MassBay PACES

Phased Access to Campus Education and Services

Implemented: July 14, 2020
Revised: September 3, 2020

The purpose of this document, and accompanying campus and program specific plans, is to present a safe, measured roadmap that MassBay Community College will follow in pursuit of our educational mission while prioritizing the safety of our students, faculty, and staff. No part of this document is designed to supersede the authority of any administrators nor the implementation of common sense. This document is the property of the Emergency Response Team, who is solely responsible for its content. This is a living document and will be in draft form for the foreseeable future, updated or amended as is thought judicial by the Emergency Response Team.

It is important to recognize that everyone plays a role in creating and maintaining a safe and healthy environment at MassBay. This document is meant for MassBay’s campuses, staff, employees, and students only. Please do not attempt to enforce this policy with other persons or organizations.

Compliance with this document will be monitored by the PACES Compliance Committee:

Lauren Curley, Director of Procurement and Business Operations
Joe DeLisle, Director of Facilities
Vinny O’Connell, Chief of Police/Director of Public Safety

If an individual has concerns regarding on-campus safety, use of personal protective equipment (PPE), or social distancing, please email COVIDComplaints@massbay.edu.
PHASED APPROACH
With a focus on safety and caution, MassBay will follow a phased approach to resume on campus instruction and services. MassBay will take Phased Access to Campus Education and Services (PACES) at our own speed, but never faster than the Commonwealth’s phased approach to reopening. Federal, state or local events may precipitate a pace back to a previous phase. As the pandemic continues to evolve, the Emergency Response Team (ERT) may at any time elect to implement PACES Back/Prohibiting Access protocol, which may include prohibiting access to all MassBay facilities, to protect the safety of our community.

PACES Level 1 (All campuses)
- No face-to-face instruction
- Routine access limited to essential services that cannot be provided remotely, including:
  - Facilities and contracted cleaning services
  - Campus Police and contracted security services
  - Shipping/Receiving
- Other access requests are reviewed and approved by the ERT – only critical requests are approved
- A controlled and contactless Equipment Return Policy is in place to safely return tangible items

PACES Level 2
- Continuation of on-campus access for employees outlined in Level 1
- On campus instruction limited to Automotive Technology, Biotechnology and Health Sciences lab work that is required in advance of clinical and co-op hours or program completion
- Students may return to clinical and co-op sites as approved by the ERT
- Faculty may request limited access for the purpose of converting courses to online and remote instruction
- Bookstore operations may resume to fill and ship orders, no face-to-face or curbside sales

PACES Level 3
- Continuation of on-campus access for employees and students outlined in Level 2
- Limited onsite placement testing will be considered to increase student accessibility
- Scheduled office access will be considered for more departments as needed
- Limited student access to computer labs will be considered as conditions warrant
- Vending machines will be stocked and maintained

PACES Level 4
The following areas will be considered for Level 4 based on future trends
- Communal spaces?
- Food service?
- Bookstore for physical sales?
- Routine office access?

PACES Level 5
- Resumption of modified on campus activities, including instruction
- Resumption of modified campus transportation
- The “New Normal” as defined by Commonwealth’s phased approach to reopening
PACES Back / Prohibiting Access  
Return to PACES Level 1: Remote Phase

MassBay will continue to make data-driven decisions to protect the safety of our community. The Dashboard of Public Health Indicators will be monitored daily for negative trends. Local, State or Federal events may precipitate a pace back to a previous phase. If federal or state authorities revert to more restrictive measures, MassBay will respond accordingly.

TESTING
In an effort to increase the level of protection of our community against COVID-19, MassBay has implemented a testing program for students in face-to-face labs for the fall 2020 semester. The College is refining plans to include faculty and staff in this testing opportunity. We have partnered with American Family Care (AFC) Urgent Care located at 38 Boston Post Rd W, Marlborough, MA 01752 to provide testing.

REPORTING COVID-19 SYMPTOMS/DIAGNOSIS & CONTACT TRACING
If you have been on campus within the past three days and become symptomatic and/or receive a positive diagnosis, you MUST notify Campus Police of the potential exposure immediately by calling 781.239.2222. A subcommittee of the ERT will convene to determine next steps.

