

**From:** Brian Opitz <brian.opitz@bc3.edu>  
**Sent:** Thursday, June 18, 2020 10:37 AM  
**To:** All College Staff <CollegeStaff@bc3.edu>  
**Subject:** BC3 Phased-in Reopening Plan - July 6, 2020 (ORIGINAL)

Hi Folks,

On July 6, 2020, all BC3 Campuses will begin operating under the BC3 Green Phase Reopening Plan.

We continue to closely monitor the information provided from the Governor's office, the Pennsylvania Department of Health (DOH), the Pennsylvania Department of Education (PDE), the national Centers for Disease Control and Prevention (CDC) and other appropriate governing agencies for guidance as we make decisions for the college.

The Green Phase Reopening Plan provides additional reopening guidance with regard to workplace operations. 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 Green Phase – Reopening Guide:** This Word document provides information about the phased-in approach in reopening our locations under the Green Phase.
- **BC3 Green Phase – Reopening Occupancy Guide:** This Excel spreadsheet identifies maximum allowable in-person staffing levels for college offices. The plan provided allows for approximately 62 percent maximum occupancy at any one time. This falls well below the 75 percent maximum occupancy restriction provided by the state. Please note that since faculty members continue to teach 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, please contact your respective dean or off-campus director and follow appropriate directions as indicated in Reopening Guide document.

Our move to the Yellow Phase Reopening Plan last month has worked well. The Yellow Phase Reopening Plan allowed for an easing of campus restrictions and increased physical presence throughout. This new Green Phase Reopening Plan focuses on an appropriate level of increased campus activity. All college departments and divisions should be open in this phase. This Plan emphasizes three 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 to determine 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.

It is intended the Green Phase Reopening Plan will carry us through the summer into the opening of the fall semester on Aug. 24 barring any changes from the Governor, pertinent state or federal agencies.

I continue to receive important questions from the college community during each of our phased-in reopening stages. Many of the questions are similar in nature. We are continuing to develop a Frequently Asked Questions (FAQ) document to provide consistent responses for all.

We continue to look forward to safely bringing our campus operations and activities 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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