

RETURN TO CAMPUS COMMITTEE MEETING

MAY 22, 2020

FACILITATOR: BRIAN DURHAM, Executive Director, ICCB

- **Outcomes Of This Committee's Work**
 - Develop a guidance document for fall planning for instruction, health and safety and support services. The document will deliver the following:
 - Provide a set of guiding principles for returning to campus;
 - Consider the appropriate questions that colleges need to answer in order to finalize fall planning.
 - Provide recommendations to the IBHE Higher Education Fall Opening Committee

- **Outcomes Of Meeting One On Instruction**
 - Themes Emerged from last meetings discussions:
 - All Decisions should be guided by the Restore Illinois Framework and CDC and IDPH
 - Fall Semester – follows hybrid model - All Campuses should be committed to bringing students, faculty and staff back onsite in some limited way that allows for the completion of critical competencies but also protects the health and safety of students.
 - Transparency - informing students and faculty and staff in a timely manner *and* fully and completely about campus plans to meet the challenges of the fall semester.

- **Summary of IBHE Higher Education Fall Opening Committee – took place yesterday**
 - Emerging Themes:
 - Alignment with other plans
 - Respect for individual autonomy of institutions
 - Comprehensive testing, tracking and tracing
 - Liability protection/safe harbor (ability to not be liable if someone gets sick)
 - Definitions (e.g. gatherings, space, etc. – also K-12 questions)
 - Challenges of PPE procurement
 - Developing and communicating institutional policies and procedures:
 - Community self-cleaning versus professional cleaning
 - How to handle visitors on campus
 - What happens when a student refuses to wear a mask
 - Students mental health (returning to campus after quarantine)

 - **Areas Of Consideration:**
 - Guiding Principles
 - Academic Affairs
 - Student Affairs
 - Facilities
 - Health and Safety

Restore Illinois Health Regions:

- May 29 all regions will move into phase 3
- Big Question:
 - What are the implications for community colleges in Illinois?
- Institutional Question:
 - How do community colleges conduct instruction in the Fall?
- Institutional Question:
 - What are the important Health and Safety Considerations as community colleges consider decisions about the fall?
- Institutional Question:
 - How do we provide good Student Services in the COVID 19 context?

Considerations For Institutions Of Higher Education

- Center for Disease Control (CDC) Guidance, Updated May 19, 2020
 - <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html#principles>
 - Lists topics they address: Staying Home or Self Isolating when Appropriate
- Key Concepts for Consideration: IHE General Settings
 - Promoting Behaviors that Reduce Spread – how do you communicate to staff and faculty
 - Maintaining Healthy Environment- ventilation systems/campus operations/
 - Maintaining Healthy Operations - what happens if someone does get sick? Close building?
 - Preparing for When Someone Gets Sick

Campuses Examples of their Health and Safety Plans:

- **LAKE LAND:**
 - Following the Hybrid model
 - Vast majority of classes and student services through zoom
 - Athletic teams allowed to practice with 9 athletes plus a coach
 - No outside usage
 - Employees and students maintain social distancing through phase 3 and 4
 - Will be required to complete self screenings for themselves and fill out a paper form questionnaire to make sure they are not sick
 - If an employee or student does become sick with the virus, they are to contact the college HR department and college will notify the county
 - Employees will receive additional sick time to cover the quarantine and sick period
 - essential staff only allowed on campus
 - required by masks are mandatory / face guards
 - for employees working from home not able to perform their regular duties are going to be given other duties shifted from another area
 - restrooms
 - disposable handtowels
 - specific amount of people allowed in at a time

- limited food/drink
 - no self service
 - no catering or food trucks
 - only allowed in personal workspace
- only registered students allowed on campus
 - no non essential children will be allowed on campus
- drinking fountains eliminated
 - coffee stations eliminated
- fitness centers
 - only for classes and student athletes
- will provide sanitary wipes
 - rooms already cleaned and disinfected will be locked until the next class
- limited access points to bldgs.
 - Will only use handicapped accessible doors
 - Buttons are low enough for people to use hips to open
 - Will be signage
- Hallways
 - Will be set up with traffic patterns
- College library and tutoring and student services
 - Phase 3 closed
 - Phase 4 – limited access
- College staff travel
 - Limited
 - Only for essential travel that will need to be reported to their supervisors
- Personal employee workspace
 - Not allowing shared workspace
 - Only 1 other person in workspace at a time @ social distancing
- Public workspaces
 - Put up plexiglass screens
- Conference rooms
 - Only a few open at social distance set up
- Computer labs
 - Only a few open
 - Staff clean after every use
 - Sanitary cleaning supplies also available
- Common areas
 - Social distance set up
- Student clubs
 - Meet remotely

