



## Overview of SCC's Return to On-Site Operations Plan

**\*\*All timeframes are subject to change\*\***

**Introduction:** Southeast Community College will be implementing a multi-phased Return to On-site Operations Plan to facilitate the gradual and efficient reopening of its campuses, learning centers, and other locations with the goal of being fully operational this fall semester while following recommendations from state and local health authorities to mitigate virus spread and to promote safety and wellness. The plan is designed to maximize flexibility to ensure operations can continue via multiple delivery methods irrespective of the status of the COVID-19 situation.

**Phase I – Targeted Start Date Based on Safety and Health Recommendations: June 1, 2020:** Beginning June 1, SCC will no longer limit access to campus buildings to only those individuals whose physical presence has been designated as necessary. Supervisors will work with their employees to identify individuals who wish to return to their on-site work environments. The College plans to keep the number of employees returning to their on-site work environments relatively low. Supervisors should ensure that no more than a third of their staff are present in any SCC facility. During this trial phase, supervisors should consider staggered schedules, different starting and departing times, and other flexible schedule options to limit the number of employees within the same work area during the day. Campus directors will utilize Phase I to test and modify as necessary the various safety practices and protocols that will be in place. Most employees will continue to work remotely. Please note that campus directors will be providing details to all employees in relation to the safety and social distancing protocols that will be in place throughout Phase I. Planning for Phases II and III will continue during this time.

**Phase II – Targeted Start Date Based on Safety and Health Recommendations: July 1, 2020:** Students enrolled in classes that have on-site labs will be allowed on campus. Students also will be allowed to come on campus for student services such as advising, registration, financial aid, campus store purchases, and other services. Students may be required to make appointments. Additional employees will be allowed to return to their on-site work environments upon supervisor approval. Please note that campus directors will be providing details to all employees in relation to the safety and social distancing protocols that will be in place throughout Phase II. Campus directors will continue to plan and prepare for a full return to operations in Phase III based on lessons learned during Phase I.

**Phase III – Targeted Start Date Based on Safety and Health Recommendations: Aug. 10, 2020:**

This is the anticipated date that the College will return to on-site operations with the appropriate safety protocols and practices based on the official health recommendations in place at the time. Employees who have health issues that place them in a higher risk category can seek accommodations through the Human Resources Office. It is anticipated that the College will have classes as shown in the current 2020 Fall Class Schedule. Details in relation to the specific safety protocols, practices and alternative plans are available by contacting campus directors. Alternative plans could include a return to a virtual/remote environment similar to what took place during the 2020 Spring Semester.

The multi-phased Return to On-Site Operations Plan will be dynamic and responsive to changes in safety and health recommendations. The plan is designed to provide the highest quality learning experience for our students while practicing social distancing and following other appropriate and recommended safety procedures. The number and length of the phases needed to reach a full return to on-site operations may vary. We appreciate your patience and support as we prepare for a phased return-to-operations approach.