



HARFORD

COMMUNITY COLLEGE

May 14, 2020

Subject: President's Update for May 14, 2020

Dear Colleagues:

I hope this message finds you all well and safe. As you may know, yesterday Governor Hogan announced that Maryland will be lifting the current stay-at-home order this Friday at 5 p.m. and transitioning to the first stage of the *Maryland Strong: Roadmap to Recovery*. Additionally, Harford County Executive Barry Glassman has announced that Harford County will begin to reintroduce some low-risk activities in accordance with the first stage of the *Roadmap*.

This week, our own Taskforce for Reopening Campus submitted its report to the President's Cabinet. Attached is their full report. The taskforce recommendations are based on data compiled from state and federal sources, public health organizations, and various higher education affinity groups; the taskforce also solicited input from their colleagues on campus. I want to thank the taskforce for their phenomenal work on this report: in only two weeks, they have created a data-informed, responsive, and compassionate blueprint for the reopening of our campus.

The taskforce has identified distinct stages (Stages 0 through 3) in the reopening process. Each stage is accompanied by triggers (dependent on local, state, and federal guidelines) and actions/controls that the College must implement before moving into each stage; these include physical distancing, administrative and engineering controls, and the use of personal protective equipment. As Maryland moves into the first stage of the *Roadmap*, we will plan to move into Stage 1 of our own reopening plan on **Monday, June 1**. Below is a detailed overview of what each stage entails, along with important information regarding the College's plans for the summer and fall.

Stages of Reopening

- Stage 0
 - We are currently in Stage 0, which requires the campus to remain closed to all but essential personnel while instruction and work continue in an online-only environment. We will remain in Stage 0 for the remainder of May, despite our earlier hopes of reopening in some capacity on May 18.
- Stage 1
 - Provided all relevant stay-at-home orders are lifted and the federal and state governments proceed with the initial phases of their respective plans, the College can move to Stage 1. In this stage, instruction will continue in an online-only environment and all non-essential personnel will continue to work from home with only limited exceptions (primarily for time-sensitive activities). **The College will be entering Stage 1 on Monday, June 1.**
- Stage 2A
 - Provided the federal and state governments proceed with the second phases of their respective plans, the College can move to Stage 2A. In this stage, some essential courses (specifically those with a lab or experiential learning component) can be delivered in face-to-face or hybrid format, at the discretion of the Vice President for Academic Affairs. Certain student-facing areas of campus (such as the Library, the College Store, the Test Center, and the Early Learning Center) may partially reopen. It is expected that the majority of employees will continue working from home at this stage.



HARFORD

COMMUNITY COLLEGE

- Stage 2B
 - Provided there is no evidence of COVID-19 cases at the College, we can move to Stage 2B. In this stage, additional courses may be delivered in face-to-face or hybrid format, but all courses that can be taught effectively online will continue in that virtual environment; off-site instruction can occur provided site partners are following mitigation procedures at least equal to the College's at this stage. The Fitness Center, Student Center (including the Globe Café and College Store), and Early Learning Center may reopen in modified form. At this stage, a number of employees would likely still be working from home, or on a modified or staggered on-campus schedule.
- Stage 3
 - Provided the federal and state governments proceed with the third phases of their respective plans—and most likely dependent upon the development of a vaccine and/or safe and effective treatments for COVID-19—the College can move to Stage 3. At this stage, campus will resume normal operations better and stronger; we will continue implementing those elements of the prior stages that were effective and debrief on lessons learned from the reopening process.

At each stage except Stage 3, all individuals on campus will be required to observe physical distancing (keeping at least six feet apart from others) and wear an approved face covering in accordance with [CDC guidelines](#). Before entering Stage 1, modifications will be made to buildings and workspaces to allow for the consistent enforcement of physical distancing.

A full listing of prerequisite conditions that must be met before entering Stage 1 can be found on page 8 of the attached report. The taskforce also provided a separate, comprehensive list of action items that must be addressed before moving into each stage. The President's Cabinet has assigned an owner to each action item; details are forthcoming from the Vice Presidents to their respective divisions on what tasks they must complete to help the College prepare to move into Stage 1 of the plan and subsequent stages.

Entering Stage 1

The reopening plan requires at least two weeks of lead time before transitioning from one stage to the next to ensure all actions/controls can be properly put in place. With this in mind, and understanding that Governor Hogan is lifting the current stay-at-home order as of 5:00 p.m. on May 15th, **the College will enter Stage 1 on Monday, June 1.** All but non-essential employees will continue working from home, and we will proceed with our previously-announced plans for online-only instruction, for the entirety of the summer semester.

Entering Stage 2A

By July 6, the President's Cabinet will make a final determination on when to enter Stage 2A. Our current hope is that we will begin Stage 2A by the start of the fall semester, but this is dependent on a number of external factors that we cannot currently predict.

Effectively, this means that the College will begin the Fall 2020 semester in an online-only learning environment, with the exception of those courses identified by Academic Affairs as requiring some face-to-face component. Accordingly, faculty and students should prepare for online-only instruction for all fall semester courses. This also means that the work-from-home period for all personnel except those performing essential functions (and those requiring limited access for time-sensitive functions) will likely continue through the end of the calendar year.



HARFORD

COMMUNITY COLLEGE

It is possible that conditions will allow for the College to enter Stage 2B at some point during the fall semester, which would permit a more extensive reopening of key campus offices and possibly enable some courses that had previously been online-only to transition to a hybrid format. Right now, however, it is too early to know if this will be possible; therefore, **we should all plan for the continuation of an online-only learning and working environment at least through the end of the calendar year.**

I understand this news may be difficult—I certainly didn't anticipate this outcome when we first closed the campus in mid-March—but these measures are necessary to protect the health and safety of our entire campus community. Please know that the College will continue to provide practical and material support to our students and employees throughout this remote learning and working period, with an emphasis on physical, emotional, and mental well-being. Employees will continue to be paid without interruption over the coming months, and should continue working with their supervisors to identify and implement work-from-home protocols and, when necessary, to arrange access to campus for essential functions. Students will continue to receive regular communication from Student Affairs outlining available resources and providing further guidance.

Clear, open, and respectful communication is vital to the success of our College—particularly when we are physically separated from each other and must complete our work in isolation. I will continue to send weekly update emails to the campus community to keep you all informed, but please don't hesitate to reach out to your supervisor, your Vice President, or me with any questions or concerns. I will also be holding virtual office hours on June 4 from 9 a.m. to 12 p.m. Please reach out to Kurt Doan to schedule an appointment.

Thank you all for your continued good work—not to mention your patience, understanding, and resilience in the face of these various challenges. I am so grateful for you all, and will continue to work with the rest of the President's Cabinet to ensure we are doing all we can to support our campus community during these difficult times. Please be well, and stay safe.

Sincerely,

Dr. Jacqueline Jackson
Interim President