If you become symptomatic or are diagnosed COVID-19 positive, self-report by calling Campus Police at 781.239.2222. Campus Police will respond to the location and determine the best steps for response, treatment and removal of the person from campus (personal vehicle, EMS, etc.) while minimizing the potential exposure to others.

In order to protect your privacy, identifiable information will be held in the strictest confidence by the College. In addition, no other members of the College shall request information pertaining to COVID-19 from any individual (faculty, staff, student, etc.), regardless of symptoms or concern. College employees who are concerned about another person’s health condition should contact Campus Police at 781.239.2222.

In the event that an area, building or campus is closed as a result of exposure, it will remain completely unoccupied for twenty-four hours. The affected space will then be thoroughly cleaned and disinfected following CDC and EPA protocols. The ERT will determine when on campus operations may resume.

With a confirmed case of COVID-19, a contact tracing reporting form will be completed to identify potential spread. The goal of contact tracing is to assist public health authorities in their efforts to combat COVID-19.

Isolation
If you become symptomatic or receive a positive diagnosis while on campus, you must leave campus immediately or isolate in place if medically necessary. Do not assume that all illnesses are COVID-19 but take precautionary steps to ensure that “any” contaminants are isolated.

If you are symptomatic and you leave campus, you should:

- Notify Campus Police immediately by calling 781.239.2222 from a safe location, i.e. your car
- Follow the instructions of your medical provider
If you isolate in place you should:

- Notify Campus Police by calling 781.239.2222
- Create space from other people but do NOT move to another area so that any possible contamination is contained
- Maintain at least 6-feet distance from others, wear a face covering; do not make physical contact unless necessary for life saving measures

**Student Re-entry After Diagnosis**

When the College learns that a student has tested positive for COVID-19, the student will need documentation from a healthcare provider or the MA Department of Public Health/local DPH indicating that they are cleared to return to face to face classes and activities. Appropriate paperwork should be sent to either Dean of Students, Elizabeth Blumberg (eblumberg@massbay.edu) or Associate Dean of Students, Josh Cheney (jcheney@massbay.edu). Once the paperwork has been reviewed and approved, the Student Development Staff will notify the student and faculty that the student is cleared to participate in face to face classes and activities.

**Employee Re-entry After Diagnosis**

When the College learns that an employee has tested positive for COVID-19, subject to applicable collective bargaining agreements, the employee must provide documentation from a healthcare provider or the MA Department of Public Health/local DPH indicating that they are cleared to physically return to campus. Appropriate documentation should be sent to either Associate Director of Human Resources, Dan Pace (dpace@massbay.edu) or Executive Director of Human Resources, Samaria Stallings (sstallings@massbay.edu). Once the documentation has been reviewed and approved, Human Resources will notify the employee that they are cleared to return to campus.

**RETURNING TO CAMPUS: EXPECTATIONS & GUIDELINES**

Compliance with the guidelines, policies, and protocols outlined in this document is required for entry to all MassBay campuses. Failure to comply may result in corrective or disciplinary action per the MassBay Personnel Policy, AFSCME Collective Bargaining Agreement, MCCC Collective Bargaining Agreement or Student Code of Conduct. This plan may be updated as our understanding of the coronavirus and its implications evolves.

On campus operations through PACES Level 3 will be limited to Automotive, Health Sciences, and Biotechnology lab instruction, critical business and academic functions, and the onsite resources required to control and manage these specific functions. All other instructional and administrative functions, including lecture-based instruction, labs that can be delivered virtually, and administrative departments that can effectively work remotely, will continue to be remote. Campus access will be controlled and coordinated to mitigate risk and prioritize health and safety, while advancing the mission of MassBay.

**Authorized Access**

Entry to buildings on all campuses is restricted to authorized individuals only. Individuals may only enter the building from the main entrance on the Wellesley Hills campus, the Normandy Road entrance facing the accessible parking lot on the Framingham campus, and as outlined by the Ashland Access plan, or as otherwise instructed by Campus Police or other College officials. DO NOT hold or prop open exterior doors. Only authorized contractors, current, registered students and current employees in good standing are allowed on
campus in PACES Levels 1-3. Restrictions will ease for external constituents in PACES Level 4 before reaching the “new normal” in PACES Level 5.

