Dear Members of the HCCC Community:

As President Reber shared in his recent email and video communications, HCCC submitted its Restart Plan to the Office of the Secretary of Higher Education (OSHE) on Wednesday, July 22, 2020. OSHE has acknowledged receipt of our Restart Plan. The Return to Campus (RTC) Task Force would like to extend its gratitude to all community members who provided content for and feedback on the Restart Plan. This was truly a collaborative effort. The final version of the Restart Plan can be accessed **here** and has been posted to the **Return to Campus** webpage for future reference.

The submission of our Restart Plan is an important milestone in our return to campus planning. The RTC Task Force now begins the next phase of its work as we start to operationalize the Restart Plan. Per Governor Murphy's **Executive Order 155** and the **Guidance issued by OSHE**, institutions may resume on-ground operations a minimum of fourteen (14) days after submitting their Restart Plan. With a submission date of July 22, 2020, HCCC may resume on-ground operations as early as Wednesday, August 5, 2020.

Throughout the feedback process, the RTC Task Force received many questions similar in theme. The RTC has provided the top five (5) questions here along with answers for reference by the college community. A complete *Frequently Asked Questions* reference is forthcoming and will be available on the Return to Campus webpage.

Who will be doing the cleaning?
HCCC's contracted cleaning service, Maverick, will be responsible for cleaning all spaces including classrooms and offices. As an added precaution, disinfection wipes/spray will be available for individuals' use in classrooms and offices.

How will I know if a classroom has been cleaned between class sessions?
HCCC's classroom occupancy schedule has been shared with Maverick, and the occupancy schedule for each classroom will be posted outside of the space. Once a space has been cleaned, Maverick employees will note the date and time of the cleaning and sign off with their initials.

Who will be enforcing mask usage and social distancing?
Safety during a pandemic is a collective responsibility. We all play a part in keeping HCCC safe. All community members are asked to address non-compliance in their areas of responsibility and to report continued non-compliance to security. Members of the community who wish to anonymously report a concern or non-compliance with the rules and regulations may do so by submitting a **Coronavirus Concern Form.** The form will be routed to members of the Return to Campus Task Force and the appropriate member will follow up on the concern.

I work in a student-facing position. Will plexiglass be installed in my workspace?
The College has invested in plexiglass sneeze guards for all student-facing areas.

What kind of training will HCCC be providing for employees and students?
In addition to providing training specific to HCCC protocols, HCCC employees and students will participate in training delivered by *SafeColleges*. Employees will complete three modules while students will complete two modules. Each module is approximately ten (10) minutes long and is comprised of an instructional video and an assessment.

In addition to sharing a preview of the FAQ resource, the RTC Task Force would like to make the college community aware of other resources that are now available on the RTC webpage:

The list of RTC Task Force members, including the credentials held by its health care experts, can be accessed here.

Classroom occupancy grids: At a glance, individuals are able to see the days and times a particular classroom is in use. Cleaning staff will be able to see the days and times the classroom is available for and in need of cleaning and sanitization. The classroom occupancy grids are subject to change as the fall 2020 schedule changes. This resource is available for viewing on the **Return to Campus webpage** under the heading "Fall 2020 Classroom Schedules."

In closing, the RTC Task Force would like to share some important updates and reminders from its working groups:

Academic Affairs / Teaching & Learning (D. Jones & I. Williams)
In partnership with the Academic Affairs Standing Committee of the All College Council, the Academic Affairs/Teaching & Learning Working Group is developing a statement that communicates collective responsibility for adherence to health and safety protocols for inclusion on all syllabi of on-ground course sections.

Campus Life & Student Support Services (L. Dougherty & J. Pu)
High-priority student support services will be the first to return to limited capacity on-ground operations. Students in need of support services like financial aid, bursar, testing, and registration will be able to access these services on-ground by making an appointment. All student support services will continue to be offered **remotely**.

Health & Safety (C. Sirangelo & K. Smith-Wenning)
Thermal mirrors for each HCCC building, with multiple units in high-traffic buildings, have been ordered. In order to help college community members visualize the screening process, the Health & Safety Working Group encourages individuals to view the following clip: **Thermal Mirror Demonstration**.

Human Resources (A. Krupitskiy & A. Ogburn)
Employees in high-priority student service areas will be receiving the SafeColleges training first. Please look for the link to the training modules in your HCCC email. All other employees will receive the training modules shortly.

Human Resources continues to encourage employees to work with their supervisors regarding any concerns they may have about teaching or working on-ground.

Space & Facilities (I. Ashmyan & J. Quigley)
In collaboration with the Health & Safety, Campus Life, and Human Resources Working Groups, the Space & Facilities Working Group has been developing and installing informational signage across both campuses. The signage provides reminders about health and safety protocols (i.e., mandatory mask wearing and social distancing) as well as directives for navigating buildings, stairwells, and elevators. Pictures of signage in the library are attached to this communication.

If you have any questions, concerns, or information you would like to share with the RTC Task Force, please do not hesitate to reach out to **return@hccc.edu**.

Take care,

HCCC's Return to Campus Task Force

Lisa Dougherty   Heather DeVries
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