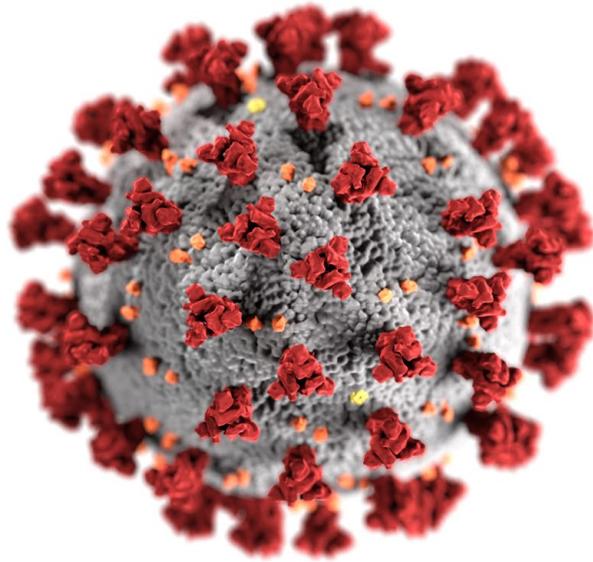


# Monroe County Community College Covid-19 Guidebook



UPDATE: January 4, 2022

# 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

# Expectations

## **Campus 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, students and visitors are expected to fully comply with the protocols and guidelines outlined in this document. Failure to do so may result in corrective action.*

Employees and students planning on coming to campus **must conduct symptom monitoring every day before coming on campus**. You must be free of ANY symptoms potentially related to COVID-19 or have had evaluation and clearance by Human Resources.

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

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.

## 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.

**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.

**Update from CDC, December 27, 2021**

Given what we currently know about COVID-19 and the Omicron variant, CDC is shortening the recommended time for isolation for the public. People with COVID-19 should isolate for 5 days and if they are asymptomatic or their symptoms are resolving (without fever for 24 hours), follow that by 5 days of wearing a mask when around others to minimize the risk of infecting people they encounter. The change is motivated by science demonstrating that the majority of SARS-CoV-2 transmission occurs early in the course of illness, generally in the 1-2 days prior to onset of symptoms and the 2-3 days after.

Additionally, CDC is updating the recommended quarantine period for anyone in the general public who is [exposed to COVID-19](#). For people who are unvaccinated or are more than six months out from their second mRNA dose (or more than 2 months after the J&J vaccine) and not yet boosted, CDC now recommends quarantine for 5 days followed by strict mask use for an additional 5 days. Alternatively, if a 5-day quarantine is not feasible, it is imperative that an exposed person [wear a well-fitting mask](#) at all times when around others for 10 days after exposure. Individuals who have received their booster shot do not need to quarantine following an exposure, but should wear a mask for 10 days after the exposure. For all those exposed, best practice would also include a test for SARS-CoV-2 at day 5 after exposure. If symptoms occur, individuals should immediately quarantine until a negative test confirms symptoms are not attributable to COVID-19.

Isolation relates to behavior after a confirmed infection. Isolation for 5 days followed by wearing a well-fitting mask will minimize the risk of spreading the virus to others.

Quarantine refers to the time following exposure to the virus or close contact with someone known to have COVID-19. Both updates come as the Omicron variant continues to spread throughout the U.S. and reflects the current science on when and for how long a person is maximally infectious. These recommendations do not supersede state, local, tribal, or territorial laws, rules, and regulations, nor do they apply to healthcare workers for whom CDC has [updated guidance](#).

***The following is attributable to CDC Director, Dr. Rochelle Walensky (December 27, 2021):***

*"The Omicron variant is spreading quickly and has the potential to impact all facets of our society. CDC's updated recommendations for isolation and quarantine balance what we know about the spread of the virus and the protection provided by vaccination and booster doses. These updates ensure people can safely continue their daily lives. Prevention is our best option: get vaccinated, get boosted, wear a mask in public indoor settings in areas of substantial and high community transmission, and take a test before you gather."*

**If You Test Positive for COVID-19 (Isolate)**

**Everyone, regardless of vaccination status.**

- Stay home for 5 days.
- If you have no symptoms or your symptoms are resolving after 5 days, you can leave your house.
- Continue to wear a mask around others for 5 additional days.

*If you have a fever, continue to stay home until your fever resolves.*

**If You Were Exposed to Someone with COVID-19 (Quarantine)**

**If you:**

Have been boosted

**OR**

Completed the primary series of Pfizer or Moderna vaccine within the last 6 months

**OR**

Completed the primary series of J&J vaccine within the last 2 months

- Wear a mask around others for 10 days.
- Test on day 5, if possible.

*If you develop symptoms get a test and stay home.*

**If you:**

Completed the primary series of Pfizer or Moderna vaccine over 6 months ago and are not boosted

**OR**

Completed the primary series of J&J over 2 months ago and are not boosted

## **OR**

Are unvaccinated

- Stay home for 5 days. After that continue to wear a mask around others for 5 additional days.
- If you can't quarantine you must wear a mask for 10 days.
- Test on day 5 if possible.

*If you develop symptoms get a test and stay home*

## **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**

**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+exerise+vidoe&&view=detail&mid=DC8863FF1B2560E545A6DC8863FF1B2560E545A6&&FORM=VRDGAR&ru=%2Fvideos%2Fsearch%3Fq%3Dstress%2Bexerise%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>

## Faculty

### 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 for contact tracing purposes. The Director of Human Resources will give the student a tentative return to campus. The student is advised to get their instructor(s) updated.

### **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.
1. **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.
2. **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.
3. **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.

## Summary

<p><b>Personal Accountability</b></p> <p>All students and employees are expected to follow college safety guidelines.</p> <p>Visit <a href="http://www.monroeccc.edu/return-to-campus">www.monroeccc.edu/return-to-campus</a> for campus-specific information</p> <p>Check symptoms <b>before</b> you come to campus. <b>Do not come to campus if you are sick and notify your instructor.</b> Be aware of and abide by your instructor's attendance policy.</p>	<p><b>Watch for Symptoms</b></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"> <li>○ Temperature reading of 100.4° F or higher</li> <li>○ Subjective fever (felt feverish)</li> <li>○ Acute loss of taste or smell</li> <li>○ New or worsening cough (not attributable to normal seasonal allergies)</li> <li>○ Shortness of breath/difficulty in breathing</li> <li>○ Sore throat</li> <li>○ Vomiting/diarrhea</li> </ul>	<p><b>What if you are sick or have been around someone sick?</b></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 <b>for</b> guidance.</p> <p><b>If you test positive or are having symptoms, stay home</b> and follow quarantine directions given by your healthcare provider or local Health Dept.</p> <p><b>Contact your instructor.</b></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.

### **QUALITY AIR**

**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.

