# 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

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

## 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.

## 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.

## 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
### RETURN TO CAMPUS PLAN

**1 CURRENT**

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

**NO EARLIER THAN JUNE 1, 2020**

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

**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

**TO BE DETERMINED**

**Step 4:** Reintroduction of remaining campus activities

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### GATEWAY CRITERIA

**Personal Protective Equipment Requirements**

- **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

- **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**

- **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**

- **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**
## 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 training before returning to campus; certificate must be submitted to supervisor before engaging with others

**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

**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

### Gateway Criteria

**Employee / Work Area Requirements**

<table>
<thead>
<tr>
<th>Practice social distancing</th>
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<td>Departments plan for shift work</td>
<td>Shift work with staggered start times or rotation of days or continue to work remotely in compliance with JCCC’s Telework Guidelines and Procedures</td>
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<td>Shift work and remote work is optional or phased out in compliance with JCCC’s Telework Guidelines and Procedures</td>
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<td>Staggered start times</td>
<td>Rotate days</td>
<td>Continue to work remotely</td>
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**Return to Campus Plan**

- Updated: May 20, 2020
- JCCC’s Telework Guidelines and Procedures
### Return to Campus Plan

#### Gateway Criteria

**Student / Instruction Requirements**

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<th>Description</th>
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Step 2: Begin transitioning remote workforce back to campus based on function |
| 3 | **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 |
| 4 | **TO BE DETERMINED**  
Step 4: Reintroduction of remaining campus activities |

#### 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

#### 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

#### 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

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
**RETURN TO CAMPUS PLAN**

**CURRENT**

- **Step 1:** Kansas Essential Function Framework (KEFF) exception allowances—most will be tied to training and certification expectations
- **Step 2:** Begin transitioning remote workforce back to campus based on function
- **Step 3:** Introduction of students not included in Kansas Essential Function Framework (KEFF) exceptions to campus based on function
- **Step 4:** Reintroduction of remaining campus activities

**NO EARLIER THAN JUNE 1, 2020**

- 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
  - Cleaning of high-touch equipment 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**

- 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:
  - Athletics
  - 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**

- 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

**GATEWAY CRITERIA**

**Facility Requirements**

- 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