

Subject: March 17 Update: HACC's Preparation for the Coronavirus
Date: Tuesday, March 17, 2020 7:55:27 PM

Good evening, colleagues!

Today, as I engaged with colleagues during my walk arounds on the Lancaster and Lebanon campuses, I really appreciated the ongoing professionalism, patience, kindness and grace I experienced as we continue to implement our coronavirus preparedness plan. I continue to see remarkable teamwork being displayed by members of all four of our constituency groups, which inspires me and, hopefully, you.

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.

Finally, as Cabinet and invited colleagues attend our daily meetings, please know that all of our discussions and planning focus on your and our students' health and safety which remain our top priorities.

Thank you!

John J. "Ski" Sygielski, MBA, Ed.D.
Pronouns: He, Him, His
President & CEO
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1. Can I stay on my alternate work schedule (AWS) while working remotely?

Yes, unless your supervisor informs you differently. Please confer with your supervisor.

2. Are all classes still continuing at the Senator John. J Shumaker Public Safety Center (PSC)?

The offerings at the PSC have shifted to the following:

- a. The career fire academy, police academy and Emergency Medical Technician (EMT) apprenticeship will continue to be offered.
- b. All contracted training will continue offsite.
- c. All Emergency Medical Technician (EMT) and paramedic classes are modified to include some video conferencing and online delivery.
- d. All open enrollment classes and local fire training classes are canceled.

2. What support is available for faculty in learning how to teach remotely?

Remote Teaching Readiness Training is available in Brightspace/D2L in the Faculty Resource Center:

- a. Go here (log in with HACC credentials):
<https://ehacc.hacc.edu/d21/1e/content/8104/Home>
- b. Click “Remote Teaching Readiness” in the left-hand column of options
- c. Contact Roger Garber at ragarber@hacc.edu if you cannot access the link above once signed in

Faculty Coaches: More than 70 faculty volunteered to assist their colleagues through this transition! The list of colleagues can be found [here](#). Because this list includes confidential information, you MUST log in to your HACC account to access it. You cannot access it through your personal account. We will continue to update it as more names are added to the list. Please note that there are instructions at the top of the document, but faculty should feel free to contact anyone on this list to request help or ask questions.

4. I was unable to access myHACC to enter my midterm grades yesterday. Will the deadline be extended?

Yes. The deadline has been extended to noon on March 18, 2020.

5. I am an employee who normally picks up my payroll check at a campus. How will I receive my paycheck?

The College will mail all checks to employees who typically pick up their check from a campus. Employees are strongly encouraged to use [direct deposit](#).

6. Is HACC considered an “essential business” in relation to Governor Wolf’s COVID-19 Pennsylvania requirements?

HACC is not considered an “essential business” in relation to Governor Wolf’s COVID-19 PA requirements.

7. Can student workers come to campus to work until the campuses close on March 19?

Yes. Student workers may come to campus to work until the campuses close on March 19.

8. Under what circumstances could I be eligible for unemployment compensation?

An employee may be eligible for unemployment compensation (UC) benefits if:

- a. Their employer temporarily closes or goes out of business.
- b. The employer reduces your work hours due to COVID-19.

- c. The employee has been instructed not to work because the employer feels the employee may get or spread COVID-19.
- d. The employee has been told to quarantine or self-isolate and is unable to work remotely.

9. Am I guaranteed to receive UC benefits?

An employee's eligibility to receive UC benefits is determined by the Pennsylvania Department of Labor and Industry (L&I). The determination for eligibility is based on an employee's financial eligibility, benefit eligibility and maintaining eligibility on a week-to-week basis. Additional information regarding UC eligibility can be found [here](#).

L&I will contact the Office of Human Resources (OHR) to verify the employment status of an individual that has applied for UC benefits. A representative from the OHR team will provide L&I with factual information related to the individual's employment status.

10. I am an adjunct instructor whose class has been canceled due to COVID-19. Am I eligible to apply for UC benefits?

Yes. An employee whose class has been canceled due to COVID-19 may apply for UC benefits. The Pennsylvania Department of Labor and Industry will determine if the employee is eligible to receive UC benefits.

11. How do I apply for Unemployment Compensation (UC) benefits?

Employees may file for UC benefits [online](#). The Pennsylvania Department of Labor and Industry has provided an [instructional video](#) on completing the online application.

12. Where can I obtain additional information related to unemployment compensation?

For additional information related to UC benefits, you may visit the Pennsylvania Department of Labor and Industry's [website](#) or contact Elgin Thomas, HACC coordinator of employee relations, at ettthomas@hacc.edu.

13. If a student still needs technology after the close of the College campuses on March 18, will staff associated with the deployment of technology be permitted on campus on March 19 to fulfill those student needs?

Yes. Staff members who are associated with the setup and delivery of technology for students are permitted to come to the College and distribute technology to students on March 19.