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**Signing-In and Attendance**

To assist with contact tracing and identifying areas to clean and disinfect in case of positive diagnosis in PACES Levels 1-3, **all students, college employees (including staff and instructors) and outside contractors will be required to sign-in each time they enter the campus.** Instructors are strongly encouraged to take and maintain daily attendance records for each session.

**Cleaning and Disinfecting**

The Janitorial Program includes the following enhancements to routine cleaning specifications:

- Use only of products listed on the Environmental Protection Agency’s [List N: Disinfectants for Use Against COVID-19](#).
- Frequently wipe clean with disinfectant the following high touch points:
  - Entrance doors
  - Door handles and door push bars
  - Stairway handrails
  - Light switches
  - Water fountains
  - Elevator buttons
  - Restrooms, including toilets, urinals, sinks, facets, paper, and soap dispensers.
- Tables and seats will be disinfected between uses in classrooms
- Cleaning schedules for auditoriums, conference rooms, dining areas and lounges will be developed when these spaces are opened
- Implementation of a [COVID-19 Safety Plan](#)

**Out of an abundance of caution, individuals are advised to clean surfaces before contact and not assume they are clean.** Disinfecting wipe dispensers have been installed in all communal areas and office spaces. If you notice that a dispensary is empty or in need of repair, please submit a request ticket to facilities.

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<sup>1</sup> Ongoing and outside projects can continue.
<sup>2</sup> Bookstore personnel may access the stores to fill and ship online orders only.
<sup>3</sup> Admitted, but not yet enrolled, students will be permitted on campus for the purpose of placement testing.
<sup>4</sup> Limited space rentals will be considered
Training and Signage
It is important to be educated on COVID-19 risk factors and preventive behaviors. Everyone plays a role in creating and maintaining a safe and healthy workplace. The following videos and information should be reviewed prior to returning to campus:

- CDC Video: Symptoms of COVID-19 and Public Health Guidance for Potential Exposure
- CDC Video: Hand Hygiene and information on When and How to Wash Your Hands
- Use of Cloth Face Coverings and a CDC Video: Face Covering Do's and Don’ts
- CDC Video: Social Distancing
- Massachusetts Department of Public Health FAQ about COVID-19

To encourage these behaviors, the following signs are posted in highly visible locations throughout the campuses.

- Symptom checklist and reporting
- 6’ distancing floor decals
- Distance and wear a Face Covering
- Mandatory Safety Standards

Parking and Transportation
While the College recognizes the benefits of carpooling, for the duration of the COVID-19 pandemic carpooling to campus is discouraged. Individuals who become symptomatic while on campus, or learn of potential exposure that requires quarantine, will not be able to carpool from campus.

When possible, park in every other space to follow social distancing recommendations and consider staggering entrance and egress times. Cars should be parked nose in to keep the driver’s door of each vehicle apart.

College directed and operated shuttles are not running. There are limited public transportation options available to access the Framingham and Wellesley Hills campuses, and none are available in Ashland.

Meetings and Gatherings
Meetings should be held remotely using a collaboration tool such as WebEx. Groups gathering on campus may not exceed 10 individuals pursuant to Section 3 of COVID-19 Order No. 13, should not exceed 25 percent of a room’s capacity, and individuals should still maintain six feet of separation to meet social distancing requirements.

Office Spaces
During PACES Levels 1-4, employees that can work remotely should continue to do so. Individuals may not work on campus without prior approval from the ERT. The Safety Standards for Office Spaces issued by the Commonwealth of Massachusetts on May 18 must be adhered to when on campus, including distancing requirements of no more than 25 percent occupancy. Additional guidelines should be followed in open or shared spaces when possible:

- One person per room unless six feet of distancing can be consistently maintained
- Have at least one workspace separating you from another co-worker
- Spaces with multiple access points may be designated one-way to assist with distancing
Sneeze guard partitions will be installed in offices that must interact with others face-to-face, though individuals should recognize that partitions may not always be possible, and that social distancing and active handwashing are best practices. In cases where partitions are not possible, alternative accommodations will be considered.

**Restrooms**
Public restrooms pose a health risk and caution should be exercised. Personal responsibility is key to helping everyone in the community stay safe. Individuals are encouraged to limit the amount of time spent in restrooms and seek single occupant facilities. In multiuse restrooms, certain stalls and urinals are blocked off to allow for greater social distancing. Only one person should be in a restroom at a time; wait outside until the restroom is unoccupied. Remember to practice good hand hygiene!

