

A message from the President

E #258

Dear College Family,

This framework has been developed so that we may initiate the process of reopening our College this Summer. All Summer I & II courses will be offered remotely; Fall courses will be offered in a hybrid format, with remote instruction and in-classroom instruction only in those programs where it is required. The information contained in this document is current as of today, but there will certainly be updates as we begin the different phases of reopening.

Our Facilities team has already begun the initial work of preparing for a return to campus. Members of the Cabinet will be working with their teams to determine how and when a return to campus is feasible for each division, observing all safety precautions and following all directives regarding social distancing.

As we have seen, this situation often changes without warning. We will be diligent in following all federal, state, and local guidelines to ensure the safety of all. Should there be a need for quick and urgent action, we will be prepared to respond. Above all else, concern for the health and safety of our entire College family - students, faculty, and staff- will be the guiding principle that informs all decisions.

Stay safe and healthy!

Sincerely,

A handwritten signature in blue ink, appearing to read "L. Joy Gates Black".

Dr. L. Joy Gates Black

President

Framework for Phased Reopening



Bases for Framework

- ▶ The Center for Disease Control's Interim Guidance for Administrators of United States Institutions of Higher Education (last updated March 18, 2020).

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-ihe-response.html>

- ▶ Pennsylvania Department of Health (last updated April 30, 2020)

<https://www.health.pa.gov/topics/disease/coronavirus/Pages/Coronavirus.aspx>

- ▶ The Process to Reopen Pennsylvania, Governor Tom Wolf (last updated April 25, 2020)

<https://www.governor.pa.gov/process-to-reopen-pennsylvania/>

- ▶ Delaware County Resources on COVID-19 (last updated April 30, 2020)

<https://www.delcopa.gov/ich/resources/coronavirus.html>

Protocol for Reopening the College

- ▶ The College will reopen after Governor Wolf has declared that the state of Pennsylvania and/or Delaware County has reached the “Green Phase” of the Governor’s reopening process
- ▶ Only 3 of the College’s locations will reopen once the Green Phase has been declared: Marple, Southeast Center, Downingtown
- ▶ Once the College is notified that it may reopen, a phased approach will be used to return students, faculty and staff to the three locations
- ▶ All Summer I and Summer II courses will be offered remotely, regardless of Green Phase status
- ▶ Fall 2020 classes will be offered in a hybrid format (online/in person) and the College will prepare to transition to fully remote learning should the need arise

Operations, Summer 2020

- ▶ Campuses to open for operation: Marple, Southeast Center, Downingtown
- ▶ Campuses to remain closed: Upper Darby, Exton, Brandywine, Pennocks Bridge
- ▶ Summer Hours of On-Campus Operation for all 3 open campuses: Monday-Thursday, 7am-6pm
- ▶ Remote Hours of Operation will continue to serve students through each office's regularly scheduled summer hours
- ▶ Re-assign Upper Darby staff to Marple and Southeast Center and re-assign Pennocks Bridge staff to Downingtown; Re-assign Exton staff to Downingtown and Marple
- ▶ Hybrid service model: all student services will be available both on-ground and remotely
- ▶ Where possible, alternate schedules for staff to ensure social distancing (for example: 1 week on ground, 1 week remote)
- ▶ Custodial staff will be assigned to all 3 open campuses

Personal Protection Procedures and Requirements

- ▶ Face covering required for entry into all buildings
- ▶ No large meetings or events on campus
- ▶ Establish guidelines for failure to adhere to social distancing protocol
- ▶ Follow federal, state, and local guidelines should a student, faculty or staff member who has been on campus tests positive for COVID-19

Phased Reopening Approach

May 4

- Phase I
- Prepare Campus for Reopening

June 1

- Phase II
- Essential Areas Group I return to Campus

July 1

- Phase III
- Essential Areas Group II return to Campus

July 1

- Phase IV
- Ongoing Facility Projects

Phase I: Prepare Campus for Reopening

- ▶ Facilities will begin to prepare campus for reopening (May 4)
- ▶ Phase I staff identified for return to campus (when permitted by Commonwealth):
 - ▶ Cabinet
 - ▶ Deans
 - ▶ Assistant Deans
 - ▶ Site Directors
 - ▶ Area/Department Directors (as appropriate, Phase I & II)
 - ▶ Facilities
 - ▶ Human Resources

Phase I Checklist

Task	Completed	Date
Identify main entry and exit points to control access to buildings	X	6/1/20
Post signage at the entrance of the campus or buildings so that students and staff entering are made aware of any requirements or restrictions	X	6/1/20
Identify essential service areas that need to be marked to ensure proper social distancing:		
➤ Enrollment Central	X	5/13/20
➤ Concierge Desk	X	5/13/20
➤ Assessment Services	X	5/13/20
➤ Career & Counseling	X	5/13/20
➤ Division Reception Areas	X	5/13/20
➤ Tutoring	X	5/13/20
➤ Learning Commons	X	5/13/20
➤ Student Accounts	X	5/13/20
➤ Payroll	X	5/13/20
➤ STEM building (1 st floor)	X	5/13/20
➤ Coffee Shop	X	5/13/20
➤ Elevators	X	5/13/20
➤ Advancement/Marketing	X	5/13/20
➤ Student Center	X	5/13/20
➤ Student Resource Center	X	5/13/20
➤ KEYS/Act 101	X	5/13/20
➤ Careerlink	X	5/13/20
➤ Cafeteria	X	5/13/20
➤ Bookstore	X	5/13/20
➤ Records Room	X	5/13/20
➤ Restrooms	X	5/13/20

Task	Completed	Date
Identify classrooms/other large areas for meeting with students to promote social distancing while maintaining confidentiality	X	6/1/20
Install temporary cubicles (if needed)	X	7/1/20
Install plexiglass partitions where needed:		
➤ Information Desks	X	6/1/20
➤ All Division Reception Areas	X	6/1/20
➤ Counseling & Advising	X	6/1/20
➤ Admissions	X	6/1/20
➤ Assessment Center	X	6/1/20
➤ Student Life	X	6/1/20
Mark tables and other indoor/outdoor spaces to prevent sitting/congregating to ensure proper social distancing	X	5/13/20

Phase II: Essential Areas Group I Return to Work

- ▶ Enrollment Central
 - ▶ Concierge Desk (Enrollment)
 - ▶ Student Accounts
 - ▶ Marketing
 - ▶ Advising
 - ▶ Counseling
 - ▶ Tutoring
 - ▶ Custodial
- ▶ Phase II, Group I staff return to work:
 - ▶ Assign additional Custodial staff to ATC
 - ▶ Other staff as identified by Supervisor/Cabinet Member

Phase III: Essential Areas Group II Return to Work

- ▶ Division Reception Areas
- ▶ Assessment
- ▶ Learning Commons
- ▶ Phase III, Group II staff return to work:
- ▶ As identified by Supervisor/Cabinet Member

Phase IV: Facilities Projects

- ▶ Small projects will be completed at closed campuses
- ▶ Projects at open campuses will be completed while maintaining proper social distancing