

Phased Return to Campus



Brazosport College plans to resume in-person campus operations in three distinct phases this summer. In each phase, the College will work with local health officials to monitor and ensure that the risk of contagion is managed effectively before proceeding to the next phase.

Phase 1 (Monday, May 18th – Friday, July 24th):

Phase 1 focuses on the return of select key personnel needed to initiate essential functions related to resuming in-person work. In this initial phase, CTE faculty and other personnel were allowed to return to on-site work and lab classes, either because they can most effectively do their jobs of lab instruction or because their presence is required on site for management or student support purposes. This phase also includes additional employees who can begin to offer limited on-campus services made available by appointment only. During this phase, all in-person campus services also will continue to be offered remotely. Approval for employees to be on campus will follow the current process of approval by the Vice President over the division or department and by the College's Emergency Policy Group.

Phase 2 (tentatively scheduled to begin Monday, July 27th):

Pending the successful implementation of Phase 1, Brazosport College will return additional employees to on-site work at a level not to exceed half of the combined work time of all the employees in a given area. In preparation for the Fall semester, the College anticipates returning additional employees to campus operations to provide an expanded selection of on-campus services. These services will be identified based upon the advice of public health officials, the College's business needs, and the input of individual departments. In planning for this return, supervisors are urged to consider which employees need to be on-site to perform their work and to schedule employees to be on campus on staggered schedules or rotating days to create social distancing. Those personnel previously approved for remote work assignments will remain off-site until the College receives further guidance from public health authorities. Employees selected to return to on-campus operations during this phase will be notified no later than Monday, July 20th.

Phase 3 (tentatively scheduled to begin Monday, August 17th):

Pending the successful implementation of Phase 2, Brazosport College anticipates returning additional employees to campus operations during this phase to provide an expanded selection of on-campus services. The expansion of these campus services will be identified based upon the advice of public health officials, the College's business needs, and the input of individual departments. Those personnel previously approved for remote work assignments will remain off-site until the College receives further guidance from public health authorities. Employees selected to return to on-campus operations during this phase will be notified no later than Monday, August 10th.

What the Return to Campus will look like...

Supervisors will recommend the positions to be included in each phase based upon the College's business needs. Supervisors should consider which employees can easily perform their duties and responsibilities via remote work and which employees need to be on-campus to effectively perform their work. Once identified, supervisors will submit these positions and the names of individuals who can fill those roles on campus to their Vice President and Human Resources.

Positions will be prioritized based solely upon the business needs of the College.

After Human Resources and the Vice Presidents approve the list of selected positions to return to campus, supervisors will notify those employees directly. Employees asked to work on-site who have concerns about returning should contact Marshall Campbell or Mareille Rolon in Human Resources. Brazosport College will follow Equal Employment Opportunity Commission

(EEOC) guidance requesting flexibility and understanding by employers and employees in these circumstances. Please note that supervisors will not determine accommodations and will not ask employees about personal health or medical information. All such conversations will take place solely between the specific employee and Human Resources personnel in accordance with all applicable laws and regulations.

In phases 1 and 2 of Brazosport College's return to campus operations, no employee will be required to work on site if they have valid health concerns. The College anticipates a variety of situations in which employees may request that they continue to work remotely, and the examples below illustrate the most common situations without representing a complete list.

Example 1:

If any employees 65 years of age or older are notified to return to work and they request to work remotely due to elevated risk from COVID-19 exposure, the College may approve the temporary workplace modification, according to CDC guidance.

Example 2:

If employees inform Human Resources that they have a disability that puts them at greater risk of severe illness if they contract COVID-19 and they request to work remotely, the College may provide accommodation if it will not pose an undue hardship on the institution. The College may require verification that this accommodation request is necessary.

Example 3:

If employees inform Human Resources that they have a valid health condition that places them at greater risk of severe illness if they contract COVID-19 and they request to work remotely, the College may approve the temporary workplace modification if it will not impose an undue hardship on the institution. The College may require verification that this accommodation request is necessary.

Example 4:

If employees who are notified to return to work on campus inform Human Resources that they are unable to do so because their child's school is closed or childcare is unavailable due to COVID-19, the College may allow the employee to continue to work remotely. If employees are unable to work their full schedule, they may request leave, including extended Family Medical Leave and/or Emergency Paid Sick Leave available through the Families First Coronavirus Response Act (FFCRA).

Supervisors will have the flexibility in each phase to develop schedules that meet the College's business needs while limiting the personnel on campus. These can include:

Remote Work:

Those who can work remotely to fulfill all or some of their work responsibilities may continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements, which must be pre-approved by the employee's immediate supervisor, can be conducted on a full or partial daily or weekly schedule as appropriate. All employees who continue to work remotely will continue to work their full number of assigned hours and are required to submit a daily remote work log to their supervisor.

Alternating Days:

To limit the number of individuals and interactions among those on campus, departments are encouraged to develop plans that schedule partial staffing on alternating days. Such schedules will help enable social distancing, especially in areas with large common workspaces.

Staggered Reporting/Departing:

Staggered reporting and departure times can reduce traffic in common areas and help to meet social distancing requirements.

Supervisors should coordinate these arrangements in advance with the Human Resources Department.

During the summer, on-campus departmental operations will be limited to the hours between 7:30 a.m. and 5 p.m. to allow cleaning crews to conduct advanced cleaning protocols each evening. This hourly limitation does not apply to instructional class time in the CTE courses and labs. Any department needing to operate outside of these hours should obtain pre-approval through the Vice President in their area and the Emergency Policy Group.