**Elevators and Stairways**
No more than one person may use an elevator at a time, unless necessary for an accommodation. If possible when using the elevator, avoid touching the elevator buttons with your exposed hand/fingers. Self-cleaning elevator buttons have been installed. Wash your hands or use hand sanitizer with at least 60% alcohol after using the elevator.

One direction stairways will be identified in campus specific plans to increase distancing. Take caution when touching handrails and wash your hands or use hand sanitizer with at least 60% alcohol when necessary.

**Cafeteria and Vending**
The cafeterias and vending machines on all campuses will remain unavailable until further notice. Vending machines may be made available sooner, depending on safety and vendor considerations. Social distancing and face covering requirements must be adhered to in all communal spaces. Total capacity may not exceed 25 percent and people may not sit in groups.

No eating or drinking will be permitted anywhere in the buildings. Please keep food and beverages in your vehicle to access during break or lunch periods.

**COVID-19 BEST PRACTICES AND SELF CARE**
According to the Centers for Disease Control and Prevention (CDC), people of any age with certain conditions are at higher risk for severe illness from COVID-19 infection. Those conditions\(^5\) include:

- Cancer
- Chronic kidney disease
- Chronic Obstructive Pulmonary Disease (COPD)
- Immunocompromised state (weakened immune system) from solid organ transplant
- Obesity (body mass index of 30 or higher)
- Serious heart conditions, such as heart failure, coronary artery disease, or cardiomyopathies
- Sickle cell disease
- Type 2 diabetes mellitus

\(^5\) Current Conditions as of 9.2.2020 and subject to change pursuant to CDC guidelines
Accommodations
MassBay provides equal access for each member of our community who self-discloses a disability and requests accommodation. Employees may request an ADA Accommodation by contacting Human Resources. Students may request an ADA Accommodation by contacting the MassBay Accessibility Resources Center.

Symptom Monitoring
Employees and students who are sick should stay home! All individuals wishing to enter the campus must be free of the following symptoms related to COVID-19 for the previous 24 hours:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

In addition to staying home, anyone experiencing one or more of these symptoms should consult with a healthcare professional.

You may not come to campus if you have any symptoms related to COVID-19. Students will be asked to complete a weekly symptom checklist.

Exposure
You may not come to campus if any of the following scenarios apply:

- Contact with an individual who has tested positive or is under investigation for COVID-19, excluding medical professionals who were wearing appropriate PPE
- Living with or caring for someone that is quarantined or furloughed related to COVID-19

Personal Safety Practices
Coughing and Sneezing
Everyone should practice coughing and sneezing into their elbow to prevent the spread of respiratory illness such as COVID-19. If a tissue is used, dispose of it immediately in the trash and wash hands for at least 20 seconds, or use hand sanitizer if soap and water are not available.

Face Coverings
Compliance with COVID-19 Order No. 31 – Face Coverings is required, except for a person with a medical condition or disability. Individuals are urged to wear their own face covering. Disposable masks are available at the entrances if necessary. Specific campus or lab experience mask protocols must be adhered to, if applicable. Students attending clinicals or co-ops must also adhere to site specific protocols.

Face Covering Care
Wearing a Face Covering:

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6 Current symptoms as established by the CDC and subject to change pursuant to CDC guidelines 9.2.2020
• Wash hands before putting on the face covering
• Put it over nose and mouth and secure it
• The face covering should fit snugly against the sides of the face
• The face covering should allow for breath to flow easily

Removing a Face Covering:
• Untie the strings behind the head or stretch the ear loops
• Handle only by the ear loops or ties
• Fold outside corners together
• Face coverings should be washed between uses
• Be careful not to touch eyes, nose, and mouth when removing and wash hands immediately after removing

Caring for a Face Covering:

Washing machine
• Face coverings can be washed with regular laundry
• Use regular laundry detergent and the warmest appropriate water setting for the cloth used to make the face covering

Washing by hand
• Prepare a bleach solution by mixing 4 teaspoons household bleach per quart of room temperature water. Make sure the bleach is intended for disinfection. Never mix household bleach with ammonia or any other cleanser.
• Soak the face covering in the bleach solution for 5 minutes
• Rinse thoroughly with cool or room temperature water

Drying
• Use the highest heat setting and leave in the dryer until completely dry or lay flat and allow to completely dry. If possible, place the cloth face covering in direct sunlight.

