

**From:** Brian Opitz  
**Sent:** Wednesday, May 20, 2020 3:32 PM  
**To:** All College Staff <CollegeStaff@bc3.edu>  
**Subject:** BC3 Phased-in Reopening Plan - June 1, 2020 (ORIGINAL)

Good morning,

As a follow-up to Dr. Neupauer's email on Wednesday, May 13, I'm providing you with the College's plan for a phased-in reopening of our main campus and additional locations starting Monday, June 1, 2020.

College officials have consistently monitored the progression of COVID-19 related information and mandates from the governor's office, the Pennsylvania Department of Health (DOH), the Pennsylvania Department of Education (PDE), and the national Centers for Disease Control and Prevention (CDC). Although these are challenging times, we look forward to taking a phased-in approach to reopening all BC3 locations while considering state and federal guidelines.

Gov. Wolf announced this month that many of the Commonwealth's counties have moved from a "Red Phase" to a "Yellow Phase" reopening category. All counties where BC3 has a physical location are now operating under the "Yellow Phase," including Armstrong, Butler, Jefferson, Lawrence, and Mercer.

The "Yellow Phase" provides reopening guidance with regard to workplace operations, including telework where feasible. The Governor's Plan to Reopen Pennsylvania provides the basis of our guidance: <https://www.governor.pa.gov/process-to-reopen-pennsylvania/>.

Please refer to the following attachments:

- **BC3 Yellow Phase – Reopening Guide:** This Word document provides information about the phased-in approach in reopening our locations under the "Yellow Phase," such as hours of access to buildings, logging in when entering a building, and state and federal guidelines regarding personal protective equipment and social distancing.
- **BC3 Yellow Phase – Reopening Occupancy Guide:** This Excel spreadsheet identifies maximum allowable in-person staffing levels for college offices. Please note that since faculty members are teaching in a remote learning model for the summer, on-campus occupancy for faculty is listed at zero. Should faculty members need to come to a BC3 campus location, let your respective dean or off-campus director know and follow appropriate directions as indicated in Reopening Guide document.
- **PA DOH-COVID-19-Reopening-Businesses:** This flyer from the state Department of Health lists safety procedures for businesses and will be posted in each of our buildings.
- **PA DOH-COVID-19 Order** and **PA DOH-Homemade Mask Guidance:** These documents provide additional information about public health safety measures for businesses permitted to maintain in-person operations, and information about the use of personal protective equipment.

The College Operations staff has worked diligently over the past couple of months to maintain a safe and clean working environment. We are following recommended procedures in order to properly maintain our facilities, including the use of suggested disinfecting products, to prepare for the physical return of staff beyond critical-essential employees.

I anticipate there will be questions generated on the attached reopening plan as we move forward. We will be developing a 'Frequently Asked Question' (FAQ) response document in the near future to provide further direction as needed. If you have specific questions regarding your return to work, please refer to your dean or department supervisor who will contact the appropriate President's Cabinet member for clarification.

Please note the College continues to follow guidelines provided by the governor, DOH, PDE and CDC and we look forward to seeing you all on campus sometime in the near future.

Please contact me directly if you have questions on this specific email.

Thank you.

**Brian R. Opitz**

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