

Adult ESOL & Basic Skills for College and Careers Unit
Covid-19 Contingency Plans
March 2020

The following information outlines steps Adult ESOL and Basic Skills for College and Career departments have implemented.

Guidelines for Instructors

1. Exceptions to attendance policies will be granted whenever feasible for both F2F and remote coursework for the near future. Students must complete any hours required for licensure/credentials.
2. When possible, program staff will schedule make-up classes and opportunities.
3. Provide students should have clear contact information on how to get assignments and participate.
4. Collect names, numbers, and emails for students.
5. Have students identify a friend in case of information exchanges.
6. Provide students with a minimum of 2 weeks of coursework available to them as packets, assignments, or projects. (For help, ask your instructional specialist or program director.)
7. Poll classes on their preferred communication strategy, choosing one or more options from the list below. Teachers should recognize that not all students will have access to technology and will need to include at least one non-technology option for students. Teachers should also inquire about students' data plan size.
8. Conduct any online instruction or discussions during the regular class times, so that the maximum number of students can participate.
9. Communicate plans and meeting times to their supervisors and provide supervisors with access to any groups.
10. Provide students with Covid-19 information and encourage them to stay home if they feel ill.
11. Encourage students to call a doctor if needed even if they are concerned about immigration status or public charge.
12. Count attendance hours for funder reports.
13. Teachers will be paid.

Resources

1. [Montgomery College Corona Virus Page](#)
2. [CDC Corona Virus page](#)
3. [EAB Resource Center: How to Support Your Campus](#)
4. [Ed Week: Teaching about Corona Virus](#)

Guidelines for Staff

1. Get VPN now if needed.
2. Become familiar with list of options below to guide teachers as needed.
3. Supervisors for staff who cannot complete their usual duties (e.g. customer service, data entry, no technology) from should help identify work that can be done at home. This might include professional development online either in or outside of MC with approval of supervisor. Staff are welcome to assist others in the unit with their needs. Elite, Lynda
4. Plan for a minimum of two weeks away from the classroom or office.
5. Review their sick/annual leave just in case it is needed.
6. Staff working at off-site locations should follow the same guidelines.
7. Courses may be suspended/cancelled only with approval of Dean.
8. Schedule make-up dates/ opportunities as possible.
9. Keep a copy at home of any information needed (e.g. contact lists, schedules, cell numbers for staff)

General Policies

1. Most courses can be conducted with the tools listed below or homework packets.
Zoom is the recommended primary tool along with Edmodo or Schoology to share documents and Remind as a messaging app.
2. Offices/labs remain open with skeleton staff. Instruction is moved online.
3. Staff who can't work from home should continue to come in.
4. Staff can drop in to pick up items.
5. Labs may remain open for students to come in to access remote instruction. Skeleton staff just to open room. No support services.
5. Homework packets should be available to students without technology. Services for students with accommodations should continue. Note guidance from DSS.
6. Social distance measures should be in place.
7. Courses may run off College campuses/space if appropriate instructional space is available and approved. Avoid crowds.
8. Classes with a hands-on component can be suspended (e.g. CNA, lab classes), but we need to be clear with instructors on the make-up plan as they will not be paid twice.
9. We'll plan to be flexible and ready to change this policies as needs arise.