

COVID-19 Operational Planning Return to Campus Summer & Fall Semester 2021

Guiding Principles:

- Student retention, success, and completion inform decision-making.
- Faculty, staff, and student safety are of the utmost importance.
- Maricopa and CDC guidelines will be followed as closely as possible.
- PVCC will operate with flexibility and patience as changes occur.

Outcomes:

1. Delivery of the highest quality possible course content and student and academic support services that ensure semester-to-semester continuity.
2. Successful completion of the semester so students achieve intended goals: completion, persistence, university transfer, high school graduation, employment, work requirements, etc.
3. A variety of teaching modalities based on student success measures and the ability to earn an AGECE A, B, or S in-person.
4. Enrollment practices, with hybrid options, to support students.

Key considerations in producing this plan:

- Students are able to progress through a schedule entirely in person.
- Addressing employee and student safety concerns about expanding in-person services.
- Ensuring each workspace upholds necessary safe space work conditions.
- Allowing Managers and Chairs the flexibility to address individual department needs within the framework of this document.
- Supervisors work with staff to support and navigate [HR Remote and Virtual Work Policies](#) effective August 9th, 2021.
- Factors informing decisions around in-person, on-site return to campus include consideration of personal situations. (i.e., K-12 schools status).

Phase 1 - July 6th - August 5th

Guidelines and Expectations

- All full-time employees should be working with their supervisors to return to an in-person, on-site work environment based on division needs as communicated by the Chancellor
- Majority of work is delivered through a balance of in-person, onsite, and remote environments.
- In-person instruction may be limited to those classes requiring in-person learning or assessment experiences; however, anyone wanting to teach in-person is approved.

- Class delivery modalities and start and end dates will not change once the course has started (ex: a live-online course will remain live-online until the course ends) unless the metrics push us back to fully remote learning.
- Academic support will remain primarily online, with in-person services based on staff availability and student need.
- In-person services may vary depending on peak times to meet the needs of students and employees.

The timeline for increased in-person services for Summer 2021 is outlined below.

July 6, 2021 - Individual departments may set an earlier effective date		
July 6 -	Limited In-Person Enrollment Services: Welcome Desk AR&R/International Financial Aid Academic Advising Veterans	<ul style="list-style-type: none"> • Welcome Desk - Open for in-person triage. (As it has been since August of 2020) • A&R Staff will continue to support in-person and virtual services for students, faculty, and the general community as they have been since August 2020. • KSC Welcome Center hours will be 8am-6pm M-Th through the remainder of Summer hours and expand by adding 9am-5pm on Fridays through the rest of the year.
July 6 -	Enrollment and Student Services: Academic Advising/Transfer AR&R/International DRS Early College Programs Financial Aid Recruitment Testing Veterans Welcome Desk	<ul style="list-style-type: none"> • ECP has been operating in person and virtually since May 2021 and will continue to support summer programs and prep for Fall enrollment programs. • FA Staff will continue to rotate and be available for students in person (see hours above) and in the virtual environment.
July 6 -	Student Life and Leadership	<ul style="list-style-type: none"> • Available for serving students in-person and virtual starting July 6th. Game Room services/equipment are unavailable until further notice. Available services include but are not limited to Food Distributions, Student Clubs and Organizations, Student Activities, General Equipment Reservations, etc. • Staff are working 1 day in the office and 3 days from home during summer. However, the Student Life Office will be open during the KSC Hours of Operation • Appointments will be required 24 hours in advance to book an appropriate meeting space. Appointments can be made online, in-person, and through calling the main office line. (appointments allow contact tracing)
July 6 -	Athletics	<ul style="list-style-type: none"> • On-Campus • August 1 - Official Fall 2021 start date
May 25th December 17	Fitness Center	<ul style="list-style-type: none"> • May 25th -Open to the public • Hours of operation: <ul style="list-style-type: none"> ○ Monday - Thursday 5:30am - 8:00pm ○ Friday 5:30am - 7:00pm ○ Saturday 7:00am - 2:00pm

