

Academic Division / Program Plan

I. TCAT

Select classes and labs are scheduled to start on Monday, May 18th.

Method of Returning:

Packets were assembled and included a disposable mask, a brightly colored parking pass and a flyer with best practices in maintaining health and safety. Instructions for gaining access to campus beginning May 18 were distributed via email to TCAT students, faculty and staff. This email covered the questionnaire screening process for COVID symptoms and the e-pass. These packets were created on May 8th and delivered to the guard shack at the main gate for Campus Police to distribute to TCAT students and faculty the week of May 11th.

TCAT Staff and Faculty were asked to stop by on any given day (Monday through Friday) the week of May 11th to collect their packet. The student packets were scheduled for distribution by the students' last name to prevent a large number coming at one time and to reinforce the need for pickup.

TCAT STUDENTS

542 - TOTAL

The schedule for student packet pickup is:

<u>Day</u>	<u>Last Name Beginning Initials</u>	<u>Number</u>
Monday	A through D	121
Tuesday	E through H	115
Wednesday	I through M	114
Thursday	N through S	108
Friday	T through Z	84

TCAT STAFF & FACULTY

49 - Faculty

5 - Staff

54 - TOTAL

BUILDINGS UTILIZED (8)

TCAT 1

TCAT 2

TCAT 3

TCAT 4

HSC

Kimball Tech Bldg

Dayton Welding

Hixson CDL Site

II. Nursing and Allied Health (N&AH)

Select classes and labs are scheduled to start on Monday, May 18th.

Method of Returning:

Packets were assembled for students and included a disposable mask, a brightly colored parking pass and a set of instructions for recipients to review before their return to campus. An email was sent to those returning to campus and detailed the questionnaire screening for COVID symptoms and access to campus using an e-pass. These packets were created on May 9th and delivered to the guard shack at the main gate for Campus Police to distribute to AN&AH students and faculty between May 13th and May 15th.

N&AH STUDENTS **175 - TOTAL**

N&AH STAFF & FACULTY 50 Full Time
150 Part Time
200 – TOTAL

BUILDINGS UTILIZED (2) CBIH & HSC

III. Engineering and Information Technologies (E&IT)

Classes and labs are scheduled to start on Monday, May 18th.

Method of Returning

Packets were assembled for students and included a disposable mask, brightly colored parking pass, and a set of instructions for recipients to review before their return to campus. An email was sent to those returning to campus and detailed the questionnaire screening for COVID symptoms and access to campus using an e-pass. These packets were created on May 11th and delivered to the guard shack at the main gate for Campus Police to distribute to E&IT students and faculty between May 13th and May 15th.

STUDENTS **100 - TOTAL**

STAFF & FACULTY 10 Faculty
5 Staff
15 - TOTAL

BUILDINGS UTILIZED (1) CETAS

IV. Plant Operations

Custodial staff set to return May 13th.

Maintenance staff set to return May 18th.

Grounds staff set to return May 18th.

Shipping and Receiving set to return May 18th.

Method of Returning:

Packets were created, including a disposable mask, brightly colored parking pass and a set of instructions for recipients to review before their return to campus. These packets also included a document that employees were asked to sign agreeing that they would inform their supervisor immediately if at any point they could respond to any of the COVID-19 screening questions with a “yes”. These packets were created on May 12th and distributed as follows:

Administrative	May 18th at the guard shack
Custodial	May 13th in person by Custodial Coordinator
Maintenance	May 18th at the guard shack
Grounds	May 18th at the guard shack
Shipping and Receiving	May 18th at the guard shack

PLANT OPS STAFF

4 Admin
 35 Custodians
 15 Maintenance
 7 Grounds
3 Ship & Rcvg
64 - TOTAL

BUILDINGS UTILIZED (18)

OMNI	HUM	TCAT 2
Gym	HSC	TCAT 3
CAT	CBIH	TCAT 4
IMC	CETAS	Plant Operations
MTC	Field House	Energy Plant
SC	TCAT 1	Warehouse

V. Campus Police

Although they were deemed essential, the Campus Police were reduced to a skeleton crew during Phase 1. Campus Police returned to full, active duty effective Monday, May 11th as the return to campus plan began to ramp up.

STAFF

2 Admin
 7 Police Officers
8 Security Officers
17 - TOTAL

VI. Additional Program Plans for Phase II

- **STEM School** - STEM school students will come to campus to collect their personal items on May 14th and May 15th. STEM School has created a parking pass that will grant their students and their families access to campus. At no time will anyone be allowed out of their vehicle during this time. Tony Donen and his staff have developed a process where they will bring students their respective items curbside.
- **Collegiate High** - Collegiate High students will come to campus and collect their items on May 18th. Collegiate High has created a parking pass that will grant their students and their families access to campus. At no time will anyone be allowed out of their vehicle during this time. Sonja Rich and her staff have developed a process where they will bring students their respective items curbside.
- **Adult Basic Education** - Adult Basic Education will return to campus on May 18th. They will be given a printed parking pass to allow them access on campus while they transition to the e-pass that is still being developed. This program will bring **six full time staff** to campus every day beginning Monday, May 18th.
- **Child Development Center** – see next page.