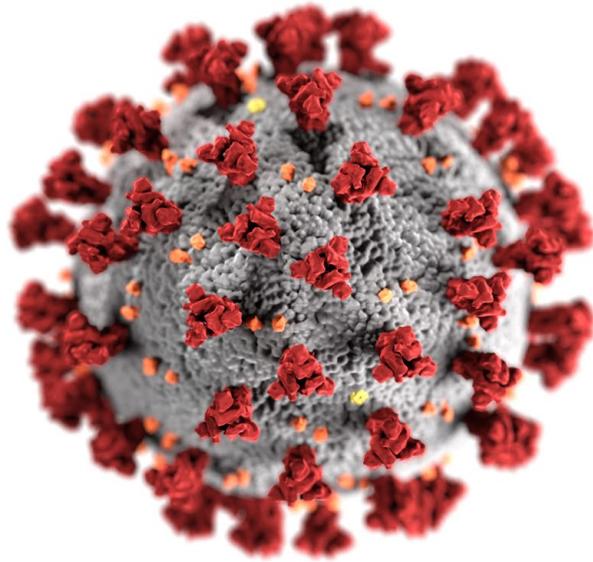


Monroe County Community College

Covid-19 Guidebook



UPDATE: October 18, 2021

What is Coronavirus (COVID-19)?

According to the **CDC (Center for Disease Control)**:

Coronavirus (COVID-19) is an illness caused by a virus that can spread from person to person.

- The virus that causes COVID-19 is a new Coronavirus that has spread throughout the world.
- COVID-19 symptoms can range from mild (or no symptoms) to severe illness. Know how COVID-19 is spread
- You can become infected by coming into close contact (about 6 feet or two arm lengths) with a person who has COVID-19.
- You can become infected from respiratory droplets when an infected person coughs, sneezes, or talks.
- You may also be able to get it by touching a surface or object that has the virus on it, and then by touching your mouth, nose, or eyes.

Signs & Symptoms According to **MIOSHA**:

COVID-19 causes mild to severe respiratory illness – can cause a severe pneumonia-like illness

Typical Symptoms:

Fever (>100.4°F)

Cough

Shortness of Breath

Fatigue

Headache

Muscle or body aches

New loss of taste or smell

Symptoms begin 2-14 days after exposure

MCCC'S RETURN TO WORKPLACE PROTOCOL

Workplace Expectations and Guidelines

Our knowledge and understanding of the COVID-19 virus continue to evolve, and our protocols and guidelines will be updated as appropriate as more information becomes available.

All employees are expected to fully comply with the protocols and guidelines outlined in this document. Failure to do so may result in corrective action.

Symptom Monitoring Requirements: [Daily check-ins are no longer required](#)

Employees who are reporting to the workplace **must conduct symptom monitoring every day before reporting to work**. You must be free of ANY symptoms potentially related to COVID-19 or have had evaluation and clearance by Human Resources to be eligible to report to work.

Symptoms of Covid-19 are:

- a. Subjective fever (felt feverish)
- b. A temperature reading of 100.4 degrees F or higher
- c. New or worsening cough (not attributable to normal seasonal allergies)
- d. Shortness of breath/difficulty breathing
- e. Sore throat
- f. Vomiting/Diarrhea
- g. Acute loss of taste or smell
- h. Unusual Headache added 12/14/20

Questions to ask yourself:

- Have you had close contact with a confirmed or probable COVID-19 case?
- Have you been directed or told by the local health department or your healthcare provider to self-isolate or self-quarantine?

Employees who are sick are directed to stay home.

Definition's

Definition of "Close Contact" per the CDC

- You were within 6 feet of someone who has COVID-19 for a total of 15 minutes or more
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with the person (hugged or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

Definition of "Close Contact" per MCDH:

- They have been exposed to a COVID-19 positive person, meaning: An immediate family member has tested positive for or exhibited symptoms of COVID-19 or
- In the last 14 days, the employee came in close contact (being within approximately six (6) feet for a prolonged period of time without PPE) with someone who has tested positive for COVID-19.

CDC recently added a recommendation for fully vaccinated people who have a known exposure to someone with suspected or confirmed COVID-19 to be tested 3-5 days after exposure, and to wear a mask in public indoor settings for 14 days or until they receive a negative test result.

