

From: Brian Opitz <brian.opitz@bc3.edu>
Sent: Wednesday, August 19, 2020 9:00 PM
To: All College Staff <CollegeStaff@bc3.edu>
Subject: BC3 - Fall 2020 Semester Operating Plan

Hi Folks,

As the start of the fall 2020 semester quickly nears, I wanted to touch base regarding our anticipated operating plans for the fall semester.

On July 6, 2020, all BC3 Campuses began operating under the BC3 Green Phase Reopening Plan. We will continue under these guidelines, until further notice, as we enter the fall semester and reintroduce face-to-face course offerings.

There have been many modifications made to our campus facilities and operations to accommodate applicable guidelines and requirements in this new COVID-19 world. Classrooms, labs and other seating areas have been rearranged and set up to allow for distancing requirements. Please do not rearrange and move desks, tables and furniture in these areas.

We have also completed the BC3 Health and Safety Plan as required by The Pennsylvania Department of Education. This document has been a work in progress for several months and not only incorporates our past phased-in reopening plans but also identifies critical operational changes necessary to meet new restrictive guidelines. The official BC3 Health and Safety Plan is available for review via the *BC3.edu/COVID* website at the following link:

<https://www.bc3.edu/services/coronavirus-2019.html>

In addition, we have compiled a Frequently Asked Question (FAQ) document, also available on the *BC3.edu/COVID* site, that will continue to be developed as further questions arise. The FAQ's are intended to address common questions related to BC3 operations. We will address more specific questions on a case-by-case basis.

As we continue to operate under 'Green Phase' guidelines in the fall 2020 semester, please remember these important points:

- All departments and offices must be fully open and represented each day during core office hours of 8:00 AM till 4:00 PM, Monday through Friday.
- Supervisors are responsible for determining staffing levels and schedules in compliance with attached guidelines.
- Supervisors must monitor and approve any 'work from home' and 'telework' options to ensure productivity and accountability. (Please use documents provided by the Human Resource Department to monitor and track telework productivity)

We will continue to closely monitor information from the many different sources that provide guidance as we move forward. We are prepared to make changes, if needed.

It has taken a tremendous effort, by all involved, to evaluate, adjust and prepare to move BC3 forward. We continue to look forward to safely bringing our campus operations, activities and classes back online in a safe and prudent fashion.

Please contact me directly if you have questions.

Thank you.

Brian R. Opitz

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