

To: Montgomery College Employees

From: Monica Brown, Senior Vice President for Student Affairs
Stephen Cain, Chief of Staff/Chief Strategy Officer, Office of the President
Sanjay Rai, Senior Vice President for Academic Affairs
Donna Schena, Senior Vice President for Administrative and Fiscal Services
David Sears, Senior Vice President for Advancement and Community Engagement

Subject: **Return-to-Campuses Timeline and Operational Standards for Employees**

Date: May 27, 2021

This Return-to-Campus operational timeline provides information for employees about MC's plans for gradually returning to onsite operations (on our campuses and other locations) over the summer. ***Our planning is predicated on the vaccination of all eligible people in the MC community.*** While the College is not requiring vaccination, we all share a profound responsibility to do everything we can to keep ourselves and the MC community safe from the coronavirus. MC will be providing a separate communication to our students about these changes.

On a weekly basis, the College reviews coronavirus infection data, vaccination rates, and guidance issued by the Montgomery County Health Department, the State of Maryland, and the Centers for Disease Control and Prevention. This information is incorporated into the College's plans for returning to onsite operations. We anticipate that restrictions will be gradually lifted as vaccination rates rise and incidences of infection decline.

Our Return-to-Campus Guiding Principles

- Prioritize the health and safety of our students and employees.
- Provide guidance and support for our employees as the College gradually returns to onsite teaching, learning, and working.
- Maximize access and quality of services for our students and employees.
- Develop a return to work strategy for every College unit that is aligned with the Return to Campus timeline.

Return-to-Campus Operational Timeline

June 1

- The College transitions from mandated remote work status (as a result of the health emergency) to an expanded use of situational telework. While the College makes this transition, it will not be considering any requests for regular remote work. Please review the College's policy and procedures [here](#).

- Any employee **seeking an exemption** to in-person work due to medical and religious practices should contact [Rowena D'Souza](#) (HRSTM) for guidance and approval. All other requests and questions should be sent to HRSTM@montgomerycollege.edu
- Days worked offsite will be considered telework days. A formal telework agreement is not required to be submitted to HRSTM during this period, but each employee's telework and onsite work schedule requires the approval of the supervisor.
- The Coronavirus Advisory Team is retired and Dr. Pollard appoints the **Return-to-Campus Advisory Team** (RTCAT). The RTCAT provides guidance and recommendations to the Senior Administrative Leadership Team and the president. **Dr. Kevin Long**, Deputy Chief of Staff, Planning and Policy, will be the Convener and Project Manager of the RTCAT. **A full list of the appointed members** of the RTCAT is listed at the bottom of this memo.*

June 1 - June 30

- All employees **must complete the online COVID-19 training by July 6** in MC Learns via Workday. The link is located on the MC Return to Campus webpage.
- Administrators and supervisors work collaboratively to develop service operations plans for their respective areas, and work collaboratively with employees to develop onsite work schedules for **beginning to return to onsite work July 6**. These plans should take into account working onsite, teleworking, employee leave, and vacation plans.
- Any employee seeking an exemption to the return to onsite work requirements should contact [Rowena D'Souza](#) (HRSTM) for guidance and approval. Questions may also be sent to HRSTM@montgomerycollege.edu
- Administrators determine what **equipment and supplies** may be needed for returning to campus. Employees will initially be dividing work schedules between telework and onsite. In anticipation of equipment and supply orders, please be aware that **orders must be placed by June 11**, the deadline for FY21 purchases for early returning employees. Instructions for ordering Personal Protective Equipment (PPE) by supervisors will be communicated during the June forums. Please email the appropriate campus Facilities service desk for face masks, hand sanitizers, and disinfecting wipes.
- A series of interactive employee and supervisor forums, conducted via Zoom, will be held beginning June 2 and continuing throughout the month of June.

June 15

- A memo to students from Dr. Sanjay Rai and Dr. Monica Brown updating them on campus conditions, fall offerings, and Return to Campus planning will be issued. A copy will also be shared with employees.

June 16

- The College will continue to watch the Montgomery County metrics which are benchmarks for community health and COVID containment. Please see Return to Campus website for these [parameters](#).
- All administrators begin to transition to working onsite **at least two days a week**. Administrators will coordinate their onsite schedules with their supervisors.
- All supervisors provide employees their onsite work schedules that will be effective until further notice. Given the changing conditions associated with bringing our employees back on site, schedules may need alterations. Great attention will be paid to **minimizing**

disruption for employees. Supervisors will strive to give employees at least **two weeks' notice** prior to a change to their work schedule.