Isolation vs Quarantine

When to isolate: When a person who is **sick**, is asked to stay home and limit interactions with others, even people they live with. This includes anyone who:

- Tests positive and has symptoms.
- Tests positive, but has no symptoms.
- Has symptoms, but has not been tested.

The local county health department may call and require a person to isolate.

When to Quarantine: When a person who is **not** sick is told to stay home because they have been exposed to someone who tested positive or to someone who is sick.

- Quarantine usually lasts 10 -14 days. The local health department has guidelines of when it is safe to leave home.
- If a person develops symptoms of COVID-19 during quarantine they will be told to isolate and get tested.

Referenced: https://www.michigan.gov/coronavirus/0,9753,7-406-99891_99914---,00.html

Quarantine Guidance Update for Monroe County from the Monroe County Health Department on March 2021, updated May 4, 2021:

Vaccinated

Monroe County Health Department Reduces Quarantine Time from 14 to 10 Days Monroe, MI, May 4, 2021-Effective immediately, the Monroe County Health Department (MCHD) will follow the recommendations of Centers for Disease Control and Prevention (CDC) and Michigan Department of Health and Human Services (MDHHS) for reduced quarantine period after exposure to COVID-19, when an individual has been identified as a close contact to a lab confirmed positive case.

Monroe County has seen a recent increase in positivity rate in covid variant cases. While at the same time, efforts to vaccinate as many people as possible are underway. Quarantine remains a critical measure to control transmission. While the standard 14-day quarantine remains in effect, this can be reduced **from fourteen (14) days to ten (10) days** if the following conditions exist for the individual who has been identified as a close contact:

1. The close contact has **been vaccinated** with a COVID vaccine that requires two doses to complete the series (Pfizer, Moderna) and has received the first dose or has received both doses but it has not been at least ten (10) days since completion of the series; the individual has received a one dose COVID vaccine (Johnson & Johnson) and it has not been fourteen (14) days since that dose was administered; **OR**
2. The close contact does not develop symptoms during daily symptom monitoring for at least ten (10) days or receive a lab confirmed positive COVID-19 test result; **AND**
2. The close contact continues to monitor themselves for symptoms through day ten (10) after date of last exposure.

No quarantine is required when an individual is identified as a close contact in one of the following situations applies: 1. The close contact is not symptomatic and has had a positive, confirmatory COVID (PCR) test within the last ninety (90) days; **OR**

2. The close contact has been fully vaccinated with a COVID vaccine that requires two doses to be fully vaccinated or one dose of a COVID vaccine that requires one dose **AND** fourteen (14) days have passed since the last dose of the vaccine has been administered and is asymptomatic.

Scenarios for Employees

Scenario 1: Non-Fully Vaccinated Employee tests positive for Covid-19

When an employee informs their supervisor or Human Resources that they have tested positive for Covid-19 related illness, they are to contact the Director of Human Resources. The Director of Human Resources will contact the employee and ask a set of questions to determine possible return date to work and if there is a need to contact trace. The Director of Human Resources is responsible for working with the employee. Steps to be taken include:

- ✓ *Immediately isolate the employee who tested positive*
- ✓ *Advise those working within close proximity to the infected employee that they may have been exposed, while keeping the name of the employee confidential.*
- ✓ *Contact facilities management to clean the areas of potential contamination.*

The employee who tested positive for Covid-19 can return to work after these three things have happened:

- *Have had no fever for at least 24 hours (without the use of medicine that reduces fevers) AND*
- *Other symptoms have improved (for example, any cough or shortness of breath have improved) AND*
- *At least ten (10) days have passed since their symptoms first appeared*
- *The Human Resources Department will rely on updates from the CDC, Monroe County Health Department, and the State Health Department for updates.*

Scenario 2: Non-Fully Vaccinated Employee who may have been exposed to a person with Covid-19

- ✓ The Human Resources Director/Health Care Provider will advise employee to quarantine for at least ten (10) days after your last contact with a person who has tested positive for Covid-19.
- ✓ The Human Resources Department will rely on information from the CDC, Monroe County Health Department, and the State Health Department for updates.

Scenario 3: Fully- Vaccinated Employees who had direct contact with someone who tested positive for Covid-19 or suspected positive case

- ✓ Fully-vaccinated employees may return to work, provided they do not have symptoms of Covid-19.
- ✓ Healthcare providers will sometimes require a PCR test before releasing an employee to return.
- ✓ July 27, 2021, The CDC added a recommendation for fully vaccinated people who have a known exposure to someone with suspected or confirmed COVID-19 to be tested 3-5 days after exposure.

