

Leominster Campus

Staff is working remotely to the extent possible. Staff will be on campus as necessary for the day to day operations of the campus. There will be no walk-in services, and in person appointments are only to be conducted if absolutely necessary, and with a minimum of 24 hours' notice. The Campus will have 1 way directional signage and only the BJ's side door will be unlocked (near the bubble).

Fitchburg Dental

This campus is running classes partially online, partially in person. Live patients will be allowed and all proper protocols for dental practices will be followed. 2 sanitizing stations are available at the entries for patients, students, and staff. Meetings, if necessary, will be held in the classroom to allow for proper distancing.

MOC Daycare

The MOC Daycare is approved to reopen as a licensed day care by the state. Childcare groups are staggered in their classroom time and classes are not combined. Teachers are responsible for cleaning after classes. Parents and visitors may not enter the building and staggered arrival times have been set to ensure distancing and limited contact.

Admissions

The department is actively back on the Gardner Campus, usually for 8 hours, on a rotating staff schedule. Staff not on campus will work remotely. Only 1 visitor will be allowed in the office at a time by appointment and a waiting area (seats/tables by kiosk) has been designated. Meetings are held primarily online. In person meetings, although limited, will occur in a more open space such as the waiting area or 115.

Adult Education

Adult education classes will be online for the fall semester. Staff will be on campus in a very limited capacity (Team A and B rotating weeks). Meetings will be held primarily online, but, if necessary, in person meetings will be set up a minimum of 24 hours in advanced on the Leominster campus. The Leominster campus 2nd floor will be locked from entry with a message to contact electronically for a meeting. Staff will meet electronically, and if meeting in person, will follow social distancing and room capacity guidelines.

Bookstore

Closed to the public. Book or supply ordering is on line and items can be mailed. They are offering curbside pickup through parking lot C, entry D until September 17th. Staff on campus full time.

Green Street Café

Offering vending machine only. Will be re-assessed after Fall Semester.

Computer Lab

The South Café has been converted into a computer lab. Students have the ability to “book” a computer (Mac or Windows) or a desk. Appointments will be booked online and are available Monday through Friday. There are 11 computers and 10 desk spaces. This area will be monitored by Student Services and will be staffed by either a Student Services employee or Student worker.

Library

The Library will not be open to students, faculty, staff, or the community. Remote/online services are available and curbside pickup (in A lot) will be utilized. 073 & 074 will be used as quarantine spaces for returned items before they are put back on the shelves. Limited staff will be on campus on Wednesdays and Thursdays.

Student Services

Department will work on a limited staff daily, with continued remote work. The Veterans lounge and student center are closed. Staff will meet with students as needed, and will do virtual as much as possible.

Student Services will monitor the computer lab in the South Cafeteria as well as student center seating by appointment.

Student Center for Early/late bus students, parent drop offs, etc.:

The student center is closed for regular services. Students who have to be on campus early, or late due to bus schedules or ride restrictions, must [contact student services](#) and may schedule space in the student center. Limited tables with single seating and spaced appropriately are available for this purpose. Refer student to student services to assess options.

Testing Services

Testing in the fall will be open by appointment and staff will be rotated on the Gardner Campus. Test takers will be spaced out and will use larger computer rooms, as available. Signs are posted to promote social distancing while waiting for the test. Staff will be on campus, one per day, on a rotating schedule.

Fitness Center

The Fitness Center is open for operation during limited hours 7 days per week. The facility closes mid-day for a thorough cleaning. The facility has been re-organized to allow for social distancing. The courts have been divided into 2 group areas, 1 equipment area. The equipment through the 2nd floor has been appropriately marked for distancing. All state guidelines have been followed.

Life Long Learning

LLL is operating on a limited basis. The majority of classes will be taught online. In person will follow appropriate classroom restrictions and guidelines. Staff will work on a rotation and follow appropriate distancing guidelines.

Access & Transition/ Brewer Center

Access & Transition staff will be on campus on a rotating schedule to assist any students on campus. At least 1 person will be on campus at a time, and all distancing requirements will be followed. The Brewer center will offer food pantry services as needed as they did in the spring.