- Any employee seeking an exemption to the return to onsite work requirements must contact [Rowena D'Souza](#) (HRSTM) for guidance and approval.
- Limited use of outdoor facilities or athletic field [rentals](#) can begin. Maximum capacities will align with Montgomery County Department of Health and Human Services (DHHS) restrictions and RTCAT guidance.
 - The pools and locker rooms in the Rockville and the Germantown Physical Education buildings are closed until further notice.

Return to Campus Work Requirements:

- All employees, students, and visitors are required to **wear face masks inside buildings** (including offices) until further notice. Face masks are not required outside of buildings. Supervisors should allow more frequent breaks outside.
- Complete the online COVID-19 training in [MC Learns](#).
- Complete the [online health assessment](#) prior to coming onsite each day.
- Supervisors should contact the Office of Facilities if face masks or disinfecting wipes are needed within the work environment.

July 1

- Travel restrictions for College-sponsored travel (conferences and education programs) are lifted. Please follow the [CDC's guidance](#) for vaccinated and unvaccinated travelers.

July 6

- All offices, units, and service areas **begin to bring staff onsite** with staggered and/or rotating shifts.

August 2

- All offices, units and service areas will have in place a staffing plan and staffing levels to **ensure 100 percent access** to support, services, and operations.
- All staff employees will be **required to work onsite at least two days per week**.
- Faculty work according to the schedules established through their department chairs.
- Indoor [facilities rentals](#) and [community use](#) can begin. Maximum of 25 capacity or larger as dictated by evolving Montgomery County DHHS restrictions and RTCAT guidance.
- Updates to facilities information will be posted on the Return to Campus web pages as they evolve.

August 23

- Faculty return for the fall semester.
- Professional Week - details regarding meetings, events, and training to be announced.

August 30

- Fall Semester classes begin.

Sign Up for a Return-to-Campus Forum

The College is hosting a series of interactive employee forums, conducted via Zoom, beginning June 2 and scheduled throughout the month. MC employees are invited to hear details about the RTC plans, ask questions, and share ideas. Two of the forums will be specifically for supervisors, focusing on information related to supervisory concerns. Dates and times for the forums can be found on [MC Return to Campus webpage](#). Please visit the [Return to Campus section](#) of the MC

website for details and to register. You can also send an email to HRSTM@montgomerycollege.edu.

Stay Updated with MC's Website

The College may revise the Return-to-Campus plan as conditions warrant. Be sure to check the MC [Return to Campus webpage](#) for changes to the timeline and/or the standards. Visit the [MC website Return to Campus pages](#), available via the link in the blue bar at the top of the website, for updates on operations. There you can read details about the return-to-campus timeline and requirements, frequently asked questions, required training, and public health information. Please check the website often as it is updated as new information becomes available.

Thank You

We recognize that transitioning back to our onsite work environment will require some adjustment for all of us, and we will strive to provide the support and flexibility to ensure we all navigate this transition successfully and minimize disruption to you and to our students' experiences. We are thankful for the many accomplishments of MC's employees during the pandemic and look forward to working side-by-side with you soon.

***FULL RTCAT Membership**

Kevin Long, RTCAT Convener and Project Manager

Deputy Chief of Staff, Planning and Policy

Rose Garvin Aquilino

Associate Senior Vice President for Advancement and Community Engagement

Alice Boatman

Acting Associate Dean of Student Affairs

Monique Davis

Dean of Instruction

Rowena D'Souza

Risk Management Coordinator

Director of Public Health (TBD)

Ali Fadl

Director of Campus Facilities

Meghan Gibbons

Deputy Chief of Staff, Presidential Publications and Operations

James Gillis

Director of Campus Facilities

Ray Gilmer

Associate Senior Vice President, Advancement and Community Engagement

Liz Greaney

Chief Business/Financial Strategy Officer

Melissa Gregory

Associate Senior Vice President, Student Affairs

Kimberly Jones

Student Life Manager

Kim Kelley

Vice President and Provost, Rockville

Margaret Latimer

Vice President and Provost, Germantown

Maurice McCambley

Director of Campus Facilities

George Payne

Vice President and Provost, WDCE

Adam Reid

Director of Public Safety, Health, and Emergency Management

Tracey Smith-Bryant

Department Chair

Brad Stewart

Vice President and Provost, Takoma Park/Silver Spring

Carolyn Terry

Associate Senior Vice President, Academic Affairs

Rebecca Thomas

Department Chair

Krista Leitch Walker

Vice President, Human Resources and Strategic Talent Management