

Subject: Update on HACCC's Educational and Student Services Planning – May 26, 2021
Date: Wednesday, May 26, 2021 3:54:38 PM

Good afternoon, colleagues!

As a reminder, **the wellness-screening process will end May 29**. You will not be required to fill out the [Wellness Screening Form](#) after that date.

Please note:

1. It is important to continue **self-screening** each day. Although HACCC is not screening you, please evaluate how you feel each day. If you are feeling any symptoms of COVID-19, please **DO NOT** come to campus. Please notify the College by emailing corona@hacc.edu. Please describe whether you tested positive, have symptoms or have been in contact with someone who has tested positive. Contact is defined as within 6 feet for 15 minutes or more.
2. The wellness screeners will be at the wellness-screening stations through June 4 to answer questions.
3. The buildings are still **only available** to students and employees involved in on-campus classes.
4. This information is **tentative and subject to change**.

As you have come to expect, following are the commonly asked questions and our responses to them. Please note that some of these responses are tentative and subject to change.

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](#)." If you would like to see the information being communicated to students, please see the webpage called "[Information for Students](#)."

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

Thank you!

John J. "Ski" Sygielski, MBA, Ed.D.
Pronouns: He, Him, His
President & CEO
HACC, Central Pennsylvania's Community College

1. Will HACC be open on Fridays during the summer?

HACC is closed on Fridays during the summer. However, select enrollment-related and student services will have a presence available various Fridays throughout the summer.

These services include (but are not limited to):

- [Admissions](#)

- [Advising](#)
- [Career Development](#)
- [CARE Center](#)
- [Computer Help Desk](#)
- [Financial Aid](#)
- [Global Education](#)
- [KEYS](#)
- [Library Chat](#)
- [Military and Veteran Affairs](#)
- [New Student Orientation](#)
- [Public Safety Center](#)
- [Registrar](#)
- [Remote Proctoring](#)
- [Online SmartThinking Tutoring](#)
- [Student Access Services](#)
- [Title IX](#)
- [Welcome Center](#)

This work arrangement began May 17 and will end Aug. 15, 2021.

2. When you say that “our campuses are open to the public June 1, 2021,” what does that mean?

This means that:

- The public *can park on campus*.
- The public *can walk the campus grounds*.
- We will *allow outside events* (but not inside events) to be held on our campuses. An example of this is the Dauphin County and UPMC COVID-19 vaccination clinic on HACC’s Harrisburg Campus.
- We will *allow tenants* to come back on campus.

Please note that:

- Our *buildings* will *not* be accessible to the public.
- Employees who have been working remotely *must continue to do so* and may not come back onto campus this summer unless authorized by filling out the [Employee On-Campus Authorization form](#).
- Anyone who needs to *access a campus building* must complete [HACC’s online Wellness Screening form](#) prior to each campus visit through May 29.
- This information is *tentative and subject to change*.

Please know that your safety will continue to be our top priority! Although we cannot control COVID-19 and how it spreads, we will continue to do our part to help maintain student, employee and building safety by following protocols, as per governor’s orders and Centers for Disease Control and Prevention (CDC) recommendations.

3. What benefits are included in my Employee Assistance Program (EAP) benefits? Where can I find more information?

HACC's Employee Assistance Program (EAP) is a benefit to assist employees and their family members and connect them to the resources they need. The services are provided by Mazzitti & Sullivan and cover all employees, as well as all residents of the employee's home and dependents up to age 26. These services are accessible 24 hours a day, seven days a week, 365 days a year.

Please know that these benefits include much more than counseling and mental health supports.

- The work/life services include more than 20,000 resources related to relationships, health and wellness, family, managing stress, budgeting, finances, identity theft and professional and personal growth.
- Mazzitti & Sullivan EAP Services offers financial literacy tools, elder care services, financial counseling and community resource referrals.
- Mazzitti & Sullivan EAP can also connect employees and their families to housing resources, including anything from transitional housing programs to emergency shelters, support groups, veteran's services, education resources, food banks and discounted services.

More information about these benefits can be found on HACC's [benefits](#) webpage or at mseap.com. Please use this access code: HACC.

4. What is going to happen to employees in the Public Safety and Security and Custodial Maintenance departments at the Lebanon Campus after July 1, 2021?

None of these employees will lose their jobs.

Employees in the Public Safety and Security Department will remain at the Lebanon Campus to support and serve students and employees in HACC's leased areas on the third floor, in the second-floor lab and HACC parking areas.

The custodial and maintenance teams will also continue to support and serve students and employees in all of HACC's leased areas at the Lebanon Campus as well as on the Lancaster Campus.

5. Do we have a standard, approved message for emails regarding the four-day work week beginning the week of May 17?

Yes. Please use the following out-of-office message during the summer beginning May 17 and ending Aug. 15, 2021.

HACC is closed on Fridays during the summer. However, select enrollment-related and student services will have a presence available on various Fridays throughout the summer. These services include (but are not limited to) Admissions, Advising, Career Development, CARE Center, Computer Help Desk, Financial Aid, International Student Services, KEYS, Library Chat, Military and Veteran Affairs, New Student Orientation, Public Safety Center, Registrar, Remote Proctoring, SmartThinking Tutoring, Student Access Services, Title IX and the Welcome Center.

This work arrangement began the week of May 17 and will end Aug. 15, 2021.

Please note: Fall 2021 classes will be taught through in-person instruction, remote instruction and virtual learning. Please note that HACC campuses will remain closed to the public and open only to students and employees approved to be on campus for classes until June 1, 2021, and select student services will be available on campus in the fall. Visit hacc.edu/Coronavirus for more information.

QUOTE: Be positive and trust the timing of everything. Just because it is not happening right now doesn't mean it never will. Stay patient. ~Sayantan