



ALAMO COLLEGES DISTRICT

# RETURN TO LEARNING STUDENT & FAMILY GUIDE

2020 - 2021

NORTHEAST LAKEVIEW COLLEGE



NORTHWEST VISTA COLLEGE



PALO ALTO COLLEGE



ST. PHILIP'S COLLEGE



SAN ANTONIO COLLEGE



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# *STUDENTS FIRST PLANNING PROCESS*



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“

*I'm both proud and in awe of your resilience and steadfastness as you work together with our faculty and staff to take on the challenges our collective new reality presents. Many of you overcame great odds and made personal sacrifices to take a bold step into higher education in order to create new life opportunities for yourself and your families. Now, as a result of a world-wide pandemic, you have had to redouble your efforts and embrace a new way of learning. I want to assure you that we are here to support you. You, our students, are our first priority.*

”

**In Service,**

**Chancellor**

**Dr. Mike Flores**



# Students First Planning Process

## Our Pledge

The Alamo Colleges District has developed this to guide a successful limited return from remote learning. Our priority is to protect the health and well-being of our students, faculty, and staff, while also continuing to support student success, performance excellence and employee engagement. This guide reflects the policies, procedures, COVID-19 Recovery Task Force recommendations and ACD COVID-19 Incident Command decisions to support our successful return from remote learning. We continue to align our plans with local and state declarations and follow the health and safety guidelines of the City of San Antonio's Metro Health and the Center for Disease Control and Prevention (CDC).

## Shared Responsibility:

Stopping the spread of COVID-19 requires responsible action by every member of the ACD family to follow the protocols outline in this guide. All students, employees and visitors are expected to promote and abide by current policies, such as [C.2.1.9 "Use of Face Coverings/Social Distancing at College District Sites"](#), as well as the protocols and guidelines outlined in this guide.

## Student Pledge

To support our value of "respect for all," all Alamo Colleges students should make a pledge to each other to do their part to keep their fellow students, employees and community members safe.

**As Alamo Colleges students, we pledge to:**

### Protect Ourselves

- Stay safe
- Monitor for the symptoms of COVID-19 and report to a health care professional if I experience fever, new shortness of breath or difficulty breathing, new chills or muscle aches, new cough, headache, sore throat or new loss of taste or smell
- Wash my hands often with soap and water for at least 20 seconds or use hand sanitizer

### Protect Our Alamo Colleges Family

- Wear a face covering on campus and around others
- Maintain appropriate physical distancing
- Read and follow on-campus instructional signs and directions
- Stay home if I feel ill or after exposure to someone who is ill or has tested positive for COVID-19
- Keep my belongings, personal spaces and shared common spaces clean
- Follow all public health requests and guidance to preserve the wellness of the community

# ***PROTECTION & PREVENTION MEASURES***



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# Protection & Prevention Measures

## Health & Safety Guidance:

Temperature checks will be required for all students, faculty, and staff on campus for Spring 2021. When entering a campus, students, faculty, staff and visitors will pass through a designated entry point, where a temperature check and health screening questionnaire will be conducted. Masking will be required to ensure the safest possible environment is maintained for everyone and to control the number of individuals in each college and at any one time. Individuals who do not pass the health screening or masking standards will not be granted access.

## Daily Self-Monitoring

Each day before returning to campus, make sure you are free of ANY symptoms potentially related to COVID-19. At this time, these symptoms include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever (100 degrees F or higher)
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain
- Headache
- Sore throat
- Fatigue
- New gastrointestinal symptoms
- New loss of taste or smell

If you have any new symptoms or are feeling sick, inform your instructor, make plans to stay at home, and pursue medical attention. Do not attend class if you have any of the symptoms outlined above. Upon notification of an exposure to COVID-19 or a positive COVID-19 test result, complete the COVID-19 Incident Reporting Form immediately and do not access campus:

[https://alamonvc.qualtrics.com/jfe/form/SV\\_87kT2C53V2wzRfn](https://alamonvc.qualtrics.com/jfe/form/SV_87kT2C53V2wzRfn)



**STAY  
HEALTHY,  
ALAMO  
COLLEGES  
FAMILY**  
**Protect yourself  
and prevent  
COVID-19 spread!**



If you are sick, or caring for others who are sick, stay home.



Wash your hands well with soap and water often.