Scenario 4: Employee's child is directed to quarantine by school:

- ✓ Contact your supervisor
- ✓ Provide documentation to the Director of Human Resources
- ✓ The Director of Human Resources will follow-up with the employee to determine next steps.

Steps employees are to take with any of the scenarios noted above

- 1) Contact your supervisor.
- 2) Contact the Human Resources Director (734-383-4245). The Director of Human Resources is the responsible party to provide information on process and to discuss options available to assist in covering time off.

Travel

MCCC follows Michigan travel guidelines for travel back into Michigan

Individuals that are "high risk"

According to the CDC, individuals with certain conditions may have a higher risk for COVID-19 infection. Those conditions may include:

- Older people (aged 65 and older)
- People with HIV
- Asthma (moderate-to-severe)
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Being immune-compromised

Employees who have been instructed to return to work on-site by their supervisor and have concerns about doing so due to a medical condition that places them in a higher risk group, those who are pregnant, or those who wish to seek ADA Reasonable Accommodations related to Returning to the Workplace should contact the Human Resources Office.

Personal Safety Practices Update October 18, 2021

A.) Face Masks/Cloth Face Coverings: Face masks or face coverings are **required** for any person in a public indoor space on campus. If you are medically unable to tolerate a face mask or cloth face covering, contact the [Disability Services Office or the Human Resources Department](#) for information about requesting an accommodation. Documentation will be required from your diagnosing healthcare professional.

B) Hand Washing

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use a hand sanitizer that contains at least 60 percent alcohol.

C) Cleaning and Disinfection

The Maintenance staff will continue to be responsible for cleaning and disinfecting the workplace per their regular cleaning schedule. Frequency of cleaning and disinfection has been increased on high touch surfaces (those identified as having a potentially higher exposure to possible viruses). Students and faculty are advised to disinfect space used by multiple classes such as labs. A safe practice is to clean and disinfect before class begins and after class is over.

Enhanced cleaning and disinfection will be performed after persons suspected or confirmed to have COVID-19 have been in the workplace. The Maintenance staff will be responsible for cleaning and disinfecting these areas.

D) Personal Disinfection – Employee Care of Workstation

While the Maintenance staff will continue to clean office and work spaces, additional care should be taken to wipe down commonly used surfaces. Before starting work and before leaving any room in which you have been working, please wipe down all work areas with the College-provided cleaning solution. This includes, in addition to your personal workspace, any shared-space location or equipment (e.g., copiers, printers, computers, AV and other electrical equipment, desks and tables, light switches, door knobs, etc.).

E) Coughing/Sneezing Hygiene

If you are in a private setting and do not have on your cloth face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Throw used tissues in the trash and immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60 percent alcohol.

Mental and Emotional Well-Being

Feeling anxious about Coronavirus?

If so, we encourage everyone to take advantage of our EAP (Employee Assistance Program) through Lighthouse Telehealth. EAP's deal with a variety of issues such as depression, anger management, anxiety and physical illness; please see the attached flyer. In addition to the numbers at the bottom of the flyer, you may also reach them at 419-475-4449. As of this morning, face-to-face consultations are held at the Central Ave location at 6629 W Central Ave, Toledo, OH 43617. Otherwise, they will be utilizing telephone calls and video sessions. Here is their website for more information <https://harbor.org/>.

Another support resource is SAMHSA – Substance Abuse and Mental Health Services Administration. SAMHSA's Disaster Distress Helpline provides 24/7, 365 day-a-year crisis counseling and support to people experiencing emotional distress related to natural or human-caused disasters. Call 1-800-985-5990 or text TalkWithUs to 66746 to connect with a trained crisis counselor. Here is their website for more information <https://www.samhsa.gov/find-help/disaster-distress-helpline>.

