

**To:** Montgomery College Employees

**From:** Krista Leitch Walker  
Vice President of Human Resources and Strategic Talent Management

**Subject:** **Return-to-Campus Assessment and Employee Survey**

**Date:** July 2, 2020

Montgomery College is committed to keeping our employees safe while establishing a sustained approach to support the College's continuity of operations throughout the COVID-19 pandemic. To advance this, the Office of Human Resources and Strategic Talent Management (HRSTM) will be soliciting information from two critical sources: administrators/supervisors and employees. I am writing to inform you of these activities and to seek your participation and support.

Beginning next week, the Office of Institutional Research and Effectiveness will survey all employees to gauge sentiments around returning to work on-site and any concerns you may have. We are looking for you to help inform us as to where more communication, training, and/or support is needed to keep you engaged while working remotely and to feel safe in the workplace when returning on-site. Additionally, employees who wish to confidentially identify themselves as belonging to a vulnerable population or residing with a vulnerable person can complete the [Vulnerable Population Work Adjustment Request](#) form.

Working with administrators and their supervisors, HRSTM will conduct an assessment to determine which unit services and employee tasks can and cannot be performed remotely. For those services and tasks that cannot be performed remotely, we are also seeking to determine the frequency and amount of time employees will be needed to work on-site at one of the campuses or other College location (e.g., Central Services, Community Engagement Centers, WDCE Business Training Centers, etc.). To assist with the completion of area assessments, we have created [Return-to-Campus Assessment: A Guide for Managers](#) that provides detailed instruction to ensure continuity across the College. The assessment period is scheduled to take place between July 6 – 24, 2020.

The assessments will provide data that will help to inform the College's decisions regarding how/when face-to-face or on-site operations will be initiated and will shape the return-to-campus plans for employees. HRSTM, in consultation with the Office of Facilities and Public Safety/Emergency Management, will work with the unit administrators to review and finalize area on-site work schedules. Please be assured that all decisions and plans will be made in accordance with state and county

directives, guidance from the Centers for Disease Control and Prevention (CDC), and the College's Coronavirus Advisory Team (CAT), and in alignment with the Fall 2020 Schedule Transition Plan.

Based on the information we have at this time, we anticipate that there will be a limited number of employees and supervisors authorized to work on-site at a campus or College location for the foreseeable future. However, it is important that we have well-informed and developed plans in place and ready in the event conditions change. Your participation and support are essential to our success.

Thank you.