Cough or sneeze into a tissue and dispose of used tissues in the trash.



Keep six feet distance between you and others when possible.



Avoid touching your eyes and face mask with unwashed hands.



Use hand sanitizer and surface wipes to disinfect often.

# Protection & Prevention Measures

## Face Covering & Face Mask Procedure

The Center for Disease Control and Prevention (CDC) recommends the use of cloth face coverings (“masks”) in public and at institutions of higher education, in particular, to slow the spread of COVID-19. The Governor of Texas, Bexar County and the City of San Antonio also advocate, and may require, the use of masks in public and group settings.

- Students are required to wear masks on campus and upon entry to any campus building, and as required or encouraged in public settings.
- Students are required to wear masks during their entire presence on campus, in all buildings, at indoor and outdoor common areas, going to and from buildings, and at outdoor events where people congregate.
- Students at clinical sites must wear masks or respirators approved by CDC as required by the clinical site. This requirement may be stated in a class syllabus.
- Students who do not wear masks will not be allowed to remain in any classroom, laboratory, or campus, unless they accept available masks furnished by the Alamo College District. A faculty member may enforce the mask requirement in the classroom and may report a non-compliant student to the Student Conduct officer for determination of any violation of the Student Code of Conduct, unless a legitimate reason exists for non-compliance with this procedure as determined by the Alamo College District.
- As an alternative to complying with the mask requirement, a student may register before the beginning of the semester for online courses or be transferred to online learning when feasible, with the student’s agreement.

## HOW TO APPLY AND REMOVE YOUR MASK

Face coverings and masks are meant to help prevent harmful air particles from entering the mouth and nose. Incorrect use of face coverings increases the risk of community spread.

The Alamo Colleges District requires all students, staff and faculty to wear a face covering and mask while on campus to ensure the safest possible environment.



WASH YOUR HANDS BEFORE WEARING YOUR MASK



SECURE THE STRINGS AROUND YOUR EARS



FIX THE MASK TO FIT THE SHAPE OF YOUR NOSE



STRETCH THE MASK TO OVER YOUR CHIN



DO NOT TOUCH THE MASK WHILE USING IT



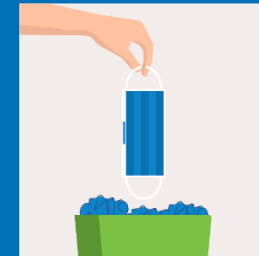
WASH YOUR HANDS BEFORE REMOVING YOUR MASK



DO NOT TOUCH THE MASK WHILE USING IT



REMOVE THE MASK FROM BEHIND BY HOLDING THE STRINGS WITH YOUR HANDS



DISPOSABLE MASKS SHOULD BE PLACED IN THE TRASH. CLOTH MASKS SHOULD BE WASHED PRIOR TO REUSE.



WASH YOUR HANDS AFTER REMOVING YOUR MASK

# *ACADEMIC EXPERIENCE*



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# Academic Experience



## Status of On-Site Instruction:

All Spring 2021 classes will be delivered remotely until further notice. There may be exceptions for career and technical courses and some arts and sciences courses that require Face-to-Face learning.

[NLC On-Site Classes List](#)

[NVC On-Site Classes List](#)

[PAC On-Site Classes List](#)

[SPC On-Site Classes List](#)

[SAC On-Site Classes List](#)

## Spring 2021 Semester Plan:

For the Spring semester, Alamo Colleges will operate remotely. There will be no on-site instruction in the vast majority of courses. Students in select programs may continue on-site. You will be notified if you will continue on-site classes. In-person, face-to-face contact between staff and students during this period is limited. On-campus classes will be prioritized for courses that require in-person instruction, and the colleges and centers will manage the number of individuals onsite at the same time to ensure appropriate occupancy for Level 5. The Alamo Colleges will plan according to the following levels:

