

DRAFT - MPC Campus Reopening Plan

NOTE: Bold Items Below will require a separate and distinct plan to be developed in accordance with relevant health guidelines.

Stage 0 - Shelter-In-Place Mandate

MPC Closed to Employees, Students and/or Public

| 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. Administration/Emergency Operations Center (EOC)ii. HR, IT, Fiscal, Security, Facilities2. 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 |

FALL 2020 Instruction Scenarios

SCENARIO 1 - Continue to Plan Face-to-face and Online (with contingencies): Programs continue to recommend scheduling face-to-face and online courses based on individual faculty/program recommendations. Face-to-face courses must be delivered based on state and local health department guidelines (i.e. face coverings, social distancing, etc). Courses that are planned for face-to-face instruction must identify a contingency plan (to go online or suspend) in case of shelter in place or other restrictions. **Face-to-face classes are encouraged to include a hybrid component to minimize face-to-face class time where possible.** We will reevaluate the schedule on August 1, 2020 and may determine that it is necessary to shift online if health department guidelines do not allow instruction to occur in person.

SCENARIO 2 - Primarily Online with Limited Face-to-face: All courses that can be taught online should transition online. Courses where SLOs cannot be met online may plan for face-to-face instruction as long as state and local health department guidelines allow. Face-to-face courses must be delivered based on state and local health department guidelines (i.e. face coverings, social distancing, etc). **Face-to-face classes are encouraged to include a hybrid component to minimize face-to-face class time where possible.** Face-to-face classes will be suspended in the event that shelter in place or other restrictions prevent in-person instruction. We will reevaluate the schedule on August 1, 2020 and may add face-to-face classes to the schedule if health department guidelines allow and it is safe to resume in person instruction.

SCENARIO 3 - Fully Online: 100% online instruction for all courses, except for specific courses where face-to-face instruction is approved by state and local health department guidelines and necessary precautions can be followed. Face-to-face classes will be suspended in the event that shelter in place or other restrictions prevent in-person instruction.

DRAFT - Subject to Change Based on State & County Health Orders

Stage 1 - Initial Return - Significant Limitations
MPC Open to Employees but Not Students and/or Public

| 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. e. Cross-training and/or alternate assignments to meet the existing needs of MPC. f. Development and implementation of work from home plans. 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. Training made available 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 |

DRAFT - Subject to Change Based on State & County Health Orders

Stage 2 - Partial Return With Limitations

MPC Open to Employees for Limited Student Services & Instructional Support, but not Public and/or Non-College Events

| 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 HRb. If accommodations are needed, work with direct supervisor2. Administrative Services to develop student online training courses for infectious disease.3. Student Services to post health and safety tip posters throughout the district.4. 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.5. 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 & studentsb. Max occupancy for each common area6. All campus governance groups & search committees are meeting remotely, but may meet in-person if necessary.7. Any potential exposure and/or health questions directed to Student Health Services.8. Essential employee travel is permitted if comfortable.9. Independent contractors may resume services but must follow all safety measures.10. Admissions and Records & Financial Aid are still flexible on student policies & procedures. EW for spring 2020 term still available11. 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 face-to-face library and learning center services provided, 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. |

DRAFT - Subject to Change Based on State & County Health Orders

Stage 3 - Full Return With Limitations

MPC Open to Employees and all Students, but not Public and/or Non-College Events

| 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 HR - leave plan implemented. 2. 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, encouraged, and provided by MPC if needed 3. Employees have successfully taken infectious disease training. 4. Students may stay on campus throughout the day and access most MPC services in-person. 5. Room and space instructions are posted at each entranceway. 6. Limited and safe food services will be provided. 7. Bookstore will be fully operational but will follow all health protocols. 8. Strict sanitation requirements for all spaces on rotational basis. 9. All campus governance groups & search committees are meeting in-person. 10. All essential and non-essential employee travel is permitted. 11. Any potential exposure and/or health questions directed to Student Health Services. 12. Official A&R and SFA policies and procedures enacted. 13. 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 classroom 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 required 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 and learning center services offered in compliance with 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. |

DRAFT - Subject to Change Based on State & County Health Orders

Stage 4 - Full Return Without Limitations
MPC Open to Employees and all Students and Public Events

| 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. Facemasks 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. |