

Subject: Update on HACCC's Preparation for the Coronavirus
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Good afternoon, colleagues!

Thank you for your patience as the College implements its coronavirus preparedness plan. Your health and safety and that of our students are our top priority. With a worldwide pandemic, great care must be taken to plan and communicate transparently, professionally, quickly, ethically and thoughtfully. That is what the Cabinet and I are trying to do. We appreciate the grace you have shown us, and we will continue to demonstrate grace toward you as well.

Following are the commonly asked questions and our responses to them. Please note that some of these responses are tentative and subject to change.

1. How are we addressing room cancellations?

If the rental group cancels because of a general coronavirus concern, we will refund the space fee. However, we will charge the rental group any direct costs incurred by HACCC over \$100. The College will invoice for direct out-of-pocket costs over \$100.

2. How are we addressing clinicals? What guidance have we received from our healthcare facilities?

We are continuing to hold clinical courses as long as our clinical partners will take students.

3. Should we be posting information on bulletin boards, etc.?

Yes. The CDC has [print sources](#) available. The Office of Human Resources is coordinating with campuses to post the information.

4. What are the protocols for coming on campus during a College closure?

Our protocol when the campus is closed is not to allow anyone on campus. If there is contract work that must go on and contractors need access to buildings, they must check in with the Public Safety and Security Department. Employee badges will not work as we increase the security level. Only security would have access to buildings.

5. How can other employees assist other divisions in accomplishing their work?

We want to keep our employees engaged and productive! If you are able to assist another division in accomplishing their objectives, please inform your direct supervisor and functional leader. Functional leaders will work together to consider opportunities.

6. How are print checks being handled?

If this question is referring to employees who are paid by check, in the event the College closes temporarily, we will have a payroll employee come to campus, print the checks and mail them to employees. For those who are still being paid by check, this would be a great time to enroll in direct deposit and have your pay automatically deposited into your bank account. If this question refers to paying our vendors through accounts payable by check, we will hold off paying those bills for 30 days or until we would resume U.S. mail services.

7. How would a College closure affect project priorities and the One-College reorganization?

This is under review.

8. Are midterm grades and confirmation of attendance still due on March 16?

Yes.

9. Are we going to extend the semester?

Yes. We are going to use the two reading days and the next two days to add to the spring semester, making up for the time we are missing by extending spring break. The semester will end now on May 9. Final exams will begin on May 11. Final grades will still be due on May 18.

10. Why are we extending spring break for virtual classes if they could continue anyway?

Because many of our students are taking both online and on-campus classes, it is confusing to pause some and not others. Faculty are encouraged to work with their students on adjusting timelines through the rest of the semester to accomplish the learning outcomes by the end of the summer.

11. Are students still going to clinicals next week?

Yes. We will continue to run clinical experiences for students in nursing and other health career programs.

12. Will we continue to run workforce development classes?

Yes. As long as the College is open, we will continue to run workforce development classes. If the College closes the campuses, we will not run classes on campus – with the exception of public safety classes and academies. We will continue to run classes on other sites as long as the other site allows us to do so.

13. Will we continue to run public safety classes and academies?

Yes. We will continue to offer classes to train our first-responders in fire, police and EMS on campus.

14. Why do faculty have to come to campus on March 16? Why can't we all work remotely?

We want most people to attend in person, because we want colleagues to be available to each other to work together. Some colleagues who are more tech savvy or who have already created materials to support remote learning will be asked to mentor and/or support those who are less prepared. While later in the week individuals can work on their own or in small teams, we want everyone working together and part of the same conversation on March 16. Faculty in each department should work together on solutions so that each individual faculty member is not having to reinvent the wheel. We believe that bringing everyone together is the best way to do that.

15. Why do face-to-face faculty need D2L training? Why can't we just use Zoom to teach?

Zoom covers the lecture portion of the class during class time, but faculty need to collect assignments, provide tests and potentially provide other resources. Our training will provide tools and support for converting all aspects of the course.