		<ul style="list-style-type: none"> ○ Sunday closed ● Reservations can be made here: ● https://community.paradisevalley.edu/fitness/
July 6 -	Information Technology	<ul style="list-style-type: none"> ● Full in-person and virtual assistance available <ul style="list-style-type: none"> ○ Available via phone: (602) 787-7780 or email helpdesk@paradisevalley.edu ● Remote Employee Resources ● Remote Learning Support Resources ● Computer Commons (Open Lab and Classes) <ul style="list-style-type: none"> ○ Monday - Thursday: 7:00am - 6:00pm ○ Friday - Sunday: Closed ● IT Helpdesk - (Students & Employees) <ul style="list-style-type: none"> ○ Monday - Thursday: 7:00am - 6:00pm ○ Friday - Sunday: Closed
July 6	Black Mountain Site	<ul style="list-style-type: none"> ● Brenna Stein: M-R [starting 7/12] ● Michelle Carter: M-R (On Campus T, W,R some Fridays) ● Shannon Anzelmo: On Campus TTR , Virtual - MW.[Advising] ● Victoria Terrazas: On Campus TTR , Virtual - MW. ● Georjann Rovenstine: On Campus MW., Virtual - TTH [Admin] ● Cecelia Contreras: On Campus MW., Virtual - TR [LSC] ● Nick Dangel: On-Campus MT. In as needed [IT] ● Robert MacPhee: M-R On Campus. [Security] ● Advising and questions to new service email: blackmountain@paradisevalley.edu
July 6 - August 5th	Academic Support and Services	<ul style="list-style-type: none"> ● Virtual Support and Services Continue as part of our hybrid approach to serving students ● Library <ul style="list-style-type: none"> ○ Monday - Thursday: 10am-3pm ○ Friday - Sunday: CLOSED ○ 24/7 Ask a Librarian ○ Virtual research consultations ○ Virtual classes for instructors upon request ○ Research Rescue packets upon request (curated items from both our print and e-collections) ● Learning Success Center/Tutoring <ul style="list-style-type: none"> ○ Monday-Thursday, 8am - 7pm ● Math Center <ul style="list-style-type: none"> ○ All services are virtual ● CTL <ul style="list-style-type: none"> ○ 24/7 Virtual Support ○ In-person by appointment ● Faculty <ul style="list-style-type: none"> ○ In-person as teaching and responsibilities require ● Curriculum & Scheduling <ul style="list-style-type: none"> ○ All services are virtual ● Honors <ul style="list-style-type: none"> ○ Open Monday-Thursday ○ 8am-5pm ○ Closed 8/5-8/12 for leadership retreat. ● Career Services <ul style="list-style-type: none"> ○ Open Monday -Thursday ○ 8am-6pm ● Counseling <ul style="list-style-type: none"> ○ Open Monday-Thursday

		<ul style="list-style-type: none"> ○ 8am-6pm ○ Virtual and in-person appointments available ● Entrepreneurship Center <ul style="list-style-type: none"> ○ Closed during the summer
July 6 -	Administrative Services	<ul style="list-style-type: none"> ● Human Resources Open Monday-Thursday <ul style="list-style-type: none"> ○ 8am-5pm ● Grants Open Monday-Thursday <ul style="list-style-type: none"> ○ 8am-5pm ● Fiscal and Business Services Open Monday-Thursday <ul style="list-style-type: none"> ○ 8am-5pm ● Auxiliary Services <ul style="list-style-type: none"> ○ Follett (Bookstore) 9am-2pm (Monday-Thursday) ○ Sodexo(Food Services) Closed through the Summer ○ Pacific Company (Copy Services) 6:00am-6:00pm (Monday-Thursday) ● Maintenance & Operations Open Monday-Friday <ul style="list-style-type: none"> ○ 8am-5pm ● Police Department <ul style="list-style-type: none"> ○ Open 24 Hours ● Employee and Organizational Learning <ul style="list-style-type: none"> ○ Services are virtual in-person as needed.

Phase 2 - August 9th

Guidelines and Expectations

- All employees return to an approved work environment as supported by the supervisor.
- An approved work environment may include a balance of in-person, on-site, and remote work environments following the new [HR Policies](#).

The timeline for increased in-person services for fall 2021 is outlined below.

