

Colleagues,

As we head into the beginning of the Spring 2022 semester, we wanted to share important updates and reminders related to COVID-19 mitigation efforts and latest policies and procedures.

**The latest student message, which outlines student move-in and testing policies in detail, can be found [here](#).**

### **New Updates:**

#### **Employee Surveillance Testing**

Asymptomatic surveillance testing will again be available weekly during the semester. For the first week of the semester testing will be in the Campus Center during the below dates and times:

- Monday, January 17, 10 a.m. - 2 p.m. (Please be on alert for weather related updates)
- Tuesday, January 18, 10 a.m. - 2 p.m.
- Wednesday, January 19, 11 .am. - 2 p.m.
- Thursday, January 20, 11 a.m. - 2 p.m.

A reminder that this is for asymptomatic testing only. Please do not come to campus if you are feeling ill.

#### **KN95 Mask Distribution**

We are supplying each employee with 3 KN95 masks to begin the semester, as current supplies allow. These will be distributed through department administrators next week. Carrie Schadler in the President's office will be coordinating delivery with each department.

### **Previously Shared Information:**

#### **Spring 2022 Start Date and Course Delivery**

The first three days of classes will be remote, with in-person learning beginning on Monday, January 24. This will allow time to receive the first week's COVID-19 tests results back. All students will test weekly to begin the semester, with additional testing during resident student move-in and the remote instruction period.

#### **Reporting Employee COVID-19 Cases**

If you test positive for COVID-19 (either on an at-home rapid test or a PCR test) please alert your supervisor and Barbara Chaput, Executive Director of Human Resources ASAP. This allows us to do appropriate contact tracing and get out swift notification to potentially exposed colleagues. Supervisors alerted to a positive case should also touch base with Human Resources for guidance.

Should you or a family member contract COVID-19, and you feel well enough to work or your family member has mild symptoms and needs minimal care, please consult with your supervisor and Human Resources about the possibility of telework during your isolation period. Faculty should reach out to V.P. Glejzer and Dean Janis, Human Resources, and include their Department Chairs on any communication.

**Local School and Day Care Closures**

We are also aware local school districts and day care providers are at risk of experiencing significant staffing challenges in the coming days due to COVID-19 related absences. For COVID-19 related closures and other changes to operating hours, such as afterschool programs, we are also extending the possibility of telework or hybrid work schedules for these circumstances. Again, please consult with your supervisor and Human Resources about the possibility of telework or a hybrid schedule during these emergency closures. Faculty should reach out to V.P. Glejzer and Dean Janis, Human Resources, and include their Department Chairs on any communication.

**COVID-19 Booster Requirement Reminder**

Employees must submit a photo image copy of their COVID-19 Vaccination Record Card showing that they have received a booster shot to Human Resources at [hr@mcla.edu](mailto:hr@mcla.edu), or a hard copy in person to Human Resources.

The MCLA COVID-19 hotline continues to be available from 8:30 a.m. to 5 p.m., Monday - Friday for questions related to COVID-19 at 413-662-5550. Please reach out to me directly with additional questions.

Sincerely,  
Gina

**Gina Puc**

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