JOHN WOOD

- John Wood Community College renormalization plan
 - align a three phase remote plan with the State of Illinois Five phase plan
 - our phase one plan, starting June 1, would align with the state's phase three
 - have had critical employees on campus since april 1
 - June 1 there will be some additional employees returning to campus
 - going to have our re orientation that first day back to train everyone on expectations for social distancing
 - facilities will still be closed to the public
 - if there is a need for some essential appointments, they will be scheduled
 - have several regional centers that will remain close to the public as well

- have student activity center on campus which would house our fitness center gymnasium which will be closed except for our approved phase one employees will be on campus
- All campus buildings are connected to one another
 - once inside the academic buildings you're able to go anywhere and stay indoors.
 - be able to limit the access to our campus to one singular location on the front of the building for students and visitors and one singular location on the backside of campus
 - one employee entrance and one student visitor entrance
- No touch - some doors have motion sensors sliders on them
 - don't have to touch anything in order to enter the building you stand in front of the door the motion sensor detects you and it opens up
- going to be placing a desk, or a makeshift desk in the vestibule of our main entrance where one of the campus police officers will sit during the week
 - screening, any visitors or students who are coming to campus
 - If they actually pass all the tests, then they'll be allowed to enter, will be instructed on social distancing and will be given a mask if they did not bring one
 - Employees have been self assessing, so we're not screening anyone at this point, not taking temperatures of anyone, but the employees have been instructed if they're not feeling well, to stay home.
- PPE supplies purchased
 - hand sanitizer
 - face masks
 - plexiglass screens
 - signage, indicating six foot social distancing
- deep cleaning frequently touched areas after people have been there
 - how quickly is that going to take for our custodial staff to become overwhelmed because it is a lot extra, we have a small staff
 - looking at the possibility of asking our faculty / students to be involved in that cleaning of certain areas
 - whether that be spraying down surfaces after a class or students use a wiper to wipe off the keyboard in the lab and so forth
- private workspace
 - don't have to wear your mask or face covering
 - going to be out you're required to have a mask at that particular time
 - conducting meetings where people are in the same room, six foot social distancing and masks will be the norm
- general guidelines using the CDC and health department guidelines
 - inform employees what to do if they're sick
 - what to do if they've come in contact with someone who is sick or has potential covert symptoms

- phase two - state's phase four
 - still not at a point where we're back to hundred percent normal as far as classes
 - we do plan to open in the fall with a hybrid model
 - hopefully transition to more face to face throughout the semester as allowed
- state's phase five plan
 - hopefully be 100% structured face to face classes

CITY COLLEGES OF CHICAGO

- unique in for two reasons
 - there are seven colleges that are coordinating efforts
 - And then in Chicago, we not only have the Illinois framework, but also the Chicago framework with five stages
 - Chicago has some more strict restrictions in place than the state of Illinois
 - as a district level, we are working with our seven colleges to prepare a framework for them to begin developing their own college specific plan
- first step is that the colleges have identified committees to do this work in those committees
 - task of that committee is to develop the college specific facilities readiness plan that has to align them with the academic readiness plan
 - within the academic readiness plan for fall –
 - hybrid model of some select courses, face to face on campus prioritizing those CTE or studio art, experimental learning classes that require hands on learning in order to meet the student learning outcomes
 - also identifying second priority courses that can then be ready to move on to campus pretty quickly with the changes in phases, and will be in place in the facilities readiness plans.
 - outlined what standards, needs to be met for our facilities in these in these plans.
 - This is to enable classes, also to a limited extent student services, and to a limited extent, internal business processes to come back to campuses
 - face masks will need to be worn at all times by individuals in the facilities. That includes students, faculty, staff
 - providing 1 reusable facemask to every student/faculty/staff who will be returning to the campus
 - Social distancing guidelines:
 - 6-8 feet in the classrooms, waiting areas, throughout the bldgs. and even waiting for the elevators in the bldgs.
 - Shielding
 - Will be placed where there is going to be close interaction - at a counter, for example
 - Signage - erected at main entrances and high congregate areas such as in washrooms
 - erected throughout our buildings on how individuals can protect themselves
 - what social expectations are
 - instruction
 - classrooms, labs and conference rooms, also used for meetings, should be used only once per day
 - If there are exceptions to be made to that rule, those exceptional cases will need to meet two criteria:

