

DRAFT - MPC Campus Reopening Plan

Subject to Change Based on State & County Health Orders

Stage 0 - Shelter-In-Place Mandate

MPC Closed to Employees, Students and/or Public

Estimation: Current Order

General Institution	
<ol style="list-style-type: none">1. All MPC facilities are closed to employees and members of the public<ol style="list-style-type: none">a. Except for the essential functions identified below (shifts may be altered and coverage may vary):<ol style="list-style-type: none">i. Administrationii. Emergency Operations Center (EOC)iii. Facilities (shipping/receiving, maintenance, grounds, custodial)iv. Human Resourcesv. Information Servicesvi. Fiscal Services (payroll, purchasing, accounting, financial aid distribution)vii. Campus Security2. All campus governance groups & search committees are meeting remotely.3. No employee travel.4. MPC food services closed and MPC Bookstore services available online only.5. Any remote work is to be performed under the direction of the employee's supervisor.	
Instructional	Non-Instructional
<ol style="list-style-type: none">1. All academic instruction, learning support services, and library services delivered online.<ol style="list-style-type: none">a. All office hours onlineb. Campus time waived2. Faculty may return to campus if needed in order to continue distant learning.3. Limited face-to-face instruction upon approval of MCHD	<ol style="list-style-type: none">1. Faculty & staff may return to campus if needed in order to continue support services.2. All support services are to be virtual

Stage 1 - Initial Return - Significant Limitations (MCHD Non-Essential Entities Are Allowed to Reopen)

MPC Open to Employees but Not Students and/or Public

Estimation: End of May 2020

General Institution	
<ol style="list-style-type: none"> 1. Management and classified employees are to return to campus for full workday <ol style="list-style-type: none"> a. High risk populations may work from home. b. If accommodations are needed, work with a direct supervisor. c. Building access limited to housed personnel only. d. Stagger shifts and working locations. 2. Students are not permitted on campus, except by appointment only for the following: <ol style="list-style-type: none"> a. Technology needs, food pantry 3. Face coverings and physical distancing will be required if person is in common/open area (i.e. restroom, breakroom) <ol style="list-style-type: none"> a. MPC to provide face coverings if needed b. Max occupancy in common areas c. Shared workspaces need face coverings d. In-person meetings optional if safety measures are followed 4. Administrative Services to lead with support from AA & SS to implement the additional safety measures below: <ol style="list-style-type: none"> a. Health shields, floor markings, hand sanitizer, etc. b. Strict nightly cleaning protocols implemented c. Employees receive training on MPC's Infectious Disease Outbreak Plan (IDOP) as well as Keenan Safe Colleges Online Training. d. Individual cleaning supplies provided to employees for desktop equipment 5. All campus governance groups & search committees are meeting remotely. 6. No employee travel. 7. Human resources to lead MPC employee health/welfare program rollout. 	
Instructional	Non-Instructional
<ol style="list-style-type: none"> 1. Faculty may return to campus if needed in order to continue distant learning. 2. All instruction is to be remote. 3. Limited face-to-face instruction upon approval of MCHD 	<ol style="list-style-type: none"> 1. Faculty may return to campus if needed in order to continue support services. 2. All support services are to be virtual

Stage 2 - Partial Return With Limitations (MCHD Permits Reopening of Entities)
MPC Open to Employees for Limited Student Services & Instructional Support, but no Public Events

