

BC3 'Green' Phase - Reopening Guide

Monday, July 6, 2020

1. General Guidelines:

- a. On July 6, 2020, all BC3 locations will begin to operate under 'Green-Phase' guidelines as defined by Governor Wolf. This document is intended to provide additional information as to how our BC3 campuses will operate during this of time.
 - i. 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 thru Friday.
 - ii. Supervisors are responsible to determine staffing levels and schedules.
 - iii. Supervisors must monitor and approve any 'work from home' and 'telework' options to ensure productivity and accountability.
- b. The attached excel spreadsheet titled 'BC3 Green Phase Reopening – Occupancy Guide' indicates maximum allowable occupancy information for each office area on campus in respect to the buildings they are located in.
 - i. Column #5 – identifies maximum # of employees permitted in particular office areas during the Green Phase reopening starting Monday, July 6, 2020.

2. Continued Return to Work Guidelines:

- a. Access to campus buildings will be limited to 8:00 AM till 4:00 PM, Monday thru Friday.
- b. Individual building access will continue to be limited to specific entry doors.
 - i. ALL employees must 'Sign-in' on the provided sheets at building entrances on a daily basis.
- c. All individuals coming to campus will need to continue to follow current requirements and guidelines as provided by the Governor, the PA Department of Health (DOH), the Pennsylvania Department of Education (PDE) and the Center for Disease Control and Prevention (CDC).
 1. Masks or Face Coverings
 2. Social Distancing Requirements
 3. Employee Sick Reporting
 4. Potential for Monitoring Employee Temperatures
- d. Phased Staffing
 - i. Building access will continue to be limited to the number of employees as indicated on the attached spreadsheet for each building/department. The numbers indicated are maximum staffing levels to keep us in compliance with building/occupancy guidelines. Other staff and employees that are not identified on the chart, may continue to gain access to campus by coordinating through their respective Dean or Director.
- e. Personal Office Areas
 - i. Office areas will be cleaned and disinfected on a daily basis as needed.
 - ii. All employees should clear their desks and workspaces at the end of each day to allow for proper sanitizing and disinfecting by custodial staff during off hours.

3. BC3 Off Campus Sites:

- a. BC3 off campus sites will also transition to Green Phase guidelines on July 6, 2020.
 - i. Site Directors will be responsible to monitor staffing and other site specific activity to ensure that guidelines are being followed.
 - 1. All off campus sites must be fully open and represented each day during core office hours of 8:00 AM till 4:00 PM, Monday thru Friday.
 - 2. Site Directors are responsible to determine staffing levels and schedules.
 - 3. Site Directors must monitor and approve any 'work from home' and 'telework' options to ensure productivity and accountability.
 - ii. PPE and Social Distancing guidelines will need to be met as per the PA Department of Health.

4. Classes and Training Opportunities:

- a. College classes will continue in the remote format through the summer as planned.
- b. Work Force Development classes and training will be permitted to resume as of July 6, 2020.
 - i. Fire and EMS Training will need to operate under the guidance of appropriate regulating authorities.
- c. Business & Industry and Industrial Safety Training may also resume as of July 6, 2020.
 - i. These onsite training opportunities will need to operate under current BC3 guidelines.
 - ii. If training is being offered offsite at business locations, additional company policy and requirements must also be considered.
- d. Lifelong Learning
 - i. Kids on Campus - Cancelled for summer 2020
 - ii. Lifelong Learning - Will not be offering summer courses

BC3 Green Phase - Maximum Occupancy Guide

Building/Department	Total # of Employs	Red - Limit	Yellow - Limit	Green - Limit
Bennitt House				
Staff Offices	3	0	2	3
Arts/Hospitality				
Faculty Offices	9	0	0	0
CCLC				
Staff Offices	2	0	2	2
Social Science				
Faculty Offices	7	0	0	0
Humanities/Ed				
Deans Offices	2	0	2	2
Faculty Offices	8	0	0	0
Staff Offices	1	0	1	1
Student Success				
1st Floor				
Admissions	5	0	3	4
Reception Desk	1	0	0	0
Campus Police	6	2	3	4
VP of EM	2	0	2	2
Financial Aid	6	0	3	5
Registrar	6	0	3	4
ACE	10	0	5	8
Tutoring	?	0	0	0
KEYS Suite	5	0	2	4
2nd Floor				
Student Life	1	0	1	1
Bookstore	5	0	2	4
BAECU	1	0	0	1
Administration				

VP AA Office	2	0	2	2
Institutional Ass.	3	0	2	2
Comm./Market.	5	0	3	4
Presidents Office	2	1	2	2
Foundation Office	8	0	4	6
Human Resources	5	1	3	5
Finance	5	1	3	5
VP Fin/Admin	1	1	1	1
STEM Building				
EMS Division - 1st Flr	3	0	2	2
Theater - 1st Flr	2	0	0	1
Faculty Offices - 1st Flr	3	0	0	0
Faculty Offices - 2nd Flr	9	0	0	0
Faculty offices - 3rd Flr	11	0	0	0
Deans Office - 3rd Flr	2	0	2	2
Con Ed/Wrkforce Dev				
College/HS	3	0	1	3
Dean WFD	1	0	1	1
WFD Staff	6	0	3	4
Adult Literacy	4	0	2	3
Lifelong Learning	3	0	1	2
Library				
Dean of Library - 1st Flr	1	0	1	1
Library Staff - 1st Flr	3	0	1	2
Library Staff - 2nd Flr	2	0	1	2
Dist. Learning - 2nd Flr	4	0	2	3
Business/Allied Hlth				
Dean of Nrsg - 1st Flr	1	0	1	1
Nursing Staff - 1st Flr	8	0	2	4
Faculty Offices - 1st Flr	4	0	0	0
Dean Busin - 2nd Flr	2	0	1	2
Lab Monitor - 2nd Flr	1	0	0	1
Faculty Offices - 2nd Flr	?	0	0	0

IT Department	9	2	4	7
Student Union/FH				
Stdnt Life Staff - 1st Flr	1	0	0	1
Founders Hall - 2nd Flr	0	0	0	0
Fieldhouse				
Faculty Offices	3	0	0	0
Ast. Dir Stu Life	1	0	1	1
Public Safety Facility				
Staff Offices - 2nd Flr	4	0	2	3
Operations				
Ex Dir. Operations	1	1	1	1
Staff Office	1	0	1	
OP Staff - Essential	20	20	20	20
Total Emp. On Campus	224	29	101	139

BC3 Green Phase Off Campus Occupancy Guide

Building/Department	Total # of Employs	Red - Limit	Yellow - Limit	Green - Limit
BC3 @ Cranberry	5	0	2	4
BC3 @ Lawrence	5	0	2	4
BC3 @ Lindenpointe	5	0	2	4
BC3 @ Brockway	4	0	2	3
BC3 @ Armstrong	3	0	2	2