



Dear Members of the HCCC Community:

Welcome back to campus! The Return to Campus (RTC) Task Force is pleased to share that the fall 2020 semester is off to a great start. Thank you to all members of the HCCC community for your cooperation in making this possible. Our return to campus has truly been a campus-wide team effort.

Fall regular (15-week) term began on Wednesday, September 2. If you are a student still looking to enroll, the last day to add a 15-week online class is 9/9/20 and the last day to add a remote or in-person class is 9/16/20. Rather than join a 15-week class late, students are encouraged to register for the Quick Term (12-week), which begins on Wednesday, September 23, 2020, and the Online B Term, which begins on Friday, October 30, 2020. The fall 2020 schedule can be accessed [here](#) and at www.hccc.edu/schedule.

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. All student support services will continue to be offered [remotely](#). Students can find a complete listing of terms and other important information in the [Fall 2020 Enrollment Guide](#).

- 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

As a reminder, and in alignment with [HCCC's Restart Plan](#), guests (including children) are not permitted in HCCC's buildings at this time. Only individuals with a valid HCCC ID will be permitted to enter HCCC buildings. Individuals who arrive with guests will be advised to access remote services or make an appointment to return. In addition, any employee who is expecting vendors, guest speakers, or visitors should make them aware of HCCC's screening protocol and the requirement that face coverings be worn in all HCCC buildings. The screening process is explained below.

HCCC's Screening Process is as follows until the integrated mobile app is available.

- 1- Complete Smartsheet survey ([accessible through this link](#)), or the paper survey, which is available at each Security Desk;
- 2- Receive clearance email (2-3 minutes later);
- 3- Show clearance email and HCCC ID card to Security;
- 4- Proceed to the Thermal Mirror;
- 5- If green, proceed to your destination;
- 6- If red, wait 15 minutes and try again.

For individuals who fail one step in the screening process, a resource guide 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 guide can also be accessed [here](#) and on the [Return to Campus webpage](#).

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

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

In addition to other offerings, some sections of ESL Level 0 and 1 courses are now offered on-ground at the Journal Square and North Hudson campuses in the QuickTerm. Students are encouraged to consult the schedule at www.hccc.edu/schedule for the most up-to-date list of course offerings.

An informational video in which HCCC Peer Leader Tyler Sarmiento explains the differences among the three course modalities for fall 2020 (online, remote, and on-ground) is now available and can be accessed at: <https://youtu.be/VK43ILe8T38>

Technology Requests:

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

Faculty and staff who are interested in borrowing a webcam, document camera, and/or laptop can request them via these links. [Click here](#) to submit a request for a webcam and/or document camera. [Click here](#) to submit a request for a laptop.

For information and training on WebEx and ITV, please refer to this MyHudson page:

<https://myhudson.hccc.edu/its/Pages/WebEx-Resources.aspx>

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

The Health & Safety Working Group has developed a protocol should an individual in a class or office test positive for COVID-19. The protocol has been posted to the Return to Campus webpage and is available for [viewing here](#) as well.

Students and employees will be held harmless in the event of a confirmed COVID-19 case. Students should not be penalized for their absences and employees will not be required to use accrued sick time.

Any incidents of non-compliance with mask wearing or social distancing as well as any concerns regarding the cleanliness of a space should be reported to security. Contact information will be in each classroom, and courtesy phones are located throughout the campus. A complete listing of all courtesy phone locations is provided in Section 1 of the *Emergency Management Reference Guide*, which is available [via this link](#) or via Security and Safety's Portal Page: <https://myhudson.hccc.edu/security>.

Community members may also report a concern using the [Coronavirus Concern Form](#).

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

Students who are in need of a space to study and complete their assignments are encouraged to use the libraries and open computer labs on the Journal Square and North Hudson Campuses.

Libraries (Gabert, North Hudson, and Online)

Monday through Friday = 8 a.m. – 8 p.m.

Saturday = 10 a.m. – 6 p.m.

Sunday = 12 noon – 6 p.m.

Open Computer Labs (JSQ and NHC)

Monday through Friday = 8 a.m. – 9:45 p.m.

Saturday & Sunday = 9 a.m. – 4 p.m.

Students who are in need of a space on campus in which to participate in a remote course should email computerlabs@hccc.edu.

Bookstore hours for this week are as follows. For more information, please visit: <https://www.bkstr.com/hudsoncountycstore/store-hours>

Tuesday, 9/8 = 9 a.m. – 5 p.m.

Wednesday, 9/9 = 9 a.m. – 5 p.m.

Thursday, 9/10 = 9 a.m. – 5 p.m.

Friday, 9/11 = 9 a.m. – 3 p.m.

The Bits & Bytes Bistro (STEM Building) will open for grab-and-go dining only starting on Tuesday, 9/8 and will be open from 8 a.m. – 2 p.m. Monday through Friday. Please see the attached flyer for information on how to place your order ahead of time for contactless pickup at the counter!

The food pantries on both campuses are open Mondays, Wednesdays, and Fridays from 11 a.m. to 5 p.m. and are accessible to all who need their resources.

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

If you are working, teaching, or learning on-ground this semester and have not yet completed the *SafeColleges training*, please do so immediately!

Recordings of the training sessions specific to HCCC protocols are now available!

For Students: <https://www.go2orientation.com/hccc> - Students should choose the Returning to Campus Student Orientation

For Employees: <https://www.youtube.com/watch?v=ZhCfVz0Rh8Y>

Students seeking mental health support are encouraged to call to set up an appointment at (201) 360-4229. Students now have access to support 24/7 through TalkCampus and can download the app at <https://www.talklife.co/hudson-county-community-college>

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*)

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

Students and employees who do not have a 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 and employees can also obtain a HCCC ID at the North Hudson Campus.

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](#).

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