

## DRAFT

### Return to Campus Guidance

What follows is districtwide guidance for increasing in-person operations at Foothill, De Anza and Central Services in winter and spring 2022, unless circumstances change significantly.

#### Winter 2022

Effective in **winter 2022**, both colleges will follow the approach that De Anza describes in **Phase V** of its draft [Welcome Back to Campus Plan](#):

**More of the college is moving on campus during this phase.** The following programs move at least partially on campus, in addition to those in Phases I-IV.

#### INSTRUCTION

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

#### STUDENT SERVICES

- **Adapted Physical Education**
- The **Flea Market** will have a soft opening in winter quarter.

#### ADMINISTRATIVE SERVICES

- **Dining Services** – expanded capacity

#### 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

#### Spring 2022

Effective in **spring 2022**, both colleges will follow the approach that De Anza describes in **Phase VI** of its draft [Welcome Back to Campus Plan](#):

**The college's on-campus classes and services are fully operational, 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.

It is important to note that plans for spring 2022 will be adjusted as needed to respond to any

unanticipated circumstances. However, both colleges aim to offer a class schedule that includes at least 80-85% of their sections in person compared to spring 2019.

Non-instructional departments at Foothill, De Anza and Central Services will evaluate their operations as more staff members return to campus for more days beginning in winter 2022. Whether people are working remotely or in person, we are committed to providing service Monday through Friday with consistent and predictable hours posted on websites and included in office phone messages.

Recent attempts to develop a board policy and administrative procedures for remote work revealed the difficulties of establishing a uniform approach to all employees and all work assignments. Additionally, some recommendations appeared more appropriately addressed in contract negotiations, so administration will follow up accordingly and postpone policy development.

In the meantime, I ask all administrators to consider the following impacts in developing both remote and in-person class schedules and office hours:

- Student access
- Quality of instruction and services
- Equitable workloads
- Participation in committees
- Professional development
- Team building

There is no expectation that one approach will work in perpetuity in any given department. Individual administrators have discretion in determining how best to staff their areas, but I ask them to make their decisions in consultation with faculty and staff in the belief that each of us is student centered and equity minded.

Given our very low number of workplace exposures and the availability of equally effective alternative methods for conducting contact tracing, we will discontinue the use of the OptimumHQ app for health status reporting and activity logging. We will also discontinue use of the Modolabs student mobile app for health status reporting only. All other functions of the student mobile app will remain active.

Finally, there have been many questions and concerns regarding our HVAC systems. While there are no specific HVAC mandates from the Santa Clara County Department of Public Health, the department has provided recommendations in the form of guidance, which we are following to every extent possible. Please see the following websites for district and county HVAC information:

- **Ventilation and HVAC Frequently Asked Questions – Foothill-De Anza**  
[https://facilities.fhda.edu/tile-facilities-safety/a\\_hvac.html](https://facilities.fhda.edu/tile-facilities-safety/a_hvac.html)
- **Guidance for Ventilation and Air Filtration Systems – Santa Clara County Department of Public Health**

<https://covid19.sccgov.org/sites/g/files/exjcpb766/files/Guidance-for-Ventilation-and-Air-Filtration.pdf>

Please join me Friday, Dec. 3, for an in-person districtwide town hall, Emerging From the Pandemic, from 10 a.m. to noon outside on the Hinson Campus Center Patio at De Anza. You will learn how students, faculty and staff are doing after returning in person and have a chance to ask questions of district and college leaders. Please RSVP using this link if you plan to attend to help with planning for refreshments: <https://www.deanza.edu/return-to-campus/town-hall.html>

I look forward to continuing to work in community with you as we emerge from the pandemic.