August 9, 2021 - Individual departments may set an earlier effective date

Student Affairs (KSC) Hours of Operation

Weeks of August 9 and 16 (Peak Registration Extended Hours)

KSC - Monday-Thursday: 8:00am-7:00pm (In-Person/Virtual), Friday: 8:00am-5:00pm (In-Person/Virtual)

Friday, August 13 - Essential Employees Thank You Breakfast 8:30-10:00am

KSC1000A/B

Fall 2021 Learning and Leadership Week:

• **Monday, August 16 - New Employee Welcome Session, 11:30am-2:30pm**

KSC1000A (For all new full-time and part-time employees - please note special session for adjunct faculty on Thursday, August 19)

• **Tuesday, August 17 - All Employee Convocation, 8:00am-9:30am**

Student Union - KSC1000A/B

• **Wednesday, August 18 - All Adjunct Faculty Welcome Back Event, 5:30-7:30pm**

KSC1000A/B

• **Thursday, August 19 New Adjunct Faculty Orientation, 5:00-7:30pm**

KSC1000A

Saturdays, August 14 and 21

9:00am - 1:00pm (In-Person/Virtual)

Return to Normal Business Hours and Virtual Services - Monday, August 9th

KSC - Monday-Thursday: 8:00am-6:00pm, Friday: 10:00am-4:00pm (resume all virtual, in person by appointment only)

Student Union - TBD

Student Business Services (KSC) Hours of Operation

Monday-Thursday: 8:00am-6:00pm, Friday: 10:00am-4:00pm (Virtual hours, in person by appointment only)

August 9 - December 17

Library Hours of Operation

Monday - Thursday: 7 am - 7 pm; Friday: 7 am - 2 pm;

- [24/7 Ask A Librarian](#)
- [Research Consultations](#)

Academic Divisions

- **Behavioral Sciences**
 - Mon-Fri, 7:00am - 4:00pm
- **Business/IT**
 - Mon -Thurs 7:30am - 7:00pm Friday - 8:00am - 5:00pm
- **Com/Hum**
 - Mon-Fri, 7:00am - 4:00pm
- **Counseling**
 - Monday-Thursday, 8am-6pm, Friday, 8am-5pm
- **English**
 - Monday-Friday, 7:00 AM-4:00 PM
- **Fine & Performing Arts**
 - Mon-Fri, 7:00am - 4:00pm
- **Health & Exercise Science**
 - Mon - Fri, 8:30 am - 6:30 pm
- **Life Sciences**
 - Mon - Fri 7:30 am - 4:00 pm
- **Physical Sciences**
 - Mon - Fri 7:30 am - 4:00 pm
- **Math**
 - Mon-Fri, 7:00am - 3:00pm
- **Social Sciences**
 - Mon-Fri, 7:00am - 4:00pm

December 13 - December 17 (Final Exams Week)

Academic Affairs (Library, Learning Success Center) Hours of Operation

<p>Library Monday - Thursday: 7 am - 8 pm; Friday: 7 am - 2 pm; Saturday: closed</p> <ul style="list-style-type: none"> • 24/7 Ask A Librarian • Research Consultations 		
August - 22	<p>Limited In-Person Enrollment Services: Welcome Desk AR&R/International Financial Aid Academic Advising Veterans</p>	<ul style="list-style-type: none"> • Welcome Desk - Open for in-person triage. • A&R/International - Virtual and in-person walk-ins served utilizing Qless for line management. • Designated "Enrollment/Reg Rooms" in HC and computer labs (Self Service, Zone 3 Advising Cubicles, Bear Trax, Testing Rooms, Encanto) set up for walk-in traffic to provide in-person supported self-service for A&R, FA, and Advising services.
August - TBD	<p>Enrollment and Student Services: Academic Advising/Transfer AR&R/International Career Services Counseling DRS Early College Programs Financial Aid Recruitment Testing Veterans Welcome Desk</p>	<ul style="list-style-type: none"> • All enrollment services virtual (chat, phone, video conference) and in-person by appointment utilizing Qless for line management. • Other SA areas working virtually (chat, phone, video conference), with limited in-person appointments. • Designated areas in HC available for students by appointment to provide in-person supported self-service.
August 9 - TBD	<p>Student Life and Leadership</p>	<p>The Student Union will remain closed to walk-in traffic. Students will be able to set up an appointment to access the food pantry. A limited number of students will be scheduled during set increments of time to access the food pantry. Mon - Thurs 10am-1pm; 4-6pm</p> <ul style="list-style-type: none"> • Available for serving students in-person and virtual starting August 9. Game Room services/equipment are unavailable until further notice. Available services include but are not limited to Food Distributions, Student Clubs and Organizations, Student Activities, General Equipment Reservations, • Staff are working 1 day in the office and 4 days remotely. However, the Student Life Office will be open during the KSC Hours of Operation • Appointments will be required 24 hours in advance to book an appropriate meeting space. Appointments can be made online, in-person, and through calling the main office line. (appointments allow contact tracing)
August - TBD	<p>Athletics</p>	<p>MCCCD athletic teams to hold practices and NJCAA competitions beginning January 4, 2021. This decision may be overturned or adjusted at any time based on guidance and directives from the city, county, state agencies, or the NJCAA.</p>
May 25th December 17	<p>Fitness Center</p>	<ul style="list-style-type: none"> • May 25th -Open to the public
August - December	<p>Information Technology Services</p>	<ul style="list-style-type: none"> • Full in-person and virtual assistance available <ul style="list-style-type: none"> ◦ Available via phone: (602) 787-7780 or email helpdesk@paradisevalley.edu • Remote Employee Resources

