

Dear Campus Community,

As we all have experienced during the past six weeks, it seems the only constant is change. Once again, I thank you for your adaptability, patience and willingness to innovate as our College navigates the COVID-19 pandemic and the Safer at Home order.

While May is usually the time that spring semester winds down and employees and students start to anticipate commencement, this year that is not the case.

The COVID-19 Response Team continues to meet twice a week to navigate this uncharted time, and we are taking this opportunity to share a few updates with you:

- Moraine Park campuses will remain closed to the general public and nonessential employees until further notice. Employees and students who do not need to return to campus for essential face-to-face instruction will not be allowed on campus. That said, most [Student Services](#) remain available digitally.
- Employees identified as essential by their supervisor will return to campus beginning the weeks of May 11 and 18 to help aid the College and our students in finishing the semester. Please note that only those employees and students identified as essential will be granted access to the College. Allowing students who have face-to-face class requirements back to our campuses is necessary for them to complete their semester successfully; all face-to-face coursework is anticipated to occur during the months of May and June. A separate communication with more details will be sent from supervisors to those employees who are deemed essential.
- Many safety precautions and logistical considerations have been put into place to make sure students and employees inside Moraine Park facilities are as safe as possible. The College will continue to follow the Centers for Disease Control and Prevention, along with state and federal guidelines.
- Overall, the transition to online spring classes has gone well. We continue to hear positive feedback from employees and many success stories as it relates to getting our students through the end of the semester. Thank you to every single employee for your part in this! As for summer classes, most are being offered online and will remain online throughout the summer months. Enrollment is underway for both the summer and fall terms.
- The state's Safer at Home guidelines call for a phased approach in returning Wisconsin to a normal state of business. With that, the College is monitoring developments and is exploring what our own phased approach to return to Moraine Park may look like. More information on this plan will be shared as it becomes available. For now, most Moraine Park employees should expect to continue to work from home through at least the end of the Safer at Home order (8 a.m. on May 26). Please be sure to continue to monitor your email and the employee portal for updates.
- Finally, as we welcome essential students and employees back in the coming weeks, help will be needed by employees from all three of our campuses to execute our security and safety plan. At the forefront of this plan is the health and well-being of our students and employees.
 - We need to fill two types of roles on each campus—Door Monitor (support staff, faculty or managers) and Manager on Duty (managers, directors, VPs)—Monday through Saturday.

- Door monitors will serve to monitor students as they enter campus and will need to be at the door 15 minutes before their scheduled shift. The Manager on Duty will assist with incidents on campus, including assisting the door monitors as needed. Those who fill these roles should expect to interact with other employees and students and must be comfortable directing and problem solving.
- If you can help and support in this way, connect with your supervisor and then fill out the sign-up sheet in the All Staff folder **Y:\All Staff\Door Monitors and Managers**. Please sign up by noon on Wednesday, May 6. The schedule for those assigned as door monitors or managers is posted for the weeks of May 11-23. Schedules for the remainder of May and June will be posted soon, and help will be needed to fill those slots as well.
- The College calendar has changed for both May and June to accommodate the completion of face-to-face classes. For this reason, we will be holding classes throughout the week, including on Fridays and Saturdays. Additionally, while we are still away from campus, anyone who has a meeting booked in a room that is not needed is asked to remove it from the EMS calendar
- The College strongly encourages, but does not require, Moraine Park employees and students to wear personal protective equipment (PPE) while on campus. Other safety methods, such as handwashing, use of sanitizer, etc. are also strongly encouraged for individuals regardless of their use of PPE.

Thank you all for everything you have done and continue to do during this challenging time. Please, if you have questions on any of the above, contact your supervisor.

Stay well,

Bonnie