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**Jimmy H. Baker**  
CHANCELLOR

**MEMORANDUM 2020-EXE-108**

DATE: December 11, 2020

TO: Presidents, Alabama Community College System

FROM: Jimmy H. Baker, Chancellor



RE: Modifications to Spring 2021 Semester Opening Plans

**Guidance in this memorandum supersedes MEMO# 2020-EXE-086: *Spring 2021 Semester Resumption of on Campus Instruction and Activities***

COVID numbers in the state continue to rise at an alarming rate. In response to this crisis and the Governor's extension of the *Safer at Home Order*, this memorandum updates the guidance pertaining to Spring Semester '21 opening plans that was originally expressed in MEMO# 2020-EXE-086.

In October, I designated "Blue" as the initial status of all colleges for the spring (See Figure 1). Unfortunately, the recent surge in the number of COVID cases, and the projected increase throughout the holiday season, necessitates revisiting that designation on a college-by-college basis. I rely on your good judgment to monitor the health advisories and conditions affecting your communities. Therefore, if you believe circumstances are such that you must change your college to a designation other than "Blue," please submit a one-page letter by the close of business on December 22, 2020, to Rachel Bunning, [rachel.adams@accs.edu](mailto:rachel.adams@accs.edu) and Susan Price, [susan.price@accs.edu](mailto:susan.price@accs.edu) indicating the following:

- The designation under which your College will open in January, and
- An anticipated review date of the college's amended status.

Additionally, I am authorizing colleges to implement **MEMO # 2020-EXE-104: *Clarification for Revisions to Chancellor's Procedure to Policy 723.01 (Calendar-Instructional and Policy 608.02 (Work Schedules, Duty Days, and Holidays)*** for the Spring 2021 Semester regarding calendar adjustments. Adjustments to the Spring Semester '21 calendar should also be identified in your letter.

Although colleges have not been asked to submit plans for the spring, I strongly encourage you and your staff to develop contingency plans in the event local and/or state health guidance, or

guidance from this office, require drastic modifications to instructional delivery and college operations. Stay safe and vigilant: during this unprecedented time, we must continue our efforts to safeguard the health and safety of our students and employees as set forth in the Governor’s Order and advisories from the ADPH and CDC, while providing excellent instruction and training.

**Figure 1: College Opening Designation**

RED	ORANGE	YELLOW	BLUE	GREEN
Restricted Access	Limited Access	Modified Access	Adjusted-Normal Access	Normal Access
			<b>Spring Semester 2021 Start</b>	
Executive Administration and Cabinet only  Maintenance & Campus PD only  All courses transitioned to remote operations with no on-campus labs  No athletic or academic activity on-campus  No on-campus housing	Critical Administrative, academic, student affairs, and business operations as communicated based on approved operational plans  Dining services are pick-up only  On-campus events and activities restricted to Chancellor approval  Courses begin transition to remote operations with on-campus labs only  On-campus housing with temperature check and questionnaire protocols	Expanded faculty, administrative, academic, student affairs, and business operations as communicated based on accepted reopening plans  Limited on-campus events and activities maintaining compliance with health and safety requirements  On-campus housing with temperature check and questionnaire protocols  Resumption of on-campus classes in modified social distance formats (e.g. utilizing six-foot distancing, facial coverings, and strict hand hygiene protocols)  On-campus food services follow limited occupancy	Faculty, administrative, academic, student affairs, and business operations maintaining regulatory guidelines (e.g. CDC, ADPH)  Limited on-campus events and activities maintaining compliance with health and safety requirements  On-campus housing with temperature check and questionnaire protocols  Resumption of on-campus classes in modified social distance formats (e.g. utilizing six-foot distancing, facial coverings, and strict hand hygiene protocols)  On-campus food services follow	Normal operations for all faculty, staff, and students

		<p>and health &amp; safety guidelines</p> <p>All travel request requires strict review and must be essential</p> <p>Student clinical, externships, apprenticeships are approved as allowable by local clinical sites and apprentice employers</p> <p>No travel outside of the Continental United States without approval of Chancellor</p> <p>Faculty meetings, committee meetings, college meetings will be held virtually as much as possible.</p>	<p>limited occupancy and health &amp; safety guidelines</p> <p>All travel request requires strict review and must be essential</p> <p>Student clinical, externships, apprenticeships are approved as allowable by local clinical sites and apprentice employers</p> <p>No travel outside of the Continental United States without approval of Chancellor</p> <p>Colleges may progress to in-person meetings maintaining regulatory guidelines (e.g. CDC, ADPH)</p>	
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