Colleagues,

A few weeks ago, I shared a detailed update on the Task Force and the College’s return to college plans. As the Task Force continues its work, I would like to provide another update on the College’s plan to return to on-site work.

**Return-to-College Plan**
Under the guidance of our federal, state, and local governments, the Task Force has developed a comprehensive plan for returning to the College that ensures the safety and well-being of our staff, faculty, and students. The plan includes all of the College’s physical locations, including the main location in Largo and all degree and extension centers. It is currently under review by the Senior Team, the Maryland Higher Education Commission, the Prince George’s County Health Department, and the Office of the Deputy County Administrator for Health, Education and Human Services. As the Task Force receives feedback, appropriate changes or modifications will be incorporated into the plan before it is shared with the College community. We do expect to host a Town Hall meeting in early July.

**Return-to-College Phases**
At PGCC, we remain in **Phase one** – essential employees are working on-site to maintain the buildings and grounds; others of our colleagues can access the College by following the procedures in the Remote Working link on the website or on the portal – MyPGCC. Currently, the public cannot access buildings or leased spaces. Remote learning, teaching, and working continues – and will likely remain in this phase for several more weeks.

As we progress to **Phase two**, which we anticipate happening sometime over the summer, we will gradually bring additional employees back to continue to prepare the College’s buildings and grounds and assist in the physical/social distancing needs of offices. We will also begin a combination of face-to-face and remote work schedules.

**Phase three** will expand the number of employees who return to the College and rely on a combination of face-to-face and remote work schedules. We anticipate moving to **Phase three** in late summer/fall. Movement to **Phase four** will be determined by our success with **Phase three** to include continuing combinations of face-to-face and remote work. The phases are fluid and may change based on the guidance of our federal, state, and local officials.

We will proceed thoughtfully, carefully, and deliberately in transitioning between phases. In order to move from one phase to another, all locations, buildings, and spaces must be ready for faculty, staff, and students. This means that all buildings and spaces are clean and properly sanitized, and directional and social distancing signage is installed. The facilities subgroup is working with Teaching, Learning, and Student Success to tour buildings and all degree and extension centers, as well as establish appropriate cleaning, sanitization, and physical distancing protocols for classrooms. In addition, classroom and office assignments, as well as work...
schedules, must be defined, and faculty, staff, and students must be aware of all changes and complete any required training or orientation before returning to the College.

**What Employees Can Expect**

As we progress through this process, I assure you that we will be very thoughtful when considering when and who will return to the College under each phase. Senior team members will work within their areas to explain and share division and department priorities, and confer with those who will assist in determining the appropriate schedules based on those priorities.

To assist in this process, Human Resources and Organizational Development is developing a guidance document for supervisors. The document will include information on what supervisors need to consider when bringing back team members, and how supervisors can support team members during their return to the College. All of this will be done with the support of the Task Force and the Senior Team while concurrently following the guidance of our federal, state, and local officials.

We know that this is an evolving situation, and we must be able to quickly pivot as needed to ensure the safety and well-being of the College community. We will not return until it is absolutely safe to do so, and I will continue to provide updates about plans to return to the College and the implementation schedule for each phase.

I do not have to tell you that this is a new process for the College. As we navigate this together, please be patient. The health and safety of our staff, faculty, and students is our top priority, so we have taken our time during this process. We are also working to answer as many questions as possible within the document, and we know there will be more.

In the coming weeks, the Task Force will present the Return-to-College plan during an Employee Town Hall. In the meantime, if you have any considerations you want to share beyond those captured in the student, faculty, and staff surveys, I encourage you to reach out to the Task Force leaders, Dr. Meloyde Batten-Mickens at mbatte101373@pgcc.edu and Michele Richardson at richarmf@pgcc.edu. It is also important to note that I have asked each Senior Team member to host a session to ensure that you hear and understand the results of the surveys.

I know we all appreciate and thank the Task Force for their hard work and dedication to this process to ensure that we can return to the College in the safest manner possible.

Enjoy the week!

*Charlene Dukes*