupancy is feasible and how this decision will impact residential space availability, enrollment, budget, etc. Ideally, consideration should also be given to single resident bathroom usage where feasible. If single resident situations are not feasible, the college must develop clear protocols, procedures, and standard of “shared responsibility” and expectations for residential students.
- **Enhanced Cleaning and Disinfecting, PPE** – Enhanced and increased levels of cleaning will be necessary in all common areas and high-touch surfaces. Hand sanitizer, cleaning/disinfecting supplies, and appropriate PPE must be readily available throughout the residential facility.
- **Limiting Building Access** – The college should consider restrictions on building access by non-residents, including non-residential staff and outside guests/visitors. Additionally, common areas may need to be reconfigured to ensure social distancing and occupancy levels should be monitored and enforced.
- **Training and Education on COVID-19** – Consider providing COVID-19 and infectious diseases education for residents, student assistants and staff. Include information such as symptoms, prevention, personal conduct and hygiene, shared responsibility, and proper use of PPE.
- **Dining and Food Services** – Buffet-style, self-serve food and beverage stations should be eliminated. Take-out meal options should be provided along with single-use, disposable

eating utensils. Access control procedures should be implemented. Hand sanitizer, cleaning/disinfecting supplies, and appropriate PPE must be readily available throughout the dining/food service areas.

WORKFORCE DEVELOPMENT AND ADULT EDUCATION

Colleges should seek opportunities to deliver and proctor testing in a remote or online format.

Delivery and Proctoring of Assessments: At a minimum, please include the following information in your College's Plan for Fall 2020 Semester:

- For Workforce, Adult Education, and GED Assessments that cannot be completed remotely, please provide a plan on how you will deliver face-face-assessments.

Adult Education/Workforce Development Training Delivery – At a minimum, please include the following information in your College's Plan for Fall 2020 Semester:

- How will Adult Education courses be delivered?
- How will Workforce Development Training be delivered?
- How will colleges accommodate students and provide safety measures for students enrolled in programs/classes at non-college facilities?

Guidance/Considerations for Workforce and Adult Education: The information below only serves as points for guidance and/or consideration as you plan for the Fall 2020 Semester.

- **Addendum to Enrollment Forms** – Colleges are strongly encouraged to include a remote instruction clause in enrollment forms in the event there is a need to transition to remote instruction during the Fall 2020 Semester. Example: *In the event [enter college name] should experience the need for all in-person classes to transition to remote instruction due to pandemic or other event warranting the need for such plans, such communication will be provided to students. This communication will provide details*
- *pertaining to the program's remote instructional plan to complete the necessary theory, lab, and/or clinical to meet the course objectives necessary for successful course completion in a remote environment. For further information concerning this please contact your course instructor at [enter contact name and information as applicable].*
- **Addendum to Contract for Training** – Colleges are encouraged to incorporate language that would address the college's inability to fulfill the contractual obligation to the business or industry – Example: ***Impossibility of Performance:*** *Neither party shall be deemed to be in violation of this Agreement if prevented from performing any of its obligations hereunder for any reasons beyond its control, including without limitation, acts of God or of the public enemy, flood, storm, strikes, or statutory regulations, rule, or action of any federal, state, or local government, or any agency thereof.*
- **Virtual and/or Face-to-Face Office Hours** – All colleges are required to maintain a point of contact for Workforce and Adult Education training in which students, business and

industry may contact for questions or information. How will office hours be determined? Will policies need to be amended to account for virtual office hours? What social distancing, PPE, personal hygiene and sanitation protocols will be adhered to for face-to-face if allowed?

- **Reduction of students in labs** – Colleges are to consider and address how the reduction of the number of students in lab settings will affect the increase of the number of courses, overtime, the need for additional adjuncts, etc. These considerations will need to be included in the college's plan.
- **Off Campus Locations** (AE and/or Workforce) for all related activities conducted on non-college facilities, such as GED Test Centers, Career Centers, Public Library or a local business, College should request to review the host entities guidelines and compare with college's establish plan and **mitigation strategies**. College should require that the most stringent protocols be utilized.

RESPONSE TO FEEDBACK

Time is of the essence, as registration for many colleges begins right after the 4th of July holiday. We will work diligently to respond to your plans as quickly as possible. You can assist us by doing the following:

- **Submit One Comprehensive Plan.** You may include several subparts/sections, but **please do not submit one section at a time.**
- Please use redlining, highlighting, and/or boldfacing in your response to feedback so that we can easily identify changes you have made.

Please submit your plans to Rachel Adams, Rachel.adams@accs.edu, and Susan Price, susan.price@accs.edu. You may not implement your plan until it has been accepted by my office.

Thank you for your continued dedication to our System, our Students and our State.

Attachment: 1

c: Presidents' Assistants, Alabama Community College System

COVID-19 ACTIVE SCREENING QUESTIONNAIRE

Your health and well-being are of the utmost importance and we are taking measures to keep the college a safe environment for both students, employees, and the public. Therefore, anyone coming into the college dormitory will be screened and part of our screening process will include taking their temperature and asking the following questions.

1. Within the last 14-days, have you experienced a new cough that you cannot attribute to another health condition?
☐ YES
☐ NO
2. Within the last 14-days, have you experienced new shortness of breath that you cannot attribute to another health condition?
☐ YES
☐ NO
3. Within the last 14-days, have you experienced a new sore throat that you cannot attribute to another health condition?
☐ YES
☐ NO
4. Within the last 14-days, have you experienced new muscle aches that you cannot attribute to another health condition or a specific activity such as physical exercise?
☐ YES
☐ NO
5. Within the last 14-days, have you had a temperature at or above 100.4° or the sense of having a fever?
☐ YES
☐ NO
6. Within the last 14 days, have you had close contact, without the use of appropriate PPE, with someone who is currently sick with suspected or confirmed COVID-19?* *(Note: Close contact is defined as within 6 feet for more than 15 consecutive minutes)*
☐ YES
☐ NO

If the individual answers YES to any of the questions, they will not be allowed entry, unless and until determined otherwise by a designated College official.