



RETURN TO CAMPUS PLAN





Objectives

- Protect the health and safety of the campus community
- Resume on-campus instructional, student support and administrative services
- Appropriate resumption of additional on-campus activities

Values-driven Guiding Principles

- **Integrity:** Fully adhere to Federal, State and County guidance
- **Collaboration:** Institution and department plans and timelines must be flexible
- **Responsiveness:** Transitions between steps must be coordinated and will be dependent upon access to protective supplies and materials
- **Leadership:** Clear communication to students, faculty, staff and community is essential

PHASED REOPENING STEPS Employees and Students

 <p>CURRENT</p> <p>Step 1: Kansas Essential Function Framework (KEFF) exception allowances—most will be tied to training and certification expectations</p>	 <p>NO EARLIER THAN JUNE 1, 2020</p> <p>Step 2: Begin transitioning remote workforce back to campus based on function</p>	 <p>NO EARLIER THAN JUNE 22, 2020</p> <p>Step 3: Introduction of students not included in Kansas Essential Function Framework (KEFF) exceptions to campus based on function</p>	 <p>TO BE DETERMINED</p> <p>Step 4: Reintroduction of remaining campus activities</p>
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EMPLOYEE PHASED APPROACH

Employees performing essential framework related activities are working on campus; all other employees will continue working remotely.	Additional employees will return to campus as departmental plans are approved by IRT so that they may prepare for opening the campus to students.	Remote work may occur as part of each department's plan to meet the College's needs and comply with County and State guidelines.	Standard employee operations have resumed. Vulnerable employees continue to work with HR to request accommodations.
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STUDENT PHASED APPROACH

Only those students taking essential workforce training are allowed on campus.	Only those students taking essential workforce training are allowed on campus.	Students begin returning to campus (i.e., students requiring face-to-face support are allowed back on campus by appointment) while minimizing walk-in traffic.	Students are welcomed back in a reduced capacity in adherence with County and State guidelines.
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Duration of steps: Proceeding to the next step will depend on meeting the applicable gating criteria, as defined above, including the impacts on the spread of the virus, impacts on vulnerable populations, and hospital capacities. Specifically, these must occur before proceeding to the next step:

- 1) Downward trajectory of documented cases within a 14-day period **OR**
- 2) Downward trajectory of positive tests as a percent of total tests within a 14-day period (flat or increasing volume of tests)

Given what we currently know about the virus, we will begin monitoring the impacts of rollback in each phase after 14 days.

For more information, please email IncidentResponseTeam@jccc.edu

Personal Protective Equipment Requirements

RETURN TO CAMPUS PLAN



CURRENT

Step 1: Kansas Essential Function Framework (KEFF) exception allowances—most will be tied to training and certification expectations

College efforts to centrally source and distribute in a prioritized manner:

- Cloth face coverings
- Disposable face coverings
- Hand sanitizer
- Plexiglass or equivalent protective shields
- Cleaning supplies
- Sanitizer stands for entry points
- Signage



NO EARLIER THAN JUNE 1, 2020

Step 2: Begin transitioning remote workforce back to campus based on function

Personal Protective Equipment (PPE), 2 cloth face masks, will be distributed to all returning employees

Plexiglass or equivalent protective shields will be installed in conjunction with department plans

Cleaning supplies will be distributed in a prioritized manner

Sanitizer stands will be placed at designated entry points

Signage will be installed in conjunction with department plans



NO EARLIER THAN JUNE 22, 2020

Step 3: Introduction of students not included in Kansas Essential Function Framework (KEFF) exceptions to campus based on function

Personal Protective Equipment (PPE), 2 cloth face masks, will continue to be distributed to all returning employees

Plexiglass or equivalent protective shields will be monitored

Cleaning supplies will continue to be distributed in a prioritized manner

Sanitizer stands will be monitored for effectiveness and refilled

Signage will be monitored for effectiveness



TO BE DETERMINED

Step 4: Reintroduction of remaining campus activities

Personal Protective Equipment (PPE), 2 cloth face masks, ordering and distribution evaluated

Plexiglass or equivalent protective shields needs will be evaluated

Cleaning supplies will continue to be distributed

Sanitizer stands will be evaluated for effectiveness and refilled

Signage will be evaluated for effectiveness

Employee / Work Area Requirements

RETURN TO CAMPUS PLAN



CURRENT

Step 1: Kansas Essential Function Framework (KEFF) exception allowances—most will be tied to training and certification expectations

Practice social distancing

- Gatherings are not to exceed 15 individuals
- 6 feet apart, do not congregate
- Meetings continue remotely when possible
- Plan, place and order signage

Draft safety and health reminder language

Develop appropriate COVID-19 awareness training

Departments plan for shift work

- Staggered start times
- Rotate days
- Continue to work remotely

Introduce [JCCC's Telework Guidelines and Procedures](#)



NO EARLIER THAN JUNE 1, 2020

Step 2: Begin transitioning remote workforce back to campus based on function

Practice social distancing

- Gatherings are not to exceed 15 individuals
- 6 feet apart, do not congregate
- Meetings continue remotely when possible
- Install signage

Start all meetings with safety and health reminders

Complete appropriate COVID-19 awareness training before returning to campus; certificate must be submitted to supervisor before engaging with others

Begin shift work with staggered start times or rotation of days or continue to work remotely in compliance with [JCCC's Telework Guidelines and Procedures](#)



NO EARLIER THAN JUNE 22, 2020

Step 3: Introduction of students not included in Kansas Essential Function Framework (KEFF) exceptions to campus based on function

Practice social distancing; gatherings are not to exceed 30 individuals staying 6 feet apart

