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Memorandum

To: BHCC Community
From: Pam Eddinger, President
James Canniff, Provost/Vice President, Academic and Student Affairs
John Pitcher, Vice President, Administration and Finance
RE: On-Campus Operations
Date: June 17, 2021

As of the end of last week, our College Reopen Team has completed its work in shepherding our operations and academic access policies through the worst of the COVID-19 Pandemic. We thank them for their tireless work, and appreciate the foundation they have set as we move forward towards recovery.

We have a critical transitional period to work through as we embark on a new academic year with cautious optimism for a safe campus environment in which to serve our students. As we closely monitor data on COVID cases and dissemination of vaccines, indications are promising that the worst dangers of the Pandemic are behind us.

The Governor has lifted the state of emergency as of June 15. The BHCC campuses are now physically open to the public. With this communication, we are calling for **all student-facing services to begin on-campus operations as of August 2.**

Student-facing services may have limited hours and staffing during August. We will use that month to transition to full service to students by the start of fall semester, with a combination of on-ground and online coverage. Managers of student-facing services should prepare **on-campus hours and staffing plans/schedules for August** to submit to your supervisors by **July 2**. Once approved, staff will be notified of on-campus work schedules by July 16, to begin implementing the planned schedule on the week of August 2.

Between Now and August 2:

Services will remain remote. The Welcome Desk will continue to be staffed, and Student Central staff will be on-campus to serve students and direct them to any remote services they may need.

August 2 to Start of Fall Semester:

- On-campus operations in August will maintain current safety measures for masks and 6-foot distancing.
- Staff who have not been vaccinated and are feeling ill should stay home and notify their supervisor.

CHARLESTOWN CAMPUS

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- As has been the case for the past year, staff who may need accommodations for on-campus work may contact Milagros Aherrera in Human Resources (maherrera@bhcc.edu).
- Food will be available at the café. Water fountains and bottle filling stations will be available.
- Staff should continue to use video conferencing tools for meetings.
- The online check-in system will be discontinued in August, and in the fall semester.

Anticipated Measures for Fall Semester:

The following measures are expected for the fall semester. We will confirm and provide additional details as they are finalized. We touch on these points here so we can be timely and prepared as things mature.

- Flexible Work: A BHCC project team drafted a flexible work policy and procedure for NUPs, which is being reviewed by the 15 community colleges for use as a statewide policy. In the meantime, we will issue these materials to managers with guidance to begin developing on-campus and remote service hours and staffing plans/schedules for fall. There may be minor changes in these policies and materials following review and approval by the CCs.
- Distancing Guidelines Lifted: It is expected that 6-foot distancing guidelines will be lifted in fall, in accordance with the Governor's cessation of the state of emergency. Masks will be encouraged for students and staff who are not vaccinated.

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