- Will demonstrate need - that would apply to for example, if there is a specialized classroom that more than one class needs to use in order to access specialized equipment
 - demonstrate ability to clean and disinfect the area in between usage. So if area is any area is used more than once in a day. Then there is an expectation that it will be cleaned that same day.
- Cleaning
 - regularly disinfect high touch surfaces - any doorknobs, light switches, shared equipment, Sink faucets, etc. – daily and overnight cleaning of those items
 - consistent with CDC guidelines
- minimize touch
 - single use paper towels in restrooms, leaving restroom doors open. If that is at all possible so that there's no need to grasp on to the, the handle, etc.
- minimize shared workspaces
 - where the elimination of shared workspace is not possible disinfect between each shift, so that everything is cleaned down
- childcare / food service
 - waiting on additional guidelines from the city on the additional standards
- identifying all of our high congregate areas
 - lounges, libraries, the waiting area in front of elevators conference rooms, etc.
 - assess whether there should be a reduction in occupancy limits in those areas or simply closing them all together
- Operational considerations:
 - limitations on entry points, although that is likely something that will be left college to college to determine which makes most sense for each college since each have very different layouts
 - Within our campuses, there will need to be circulation plans and signage to direct traffic in certain ways
 - elevators might be programmed to only go up in some cases and only come down in other cases
 - some determinations will need to be made about the maximum occupancy of those elevators
- air circulation
 - any changes will need to be made to air circulation
- visitor limitation at our campuses
 - any requirement for pre approval of visitors
- response actions in the event that a sick person comes onto campus
 - isolation room
- budget – operational budget costs
 - PPE supplies
 - Physical alterations to space
 - plexiglass

Discussions / Questions:

- What are the lab sizes and cleaning regulations?
 - Not allow more than 9 students and teacher
 - Smaller groups for smaller labs
 - Cleaning staff and sanitization available
- Remedial courses / adult ed courses?

- Under discussions but leaning towards remote learning
- What about students/staff/faculty with disabilities not being able to self-evaluate themselves?
 - Have not discussed but will put it on the list to discuss
- Funding for PPE?
 - Lakeland: Re-allocated funding from budget to put towards PPE supplies
 - John Wood
 - acquired extra PPE products from the local health department and another group
 - They will also be using their normal operations budget
 - City Colleges of Chicago
 - Reallocated operations budget funding to accommodate extra PPE products
- Keep in mind Special needs and low level learners
- Communication sent to students have to be carefully planned
 - Too many and too few will be problematic
 - Have to be precise
- Budget – tuition fees
 - Unused classrooms / athletic / food service / activity fees
 - Tuition fees stay the same or will they be altered to reflect the unused other activities?
- What is the role of campus security/police?
 - John Wood
 - Support role
 - Primary screeners

OVERALL QUESTIONS / DISCUSSIONS

What can State do to provide guidance?

- Temperature checks recommendations / standard throughout state?
- How to handle the asymptomatic carriers?
 - Testing for these individuals?
- Positive tests but fully recovered:
 - What do we do with that person?
 - Add to self-evaluating questionnaire: have you tested positive for COVID-19 within the CDC recommended time period?
- Health care standards not state standards for all hygiene labs/programs
- Childcare center reopening guidelines for all colleges with childcare centers
- Science/ automotive / healthcare labs will need additional PPE and cleaning:
 - Biology / chemistry / automotive / welding / healthcare labs – face shields in addition to goggles? Moving around in lab and keeping social distancing? Additional cost for additional equipment that will be used. Cleaning in between classes in order to be able to use the small amount of equipment.
- PPE issues – work with local health departments
- Theme related to identifying those areas that need to have the face to face content?
 - Commitment to moving to face to face – where does it have to happen?
- Faculty member who gets the COVID-19 virus – what is back up plan for that course?
- Line in a classroom to issue boundary?

- May need to be closeness why teaching in a classroom, including for students with hearing disabilities, which means there will be a mandate for face masks
 - May not be possible, may have to have the visual reminder
- Looking in to go pros for faculty to wear so students can see what they are doing
- Review what Colorado is doing for guidance which is included in the power point presentation
- Faculty/staff requesting to opt out to work remotely no matter what phase the region is in?
 - Institutional conversation
- IBHE/ICCB/IAI – coordinating together on guidance?
 - yes

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Next Steps:

- Key points from discussions:
 - Will distribute notes
 - Will provide a draft of guiding principals and starting to answer some of the questions being asked at the next meeting

Timeline:

- May 29: Considering student support strategies in the COVID-19 environment
- June 5: A wrap up discussion where the committee will consider guiding principles from the three previous conversations