



Dear Members of the HCCC Community:

Today, August 5, marks the beginning of our official return to campus. Employees working in high-priority student service and support areas will be the first to return to campus. 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. In addition, all student support services will continue to be offered [remotely](#).

Last week, the Office of the Secretary of Higher Education (OSHE) apprised us of some [Amendments to the Restart Standards](#). These Amendments included information specific to the operation of college libraries. College libraries are now permitted to operate in accordance with state overarching guidance for libraries. While use of the libraries' facilities by students, faculty, and staff is still not permitted until Stage 3, HCCC's libraries will now offer curbside pickup of requested materials. Additionally, the library's staff is working hard to ensure materials traditionally held on Reserve for use by students, faculty, and staff will be available through a digital platform in a limited capacity and in accordance with all copyright laws in time for the start of fall semester.

Governor Murphy continues to communicate about New Jersey's progress in controlling the spread of COVID-19. New Jersey currently remains in Stage 2 of the Governor's [Five-Stage Plan for New Jersey](#). The majority of courses scheduled for on-ground instruction for fall 2020 can continue to be offered on-ground in Stage 2; however, there are a handful of lecture-based courses that cannot be offered within Stage 2 parameters. The Division of Academic Affairs has decided that if New Jersey has not progressed to Stage 3 by August 20, 2020, these courses will be offered in a remote modality only. Students enrolled in, and faculty assigned to, these courses will be notified of any change in modality.

The Return to Campus (RTC) Task Force would like to share some other important updates:

Screening Protocol:

Thermal mirrors have arrived and are being installed at 70 Sip Avenue (A Building) and the North Hudson Campus. Pictures of the installation process are attached to this email. Employees, students, and visitors to the Journal Square Campus should visit 70 Sip Avenue to be screened before entering any other HCCC building. The RTC will communicate with the college community as thermal mirrors are installed and become functional in other buildings.

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.

Human Resources is offering two live trainings regarding protocols specific to HCCC for staff, administration, and managers on Monday, August 10 at 3 p.m. and on Wednesday, August 12 at 10 a.m.

[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.

Technology Needs for the Fall 2020 Semester:

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.

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):

Installation of thermal mirrors across both campuses is underway.

The Health Screening questionnaire is being finalized for integration into a digital application. The questionnaire via the digital application will integrate with the thermal mirror in order to provide students, faculty, and employees a seamless and contactless Screening experience.

Students, faculty, and staff will be able to complete the questionnaire as early as 6 p.m. on the day prior to their visit to campus.

Until the thermal mirrors are installed and the digital application is available, all students, faculty, and staff who visit campus will complete a paper questionnaire and have their temperature screened by HCCC’s Public Safety Officers at 70 Sip Avenue in Journal Square or on the first floor of the North Hudson Campus.

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

Departments will be able to request cleaning supplies and personal protective equipment (e.g., masks) directly from HCCC’s Facilities Department. One individual within each department has been identified to submit requests via *SchoolDude* and receive supply deliveries. A list of designated individuals for each department is forthcoming and will be available on the Return to Campus webpage.

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.

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

Dr. Peter Cronrath and Dr. Sirhan Abdullah, in conjunction with All College Council Chair Lauren Drew, led a team of faculty in the development of a statement that communicates collective responsibility for adherence to health and safety protocols for inclusion on all syllabi of on-ground course sections. This statement is nearing completion.

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

All full-time employees have received an email from *SafeColleges* that includes a link to the requisite training. Human Resources will also be conducting live training sessions with individual departments about protocols specific to HCCC. Human Resources conducted the first of these training sessions with the Student Affairs team earlier this week.

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

Starting Wednesday, August 12, 2020, the Library will begin 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](https://library.hccc.edu/home) for more information at <https://library.hccc.edu/home>.

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. In addition, all student support services will continue to be offered [remotely](#).

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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