

**Updated March 18, 2020 (updated from March 13, 2020).  
Updates are shown in red text.**



## ***Subject: Coronavirus Action Plan***

### ***Background***

Tohono O'odham Community College is instituting this plan in order to mitigate coronavirus threats to students, staff, faculty, and to the community. The plan was shared with the Board of Trustees and approved during their March 12 meeting. Elements of the plan were recommended by the ad hoc group on coronavirus, by members of administration, and by others in the TOCC community. The fundamental principles that inform the plan are in accord with the recommendations of the scientific community.

### ***Course Delivery and Spring Break Changes – Movement to online course delivery effective March 30, 2020***

TOCC classes will be delivered online beginning March 30, 2020. There will be some exceptions, on a case-by-case basis. Exceptions include Culinary courses and agriculture courses involving outdoor work, including work in the College's oidak (fields).

TOCC's spring break, previously scheduled for March 16 – March 20 is extended for an extra week. The new spring break schedule for TOCC is March 16 – March 27. TOCC will remain open during that time but classes will not be taught except in case-by-case instances. Examples of the latter include an education course and sewing class, both scheduled during spring break. Those will be permitted. GED classes will continue at the various sites. Contact your supervisor if questions arise.

The extended spring break will give TOCC faculty and students a window of opportunity to move face-to-face classes online. Details relating to that process will be handled through administrative channels. Education, Student Services, and Sustainability Divisions are the lead entities for carrying this process out. Information for students and faculty will be provided via email, social media, and the TOCC website.

### ***Travel Restrictions***

TOCC sponsored travel to conferences, trainings, and other similar gatherings is banned. Local travel via surface transportation to conduct College business is permissible (e.g., travel to and from classes, travel between various College sites to conduct business, travel to purchase supplies for College business, and the like). In the event that it is not clear whether travel plans meet criteria for permissible travel, consult with your supervisor.

## ***Sick Leave***

If a TOCC employee is diagnosed or quarantined because of coronavirus, TOCC will provide up to two weeks of paid sick leave. If a person is diagnosed and does not have any sick leave accrued, they will be provided with the sick leave pay regardless. If an employee is diagnosed or quarantined and has sick leave they will need to use that sick leave first. But if they do not have sufficient sick leave to cover a two week period, TOCC will provide the difference. This applies to all employees including new employees who may not have accrued sufficient sick leave to date.

## ***Gatherings and access to TOCC facilities***

TOCC is limiting gatherings on campus and TOCC sites. Gatherings are limited to a maximum of ~~40~~ ten (10) persons until further notice (Amended March 18, 2020). Even in those instances, ensure good practices by refraining from physical contact and maintain personal space. TOCC facilities will remain open to carry out essential functions. -serve the needs of students and employees unless otherwise indicated. Computer and wi-fi access will be accessible for students at S-cuk Du'ag Maşcamakud from 8 a.m. to 5 p.m. through March 27. Further guidance will be issued before that date. at all sites. Information about tutoring and other support services will be published before the end of the extended spring break.

Access to College campus and sites is limited to employees, students, contract workers, vendors, and entities making deliveries such as FEDEX, UPS and others, until further notice. Use of College facilities for community events is suspended until further notice.

Dorms will remain open for residents who do not have any other options. Dorm residents who left campus during spring break should not return after the break. Dorm residents who have belongings that they need should contact the Dorm Coordinator and TOCC will ship those belongings to their owners. (Amended March 18, 2020) Residents are not allowed outside visitors during this time. Be sure to follow good practices. Consult the Dorm Coordinator and Director of Student Life if there are questions.

Shuttle service will continue, but it will operate according to the 8:00 a.m. to 5 p.m. schedule that is posted on the website for “Fridays.” In other words, the shuttle schedule will include trips between campus sites in Sells, Tohono Plaza, and S-cuk Du'ag Maşcamakud. TOCC Operations will provide updates through email and the TOCC website.

## ***Public Health Measures and information on coronavirus and COVID-19***


TOCC Operations personnel have been and will continue to spray and wipe down public surfaces at the College and in the shuttles three times/day. Thermometers will be made available in the near future (before month's end) so that individuals presenting with possible fever can check it each of the College's sites on the Nation.

Supervisors are directed to direct anyone who presents with concerning symptoms to leave the College premises and to return home or to their medical provider.

Information about coronavirus has been shared and future emails will provide updates. The TOCC website has useful information on coronavirus and that can be accessed by clicking the button labeled “coronavirus” at the top of the home page. Please check your sources of information on COVID-19, as there is a lot of misinformation being circulated on social media. Make sure information is from a reputable source. Beware of information shared by emails and social media posts. Check with the TOCC library, HR, or administration if there are questions about the validity of information.

***Caveat- fluidity and flexibility of this action plan***

Because the coronavirus situation in the US and in this region of the country is so fluid and the future so full of unknowns, this plan will likely be amended frequently.

A handwritten signature in black ink that reads "Paul M. Robertson, Ph.D." The signature is written in a cursive, flowing style.

Paul Robertson, Ph.D.  
President