Food Pantry: Curbside pickup

- Gardner Campus – Theater entrance
- Leominster Campus – Main entrance

Days/times for food pantry pickup

- Gardner Campus – Preliminary schedule – Monday 1-4pm and Tuesday 9-1pm
- Leominster Campus – Preliminary schedule – Tuesday 1-3pm and Wednesday 9-11pm

Student SOS Office: Entirely dependent on student volunteers and Federal Work Study; FWS students returning in this role, and will provide services via email and remotely, as well as providing training to new volunteers. SLiCE members.

- Student communication plan - via MWCC email with a minimum of once per month one-on-one via Zoom or Google Suite to provide resources, check-in in with students (per food pantry requirements) and general updates.
- Email will be used, have a Zoom license for live conversations
 - Events/Activities
 - All Brewer Center voter programming will be virtual. Timeline with dates, times and topics, 12:30-1:30p unless otherwise indicated:
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 - Returning SLiCE - will work remotely on the following:
 - SOS Mentoring
 - Creating Print and Video content
 - Collaboration with Center Staff on virtual program planning
 - Returning SLiCE -
 - Providing virtual resources to students in recovery
 - Virtual coffee hours for students in recovery
 - SOS Mentoring

Automotive Lab

The new Automotive Lab opened on Lineus Allain Drive. The classroom and lab space have been set up per current guidelines. Access for classes and by appointment through Automotive faculty.

Parking and Building Access

Monday through Friday (holidays excepted), Faculty and Staff are requested to park in A lot and enter through the main entrance by the Information booth. Visitors will park in visitor parking and enter through the main entrance. Contractors invited by appointment on campus are required to submit a COVID compliance form prior to arrival on campus. All entering are requested to please provide name to Information Center personnel, or campus police upon entry. If, especially in the case of early entry, there is not someone immediately available at the information booth, a clipboard will be provided for sign in. Please print legibly.

Academic Support and Assessment

The Academic Support Center will be operating 100% remotely for the fall semester. The most up-to-date information about options and services will always be posted at www.mwcc.edu/tutoring

- Students can email a quick question or paper draft and a tutor will respond back with assistance
- Students can email an appointment request and we will set up a Zoom tutoring session
- ASC staff can report out on tutor usage for any office or faculty member that has an inquiry
- ASC staff can create a personalized video for your office/classroom/Blackboard page that highlights opportunities for your specific students. Send video requests to Stephanie Marchetti at smarchetti@mwcc.mass.edu

Theater

The theatre remains remote for the foreseeable future. They will be working on a virtual show for the fall with limited actors. Rehearsals will be on campus. Show will be virtual.

Student Financial Services

All functional areas will have synchronous, on-campus coverage Monday – Friday from 8 am – 4 pm.

- On-campus staff will have little to no direct in-person student contact. In-person student services will be by appointment only and only if virtual options are not preferable or possible.
- On-campus staff will have little to no direct, intentional contact with other in-person staff. All activity will minimize direct contact.

Records

Staffed 8 a.m.-4 p.m. Monday through Friday. No in person visitations.

No plan to reopen the records office to students in Fall 2020 semester, unless directed to do so by college. Students who have a need to pick up or drop off documents make an appointment and will be met outside the building – never in the office. Signage on the office door has been posted.

Academic Affairs

Division of Health Profession, Public Service Programs and Social Sciences: the Division of Health Profession, Public Service Programs and Social Sciences will be staffed Tuesdays, Wednesdays and Thursdays from 9 am to 1 pm. Staff will come in and manage the mail and other items to be delivered to

the complex and will not be available for walk-in services during this time so appropriate signage will redirect students and staff with questions.

- Other staff in the complex (dean, director of nursing, administrative assistant, and nursing clinical coordinator) will continue to work remotely; and access campus on an as needed basis, following appropriate procedures to do so.
- Faculty will need to access room 216 on an as-needed basis to pick up mail. This will be done based on the procedures for access to the building.

Division of Liberal Arts, Education, Humanities, and Communications

Staff will work from the office (room 335) on Tuesdays from 8:00 a.m. – 12:00 p.m. This coverage is needed to deal with office processes that cannot be managed remotely (i.e., mail, filing). During the rest of the week work will continue remotely.

