

**Instructions for Return to Campus Plan Application**

Please completely read and review theClackamas Community College[**Return to Campus Plan**](https://www.clackamas.edu/docs/default-source/general-forms-and-documents/ccc-return-to-campus-plan.pdf?sfvrsn=f3378068_30)**.** Additionally:

* All programs, departments, events, and student related activities wishing to return to campus, must fill out an application at least 2 weeks prior to the date of intended return.
* All sectioned classes that are approved must have a Term Master submitted to Course Scheduling in addition to this Return to Campus Application. This will update the course in Colleague.
* All NON-sectioned events, such as class-related activities, must be requested in 25Live after application approval. Events and Conference Services will then alert custodial staff and College Safety of your presence on campus for unlocks and additional cleaning, if necessary.
* For small changes in the application such as days or time communicate via email with your division dean.
* Some of the following questions on the return to campus application may not be relevant to your request. You may say N/A or give a different description that you feel is needed and relevant information in processing this application. We are unable to create a one size fits all application but are flexible and consider what information we are able to review.
* Restrictions related to physical distancing or wearing of masks may change based on Clackamas County Health Department recommendations and changes to institutional policies. **These changes would not occur once a term has begun except in those instances that would increase the health of our community (i.e. returning to mandated masks due to a new variant).** Instructional areas, faculty and staff should be aware and communicate clearly with their dean with any requests to change course seat loads. Any changes to course sections must also be communicated to any faculty scheduled to teach the class.
* Requests for instruction or activities to reduce physical distancing from 6 feet to 3 feet, must meet the following criteria:
	+ Programs where the space limitation is preventing students who want to enter from benefiting from the curriculum.
	+ Classes where it is difficult for students to do work in class or meet program outcomes with 6’ distancing.
	+ Classes that are prohibitively expensive with 6’ distancing, e.g. science labs.

For resources related to Teaching and Learning, please refer to the following links:

* Daily Self Checklist (<https://www.clackamas.edu/docs/default-source/general-forms-anddocuments/coronavirus-daily-self-health-checklist.pdf>
* [Guidance for Policies](file:///%5C%5Cclackamas.edu%5CData%5CPublic%5CReturn%20to%20Campus%20Workgroup%5CReturn%20to%20Campus%202.0%20Task%20Force%5CWeb%20documents%5CUpdated%20Guidance%20for%20COVID-19%20Policies%20Non-Compliance%20with%20masking.docx)
* [Sample Language for Syllabi](file:///%5C%5Cclackamas.edu%5CData%5CPublic%5CReturn%20to%20Campus%20Workgroup%5CReturn%20to%20Campus%202.0%20Task%20Force%5CWeb%20documents%5CCOVID%2019%20sample%20language%20for%20syllabi.docx) For any additional needs or questions please contact your dean.

**Please fill in and complete the following:**

|  |
| --- |
| 1. **Area/Course Section to Reopen *(If this is a course section please provide term master):*** *Department Chairs: please complete sections 4, 6, 8, and 10 of this application. All other sections can be found in this* [*spreadsheet*](file:///C%3A%5CUsers%5Ctaras%5CDesktop%5CRTC%20DOCS%5CRTC%20Course%20Information.xlsx)*.*

*You will complete the accompanying spreadsheet to include all courses and sections for your department. This can be completed by an individual instructor or department chair. We recommend that if multiple classes are submitted, the excel spreadsheet be used to capture all of the courses rather than an application for each course.* |
| 1. **Building Name and Room Number (*Include office space, general work areas, lab space, restroom, outdoor area etc.):***
 | 1. **Date/time/duration requested to reopen. This should include any time you will want to be on campus *(prep time, cleanup time, etc.):***
 |
| 1. **Requestor Name:**
 | 1. **Instructor Name:**
 |
| 1. **Requestor Email:**
 | 1. **Instructor Email:**
 |
| 1. **Requestor Contact Number:**
 | 1. **Instructor Contact Number:**
 |
| 1. **Select College Area *(Course, Service Area, Etc.):***

[ ]  Academic [ ]  Student Services [ ]  Athletics [ ]  Community Use[ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| 1. **If this application is approved and circumstances require the College to halt on-campus access while in progress, how will you respond? (check all that apply)**

[ ]  Award an incomplete grade [ ]  Award partial credit [ ]  Offer part or the remainder of the course in an online or remote format [ ]  Reschedule later in the term/ or another term [ ]  Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**Additional Comments:**  |
| 1. **Based on the** [**Return to Campus Plan**](https://www.clackamas.edu/docs/default-source/general-forms-and-documents/ccc-return-to-campus-plan.pdf?sfvrsn=f3378068_30)**, please check all that apply to your plan.:**

 [ ]  6ft. physical distancing **(Specific to courses in spring 2022)**[ ]  3 ft. physical distancing **(Specific to courses in spring 2022)** *Please explain whether part or all of your class will be using 3 ft. distancing and list the criteria number listed in the instructions that applies to your request:* [ ]  Masks **(N/A Spring 2022 – though we welcome masks and encourage them for large gatherings both inside and outdoors)**[ ]  Gloves (for classes where equipment, tools or instruments may be shared)[ ]  Other PPE *Please describe:* [ ]  Daily attendance or seating chart, for contact tracing **(N/A Spring 2022)**[ ]  Required self-health check  *Describe how you will confirm students have completed their self-health check before coming to campus:*[ ]  Cleaning tools, equipment, etc.[ ]  COVID-19 related information in the course syllabus[ ]  Plan for ensuring physical distancing during student breaks[ ]  Plan for communicating with students’ expectations and protocol for class related to COVID-19Additional Comments: |
| 1. **How many participants (*students, instructors, aides, and others*) will be in the space face to face at one time *(have you considered occupancy and physical distancing)*?**
 |
| **Application Submittal Process:**  |

\*If you did not turn your application into a Division Dean because that was not applicable, your supervisor or a return to campus team member will communicate back to you about your application status and next steps.