

May 20, 2020

Dear Campus Community,

Our spring semester may be coming to an end, but our work in planning for our future does not. The COVID-19 public health crisis has made a lasting impact and forced a new way of thinking—today, tomorrow, next week and into our fall semester.

As you head into summer break, a season traditionally filled with gatherings, travel, relaxation and sporting activities, I first remind you to keep the safety of yourself, your family, and your communities at the forefront. Your vitality and health are important to me—and our future workforce.

Our leadership team understands the importance of keeping you updated throughout the summer months. I pledge to communicate updates as appropriate through the channels you are used to—email, [morainepark.edu/coronavirus](http://morainepark.edu/coronavirus), myMPTC Student and the employee portal.

While COVID-19 continues to present many challenges, which sometimes result in quick changes in directives from state and national authorities, the College does have a phased-in plan for return in place, which I share with you today:

- **Phase 1 (target May):** This first phase has already been executed. The College implemented multiple safety precautions to allow limited building access for essential employees and students. Those individuals have been back on campus during the last two weeks to complete their required face-to-face classes.
- **Phase 2 (target June):** Nonessential program instruction that could not be completed online this spring will resume, allowing students to continue to work toward the completion of the spring semester. Enhanced safety precautions will continue through this phase. Campus buildings will remain closed, with limited access allowed only to the specified phase 2 instruction. Student Services will be accessible by appointment, and staff availability and reservation information will be shared on the website and portal the first week of June. Additionally, Student Services offices will be open for enrollment. Students will need to contact the office upon arrival at the campus and to make sure a staff member is available to meet and assist them with registration or financial aid questions. Limited Bookstore face-to-face services will be available with more details forthcoming.
- **Phase 3 (target July):** If state and local conditions still allow, the College is planning to reopen its doors to a limited number of employees during this phase. The overall goal is to have less than 50 percent of employees on our campuses, which means many employees will continue to work from home when effective and possible. Services (dining, library) and offerings on campuses will remain limited to mitigate gathering; social distancing accommodations will be made wherever possible; personal protective equipment will still be available and strongly encouraged. Student Services will remain accessible by appointment and open for enrollment. Limited Bookstore face-to-face services will remain available.
- **Phase 4 (target August):** Expanded in-person operations will resume. At this time, we are planning to resume to an operational state the week of Aug. 17. We know some students and employees may continue to have childcare and health concerns and restrictions that may limit

their ability to be on campus full time in the fall. That said, many employees will continue to work at home. Supervisors are encouraged to extend flexibility to employees as they work together on individual scheduling accommodations. Fall classes and programming will resume in the delivery format that makes the most sense, which will be communicated closer to the start of the fall semester. Of course, safety will remain more a priority than ever—sanitation efforts will remain increased, social distancing should continue, and campus events and activities will be allowed but must adhere to local and state guidelines. Bookstore face-to-face operations will resume with restrictions.

- **Phase 5 (target October):** This fall, we are hopeful to reopen our campuses to the public for events, rentals, community programming and use of our services such as the library.

For additional details (and possible updates) to the phased-in plan, please visit [moranepark.edu/coronavirus](http://moranepark.edu/coronavirus). Thank you in advance for understanding this is a fluid situation, which means our planned phases and details could change.

As community health professionals have communicated, and as I have echoed during the last couple of months, personal hygiene and awareness are critical in moving forward. During the phases outlined above, if there is an exposure to COVID-19, the area will be immediately to allow for deep cleaning and sanitation.

Employees and students should stay home if they are sick and at the recommendation of the Centers for Disease Control and Prevention should connect with their health care provider, self-quarantine for 14 days and notify their supervisor or instructor immediately. MPTC will then notify the local health department of the exposure and take appropriate action to keep our students and workforce safe.

Once again, I thank you for your adaptability, innovation and care. We will continue to get through this together.

Sincerely,

Bonnie