

Summary of SAC Return to Work (RTW) Plan - Fall 2020

(for AS meeting 8/11/2020)

Disclaimer: the information herein is my attempt to summarize the SAC RTW plan for Fall 2020. The official SAC RTW Plan is the ultimate source of information and should be referred to when in doubt.

I. SAC RTW Plan address many different areas, a lot of them affects face-to-face (f2f) classes. It's being finalized.

1. Campus access (regular f2f and non-regular campus visits)

- requests have to be made in advance with Dept chair

2. Usage of instructional space (lecture/lab...)

- Reduce f2f class size to meet space restriction
- additional f2f sections were added to accommodate demand
- staggered class schedule (e.g., 1/2 class per meeting) to ensure enough room space for social distance

3. Expected staff, faculty and student conduct before and during time on campus

- check temperature before heading to campus
- mask on at all times covering mouth and nose while on campus
- everyone is encouraged to head home when done with work
- students must go home after class activity is done
- instructor decides temperature check or not (in the works)

4. Support centers

- Academic computing center: open, on appointment basis (~51 spaces)
- library may be open if needed (for computer usage/internet access only)
- learning center is next if needed

5. Student services areas

- health center, financial aid office, Admissions & Records: all will open on staggered schedule on an appointment basis
- internal testing at health center???
- SAC may work with City of Santa Ana to be a testing site(???)

6. Sanitation expectations and protocols in different areas (classroom, computer lab...): beginning of shift, during shift, end of shift, end of day (varies for different areas)
7. Protocol to deal with different situations (suspected COVID-19 positive, confirmed COVID-19 positive...), how to report, to whom... (communicate with your Dept chair first). **This is contact tracing. Confidentiality is important (don't reveal students' names)**

II. Some items of note specific to F2F classes that may be of faculty's interest

This is just a summary of a few key points. If you are teaching F2F and, please communicate with your Dept chair and/or Dean to get informed.

1. SAC has ~130 f2f sections spreading out over 5-6 buildings; originally ~180 sections

Fall 2020 Face-to-Face as of 7/30/20	
Science, Math, and Health Sciences	
EMT	4
MA	5
NURS	29
NCE	1
BIOL	36
CHEM	19
Subtotal	94
Human Services and Technology	
AUTO	13
DSL	4
FIRE	5
MNFG	4
OTA	1
PHAR	2
WELD	7
Subtotal	36
Kinesiology/Athletics	
KIN/ATHL (No go at this time)	49
Humanities and Social Sciences	
Geography -(No go at this time)	2
Business	
ENGR -(No go at this time)	4
PLUS Basic Fire Academy	TBD
PLUS Basic Police Academy	TBD

2. Syllabus Statement (for f2f classes only)

- Students don't see/read the RTW plan, but they read the syllabus
- Standard for all f2f class, to makes it consistent among all f2f classes
- spells out to students hygiene and safety conduct before coming to campus and during class while on campus (self-check at home, 6 ft apart while on campus, wash hand with soap or use hand sanitizer often...)
- re-emphasize need for students to stay home if sick → instructor needs to be flexible, give students alternative assignments if they stay home
- Excused withdrawal (EW) and P/NP option deadline are included (this applies to all classes, not just f2f)

3. Taking attendance for f2f classes

- If a student is confirmed COVID-19 positive, those who are in “close contact” (within 6 ft for more than 15 min) must quarantine, so knowing who to notify is needed (class cohort will be notified too)
- Different languages going back and forth; current language in the document is “all faculty are asked to take daily attendance using Canvas”. **AS advocates for “faculty teaching in-person classes are encouraged to take daily attendance using Canvas.**

4. Temperature checking for f2f classes (as of now)

- Will be carried out by instructors
- Each instructor decides before class starts and let Dept Chair/Dean know
- Instructor will put that information on the course syllabus
- Check your temp then check every student who shows up for a given day (District is concerns about temp check not carried out consistently/fairly)
- Only touchless thermometer can be used (we expect District/College to provide)
- Only normal temperatures (less than 100.4 °F [38 °C]) are safe to enter class
- If temperature is 100.4 °F or higher and believed to be temporary (student was running in from their car, they were standing in the hot sun, type of clothing, etc.), direct student to social distanced area to wait 5 mins for temp recheck.
- If second temp check is still 100.4 °F or higher, student must leave campus immediately and will be given makeup work

5. Other notes

- When done with class, students have to go home or go to wait area on campus
- Each building area comes up with a protocol to line up students for temp check, wait area before entering class... (check with your dept chair/dean)
- Every f2f student must sign an RSCCD Acknowledgement (regarding COVID-19) form. Instructor handles this and keeps the signed forms.
- Face mask covering mouth and nose are mandatory (notify Dean/Dept Chair if there is a student not following this requirement).
- **COVID-19 suspected** and **COVID-19 confirmed** are handled different. Be informed. If in doubt, talk to your Dept Chair/Dean.
- If there is a case, faculty notifies dept chair/Dean. Administrators notify the class, not faculty.

- Key to reducing spread: wear mask covering mouth & nose, stay 6 ft apart, wash hands often (with soap for 20 sec) or use hand sanitizer
- Classrooms will be deep cleaned end of each day by custodians
- Computers in ACC will be cleaned after each use
- Equipment in discipline-specific classrooms: departments handle
- If you teach f2f in fall, write down questions you have and ask your dept Chair or Dean. Your Dean should have answers or know where to direct you.

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