		<ul style="list-style-type: none"> • Remote Learning Support Resources • Computer Commons (Open Lab and Classes) <ul style="list-style-type: none"> ○ Monday - Thursday: 7:30am - 10:00pm ○ Friday: 7:30am - ? ○ Saturday: ? • IT Helpdesk - (Students & Employees) <ul style="list-style-type: none"> ○ Monday - Friday: 7:00am - 7:00pm ○ Saturday - Sunday: Closed
August 9 - December 17	Black Mountain Site	<ul style="list-style-type: none"> • Will be updated on July 12th.
August 9 - December 17	Academic Support and Services	<ul style="list-style-type: none"> • Virtual Support and Services Continue as part of our hybrid approach to serving students • Library <ul style="list-style-type: none"> ○ 24/7 Ask a Librarian ○ Research Coach appointments • Learning Success Center/Tutoring <ul style="list-style-type: none"> ○ TBD pending hiring • Math Center <ul style="list-style-type: none"> ○ Monday-Thursday, 7 am - 6 pm • CTL <ul style="list-style-type: none"> ○ In-person TBD due to space needs ○ 24/7 Virtual Support ○ Computer Commons by appointment • Faculty <ul style="list-style-type: none"> ○ In-person as teaching and responsibilities require • Curriculum & Scheduling <ul style="list-style-type: none"> ○ TBD pending hiring • Honors <ul style="list-style-type: none"> ○ Open Monday-Thursday <ul style="list-style-type: none"> ■ 8am-5pm ○ Open Fridays <ul style="list-style-type: none"> ■ 8am-3pm ○ Closed 8/5-8/12 for leadership retreat • Career Services <ul style="list-style-type: none"> ○ Monday - Friday 8am-5pm • Counseling <ul style="list-style-type: none"> ○ Monday-Thursday, 8am-6pm, Friday, 8am-5pm • Entrepreneurship Center <ul style="list-style-type: none"> ○ Monday - Thursday 9am-2pm
August - December	Administrative Services (All services are offered in-person)	<ul style="list-style-type: none"> • Human Resources Open Monday-Friday <ul style="list-style-type: none"> ○ 8am-5pm • Grants Open Monday-Friday <ul style="list-style-type: none"> ○ 8am-5pm • Fiscal and Business Services Open Monday-Friday <ul style="list-style-type: none"> ○ 8am-5pm • Auxiliary Services <ul style="list-style-type: none"> ○ Follett (Bookstore) ○ 8:00am-5:30pm Monday-Thursday; 8:00am-3:00pm Friday ○ Sodexo(Food Services) Open Monday-Friday starting August 17th

		<ul style="list-style-type: none"> ○ 8am-2pm ○ Copy Services 7am-6pm (Monday-Friday) ● Maintenance & Operations Open Monday-Friday <ul style="list-style-type: none"> ○ 8am-5pm ● Police Department <ul style="list-style-type: none"> ○ Open 24 Hours ● Employee and Organizational Learning Open Monday-Thursday <ul style="list-style-type: none"> ○ 8am-5pm

Critical COVID-19 Information and Resources for Employees can be found on the WEBSITE [here](#).