Start all meetings with safety and health reminders

Monitor effectiveness of signage

Complete appropriate COVID-19 awareness training before returning to campus; certificate must be submitted to supervisor before engaging with others

Shift work with staggered start times or rotation of days or continue to work remotely in compliance with [JCCC's Telework Guidelines and Procedures](#)



TO BE DETERMINED

Step 4: Reintroduction of remaining campus activities

Practice social distancing; gatherings are not to exceed 90 individuals staying 6 feet apart

In-person meetings can continue based on College Guidelines

Start all meetings with safety and health reminders

Refresh signage

Complete appropriate COVID-19 awareness training before returning to campus; certificate must be submitted to supervisor before engaging with others

Shift work and remote work is optional or phased out in compliance with [JCCC's Telework Guidelines and Procedures](#)

Student / Instruction Requirements

RETURN TO CAMPUS PLAN



CURRENT

Step 1: Kansas Essential Function Framework (KEFF) exception allowances—most will be tied to training and certification expectations

Transition to remote delivery:

- Student support services (admissions, registration, financial aid, etc.)
- Spring semester – deferred hands-on training
- Work from home with College and/or personal equipment

Kansas Essential Function Framework (KEFF) exception allowances tied to training and certification expectations

Courses taught in synchronous and asynchronous manner

Draft and approve syllabus language insert

Seating arrangement and attendance monitoring for contact tracing protocol

Classroom cleaning by Housekeeping based on utilization patterns

Instructors and students cleaning workspaces after each use



NO EARLIER THAN JUNE 1, 2020

Step 2: Begin transitioning remote workforce back to campus based on function

Remote services:

- Student support
- Summer semester
- Instructors teach remotely with College-provided technology and equipment

Courses taught in synchronous and asynchronous manner

Deliver syllabus insert for deferred courses

Seating arrangement and attendance monitoring for contact tracing protocol

Classroom cleaning by Housekeeping based on utilization patterns

Instructors/students clean workspaces after use



NO EARLIER THAN JUNE 22, 2020

Step 3: Introduction of students not included in Kansas Essential Function Framework (KEFF) exceptions to campus based on function

Student support services continue remotely and transition to on campus by appointment to minimize walk-in traffic

Online instruction is preferred for fall semester

Hands-on training and approved courses return to campus

Instructors teach remotely with College-provided technology and equipment

In addition to KEFF exception allowances, hands-on courses unable to move online may return to campus upon IRT and Dean approval

- Deferred spring hands-on training
- Labs, welding, photography, etc.

Instructors are encouraged to broadcast courses in an online synchronous and asynchronous manner

Deliver syllabus insert for every course

Seating arrangement and attendance monitoring for contact tracing protocol

Classroom cleaning by Housekeeping

Instructors/students clean workspaces after use



TO BE DETERMINED

Step 4: Reintroduction of remaining campus activities

Student support services continue remotely and on campus

Library, resource centers and labs open

Online instruction is preferred for fall semester

Hands-on training and approved courses return to campus

Instructors teach remotely with College-provided technology and equipment

Courses may return to campus upon Dean approval

Instructors are encouraged to broadcast courses on campus, online, in synchronous and asynchronous manner (hyflex)

Modify syllabus based on College Guidelines

Seating arrangement and attendance monitoring for contact tracing protocol

Classroom cleaning by Housekeeping

Instructors/students clean workspaces after use

Facility Requirements

RETURN TO CAMPUS PLAN



CURRENT

Step 1: Kansas Essential Function Framework (KEFF) exception allowances—most will be tied to training and certification expectations

The following are not allowed on campus; planning for next phases is in progress:

- Community events
- Dining
- Child care
- Athletics

Site assessment in progress:

- Space planning for walkabouts (remove and/or mark chairs, map out lines and barriers for shared spaces)
- Outside airflow within buildings monitored by Facilities
- Cleaning schedules based on utilization patterns by Housekeeping
- Discontinue use of air dryers in restrooms

Planning, placement and ordering of signage for:

- Social distancing
- Handwashing in restrooms



NO EARLIER THAN JUNE 1, 2020

Step 2: Begin transitioning remote workforce back to campus based on function

Not allowed on campus, but planning continues as College Guidelines develop:

- Community events
- Athletics

Limited services of the following will be allowed:

- Dining, takeout only; no self-serve
- Child care

Site assessment continues:

- Adjustments to space layout in conjunction with department plans
- Outside airflow within buildings monitored by Facilities
- Common high-touch equipment cleaned by departments after each use
- Scheduled cleaning by Housekeeping
- Paper towels only in restrooms

Signage for handwashing and social distancing installed (digital signs, floor adhesives, table tents, posters)



NO EARLIER THAN JUNE 22, 2020

Step 3: Introduction of students not included in Kansas Essential Function Framework (KEFF) exceptions to campus based on function

Community events prepare for return to campus as College Guidelines continue to develop

Athletics begin to return as College Guidelines continue to develop

As the College Guidelines continue to develop, expanded options can continue for:

- Dining
- Child care

Monitor site assessment for effectiveness:

- Adjustments in space layout
- Outside airflow within buildings
- Common high-touch equipment cleaning
- Scheduled cleaning
- Paper towels only in restrooms

Monitor signs for effectiveness:

- Handwashing
- Social distancing



TO BE DETERMINED

Step 4: Reintroduction of remaining campus activities

Community events begin to return to campus under College Guidelines

As the College Guidelines continue to develop, expanded options can continue for:

- Athletics
- Dining
- Child care

Evaluate adjustments for:

- Space layout
- Outside airflow
- Cleaning of high-touch equipment
- Paper towels only in restrooms

Refresh signage for:

- Handwashing
- Social distancing