



Checklist for Departments Returning to Work on Campus

Having received state approval of our fall reopening plan, Monroe Community College will safely resume on-campus operations and activities in August. Services will continue to be offered remotely—with limited in-person consultations by appointment only—through the fall semester. As operations restart on campus, we are guided by these three principles:

- The health, safety and well-being of students and employees
- The College’s core teaching and learning mission
- Responsiveness to changing conditions and community needs and expectations

Reopening Phases

- **Phase 1**
Summer 2020 Operations
Most faculty and staff continue working remotely. A limited number of core staff return to campus to support the College’s mission. Remote services continue, complemented by in-person services by appointment.
- **Phase 2**
Fall 2020 Operations
Faculty and staff prepare for the return of students to campus. Many employees continue to work remotely to keep the number of people on campus small and support social distancing. Courses delivered via distance learning and in-person. Access resumes to technology resources in MCC libraries/learning commons by appointment only.
- **Phase 3**
Spring 2021 Operations
The decision to potentially increase on-campus operations will be based on current public health conditions and state and county directives.

Plans are subject to change due to new information, guidance and/or direction from New York state and Monroe County.

Department Return-to-Campus Checklist

Please ensure your department's plan addresses the following considerations prior to submitting it to your vice president/senior administrator and the Executive Policy Group for review and approval.

Planning

Ensure monitoring and awareness of federal, state, county and city guidance and requirements in managing the spread of COVID-19

Determine the programs and services that will be returning to face-to-face, on-campus delivery

Identify employees who will be needed on campus to support the programs and services returning face-to-face delivery

Determine the work schedule of employees who will be returning to work on campus

Submit your department return-to-campus plan to your vice president/senior administrator and the Executive Policy Group for approval

Communication

Prepare and communicate your department's return-to-campus timeline to employees

Confirm process for employees to maintain communication with their direct supervisor

Identify and explain to employees the steps taken by MCC to ensure safety

Review any applicable collective bargaining obligations and changes to such obligations

Remind employees that decisions about returning to work on campus will be grounded in the College's nondiscrimination policies and commitment to equity

Workplace Safety

Review work space modification requests or needs with Facilities and Public Safety

Conduct a "walk through" review of your work area with Facilities and Public Safety

Ensure that cleaning supplies and personal protective equipment (PPE) are in place and that employees know the process for accessing them

Ensure that employees know what PPE is appropriate for their roles

Confirm your department's process for serving students in-person while social distancing

Confirm plan for in-person meetings with colleagues and visitors while social distancing

Inform employees of MCC's *Memo of Understanding* with the Monroe County Department of Public Health, affirming MCC's commitment to enforce non-pharmaceutical interventions to help prevent the spread of COVID-19 (A link to the MOU will be available as soon as possible at

[https://www.monroecc.edu/coronavirus/.](https://www.monroecc.edu/coronavirus/))

Training and Orientation

Confirm that MCC Human Resources online trainings for working during a pandemic have been completed by supervisors and other employees

Extend invitations for one-on-one conversations with returning employees to address questions or concerns

New Requirements, Protocols and State Executive Orders during the Pandemic

Ensure that your department employees are aware of:

the locations of each campus' single entrance

current New York state travel restrictions and quarantine requirements

MCC's face covering requirement

MCC's online COVID-19 self-assessment and applicable attestation requirements as a prerequisite for entering campus

personal work station sanitizing guidelines

office suite and common area sanitizing protocol

office suite centralized trash removal and deposit protocol

Other

I, _____, _____
(name) (title and department)

affirm that the items listed on this checklist have been completed and are addressed within our department's return-to-campus plan.

Signature _____ Date _____