In addition, those of you covered by Priority Health can use Virtual Visits to speak with a doctor if necessary instead of going into the office - please see attached overview. The number for using Virtual Care is **844-322-7374** – it is not on the attachment. Also attached is information on creating a Priority Health Member Account if you haven't already as well as Coronavirus information from Priority Health. Employees with other health insurance, please look at your plan and take advantage of what is available to you. Here are a few video links for stress relief:

Deep Breathing Exercise

<https://www.bing.com/videos/search?q=stress+exercise+vidoe&&view=detail&mid=DC8863FF1B2560E545A6DC8863FF1B2560E545A6&&FORM=VRDGAR&ru=%2Fvideos%2Fsearch%3Fq%3Dstress%2Bexercise%2Bvidoe%26FORM%3DHDRSC3>

Tai Chi – 3 Minutes to Peace

<https://www.bing.com/videos/search?q=tai+chi+breathing+to+reduce+stress&&view=detail&mid=59595AE6F18B5C57852259595AE6F18B5C578522&&FORM=VRDGAR&ru=%2Fvideos%2Fsearch%3Fq%3Dtai%2520chi%2520breathing%2520to%2520reduce%2520stress%26qs%3Dn%26form%3DQBVR%26sp%3D-1%26pq%3Dtai%2520chi%2520breathing%2520to%2520reduce%2520stress%26sc%3D0-34%26sk%3D%26cvid%3D18072C0F160E438CB290826378ACD545>

COVID-19 Symptom Monitoring – Students and Visitors

Prior to coming to Campus, students and visitors are requested to ask themselves the following questions regarding COVID-19 symptoms. **If you answer YES to any of these questions, DO NOT come to Campus. Students should be cognizant of attendance policies outlined in class syllabi and contact their instructors immediately.**

1. In the past 24 hours I HAVE experienced AT LEAST ONE of the following symptoms
 - Subjective fever (felt feverish)
 - A temperature reading of 100.4 degrees F or higher
 - New or worsening cough (not attributable to normal seasonal allergies)
 - Shortness of breath/difficulty breathing
 - Sore throat
 - Vomiting/Diarrhea
 - Acute loss of taste or smell
2. Have you had close contact with a confirmed or probable COVID-19 case? Close contact defined by the CDC is exposure in less than six (6) feet) and for longer than fifteen (15) minutes.
3. Have you been directed or told by a County Health Department or your healthcare provider to self-isolate or self-quarantine?

Scenarios:

Scenario #1: Student displays Covid-19 Symptoms during class

Student will be asked by instructor to leave the classroom and go home. If the student is not willing to leave; the instructor is to contact campus security. If the student is in distress, call 911 and campus safety services. The instructor or dean notifies the Director of Human Resources for possible contact tracing. The instructor may consider moving to another classroom and put in an order to disinfect the space.

Scenario #2: Student tests positive for Covid-19 (confirmed case)

The student who reports a positive test result should be directed to the Director of Human Resources for possible contact tracing. The Director of Human Resources will require the name of the student, cell number, and email address. The instructor is to notify the student to look for an email or phone call from the Director of Human Resources.

The student who reports that they have tested positive for Covid-19 can return to class after these three things have happened:

- Have had no fever for at least 24 hours (without the use of medicine that reduces fevers) AND
- Other symptoms have improved (for example, any cough or shortness of breath have improved) AND
- At least 10 days have passed since their symptoms first appeared

Scenario #3: Student that may have been exposed to a person with Covid-19

Treated the same as scenario #2.

Faculty Based Questions Regarding Return to Work

1. **If one of my students communicates to me via email or phone that they have tested positive for covid-19, what is the College's protocol that I am to follow once I have received that information? Do I contact HR and they will contact the student?** As noted above, the instructor is responsible for notifying the Human Resources Department for possible contact tracing. The Director of Human Resources will need the name of the student, the class, email address and cell number. Any information that the student provides the instructor is helpful to the Director of Human Resources.
2. **Am I and the rest of my class quarantined for a certain number of days?** The Director of Human Resources would be involved if the instructor or student was notified that they may have been exposed and should quarantine themselves.
3. **Do I immediately notify my class and we transition to online for a few weeks?** It is not the instructor's responsibility to notify classmates. It is a violation of HIPAA. The CHD and/or the Director of Human Resources would notify the student or instructor if it is determined probable close contact.
4. **Does the student that tested positive have to retest and show the College a negative result before they can come back to class?** The student would be able to return to class once the quarantine period is over and no longer has any symptoms; must be fever free for at least 24 hours. The MCHD does not recommend a re-test.
5. **Do the rest of us in the class need to be tested and test negative to return?** The CHD would provide the Director of Human Resources advice depending on the situation.
6. **How do HIPAA laws and me asking a student if they have tested for covid-19 and the result intersect?** I want to comply with HIPAA laws. All medical information is protected by HIPAA. Any information shared by the student remains confidential. Instructors should not be probing with medical questions. Students can offer information but should not pry. The Director of Human Resources will ask the relevant questions.
7. **My students are required to wear face shields, gloves and a mask. If I have a non-compliant student, I plan to contact campus security as directed by my Dean.** Recommend instructor contact security (ext. 6007). Failure to comply is considered a conduct issue.