Walk-in services during this time will not be available; appropriate signage will redirect students and staff for any questions.

Other staff in the complex (the dean, the study abroad coordinator) will continue to work remotely, and access campus on an as-needed basis, following appropriate procedures to do so.

Faculty will need to access room 335 on an as-needed basis to pick up mail. This will be done based on the procedures for access to the building.

Media Services

Media Services is in the building from 8 a to 7 pm for support service

Business and Technology and Science, Engineering and Math

DIVISION OFFICE COMPLEX FALL 2020

The Administrative Assistant will be working 8:00am to Noon on Gardner Campus and will be occupying the Deans Office. She will work 12:30-4 remotely. Her former desk will be the drop off and pick up location for necessary materials (syllabi, textbooks, etc).

Please limit the outer office to one person at a time. Please follow the occupancy rules and social distancing when in the Division Complex.

The copier /mailroom will be available to faculty and division staff at all times limited capacity of one person.

The Dean will be in Leominster or at the Automotive Building each day and will make frequent visits to Gardner Campus as requested / needed.

Business Office:

All functional areas will have synchronous, on-campus coverage Monday – Friday from 8 am – 4 pm.

- On-campus staff will have little to no direct in-person student contact. In-person student services will be by appointment only and only if virtual options are not preferable or possible.
- On-campus staff will have little to no direct, intentional contact with other in-person staff. All activity will minimize direct contact.

Mailroom:

The mailroom will have on-campus coverage Monday – Friday. Deliveries/Pickups at satellite campuses will occur twice weekly.

Print Shop

On-Campus coverage Tuesday, Wednesday, Thursday from 8 am – 3 pm. Remote availability on Monday and Friday from 8-4.

- On-Campus staff will have little to no direct intentional contact with other in-person staff. Print requests may be emailed.
- There is a table outside of the print shop where print materials can be picked up/dropped off.
- Please allow 3-6 on campus working days for print projects depending on the size of projects, an estimate for completion will be given when requests are submitted.
- You can submit your print jobs by email.

Health Services

Health Services is open Monday through Friday, 7:30am to 3:30pm in Room 133.

Request for medical evaluation and medical emergencies on the Gardner Campus should be called in to the Campus Emergency Line at Extension 1111 (978-630-9111 from a mobile phone). The nurse or another first responder will come to the individual's location for assessment and treatment.

Medical Emergencies on the Leominster and Devens Campuses should be called in to 9-1-1 directly.

Students should Mail immunization and other health records to MWCC Health Services, 444 Green Street, Gardner, MA 01440 or Fax them 978-630-9528.

Medical records may be dropped off by appointment only. Please call 978-630-9136 or 9536 to make an appointment to meet with the nurse at Entrance C to drop off medical records.

The nurse is readily available by phone to answer non-emergency questions

Room scheduling and reservations

Rooms are limited due occupancy limits and cleaning schedules, therefore availability is limited.

Faculty wanting consideration for changing of rooms or asking for a room to use for purposes outside of class should begin the process with their Dean.

***All room reservations must be added to the system either via the regular process for classes or through Facilities (Sarah Bolden). ***

Campus “Visitations” for faculty and staff not on schedule

We are maintaining a list of people who are scheduled to be on campus. This will assist us in contact tracing should it become necessary. Managers are asked whenever possible to provide changes to schedules by noon on Thursday of the week prior. This will allow time for the names to be added to the list when staffing allows.

For visitations outside of a normal schedule we ask that if someone “regularly” is asking to come in, whenever possible, try to determine a schedule the week prior or a regular schedule of drop in days and times. Again, it makes the list easier if we can have it in advance.

If you do not “regularly” stop by but have a need to drop in to pick something up, drop off, etc, whenever possible, get permission from your supervisor as far in advance as you know of the need but at least a day in advance would be helpful (before 2:00 p.m. to give time to add to the next days list). Please try to avoid same day drop in’s and requests, if you can as they are harder to manage.

Supervisors, please encourage advanced notice of “visitations” and schedule regulars if you can.

Facilities and Maintenance

All Facility and Maintenance operations are on campus full-time.