Making a Face Covering:

Face coverings may be made by following one of these tutorials: How to Make Cloth Face Coverings

Gloves
Gloves are not required for general use and do not replace good hand hygiene. Campus or lab experience specific protocols must be adhered to, if applicable. Students attending clinicals or co-ops must also adhere to site specific protocols.

Handwashing and Sanitizer
Regular handwashing is the preferred method to remove germs and help prevent the spread of germs to others. Wash hands often with soap and water for at least 20 seconds – sing Happy Birthday or the ABC song twice! If soap and water are not available, use a hand sanitizer that contains at least 60% alcohol. Avoid touching eyes, nose, and mouth, and wash hands immediately after doing so. Hand sanitizer stations are available at entrances, in common spaces and near high touch points such as elevators and staircases.
Social Distancing
The Center for Disease Control and Prevention maintains that limiting face-to-face contact with others is the best way to reduce the spread of COVID-19. Social distancing is important even when neither party is showing symptoms as people can spread the virus before they know they are sick, and some remain asymptomatic. Maintain at least 6 feet of distance on all sides from other people and do not gather in groups.

MENTAL HEALTH
MassBay recognizes that the current pandemic is stressful and can cause a variety of reactions that can impact your mood, your behavior, your ability to concentrate, and your relationships.

We have found that it can be helpful to speak with a professional if you are struggling or if you are not feeling like yourself.

Free and confidential assistance for enrolled students is available from Counseling Services at MassBay. Please visit our website for information, resources, and appointments: www.massbay.edu/counseling

The Employees Assistance Program is available 24/7 to provide confidential counseling support. Please contact 800-252-4555 for assistance. You can also go to the EAP website www.theEAP.com/Higher-Education-EAP.

EXPECTATIONS

Social Cooperation and Civility
MassBay recognizes that during the coronavirus pandemic we must abide by certain social expectations in order to maintain a safe educational environment, as recommended by the Centers for Disease Control and Prevention (CDC). We expect that our community will treat each other with civility and respect as we work together to support these safe boundaries.

Student Code of Conduct
All students are responsible for the information located within this document. Failure to comply with these outlined expectations may result in a disciplinary action as outlined in the MassBay Student Code of Conduct.

Employee Conduct
All employees are responsible for the information located within this document. Failure to comply with these outlined expectations may result in a personnel action.

HISTORY OF COVID-19 AND MASSBAY’S RESPONSE
On February 28, MassBay President David Podell charged a committee of faculty and staff to learn about COVID-19, consider potential impact to our constituents, and to make recommendations on steps we might take to protect the MassBay community. Various subcommittees were formed from the initial committee, and additional team members were added.

On March 9, President Podell formed MassBay’s Emergency Response Team, charging it with centralized review of all issues pertaining to the College’s response to the coronavirus pandemic. This group continues to meet in this capacity.
On March 10, Governor Charlie Baker declared a state of emergency; on that day there were 91 presumed positive cases of COVID-19 in the Commonwealth.

On March 11, the World Health Organization declared COVID-19 a global pandemic.

On March 14, the decision was made to move most classes remote for the remainder of the Spring semester, with the exception of hands-on lab sections.

On March 23, the decision was made to move all classes and labs remote for the remainder of the Spring semester.

On March 23, Governor Charlie Baker issued an emergency order requiring all businesses and organizations that do not provide “COVID-19 Essential Services” to close their physical workplaces and facilities to workers, customers and the public as of March 24 at noon until April 7. This order was later extended to May 4, and then May 18. On March 23, there were 777 confirmed positive cases of COVID-19 in the Commonwealth.

On March 24, access to the Wellesley campus was limited to essential functions only, including minimal staffing in Shipping/Receiving, Campus Police, and Facilities, with scheduled visits in other departments to complete necessary operations. This original state of operations shall be referred to as the Remote Phase.

On April 7, the Framingham and Ashland campuses were locked down and disinfected. Since that time, access to those campuses has been limited exclusively to Facilities and Campus Police.

On April 8, the decision was made that all Summer 6-week session 1 and 10-week courses would be online or remote.