STUDENT BASED QUESTIONS:

- If someone is sick in the class, **does everyone in the class/es that they were in contact with need to undergo the recommended CDC quarantine, until the sick person is tested and receives a negative result?** Assuming the question is that the student is sick with a positive Covid-19 test; the testing site has an obligation to contact the health department in which the student lives. The Director of Human Resources is responsible for contact tracing on the campus. Re-tested is not recommended nor required by the college. **And if they test positive, does that extend to all classes that were attended by the other members of that class?** Yes, it would. The Human Resources Director will ask the student and instructors are responsible for notifying the Director of Human Resources.
- **If put into quarantine, will attendance related policies be adjusted, as to not put the health and safety of other students and staff at risk?** This is up to the instructor.
- **If classes are on-campus (labs, etc.) will we receive notice of our need to quarantine if a student in our class or a mutual class have fallen ill?** The student will be directed by their testing site or health care provider regarding need to quarantine. If the instructor is notified of need for the student to quarantine; the Director of Human Resources will conduct contact tracing efforts on the campus.

The CHD may contact the college if there is reason to believe others were in close contact. MCCC will adhere to the health department's protocol. The CHD or the college will never disclose the person's name that has tested positive.

Students are advised to stay home if they have one or more of the symptoms. A notice is on entry doors.

How will these classes be affected by the 14-day quarantine, associated with the CDC guidelines? This is up to the instructor.

- **What protocol are we to follow in notifying the college if we are sick, or if we see someone on campus that is sick, and is ignoring the posted guidelines?** If you are sick, you are advised to follow guidelines from the Director of Human Resources or your instructor. Keep in mind that sick could be allergies to Covid-19. If someone is not wearing a face covering, it should be reported to contact campus security (dial 0-inside or 734-384-6007). Do not attempt to have a conversation with the person.

- **While undergoing the 10-Day quarantine, will the on-campus lab-based class be transitioned fully online for the duration of quarantine, via some form of delivery method? i.e. zoom.** This is up to instructor to determine. The goal is always to have students successfully complete their programs. MCCC email accounts will provide important information.
- **What safeguards are in place that this doesn't happen interrupting in-person classes?** The college has put many safeguards in place (refer to pages 7 to 15).
- Regarding lab-based classes.
If a cancellation happens late into the semester like what happened last winter semester, will the same incomplete course system fall back into place, essentially pausing the class until a later date? If MCCC cancels a class, it will work with the student to finish as soon as the situation allows. If the student stops attending and/or drops for any reason; they are responsible for the class. Students may apply for medical withdrawal and/or tuition refund if drop is after last day for refund, or last day allowed to drop.

Summary

<p>Personal Accountability</p> <p>All students and employees are expected to follow college safety guidelines.</p> <p>Visit www.monroeccc.edu/return-to-campus for campus-specific information</p> <p>Check symptoms before you come to campus. Do not come to campus if you are sick and notify your instructor. Be aware of and abide by your instructor's attendance policy.</p>	<p>Watch for Symptoms</p> <p>The CDC indicates that those with COVID-19 report a wide range of symptoms from mild to severe. Symptoms may appear 2 – 14 days after exposure, including:</p> <ul style="list-style-type: none"> ○ Temperature reading of 100.4° F or higher ○ Subjective fever (felt feverish) ○ Acute loss of taste or smell ○ New or worsening cough (not attributable to normal seasonal allergies) ○ Shortness of breath/difficulty in breathing ○ Sore throat ○ Vomiting/diarrhea 	<p>What if you are sick or have been around someone sick?</p> <p>If you have been in direct contact with someone who tested positive for COVID-19, or if you are experiencing symptoms, contact your healthcare provider for guidance.</p> <p>If you test positive or are having symptoms, stay home and follow quarantine directions given by your healthcare provider or local Health Dept. Contact your instructor.</p>
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PRACTICE SOCIAL DISTANCING

- Stay 6 feet apart when possible and do not congregate.
- Limit face-to-face interaction as much as possible.
- Limit group gatherings and observe social distancing in the hallways and atrium
- Abide by capacity limitations determined by the College in classrooms, labs, and meeting spaces.
- Keep in-person meetings minimal and consider remote options.

