

**From:** Brian Opitz  
**Sent:** Thursday, July 2, 2020 3:59 PM  
**To:** All College Staff <CollegeStaff@bc3.edu>  
**Subject:** Monday, July 6 - Green Phase Reopening!

On Monday, July 6<sup>th</sup>, we move to the next phase of our reopening plan. I emailed information to the BC3 community regarding this on June 17<sup>th</sup>. This is a very important next step in expanding in-person operations.

The July 6<sup>th</sup> reopening plan also 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.**

With the return of more employees back to all BC3 locations, I also wanted to provide the College's position on the use of face coverings. Our plan, at this time, will coincide with the statement that was issued yesterday, July 1st, by the PA Department of Health that requires universal face coverings.

Please refer to the following link:

<https://www.governor.pa.gov/wp-content/uploads/2020/07/20200701-SOH-Universal-Face-Coverings-Order.pdf>

Further guidance for the Fall 2020 academic semester will be forthcoming.

If you have any questions please feel free to contact me directly.

**Brian R. Opitz**

Executive Director of Operations  
Butler County Community College  
107 College Drive  
Butler, PA 16002  
[brian.opitz@bc3.edu](mailto:brian.opitz@bc3.edu)  
724-287-8711 ext. 8286