

Good afternoon, Colleagues.

I look forward to welcoming you back as we gradually reopen to serve our students.

Last week, you should have received an email from me with the [ACM Guide for Returning to the Workplace](#) as well as a in separate email from HR.

This past Monday, our Leadership Team hosted a forum for supervisors to address questions and comments about the **Guide**. From that forum, I'd like to reiterate several items to keep in mind:

- On Monday, June 15, 2020, ACM welcomes back all employees who cannot effectively telework or who have been approved to teach face-to-face. For employees who can effectively telework, we encourage you to continue to do so. (See Stage 2 in the **Guide** for further details). Please note, the College will not be open to the public the week of June 15th in order to allow employees to adjust work spaces, assist with directional signage, etc.
- On Monday, June 22, 2020, the College will be open to the public. During Stage 2, you are highly encouraged to operate by appointment to minimize the number of people on campus at one time. We are likely to have walk-ins. While we wish to accommodate these students and their families, having appointments will help manage our density during this period of time.
- Buildings will be unlocked. Interior doors may remain closed but should remain unlocked. Offices will be provided with signs that read, *"Welcome to Allegany College of Maryland. Although our door is closed, we're ready to serve you. Please knock and a staff member will assist you. You must wear a facemask during your entire visit. If you forgot yours, simply ask and we'll gladly provide you with a disposable mask. Thank you for doing your part to keep us all safe."*
- Two ACM cloth face masks will be provided to employees along with a symptom monitoring card and a small bottle of hand sanitizer. Human Resources will send an email when they are ready to be picked up. Please bring a new disposable or clean face covering to wear while inside of College buildings until you receive your ACM masks.
- Before you come to campus each day, remember to complete your self-assessment of symptoms. (See page 5 of the Guide for Returning to the Workplace).
- Please put on your new disposable or clean face covering before you enter any building, and continue to wear the covering while in the presence of others.
- Whenever possible, practice social distancing of six feet between you and another person.
- Please review the [ACM Guide for Returning to the Workplace](#) and implement as many of the recommendations as possible.

Again, thank you for your patience as we work together through these uncertain times. Should you have any questions, please reach out to me directly or your vice president.

Welcome back!

Dr. B.