

Subject: Update on HACC's Remote Planning – Dec. 9, 2020
Date: Wednesday, December 9, 2020 4:38:08 PM

Good afternoon, colleagues!

It is finals week, and we are nearing the end of the fall 2020 semester. Thank you for continuing to assist our students and each other during this busy and stressful time of year. The upcoming holiday break is well-deserved, and my wish for each of you is that the time can be spent decompressing from a whirlwind year and preparing for the year to come.

While we look ahead to the time off, remember that we are also enrolling students for our winter and spring semesters! Continuing students should go to hacc.edu/RegisterOnline for more information, and future students can get all the information they need at hacc.edu/GetStarted.

As you have come to expect, following are the commonly asked questions and our responses to them. Please note that some of these responses are tentative and subject to change.

If you have additional questions and you do not see the answers on the website, please submit the online form located on the website. Please see the webpage section called "[Information for Employees](#)." If you would like to see the information being communicated to students, please see the webpage called "[Information for Students](#)."

We will continue to update you regularly via email, the aforementioned website and Zoom sessions.

Thank you!

John J. "Ski" Sygielski, MBA, Ed.D.
Pronouns: He, Him, His
President & CEO
HACC, Central Pennsylvania's Community College

1. Can you please remind me of how the College will handle weather announcements during the COVID-19 pandemic? If there are delays or closures for HACC campuses, will that affect remote instruction, virtual learning classes and remote working?

If there is a weather announcement regarding campus closures, it will *only* affect employees and students approved to be on campus. All other remote work, remote instruction and virtual learning classes will continue as scheduled.

We will communicate directly to the students and employees who are approved to be on a HACC campus. Therefore, we will not distribute a collegewide e2Campus message. In addition, we will not notify the local media.

Instead, we will:

- Update the [HACC website](#)

- Send an email to employees who are approved to be on campus
- Send an email to students who are approved to be on campus
- Post an announcement to the collegewide [Facebook](#) and [Twitter](#) accounts

Please see the “Weather Announcement Process During COVID-19” menu on hacc.edu/Weather for more information.

2. **What are the on-campus masking requirements for HACC students and employees?**

Anyone approved to be on a HACC campus is **required** to wear a mask that completely covers their nose and mouth at all times while on campus. This includes driving up to the wellness screening stations, in the classroom and all indoor and outdoor common areas.

HACC supports the Centers for Disease Control and Prevention’s (CDC) updated mask [recommendations](#).

Wearing a mask, social distancing, sanitizing and hand washing will help to keep our HACC community as safe as possible. Although we can never assure safety from this virus, we must be vigilant and do our part.

3. **I heard that the Pennsylvania Department of Health will be distributing COVID-19 vaccinations on the Harrisburg and York campuses of HACC. Can you please tell me more about this?**

HACC is honored to be included as a site for COVID-19 vaccination distribution. The Pennsylvania Department of Health (DOH) is managing the entire process. This is not a HACC event.

We will be given limited notice of when these events will occur.

To limit the possibility of any COVID-19 exposure for our students and employees, and out of respect for DOH, on the dates of distribution, we will close the portion of each campus where the vaccines will be distributed. If you are a student or essential worker approved to be on a HACC campus and your work or class schedules are affected by this event, you will be notified via email.

Please note: The vaccine is not for public access at this point in time. It is for a specific subgroup of individuals determined by DOH. Unless invited by DOH, you are not authorized to access the vaccination distribution site.

4. **How can employees be reimbursed for office supplies they are buying to support work from home?**

Details are available in a Ski Gram, under the procurement header:

<https://sites.google.com/hacc.edu/skigram-october2020/office-of-finance>

For Office Supplies: Please fill out the [Office Supplies Request Form](#) to request items from the bookstore. You may view available items at www.bookstore.hacc.edu. Delivery options include mailing to your home address or scheduling a pick-up with

campus access authorization.

For office supplies not listed on the bookstore website, please contact the Procurement Department at procurement@hacc.edu.

***QUOTE:** Imagine a place where everyone chooses to bring energy, passion and a positive attitude every day. ~Stephen C. Lundin*