DRAFT for Initial Discussion
Wednesday, March 10

DeAnza College

Welcome Back to Campus Plan

Draft 1 for Discussion
March 10, 2021

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Overview

The guiding principle for the Welcome Back to Campus Plan is maintaining – to the fullest extent possible – the health and safety of De Anza College students, faculty members, classified professionals and administrators during the evolving coronavirus pandemic. Equity is a critical consideration at all points of the plan.

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The De Anza College Welcome Back to Campus Plan is interconnected with, and evolves with, the **central health, safety, facilities and regulatory elements to be included in the Foothill-De Anza Community College District reopening plan**, which will be available at fhda.edu. This **includes but is not limited to**:

- Adherence to all current **county and state requirements and guidelines**
- Meeting of all **health monitoring, check-in and tracking** requirements
- Installation and provision of necessary **protective equipmen**t (e.g., plexiglass and PPE)

The De Anza College plan is dynamic, in the form of an evolving iterative draft, and subject to change based on conditions. It is predicated on the **phased return of on-campus** Instructional programs, developed in consultation with Instructional deans, with Student Services and Administrative Services programs in support. Some **essential** College Operations have remained on campus for the entirety of the pandemic, including Custodial, Grounds and the Bookstore.

All involved constituency groups, including senates and bargaining units, are being consulted early in the development of the plan.

The Welcome Back plan is envisioned in phases, outlined below. **Advancing between phases is dependent upon various factors** including county and state guidelines, infection and vaccine rates, and available facilities capacity. College responsibilities at all phases include but are not limited to:

- **Connection to central district plan**, including all health monitoring and reporting requirements, and adherence to health authority guidelines
- **Individual program** return plans (template on page 4)
- **Appropriate number of custodial and/or agency staff** for rigorous cleaning as per a maintenance plan
- Designation of **properly spaced and equipped facilities**

Template for Program Return to Campus

De Anza College										
Program	Class	Instructor	Number of Students	Total Number of People (including instructor)	Dates	Total Number of Days	Time	Room	Building	Special Requirements

Phases of Return to Campus

Phase I (current as of winter quarter and first draft)

The college is operating remotely. A minimal number of programs are operating at least partially on campus.

Instruction
(Allied Health programs with regulatory and licensure requirements)
- Nursing
- Health Technologies

Administrative Services
- Custodial
- Grounds
- Child Development Center – limited hours
- Bookstore – fulfillment of online orders
- Printing Services – limited hours
- Postal Services – limited hours
- Construction/Facilities/Furniture, Fixtures and Equipment (FF&E) – on as-needed basis

(**Student Services** are operating remotely. The Mobile Food Pantry visits the campus twice monthly.)

Phase II

The college continues to operate mostly remotely. Instructional programs – in addition to the above – moving at least partially on campus are:

Instruction
(Including limited programs with hands-on components)
- Career Technical Education (CTE) programs requiring hands-on work – Design and Manufacturing Technologies (DMT) and Auto Tech
- Creative Arts classes requiring hands on-work –
- Athletics conditioning classes – outdoors only
- Library Services – lobby only; materials checkout (first two weeks of spring quarter)

(**Student Services** continue to operate remotely.)

(**Administrative Services** listed above continue.)

Phase III

The college continues to operate mostly remotely. Programs – in addition to those above – moving at least partially on campus are:

Instruction
(Safely-distanced activities courses)
- Physical Education activity classes
- Dance/Theater
- Library Lab – limited hours

Administrative Services
- Facility rentals – limited to pool and fields only

Student Services
- Adapted Physical Education (APE)

Phase IV

The college continues to operate mostly remotely. Programs – in addition to those above – moving at least partially on campus are:

Instruction
- Required science lab courses
- CTE lecture/lab
- Learning Communities

Student Services
- Food Pantry – by appointment only
- Health Services – by appointment only

Administrative Services
- Dining Services – possibly offered at limited capacity depending on the number of people on campus
- Additional facility rentals – classrooms (chiefly on weekends; instructional needs always prioritized)

Community Education
- Planetarium events – community events on a percentage of capacity basis; field trips on percentage of capacity basis in alignment with regional school district plans

Phase V

More of the college is moving on campus during this phase. Programs – in addition to those above – moving at least partially on campus are:

Instruction
- Lecture classes – on size and percentage basis and facilities capacity
- Library

Student Services
Staggered staffing and/or limited capacity for each given space limitations; additional services continue online
- Admissions and Records services
- Cashiering services
- Assessment – dependent on ESL decision on in-person assessment
- Financial Aid services
- Counseling – General, Transfer and Retention
- Psychological/mental health Services
- DSS Counseling
- DSPS Services – mobility cart services as needed for in-person classes; accommodated testing as needed; tutoring services in person per request; alternative media in person per request
- Deaf and Hard of Hearing Services (DHHS) – as needed for in-person classes
- Veteran Services
- Outreach
- Men of Color Community
- EOPS
- International Student Programs (ISP)
- College Life
- OTI – CompTechs, CalWORKs
- Flea Market

Administrative Services
- Dining Services – expanded capacity

Phase VI

The college's on-campus classes and services are fully operational, albeit with any necessary remaining modifications. Expanded online courses provide additional flexibility and options for students, as does the continuation of selected student services. Lessons learned collegewide during the pandemic period inform all decisions and planning, as does the equity focus underpinning the return-to-campus planning.

