

Subject: Update on HACC's Remote Planning – Jan. 13, 2021
Date: Wednesday, January 13, 2021 6:43:21 PM

Good evening, colleagues!

Next week, a limited number of students and instructors will return to our campuses for approved courses. If you will be on a HACC campus, please remember to adhere to all guidelines and procedures. Detailed information is available [on our website](#). COVID-19 cases continue to be very high in Pennsylvania. These measures are in place to help protect HACC students, employees and others.

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 provide more detail about how to use the employee assistance program (EAP) through Mazzitti & Sullivan?

HACC employees have access to the following services through [Mazzitti & Sullivan](#):

- Five free confidential telephonic, video or face-to-face counseling sessions per person for the employee and each family member in the household. Sessions are renewable (up to 15 free sessions per person, per year for the same issue) following a two-month break after the initial five sessions.
- 24/7 confidential support at Mazzitti & Sullivan's direct call line at 800-543-5080.
- Access to additional resources such as legal, financial, support groups and housing via the employee portal at [mseap.com](#) using this access code: HACC.
- Critical incident stress management response and debriefing.

2. Is there a procedure I should follow if I have COVID-19 symptoms, am in contact with someone who tested positive or have tested positive myself?

Please send an email to corona@hacc.edu describing whether you have tested positive, have symptoms or have been in contact with someone who has tested positive. Contact is defined as within 6 feet for 15 minutes or more.

3. Can you please remind me of how the College will handle weather announcements during the COVID-19 pandemic?

If there is a weather announcement regarding campus closures, it will only impact employees and students who are approved to be on campus. All other remote work, remote instruction and virtual learning courses 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 be distributing a collegewide e2Campus message or notifying 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” tab on hacc.edu/Weather for more information.

4. How can my team effectively respond to email requests from students and employees and still take time off without dropping any balls?

The Office of College Advancement is holding a series of Zoom sessions on a variety of topics that can set you up for success. **[Zoom information is redacted for security purposes.]**

On Jan. 20 at 1 p.m., the topic will be “Get in The Know About Generic Email Accounts.”

Please review our list of sessions for Zoom login information. All HACC employees are welcome.

5. I heard the College has a new work order system. Can you tell me a little bit about it?

The Facilities Department is implementing a new work order system, Asset Essentials by SchoolDude. The system is user-friendly and allows the requestor to get status updates when a work order has been received, is in progress and has been completed.

To access the system, please click the [Facilities WorkOrder](#) link under the HACC Applications tab on [myHACC](#). It is a single sign-on service. Once you are logged onto myHACC, you are able to submit a work order without having to log onto a different site.

Training documents will be provided.

6. Please provide an update on the outsourcing of the bookstore.

We completed our review of potentially outsourcing our bookstores and concluded that we will NOT be outsourcing.

Based on our analysis, we determined that a third-party vendor would not provide

material savings or offer better service.

Many thanks to the bookstore team for their patience and understanding throughout this process.

Quote: *“Every great dream begins with a dreamer. Always remember, you have within you the strength, the patience, and the passion to reach for the stars to change the world.”*
~Harriet Tubman

Thank you!