WEAR FACIAL COVERING AND SHIELD

- Face masks or face coverings must be worn by all persons inside college facilities.
- Face shields may be required in classrooms and labs when direct contact is unavoidable. In these cases, shields will be provided to faculty and students. Per CDC guidelines, face shields should not be used as a substitute for face coverings. Instead, shields are to be used in addition to face coverings as an extra layer of protection when direct contact is unavoidable and/or social distancing is not possible.

FREQUENT HAND HYGIENE

- Wash hands frequently and use alcohol-based hand sanitizer when soap and water are not available.
- Avoid touching your face, eyes, and nose.
- Cover your mouth when coughing or sneezing.
- Do not share food or other items that are difficult to disinfect.

GLOVES

- Some faculty may require students to wear gloves in the classroom and/or lab, depending on the nature of the class (e.g. working with high-touch equipment). Good hand hygiene should be completed immediately following glove removal.

DISINFECTANT EQUIPMENT

- Clean and disinfect all equipment between uses.
- Disinfectant supplies are provided by the College. Students and faculty are encouraged to use them on any high-touch surfaces throughout the day, including on tables, chairs, and computer equipment and before and after class or lab meetings.

AIR QUALITY

Global Plasma Solutions Virtually Eliminates Static SARS-CoV-2 with Proprietary NPBI™ Technology

Global Plasma Solutions is the first air purification solution to test SARS-CoV-2, achieving a 99.4% reduction of the surface strain within 30 minutes

CHARLOTTE, NORTH CAROLINA — June 10, 2020 — [Global Plasma Solutions](#), the leader in Indoor Air Quality, announced today industry-leading ionization testing results, demonstrating a 99.4% reduction rate on a SARS-CoV-2 (COVID-19) surface strain within 30 minutes, the first instance in which an air purification company has effectively neutralized SARS-CoV-2. Following initial testing of coronavirus 229E in March 2020, Global Plasma Solutions utilized its proprietary [needlepoint bipolar ionization](#) to inactivate SARS-CoV-2. The study was jointly executed with [Aviation Clean Air](#).

In this laboratory study, Aviation Clean Air designed a test to mimic ionization conditions like that of a commercial aircraft's fuselage. Based on viral titrations, it was determined that at 10 minutes, 84.2% of the virus was inactivated. At 15 minutes, 92.6% of the virus was inactivated, and at 30 minutes, 99.4% of the virus was inactivated.

“The testing results we achieved through our proprietary needlepoint bipolar ionization technology clearly demonstrate that Global Plasma Solutions is the gold standard in air purification,” said Global Plasma Solutions Founder and Chief Technology Officer, Charles Waddell. “For any kind of facility from commercial buildings to aircrafts, delivering the cleanest, safest indoor air environment will only become increasingly more important, and our ozone-free technology is one of the most sophisticated products on the market.”

Understanding needlepoint bipolar ionization

Needlepoint bipolar ionization works to safely clean indoor air, leveraging an electronic charge to create a high concentration of positive and negative ions. These ions travel through the air continuously seeking out and attaching to particles. This sets in motion a continuous pattern of particle combination. As these particles become larger, they are eliminated from the air more rapidly.

Additionally, positive and negative ions have microbicidal effects on pathogens, ultimately reducing the infectivity of the virus. Global Plasma Solutions' needlepoint bipolar ionization is ozone-free and the only kind in its category to pass the RCTA DO-160 standard for aircraft.

Traditional bipolar ionization systems produce harmful ozone as a byproduct.

About Global Plasma Solutions

[Global Plasma Solutions](#) (GPS) is the leader in Indoor Air Quality, with over 30 patents and more than 150,000 installations worldwide using our needlepoint bipolar ionization (NPBI) technology to deliver clean indoor air that is safe and healthy – producing neither ozone nor other harmful by-products. All our NPBI products are UL and CE certified and registered and use NPBI to purify the air by eliminating airborne particulates, odors and pathogens. GPS was founded in 2008 and is headquartered in Charlotte, North Carolina.