16. What should people who are autoimmune-compromised do to keep themselves safe?

People with autoimmune diseases are at greater risk for infections because of both their disease as well as the medications they take to manage it. Working remotely or having online classes will reduce a person's susceptibility to infections. Also, you should follow the advice of your physician.

17. Are we going to all online classes?

We are planning to move our face-to-face classes to remote teaching. That is not the same as fully online teaching. Faculty will develop Zoom sessions for students to attend during their scheduled class times, and there will be some materials available online. Faculty are developing plans for their classes.

18. Will faculty have access to labs after March 20 to video materials or livestream for classes with all students being remote?

We would like to keep this option open for as long as it is safe to do so.

19. What are the cleaning priorities on campuses?

Custodial staff will be focused on high-frequency touch points (including flat surfaces, desks, tables and door handles). Custodial staff are working to ensure high-traffic areas (such as restrooms, library, bookstore, welcome center and learning center) are maintained.

20. What is the difference between online classes and remote teaching?

Online classes refers to [Virtual Learning](#) classes offered by HACC. Remote teaching is a replacement for face-to-face instruction in the event of a campus closure.

21. If HACC decides to close campuses and move to remote instruction, how will I access the remote classes if I do not have a computer or high-speed internet at my home?

We will continue to offer classes using remote instruction offered via Zoom instead of in a classroom. HACC will deploy technology equipment to students and employees as available. HACC does not maintain an extensive inventory of laptops, computers and peripherals to equip every student and employee. As we work to secure additional technology, it will be deployed.

22. As an employee, I have access to a Chromebook or an iPad. Am I able to access Banner from these devices?

Some HACC applications are available with any device with a high-speed internet connection. These include myHACC, Banner Self Service (HACCWeb), D2L, Google Drive/G Suite, email (Office 365) and Zoom. Banner Self-Service features (such as Employee Profile, Banner Registration and Student Profile) are accessible from any device with an internet connection. The applications listed above would be accessible from a Chromebook or iPad. To access Banner Application Navigator, one of the following is required:

Remote Desktop Service using a Windows or Mac desktop or laptop

Always On VPN and a HACC-issued computer

All access requires high-speed internet access from your home. If you have not already done so, please complete the [Device Availability Survey](#).

23. In the event the College closes temporarily, how would I contact my coworkers?

We ask that colleagues minimize use of Jabber and Softphones as these technologies will use HACC internet resources. Jabber and Soft Phones are only available for use while connected to the HACC network using Remote Desktop Services or a VPN connection. We ask that you communicate with colleagues as much as possible by not using HACC network resources. This means that colleagues could contact each other using personal cell phones, landlines, Zoom or email if not connected to the HACC network. Please see your supervisor for a unit contact list with home or cell numbers.

24. In the event of a temporary College closing, how would I answer phone calls that come into the HACC phone lines?

We are researching this and will share information when it is available.

25. Will the deadline for entering final grades be extended?

At this point, the deadline will not be extended. The deadline is May 18. Moving final exams to May 11-15 (with Saturday and Sunday for weekend classes), we would not need to extend the deadline of May 18 for grade entry.

26. Can we (faculty) allow students to access materials next week WITHOUT requiring any deadlines?

Yes, you may be flexible in working with online students on their course work next week as long as deadlines are not required.

27. What resources will be available to assist adjunct faculty in moving their courses remotely if they work full-time during the day and are unable to attend the daytime trainings?

We have developed online resources that may be accessed any time. In addition, your school dean and department chairs are available to answer questions.

28. What timeline can be established in the event we want to ask small groups of students to come to campus to pick up materials and class supplies they will need to complete coursework remotely?

As long as the College is open, students may come to campus. Once we close, however, they will not be permitted to come to campus.

29. What are the expectations of adjunct faculty the week of March 16?

Adjunct faculty will be invited to attend the department meetings and training sessions. They are not required to attend, and training materials will also be available online. They may also contact their chair or dean for further details.

If you have additional questions and you do not see the answers on the [website](#), please submit the online form located on the website. Please see the webpage section called "Information for Employees."

We will continue to update you regularly via email, the aforementioned website and Zoom sessions.

Thank you!

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