### Alamo Colleges District COVID-19 Return To Campus Plan

LEVELS	ACTIONS
<b>Level 1</b> Up to 100% Onsite Locally declared: All Clear	<b>IMPLEMENT, MONITOR &amp; ADJUST</b> Carefully phase up to 100% occupancy as facilities and resources are ready, monitor impact and adjusting for effectiveness, safety & health <ul style="list-style-type: none"> <li>Up to 100% of all personnel</li> <li>Up to 100% of students onsite</li> </ul>
<b>Level 2</b> Up to 50% Onsite Locally declared	<b>IMPLEMENT, MONITOR &amp; ADJUST</b> Carefully phase up to 50% occupancy as facilities and resources are ready, monitoring for impact and adjusting as necessary for effectiveness, safety and health <ul style="list-style-type: none"> <li>Up to 50% of essential DPS, IT, Facilities and other support personnel</li> <li>Up to 50% of students onsite</li> <li>Up to 50% of faculty onsite</li> </ul>
<b>Level 3</b> Up to 25% Onsite Locally declared	<b>IMPLEMENT, MONITOR &amp; ADJUST</b> Carefully phase up to 25% occupancy as facilities and resources are ready, monitoring for impact and adjusting as necessary for effectiveness, safety and health <ul style="list-style-type: none"> <li>Up to 25% of essential DPS, IT, Facilities and other support personnel</li> <li>Up to 25% of students onsite</li> <li>Up to 25% of faculty onsite</li> </ul>
<b>Level 4</b> Up to 10% Onsite Within locally declared parameters	<b>TEST &amp; TRAIN</b> Test schedules, protocols, training, resources & communications. Train employees and students for level 3 and level 2 <ul style="list-style-type: none"> <li>Up to 10% essential DPS, IT, Facilities personnel and CTE Support Personnel</li> <li>CTE courses that must be offered onsite for accreditation</li> <li>A limited number of Arts &amp; Science course sections that may be determined by a college to be essential to offer onsite</li> <li>A limited one-stop student success office to provide essential services by appointment</li> </ul>
<b>Level 5</b> Stay Home, Work Safe Locally Declared	<b>PLAN &amp; RESOURCE</b> Plan Phased Return: schedules, protocol training, resources & communication. Train employees & students for level 4. <ul style="list-style-type: none"> <li>95-100 % remote work, teaching and learning</li> <li>1-5% essential DPS, IT and Facilities personnel onsite</li> </ul>

## Academic Success – Key Considerations:

Face-to-Face (F2F) courses will be prioritized to support student success for the following reasons:

1. Specialized accreditors will not allow completion in a remote format.
2. Psychomotor competencies/affective skills cannot be assessed remotely.
3. Practicums, labs, clinical and internships are required F2F.
4. Program cohorts and curriculum sequence must be delivered F2F to prevent impacting the ability of the next program cohort to start.
5. Incompletes assigned to classes in the previous semester.
6. To support equity, colleges will provide opportunities for student populations that demonstrate greater success in F2F environments.
7. Courses needed to support partnerships with external stakeholders.

# *STUDENT RESOURCES*



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# Student Resources

## Remote Resources:

### Student Support Services

Student support services at each of the Alamo Colleges will be offered remotely during the Spring 2021 semester. All services will be provided remotely via a Zoom Room that will connect directly with department representatives working remotely. If you have any questions or would like to schedule an appointment, please call 210-21-ALAMO or visit <https://www.alamo.edu/experience-the-alamo-colleges/current-students/>.

## Remote Services:

### Student Support Services

Student Success services will be available remotely until further notice. Normal hours of operation are Monday – Friday, 8 a.m. – 5 p.m., with rotating late nights (Monday – PAC, Tuesday – SAC, Wednesday – SPC, Thursday – NLC & NVC).

### My Digital Backpack

Please visit our [“My Digital Backpack”](#) for more information regarding:

- Support Services
- Health & Well-being
- Registration & Enrollment
- Technology
- COVID-19 Response
- My Rights & Responsibilities

View “My Digital Backpack” at <https://bit.ly/3ifv37F>.

## Return To Campus FAQ's

For your support, a list of frequently asked questions regarding our Return to Campus Plan has been added to our website at [www.alamo.edu/returntocampus/faqs](http://www.alamo.edu/returntocampus/faqs).

**Didn't see your question answered?**  
Please contact your advisor, instructor or email us at [coronavirus@alamo.edu](mailto:coronavirus@alamo.edu).

[View FAQ's](#)





# Student Resources

## Student Advocacy Center Support Resources:

During this challenging time, the Student Advocacy Centers across the Alamo Colleges District will continue to support our students by providing wraparound support services remotely. We will help with issues that are outside the classroom but can negatively impact stress, focus, and student performance. Online counseling and case management support, as well as emergency aid and access to community resources are available.

