



Dear Members of the HCCC Community:

The Return to Campus (RTC) Task Force continues to work on developing HCCC's Restart Plan. We welcome contributions from all students, faculty, staff, and community members. To ensure your feedback is incorporated, after reviewing the [template](#), please share your thoughts via this short [survey](#) by the end of the day Thursday, July 9, 2020.

Last week, the New Jersey Council of County Colleges (NJCCC) facilitated a series of conversations among the 18 community colleges about various dimensions of the Restart Planning process. These conversations focused on topics such as matters pertaining to human resources, ensuring the continuity of business operations and services for students, delivering quality instruction through different modalities, and operating computer labs and libraries in the safest manner possible. We are pleased to report that HCCC's planning-to-date is congruent with that of its sister colleges.

As the RTC Task Force works to integrate the feedback it has received to date from the college community into HCCC's Restart Plan, the RTC Working Groups would like to share the following updates.

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

- Thermal mirrors are strongly being considered as a means of conducting on-campus screening. These mirrors provide a contactless method of assessing individuals' temperatures and would be at the entrance of each of HCCC's buildings. The thermal mirrors, or another method of temperature taking, would operate as a supplement to the completion of a self-assessment.
- Temperature-taking at each entrance aligns with Hudson County and Jersey City's respective approaches to ensuring public health and safety. Hudson County has adopted thermal cameras while Jersey City has adopted thermal mirrors.
- We are in discussion with the local Hudson County health agencies regarding testing and contact tracing protocols.
- Per CDC guidance, students and employees will not be required to receive COVID-19 testing and produce evidence of a negative test result prior to returning to campus. Such a practice is limited in its reliability as COVID-19 tests are point-in-time snapshots of health (i.e., one's COVID-19 status could change the day after being tested) and may be in violation of EEOC. For more information, visit the following resources: [Interim Considerations for Institutions of Higher Education Administrators for SARS-CoV-2 Testing](#) and [EEOC Issues Updated COVID-19 Technical Assistance Publication Addressing Antibody Testing](#).
- Signs promoting compliance with health and safety protocols (e.g., wearing masks, maintaining a distance of six-feet or more) have been ordered for display in high-traffic areas of campus. These signs will be translated into Spanish and Arabic also.

- Per [Governor Murphy's Executive Order 155](#), the wearing of masks is mandatory. At HCCC, mask wearing will be enforced through language in the Student Code of Conduct and the Employee Handbook.
- Non-latex gloves have been added to the College's personal protective equipment (PPE) order. While the wearing of gloves is not mandatory, they will be available for those who would like to use them.

Academic Affairs & Teaching and Learning (D. Jones & I. Williams)

- The health and safety of students, faculty, and staff continue to be our primary considerations as the [fall 2020 course schedule](#) is finalized.
- The fall 2020 course schedule includes a robust array of offerings with a variety of delivery modes for certain courses in order to best meet students' preferences and needs.
- Students are encouraged to continue to check the fall 2020 course schedule regularly as some updates are still being processed.
- The fall 2020 academic calendar will remain unchanged. The start and end dates associated with each course section are as published on the fall 2020 course schedule.
- Once the fall 2020 semester is underway, course sections delivered in online and remote modalities will continue in those modes for the entire semester.
- Course sections delivered on-ground for fall 2020 will only change their modality if such a change is advised by state and local government officials due to a resurgence of COVID-19.
- Faculty and Associate Deans are working closely with Information Technology Services (ITS) in order to ensure that course sections offered on-ground have the necessary technology in place to allow for the delivery of effective pedagogy.
- Faculty who would like to gain access to their offices as they prepare for their fall courses should contact Mr. Jack Quigley, Executive Director of Public Safety and Security, at least one day in advance via email: jquigley@hccc.edu.

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

- The Facilities Department has completed its capacity study of all instructional spaces on campus. The Capacity Study can be found on the [Return to Campus webpage](#).
- The Facilities Department is working closely with individual academic divisions, student services, and business offices in order to determine capacities for non-instructional spaces and other essential areas.
- Based on these conversations, the Facilities Department is procuring the necessary supplies in order to protect the health and safety of all students, faculty, and staff (e.g., plexiglass barriers). Purchases have been made for contactless hand sanitizer stations for placement throughout the campus and at all building entrances.
- Maintenance of the HVAC and water systems on campus is underway and will be completed prior to the start of fall semester.

- Employees may gain access to their offices as needed by contacting Mr. Jack Quigley, Executive Director of Public Safety and Security, at least one day in advance via email: jquigley@hccc.edu.

Human Resources (A. Krupitskiy & A. Ogburn)

- High-priority services that support students' needs will be first to return to campus. The majority of staff will continue to work remotely for now.

- HCCC is fully prepared to provide arrangements for people who are unable to work on-ground. Faculty and staff who have circumstances that prevent them from returning to work on-ground should work with their supervisors to determine appropriate arrangements.

- Access to parking on campus: Considering most employees will continue to work remotely, we anticipate that there should be enough parking to accommodate those who would prefer to drive to campus over using public transportation.

- Human Resources is developing training modules and a "Frequently Asked Questions" resource for the college community.

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

- Academic Affairs and Student Affairs have jointly issued a survey to students. This survey has two objectives. It provides students with an opportunity to share information about their experiences to date with online and remote learning and services and to share information about their needs for fall semester. Results are expected later this week and will be shared with the college community.

- Student-facing registration services plan to return to campus in advance of the fall semester for students who need access to services such as placement testing, financial aid, and registration. All student services will continue to be offered remotely at www.hccc.edu/remoteservices.

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
Co-Chair, RTC Task Force

Heather DeVries
Co-Chair, RTC Task Force