

Fall 2021 Reopening Template for Community Colleges

Name of Institution: Capital Community College

COVID-19 Coordinator (Name and Title): Eddie Miranda, Associate Dean of Campus Operations

Email address: emiranda@capitalcc.edu

Fall start date for classes starting on campus: 8/26/21

Expected number of students on campus: 3,532 (based off maximum seat counts in on-ground classes)

Expected number of faculty/staff on campus: 95 faculty (not including 43 unstaffed sections)

Note: Office and classroom spaces should be planned with 3 feet of social distancing (or less when/if public health guidance allows) and mask wearing in all public spaces. Fall plans should assume 100% occupancy for offices given that at this time we do not have a telework policy for bargaining unit members.

PART 1 – Teaching Plans

- Classrooms
 - Total number of classes offered: 370
 - Class modality: on-ground 33.5%, hyflex .5%, hybrid 8.6%, online 57.4%
 - Number of full time 46 and part time 49 faculty teaching on campus; 62.9% of faculty workforce Unduplicated faculty headcount (43 sections unstaffed at time of report – not included in faculty counts)

PART 2—Student Services Plans

- Student services offices
 - General description of operations
 - Number of full time 25 and part time 4 staff working on campus
 - Number of full time and part time staff working remotely
- Student services offices - **Academic Success Center**
 - General description of operations:
On campus and online tutoring services, academic coaching and computer lab/technology support for all fall courses, CE courses, Nursing/Dosage Calculations and College Academic Transitions (transitional program).
 - Number of full time 2 and part time 44 staff working on campus (some online tutoring will continue to be offered either from campus or remotely on evenings/weekends when the ASC and/or building is closed)
 - Number of full time and part time staff working remotely

PART 3--Campus Services Plans

- Food services – Limited hours and food menu from Lessings
 - General description of operations
 - Number of full time 2 and part time 1 staff working on campus

- Libraries
 - *General description of operations*
 - *Number of full time _6_ and part time__4__ staff working on campus*
 - *Number of full time _0_ and part time____ staff working remotely*

- Childcare Centers
 - *General description of operations*
 - *Number of full time _2_ and part time__1__ staff working on campus*
 - *Number of full time _0_ and part time_0__ staff working remotely*
 - *Number of children served _18__*

- Food pantries
 - *General description of operations*
 - *Number of full time _2_ and part time__3__ staff working on campus*
 - *Number of full time ____ and part time____ staff working remotely*

- Veteran Oasis Centers
 - *General description of operations*
 - *Number of full time ____ and part time__1__ staff working on campus*
 - *Number of full time ____ and part time____ staff working remotely*

- Welcome Centers
 - *General description of operations*
 - *Number of full time ____ and part time____ staff working on campus*
 - *Number of full time ____ and part time____ staff working remotely*

- Other congregate spaces (general description of operations for all that apply)
 - Student Lounge/Game Rooms/ SGA/PTK Office etc. The game room will re-open with social distancing in place. The SGA offices will remain open for use by clubs with social distancing in place.
 - Furniture in Hallways / study pods Furniture in hallways is in place and socially distanced. The furniture is included in regular cleaning. Signage about social distancing and masks is placed throughout all floors and near any areas students might congregate.
 - Rental Spaces

PART 4—Technology/Facilities Planning

- **Document plans to re-establish technology resources on campus for faculty, staff and students which may have been redeployed for remote work** - Laptops and other IT equipment were provided to staff who worked remotely. In most cases, this was in addition to the technology in place in their physical offices.
- **Outline new technology resources that will be used/needed to support innovations in teaching and student services** – Hyflex classrooms (funds will come from CARES) Laptop/desktop loaner program will continue for summer and fall.
- **Document plans to re-establish fully operational offices and classrooms**

Capital will be fully operating as of August 1st. Staff will be required to report to their offices. For those areas where it is difficult for 6ft social distancing we will create classrooms that are not being used and convert them into offices with more space. Departments have been informed about general safety guidelines in place and asked to think about departmental operations and identify any additional measures or supplies that may be needed (queuing lines, ppe, furniture removal, etc.) The requests will be reviewed by their divisional administrator and those administrators will work in collaboration with the campus covid coordinator to finalize each department's operational needs and implement any necessary changes.

- **Provide general description of campus transportation (if applicable) – N/A**

PART 5—Virus Mitigation Strategies/Rules to Contain Exposure

- **Plans to address PPE and social distance requirements (*when social distance can't be maintained at all times such as in labs or hands on training, use of face shields is recommended as additional layer of protection*)** All classroom furniture has been socially distanced for 6ft spacing for the summer but we will change to 3ft for fall semester. Our classrooms/enrollment numbers reflect this. Office spaces currently in use have either been socially distanced or additional protective measures put in place such as desktop dividers.
- **Schedule for disinfection of bathrooms, classrooms, etc.** Areas with high traffic will continue to be cleaned throughout all hours of operation. Bathrooms will be cleaned and disinfected twice daily. Offices and classrooms will be cleaned and disinfected once daily.
- **Plans for allowing visitor access to campus (library, special events, etc.)** Continue to be closed to public and appointment only. Departments will take in person by appointment meetings that are scheduled.
- **Document travel restrictions for professional development, student trips, etc. (if applicable)** We will review current CDC, State, and System Office Guidance at the point of request for travel. It is anticipated that over time and headed into the fall travel restrictions will be lifted.

PART 6—Communications

- **Outline communications strategies for students, employees and the general public about reopening plans**

Campus administration will email faculty and staff regarding updates on reopening and any changes. Safety, cleaning, entrance protocols and other accommodations that are being put in place to assure the safest possible work and learning environment. Some summer classes will remain online. We will update our webpage, social media and send out emails to address policy, procedure, FAQs, and other relevant information. All plans and information about pandemic-related matters are featured on the college website. Continuing students received email's announcing the addition of more in-person classes.