

Dear Colleagues:

I want to thank you for your continued patience. By this time next week, I'll be sending you our **Guide for Returning to the Workplace**. Based on public health best practices, it outlines our gradual return to full on-site operations.

We're presently in Stage 1 of our plan (restricted remote operations). Our goal is to move to Stage 2 of the plan (phased return of campus operations) on or after Monday, June 15, 2020, pending guidance from Maryland and Pennsylvania officials. This means we will bring employees back to campus in phases. Until Monday, June 15, 2020 we will continue with remote operations and essential employees only on campus as determined by the respective vice president.

Also by the end of next week, you'll receive an email from Human Resources containing your annual salary letter and an *Employee Acknowledgement of COVID-19 Protective Measures in the Workplace* document. You'll be required to sign both documents electronically. Beginning with supervisors, all employees will be required to complete online COVID-19 training on personal safety measures and office preparedness. Human Resources will provide access to the training. All employees returning to the workplace will be required to do symptom monitoring through self-assessment. Details will be provided in the **Guide for Returning to the Workplace**.

For faculty and staff working remotely, we've updated our sample text for email signature and out of office messages. Our recommended text is as follows:

- Email signature message – ACM is continuing to operate under special conditions due to the coronavirus COVID-19 pandemic. Many employees, myself included, are working remotely. Visit allegany.edu/coronavirus for updates regarding college operations. **Register today for fall 2020 courses.**
- Out of office message – Allegany College of Maryland is operating under special conditions to ensure the safety of our college community. Many employees, myself included, are working remotely to deliver instruction and support to our students. We welcome your questions and are available to assist you. Visit allegany.edu/coronavirus for updates regarding college operations. **Register today for fall 2020 courses.**

As we make progress toward reopening, I will continue to keep you informed. If you have any questions or concerns, please reach out to me or your supervisor.

Wishing you continued good health,

Dr. B