



## Jamestown Community College Administrative Guidelines

<b>Guideline</b>	<b>Remote Operations</b>	<b>Approval Date</b>	<b>1/18/2022</b>
<b>Responsible Office</b>	<b>President's Office</b>	<b>Review Date</b>	<b>11/27/2018; 12/17/2018; 11/13/2019; 11/16/2021; 12/11/2024</b>

### 1.0 Purpose

**1.1** When conditions warrant a switch to remote operations, this guideline shall be implemented.

### 2.0 Guidelines

**2.1** When a shift to remote operations is necessary, every effort shall be made to ensure timely communication to all employees and a unified, college-wide transition from on campus operations to remote operations and distance delivery of instruction. Exceptions will be reviewed and approved by department supervisors.

### 3.0 Procedures

**3.1** The **director of facilities** will consult with the assistant directors on the **Cattaraugus County Campus**, and the **North County Extension Center** to assess conditions, and if necessary, consult with law enforcement and highway authorities regarding weather advisories and road conditions.

**3.1.1** The **vice president of student affairs** shall assess area school and business closings.

**3.2** The **president's cabinet** shall conference to assess conditions and make a decision about ongoing operations.

**3.2.1** If the decision is to switch to remote, **president's cabinet** will determine the time, duration, and which sites are included as well as other pertinent details.

**3.2.2** The **vice president of student affairs** shall:

- Contact appropriate radio/television stations in Jamestown, Olean, Dunkirk, Warren, Salamanca, Erie, and Buffalo and be certain to convey which sites are included in the move to remote operations, i.e. *"All sites of Jamestown Community College will be closed today. All daytime and evening classes will move to remote operations, and all on-campus activities are cancelled."* or *"The Jamestown Campus of Jamestown Community College is closed until 12 noon today. Classes will move to remote operations. All classes and activities scheduled for after 12 noon will be held as scheduled. All other JCC sites are open as usual."*

- Contact the **director of marketing and communications** to arrange for the information to be posted on the college's website.

**3.2.3** The **executive director of human resources** shall issue a JCC ALERT bulletin.

**3.3** Each cabinet member shall inform their respective teams of the switch to remote operations.

**3.3.1** The **coordinator of campus safety and security** shall inform a representative of the outside organizations who lease space on our campuses (Sheriff's Academy, Erie2BOCES, YMCA of the Twin Tiers, SBDC, Cornell Cooperative Extension, Goodwill Industries, Chautauqua County Chamber of Commerce, RTPI) so they can inform their employees.

**3.4** Supervisors shall ensure their departments set up appropriate messaging regarding the switch to remote operation. Refer to the [Administrative Guidelines - Remote Work](#) for additional details.

**3.5** Essential personnel shall continue to report to ensure designated areas and functions are operating:

- Buildings and Grounds, e.g., snow removal, cleaning protocols, etc.
- Residence Hall Directors, e.g., from 3:00 to 6:00 p.m. will open the Physical Education Complex (i.e., the court gym and the upstairs track only); from 6:00 to 9:00 PM the common spaces in the Student Union (e.g., recreation space to show movies, play video and other games such as corn hole, etc.) and the Cyber Café (use of computers and printers)
- Contracted food service personnel (Jamestown Campus) will provide meal service for residence hall students, either through a defined schedule for pick-up in the Jayhawk Café, or through delivery to the residence halls with the assistance of the Residence Life staff.
- **Note:** At least one Residence Director (RD) and Resident Assistant (RA) should be present to assist in supervising the open areas. The RD in charge of supervising the COCE areas will keep a sign-in sheet of residents who participated in using the space. RDs should keep their sign-in sheets filed for the remainder of the academic year. Files should be dated, titled, and state which residence life staff members were overseeing the areas.