Estimated: Summer 2020

General Institution	
<ol style="list-style-type: none"> 1. Management and classified employees are to return to campus for full workday <ol style="list-style-type: none"> a. High risk populations may stay home - contact HR b. If accommodations are needed, work with direct supervisor 2. MPC Administrative Services has implemented additional safety measures as needed: <ol style="list-style-type: none"> a. Floor markings, health shields, hand sanitizer, etc. 3. Administrative Services to develop student online training courses for infectious disease. Training provided to students in advance of return. 4. Student Services to post health and safety tip posters throughout the district. 5. Students are able to access limited campus functions/facilities as needed with physical distancing enforced. As soon as the task is complete, students will need to leave the campus. No student congregation & signage on space instructions. <ol style="list-style-type: none"> a. Food pantry, Student Services, Welcome Center, Student Health, Learning Centers & Library, Admissions and records, Financial Aid, Classroom technology, bookstore, CDC, and campus study spaces. 6. Face coverings will be required if person is in common area (i.e. restroom, breakroom) <ol style="list-style-type: none"> a. MPC to provide face coverings if needed to employees & students b. Max occupancy for each common area 7. All campus governance groups & search committees are meeting remotely, but may meet in-person if necessary. 8. Any potential exposure and/or health questions directed to Student Health Services. 9. Essential employee travel is permitted if comfortable. 10. Independent contractors may resume services but must follow all safety measures. 11. Admissions and Records & Financial Aid are still flexible on student policies & procedures. EW for spring 2020 term still available 12. Grading criteria to revert back to approved standards. 	
Instructional	Non-Instructional
<ol style="list-style-type: none"> 1. Faculty may return to campus if needed in order to continue distant learning. 2. All classroom based instruction is to be remote. 3. Limited learning centers may open for face-to-face, but with the limitations and safety measures above. 4. Limited face-to-face instruction upon approval of MCHD 	<ol style="list-style-type: none"> 1. Faculty may return to campus if needed in order to continue support services. 2. Limited face-to-face counseling services will be available by appointment only, but with the limitations and safety measures above.

Stage 3 - Full Return With Limitations (Stage 5 of CA's 6-Step Plan)
MPC Open to Employees and all Students, but not Public non-college Events
Estimated: Fall 2020

General Institution	
<ol style="list-style-type: none"> 1. (Faculty TBD) Management and classified employees are to return to campus for full workday <ol style="list-style-type: none"> a. Any exceptions and/or accommodations through HR - leave will need to be taken. 2. MPC Administrative Services has implemented throughout the district the additional safety measures where necessary: <ol style="list-style-type: none"> a. Floor markings, health shields, hand sanitizer, etc. 3. All buildings are open and operational with the following limitations: <ol style="list-style-type: none"> a. Physical distancing required - no large gatherings b. Face masks recommended and encouraged & provided by MPC if needed 4. All employees have successfully taken infectious disease training. 5. Students may stay on campus throughout the day and access most MPC services in-person. 6. Instructional & non-instructional spaces have room instructions at the entryway. 7. Limited and safe food services will be provided. 8. Bookstore will be fully operational. 9. Strict sanitation requirements for all spaces on rotational basis. 10. All campus governance groups & search committees are meeting in-person. 11. All essential and non-essential employee travel is permitted. 12. Any potential exposure and/or health questions directed to Student Health Services. 13. Official A&R and SFA policies and procedures enacted. 14. Mass gatherings (commencement) or events are required to follow specific MPC/state guidelines. 	
Instructional	Non-Instructional
<ol style="list-style-type: none"> 1. Face-to-face instruction permitted with additional safety measures (face coverings, distancing/classroom configuration, sanitization supplies) as necessary. <ol style="list-style-type: none"> a. Faculty may self-select to teach in-person b. Office hours and campus time are delivered onsite. c. Seating charts mandated 2. If face-to-face is not preferred or feasible, online instruction is encouraged. <ol style="list-style-type: none"> a. Office hours may be online, but campus time is delivered onsite. 3. Library services are subject to official health guidance 	<ol style="list-style-type: none"> 1. Abbreviated face-to-face support services are available onsite with additional safety measures (face coverings, distancing, sanitization supplies) as necessary. 2. Online services are still offered, but reduced to accommodate the face-to-face support.

Stage 4 - Full Return Without Limitations (Testing/vaccine available)

MPC Open to Employees and all Students and Public Events

Estimated - Fall 2021

General Institution	
<ol style="list-style-type: none">1. Management and classified employees are to return to campus for full workday<ol style="list-style-type: none">a. Any exceptions and/or accommodations through HR2. Implemented safety measures (floor markings, health shields, etc.) remain as necessary.3. Campus-wide encouragement of personal health and safety measures4. Fask masks no longer provided by MPC and physical distancing suggested, but not enforced.5. Full food service & bookstore operations.6. Mass gatherings permitted but must follow any state or local health guidance provided at the time.7. All campus governance groups & search committees are meeting in-person.	
Instructional	Non-Instructional
<ol style="list-style-type: none">1. Face-to-face instruction fully available.<ol style="list-style-type: none">a. Office hours and campus time are delivered onsite.2. Online instruction offered at levels to meet the demand.<ol style="list-style-type: none">a. Office hours may be online, but campus time is delivered onsite.	<ol style="list-style-type: none">1. Face-to-face support services are fully available onsite.2. Online services are offered to meet the demand.