



Dear Members of the HCCC Community:

The Return to Campus (RTC) Task Force is pleased to report that our initial return to campus is underway. Student Affairs personnel in high-priority student support areas returned to campus on August 5, and high-priority student support services were offered on-ground for the first time since March last week. The RTC Task Force would like to extend its gratitude to all HCCC community members who made this initial return to campus possible.

On Monday, August 10, Governor Murphy and State Director of Emergency Management, Colonel Patrick J. Callahan jointly issued [Administrative Order No. 2020-17](#). This Administrative Order allows computer labs to open at New Jersey higher education institutions in a limited capacity and in accordance with overarching state requirements beginning in Stage 2. New Jersey currently remains in Stage 2 of the [Governor's Five-Stage Plan for New Jersey](#). The Office of the Secretary of Higher Education (OSHE) has amended the Restart Standards to include the requirements contained in Administrative Order No 2020-17. The most current version of the OSHE Restart Standards can be accessed [here](#).

The RTC Task Force would like to keep the college community apprised of some other important updates as our return to campus continues:

Screening Protocol:

Thermal mirrors have now been installed at all HCCC buildings.

Health Screening Questionnaires continue to be offered in a paper-based format and are available in all buildings in three languages (English, Spanish, and Arabic). While an e-survey will be implemented later this week, paper-based surveys will continue to be available in the event of technology failures or for individuals who do not have a smartphone. The digital survey application that fully integrates with the thermal mirror will launch later this month.

Any employee who is expecting visitors, vendors, or guest speakers should make them aware of HCCC's two-step screening protocol and the requirement that face coverings be worn in all HCCC buildings. In addition, any visitors, vendors, or guest speakers looking to access 870 Bergen Avenue (F Building) should be advised to enter through the STEM Building at 263 Academy Street.

HCCC students, employees, and community members who are either visiting campus or who are working or learning on-ground will need to complete the Health Screening Questionnaire and temperature screening at each building they visit in a given day. This will allow HCCC to assist the County with any contact tracing. Once the digital survey application has launched, individuals will only need to complete the Health Screening Questionnaire once per day.

Students and employees who are new to HCCC or who cannot use their HCCC identification card to release print jobs will need to have a new card issued. Instructions for obtaining a new ID card can be found in the bullet point below.

Students and employees who do not have an HCCC ID card or need a new card issued can visit the Safety and Security Command Center at 81 Sip Avenue Monday through Friday between the hours of 9 a.m. and 5 p.m. Students will need to show a picture ID and their HCCC schedule (can be on a smartphone).

Employees will need to complete the [ID Form, which can be accessed here](#) as well as on the [Return to Campus webpage](#).

Facilities-Related Matters: Water System Maintenance:

Water system maintenance and testing continue and will be completed prior to the start of fall semester. The frequency of cleaning operations will be increased in all buildings and areas where students, faculty, and staff will be learning, teaching, and working. HCCC's contracted cleaning service will be responsible for the cleaning and sanitization of spaces. Departments will be able to request cleaning supplies if they wish to have added opportunities to clean their work areas, and personal protective equipment (e.g., masks), directly from HCCC's Facilities Department via email. A list of designated individuals to submit requests for each department is [available here](#) and on the [Return to Campus webpage](#).

Student Services:

All student support services will continue to be offered [remotely](#).

Students in need of support services such as financial aid, bursar, testing, and registration will be able to access these services on-ground by making an appointment. In-person appointments are limited, so students are encouraged to use remote services.

Remote appointments with Advising: www.calendly.com/hudsoncass

Remote appointments with Financial Aid: www.calendly.com/hcccfinancialaid

In Person appointments with Advising, Financial Aid, Testing, or Admissions: www.calendly.com/hcccstudents

Training & Additional Resources:

All full-time HCCC employees have received an email from SafeColleges containing the required training modules. Employees are expected to complete three modules. Each module is approximately ten (10) minutes long and is comprised of an instructional video and an assessment. Employees must complete these three modules prior to returning to campus.

Additional training sessions have been scheduled and will be focused on the needs, questions, and concerns of particular audiences:

Training specific to HCCC protocols that addresses students' needs, concerns, and questions is forthcoming. Students who are scheduled to be learning and/or working on-ground will also complete two training modules through *SafeColleges*.

Employee Assistant Program - EAP Services: As the nation experiences significant unrest – with the death of George Floyd and other nationwide murders and violence, and COVID-19 – it's likely stress and emotions are heightened. No matter what you're feeling or experiencing regarding these events, our Employee Assistance Program is here for you by calling the emotional support line at 833-848-1764 or visiting eap.ndbh.com (log in using your existing company code. *Username: hccc Password: guest*)

Technology Updates:

Students who are in need of a laptop or a Chromebook for the fall 2020 semester are encouraged to complete a [Coronavirus Concern Form](#).

Full- and part-time faculty who are teaching fall 2020 courses in online and remote modalities and who have technology needs should reach out to their Associate Dean.

The conversion of the STEM Multipurpose Room to an I.T.V. space is underway. All other rooms designated as I.T.V. spaces have been converted successfully.

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

Health & Safety (C. Sirangelo & K. Smith-Wenning):

For individuals who fail one step in the screening process, a resource containing information about locations where they can be tested or receive medical clearance to return to work or school has been completed and is ready for distribution at each security desk. The resource can also be accessed [here](#) and on the [Return to Campus webpage](#).

Space & Facilities (I. Ashmyan & J. Quigley):

HCCC's Facilities Department is working with the Office of Procurement to order water coolers in order to ensure all students, faculty, staff, and HCCC community members have access to drinking water in their respective buildings as service to all water fountains has been disabled.

The existing water coolers in division offices will be temporarily disconnected from the water supply and replaced by alternate systems while the units are serviced.

Single-use water bottles will be available for students, employees, and community members at HCCC's food pantries in time for the start of fall semester.

As announced in an August 10 communication, the parking lot at 20 Enos will now be operated by HCCC for the exclusive use of HCCC community members. A traffic study is underway to determine how many self-park spots the lot can accommodate. More information is forthcoming.

Academic Affairs (D. Jones & I. Williams):

The syllabus statement developed through the leadership of Dr. Peter Cronrath, Dr. Sirhan Abdullah, and All College Council Chair, Lauren Drew, is now complete and will be shared soon.

The Academic Affairs Working Group is also developing short video clips that will provide students with a preview of what to expect from different modes of instruction.

Human Resources (A. Krupitskiy & A. Ogburn):

[The Frequently Asked Questions \(FAQ\)](#) resource is now available on the Return to Campus webpage. This resource includes questions in six categories (Student Specific Questions, General Questions, Campus Life & Support Services, Teaching & Learning, Life on Campus, and Health & Safety). The FAQ resource provides a greater level of detail than the Restart Plan and covers a variety of "what if..." scenarios as well.

Campus Life & Student Support Services (L. Dougherty & J. Pu):

As of Wednesday, August 12, 2020, the Library began offering contactless book pick-up services for HCCC students, faculty, and staff at both Gabert Library and North Hudson Library. Please check the [library website](#) for details on how to place a hold for a book and designated hours of pick-up. During pick-up, patrons are expected to practice social distancing. Other services will be added gradually with advice from College administration, congruent with the state's reopening plan. Visit the Library website for more information at <https://library.hccc.edu/home>.

Through the joint efforts of HCCC's Libraries and Information Technology Services (ITS), students will be able to utilize HCCC's printing resources remotely and retrieve their document(s) curbside at HCCC's Libraries. For more information, [visit this link](#).

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

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