On April 21, the decision was made that Summer 6-week session 2 courses would be online or remote, with the exception of essential face-to-face lab instruction in Automotive Technology and Health Sciences programs.

On May 18, Department of Public Health issued a Safer-at-Home Advisory and Governor Charlie Baker shared the Commonwealth’s phased approach to reopening.

On June 2, the decision was made that all Fall semester courses would be online or remote, with the exception of face-to-face labs in Automotive Technology, Health Sciences, and Biotechnology that are necessary to meet program or degree requirements.

On June 6, Governor Charlie Baker issued COVID-19 Order No. 37, authorizing Phase II to begin on June 8. On June 6, there were 103,132 confirmed positive cases of COVID-19 in the Commonwealth.

On June 8, MassBay moved to PACES Level 2.

On June 9, the Ashland campus was opened to allow instructors to begin preparations for continuing lab course work, in accordance with the Ashland Access Plan. Students began lab course work on the Ashland campus on June 15.

On June 15, Health Science students were approved to return to clinical sites in accordance with MassBay’s Return to Clinic policy and any applicable hospital or clinical protocols.
On June 19, Governor Charlie Baker issued [COVID-19 Order No. 40](#), authorizing Phase II Step 2 to begin on June 22. On June 19, there were 106,650 confirmed positive cases of COVID-19 in the Commonwealth.

On July 2, Governor Charlie Baker issued [COVID-19 Order No. 43](#), authorizing Phase III to begin on July 6, and [COVID-19 Order No. 44](#), increasing allowable gathering sizes. On July 2, there were 109,338 confirmed positive cases of COVID-19 in the Commonwealth.

On July 8, the Framingham campus was opened for students to begin lab course work in accordance with the Framingham Access Plan.

On August 1, Governor Charlie Baker issued [COVID-19 Order No. 45](#) and instituted a [Travel Order](#) requiring all visitors and residents entering Massachusetts to complete a travel form, unless coming from a lower-risk state as determined by the Department of Public Health or eligible for an exemption as determined by the Commonwealth. All such visitors and returning residents must also either quarantine for 14 days or provide a negative COVID-19 test that had been administered within the past 72 hours.

On September 8, MassBay campuses were opened for the fall semester in accordance with the [Wellesley Hills](#), [Framingham](#) and [Ashland](#) access plans.

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Version 2: Effective September 8, 2020
Acknowledgements

MassBay Community College would like to thank the following individuals for their contributions to this plan.

Emergency Response Team
Liz Blumberg, Vice President for Student Development and Dean of Students
Neil Buckley, Vice President for Finance and Administration
Liz Cooper, Associate Director of Public Relations
Don Copson, Interim Chief Information Officer
Lauren Curley, Director of Procurement and Business Operations
Joe DeLisle, Director of Facilities
Stephen Dill, Interim Director of Communications and Marketing
Marcus Edward, Assistant Vice President for Finance and Administration
Lynn Hunter, Vice President for Academic Affairs and Provost
Courtney Jackson, Vice President for Institutional Effectiveness
Mike Lyons, Chief Information Officer
Alison McCarty, Director of Admissions
Vinny O’Connell, Chief of Police/Director of Public Safety
David Podell, President
Lisa Slavin, Assistant Vice President of Enrollment Management
Jeremy Solomon, Interim Director of Communications and Marketing
Samaria Stallings, Executive Director of Human Resources

Facilities and Public Safety Subcommittee of the Emergency Response Team
Lauren Curley, Director of Procurement and Business Operations
Joe DeLisle, Director of Facilities
Vinny O’Connell, Chief of Police/Director of Public Safety
Sue Maggioni, Dean of Business & Professional Studies
Sharon Williams, Administrative Assistant

Reopening Committee
Joan Alegi-Feeney, Professor
Liz Blumberg, Vice President for Student Development and Dean of Students
Lauren Curley, Director of Procurement and Business Operations
Joe DeLisle, Director of Facilities
Jon Edwards, Director of Counseling
Cheryl MacMillan, Academic Counselor
Sue Maggioni, Dean of Business & Professional Studies
Vinny O’Connell, Chief of Police/Director of Public Safety
Jackie Rodriguez, Financial Aid Coordinator
Sharon Williams, Administrative Assistant