Please contact the Alamo Colleges Helpline at 210-486-1111 for assistance or visit <https://www.alamo.edu/experience-the-alamo-colleges/current-students/student-opportunities/advocacy-centers/>.

## COVID-19 Student Impact Fund:

For many of our students, making ends meet while balancing classes, job and family can be overwhelming at the best of times. Many students were already struggling with food and housing insecurity and financial instability. The COVID-19 crisis adds new burdens and directly impacts students' ability to remain in college.

To support our students through this crisis, the Alamo Colleges District has established a COVID-19 Student Impact Fund to provide emergency resources for students who need temporary assistance so they can:

- Buy groceries
- Pay rent or utility bills
- Access technology needed to support remote learning
- Pay healthcare expenses
- Make up for lost wages

To apply for other available emergency aid, please contact one of the colleges' Student Advocacy Centers through the Alamo Colleges Advocacy Helpline at 210-486-1111.

## Wellness 360 Healthcare:

Through a partnership with UT Health San Antonio Wellness 360, healthcare services are available for Alamo Colleges students. Visit a medical professional virtually from anywhere you have phone and internet access, by calling 210-485-0571 or visiting [alamo.edu/wellness360](https://www.alamo.edu/wellness360), Monday - Friday, 8 a.m. – 5 p.m.

## Are there additional resources available?

To support Alamo Colleges students or community members through this crisis, the Alamo Colleges District, City of San Antonio and Bexar County have several resources options including:

- Reduced Payment Plans
- Laptop & Internet Hotspot Check-Out
- Campus Internet Access and No-Cost Internet Service
- Library E-Resources
- Food Assistance
- Housing/Rental Assistance Programs

[Learn More](#)

Learn more at [www.alamo.edu/returntocampus/student-resources](https://www.alamo.edu/returntocampus/student-resources).





**#ALAMOTOGETHER**



# #ALAMOTOGETHER

## We Are #AlamoTOGETHER

The health and safety of our students, employees and the community is our highest priority. Over the past several months, the Alamo Colleges District family has done a remarkable job of adjusting to a new normal as our communities and the world face the ever-changing circumstances created by the COVID-19 pandemic. It is through our collective spirit and resilience that we are #AlamoTOGETHER.

Be a champion of public health by joining us in being #AlamoTOGETHER on social.

### Stay connected with us on social!

**Alamo Colleges District Facebook**  
[facebook.com/TheAlamoCollegesDistrict](https://facebook.com/TheAlamoCollegesDistrict)

**Alamo Colleges District Twitter**  
[@ AlamoColleges1](https://twitter.com/AlamoColleges1)

**Alamo Colleges District Instagram**  
[@ alamocolleges](https://www.instagram.com/alamocolleges)

**NLC Facebook**  
[facebook.com/northeastlakeview](https://facebook.com/northeastlakeview)

**NVC Facebook**  
[facebook.com/Go2Vista](https://facebook.com/Go2Vista)

**PAC Facebook**  
[facebook.com/paloaltocollege](https://facebook.com/paloaltocollege)

**SPC Facebook**  
[facebook.com/gospc](https://facebook.com/gospc)

**SAC Facebook**  
[facebook.com/sanantoniocollege](https://facebook.com/sanantoniocollege)

**NLC Twitter**  
[@ NLCPR](https://twitter.com/NLCPR)

**NVC Twitter**  
[@ govista](https://twitter.com/govista)

**PAC Twitter**  
[@ PACPR](https://twitter.com/PACPR)

**SPC Twitter**  
[@ GoSPC](https://twitter.com/GoSPC)

**SAC Twitter**  
[@ SAC\\_PR](https://twitter.com/SAC_PR)

**NLC Instagram**  
[@ northeastlakeview](https://www.instagram.com/northeastlakeview)

**NVC Instagram**  
[@ northwest\\_vista\\_college](https://www.instagram.com/northwest_vista_college)

**PAC Instagram**  
[@ paloaltocollege](https://www.instagram.com/paloaltocollege)

**SPC Instagram**  
[@ gospc](https://www.instagram.com/gospc)

**SAC Instagram**  
[@ sanantoniocollege](https://www.instagram.com/sanantoniocollege)