Cumulative Listing of Programs on Campus by Phase

Phase I - current

Instruction
- Nursing
- Health Technologies

Administrative Services
- Custodial
- Grounds
- Child Development Center – limited hours
- Bookstore – fulfillment of online orders
- Printing Services – limited hours
- Postal Services – limited hours
- Construction/Facilities/Furniture, Fixtures and Equipment (FF&E), on an as-needed basis

Phase II (* indicates newly added for this phase)

Instruction
- Nursing
- Health Technologies
- Career Technical Education (CTE) programs requiring hands-on work: Design and Manufacturing Technologies (DMT) and Auto Tech*
- Creative Arts classes requiring hands on-work – limited*
- Athletics conditioning classes – outdoors only*
- Library Services – lobby only; materials checkout (first two weeks of spring quarter)*

Administrative Services
- Custodial
- Grounds
- Child Development Center – limited hours
- Bookstore – fulfillment of online orders
- Printing Services – limited hours
- Postal Services – limited hours
- Construction/Facilities/Furniture, Fixtures and Equipment (FF&E) – on an as-needed basis

Phase III (* indicates newly added for this phase)

Instruction
- Nursing
- Health Technologies

- Career Technical Education (CTE) programs requiring hands-on work: Design and Manufacturing Technologies (DMT) and Auto Tech
- Creative Arts classes requiring hands on-work – limited
- Athletics conditioning classes – outdoors only
- Library Services – lobby only; materials checkout
- Physical Education activity classes*
- Dance/Theater*
- Library Lab – limited hours*

Administrative Services
- Custodial
- Grounds
- Child Development Center – limited hours
- Bookstore – fulfillment of online orders
- Printing Services – limited hours
- Postal Services – limited hours
- Construction/Facilities/Furniture, Fixtures and Equipment (FF&E) – on an as-needed basis
- Facility rentals – limited to pool and fields only*

Student Services
- Adapted Physical Education*

Phase IV (* indicates newly added for this phase)

Instruction
- Nursing
- Health Technologies
- Career Technical Education (CTE) programs requiring hands-on work: Design and Manufacturing Technologies (DMT) and Auto Tech
- Creative Arts classes requiring hands on-work – limited
- Athletics conditioning classes – outdoors only
- Library Services – lobby only; materials checkout
- Physical Education activity classes
- Dance/Theater
- Library Lab – limited hours
- Required science lab courses*
- CTE lecture/lab*
- Learning Communities*

Administrative Services
- Custodial
- Grounds
- Child Development Center – limited hours
- Bookstore – fulfillment of online orders

- Printing Services – limited hours
- Postal Services – limited hours
- Construction/Facilities/Furniture, Fixtures and Equipment (FF&E) – on an as-needed basis
- Facility rentals – limited to pool and fields only
- Dining Services – possibly offered at limited capacity depending on number of people on campus*
- Additional facility rentals – classrooms*

Student Services
- Adapted Physical Education
- Food Pantry – by appointment only*
- Health Services – by appointment only*

Community Education
- Planetarium events – community events on a percentage of capacity basis; field trips on percentage of capacity basis in alignment with regional school district plans*

Phase V (* indicates newly added for this phase)

Instruction
- Nursing
- Health Technologies
- Career Technical Education (CTE) programs requiring hands-on work: Design and Manufacturing Technologies (DMT) and Auto Tech
- Creative Arts classes requiring hands on-work – limited
- Athletics conditioning classes – outdoors only
- Library Services – lobby only; materials checkout
- Physical Education activity classes
- Dance/Theater
- Library Lab – limited hours
- Required science lab courses
- CTE lecture/lab
- Learning Communities
- Lecture classes – on size and percentage basis and facilities capacity*
- Library*

Administrative Services
- Custodial
- Grounds
- Child Development Center – limited hours
- Bookstore – fulfillment of online orders
- Printing Services – limited hours
- Postal Services – limited hours
- Construction/Facilities/Furniture, Fixtures and Equipment (FF&E) – on an as-needed basis
- Facility rentals – limited to pool and fields only

- Additional facility rentals – classrooms
- Dining Services – expanded capacity*

Student Services
- Adapted Physical Education
- Food Pantry – by appointment only
- Health Services – by appointment only
- Admissions and Records services*
- Cashiering services*
- Assessment – dependent on ESL decision on in-person assessment*
- Financial Aid services*
- Counseling – General, Transfer, and Retention*
- Psychological/Mental Health Services*
- DSS Counseling*
- DSPS Services – mobility cart services as needed for in-person classes; accommodated testing as needed; tutoring services in person per request; alternative media in person per request*
- Deaf and Hard of Hearing Services (DHHS) – as needed for in-person classes*
- Veteran Services*
- Outreach*
- Men of Color Community*
- EOPS*
- International Student Programs (ISP)*
- College Life*
- OTI – CompTechs, CalWORKs*
- Flea Market*

Community Education
- Planetarium events – community events on a percentage of capacity basis; field trips on percentage of capacity basis in alignment with regional school district plans

Phase VI (* indicates newly added for this phase)
- All on-campus classes and services, with any necessary modifications*