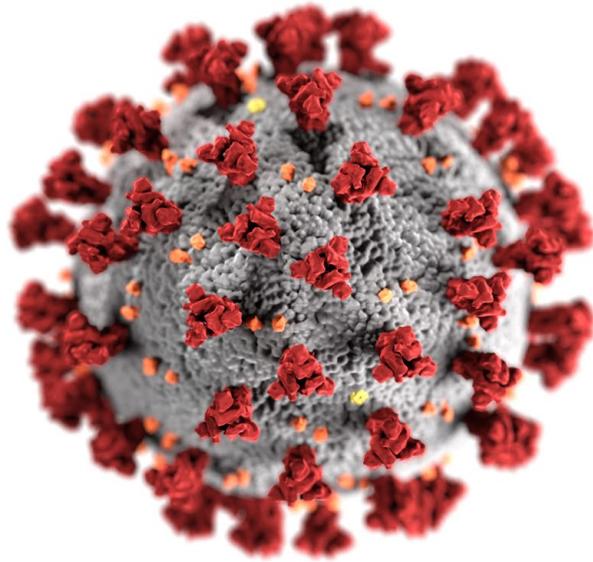# Monroe County Community College

Covid-19 Guidebook

Summer 2020/Updated Fall 2020 (9/8/2020, 11/5/20, 12/18/20, 4/12/21)

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

Communicated to all Employees on **June 10, 2020**, by President Quartey. Information on returning to work sent to all employees via Safe Colleges Training

Dear MCCC Family,

I hope you are all well this morning. As we prepare to return to work next week, I want to turn from the national news to some business that needs to be taken care of before we return. First, please be reminded that open enrollment for health insurance needs to be completed by June 15. Also, there are some protocols that need to be followed prior to returning to work. Per the reminder from the HR office yesterday, there is one required SafeColleges training on COVID-19, and the completion of a health self-assessment daily. SafeColleges link: https://monroeccc-mi.safecolleges.com/. In the next day or so, you will receive an email providing the required details. Many of us are fortunate to have a job to return to, so all we ask is that you please indulge us by doing what is necessary to keep all of you and our community safe.

We look forward to interacting with you as we return to work next week. Be safe be well, stay positive, and this too shall pass.

Sincerely,

Kojo

SafeColleges Training for Returning to Work Included:

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

COVID-19 Workplace Screening Tool – Required Daily

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. **The College has developed a COVID-19 Workplace Screening Tool that each employee who will be reporting to the**

workplace <u>must take and be cleared to be on the campus each day.</u> The form can be accessed via this link:

https://forms.office.com/Pages/ResponsePage.aspx?id=N4z1dstMU0mHVEjTrChX5rwrlg6xPT5NlpLmV1_j1qZUNjhWUldGNUJJTlkzWk85RDFWQzIxVjhONi4u

or via this QR code:

The survey includes the following "YES or NO" questions:

1. I acknowledge that in the past 24 hours I HAVE experienced AT LEAST ONE of the following symptoms:
   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

2. Have you had close contact with a confirmed or probable COVID-19 case? Question changed on August 18, 2020 to: Excluding your interactions with patients in the medical professional workplace or experiential learning environment (e.g. clinical learning experiences), have you had close contact with a confirmed or probable COVID-19 case?

3. Have you been directed or told by the local health department or your healthcare provider to self-isolate or self-quarantine?

Upon completing the survey, employees will receive an email either **CLEAR** the individual to report to work or notifying the individual that they are **NOT CLEAR** and they should not report to work and should contact their supervisor and/or the Human Resources Office. The Human Resources Office will receive an email should any employee fail the screening. The Human Resources Department will handle on a case by case basis. The system will keep a daily log of all completed surveys that will be monitored by the Human Resources Office. Completion of

this survey is required daily by all employees who are scheduled to report to campus. Employees working at home do not have to complete the survey on the days that they are working from home.

Scenarios for Employees:

Scenario 1: Employee tests positive for Covid-19:

When an employee informs their supervisor or Human Resources via check-in or message that they have tested positive for Covid-19 related illness, this becomes a reported case. Immediate action is to be taken along with documentation of the entire situation. The Director of Human Resources is responsible for working with the employee. Steps to be taken include:

- ✓ Immediately isolate the employee who tested positive
- ✓ Have the employee drive themselves home, if able
- ✓ The employee is advised to contact the County Health Department (CHD) where the employee resides. Monroe County Health Department contact info: (734) 240-7800 or (888) 354-5500. The employee's health provider may also contact the appropriate county health department. The college will also contact the local county health department when there is a positive case.
- ✓ Advise those working within close proximity to the infected employee that they may have been exposed, while keeping the name of the employee confidential.
- ✓ **Close contact is defined as any individual who was within 6 feet of an infected person for at least 15 minutes starting from 2 days before the illness onset (or, for asymptomatic patients, 2 days prior to positive specimen collect until the time of isolation.**
- ✓ 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 10 days have passed since their symptoms first appeared

Note: As of 7/17/20, the CDC no longer recommends a test-based strategy to determine when an employee can return to work.
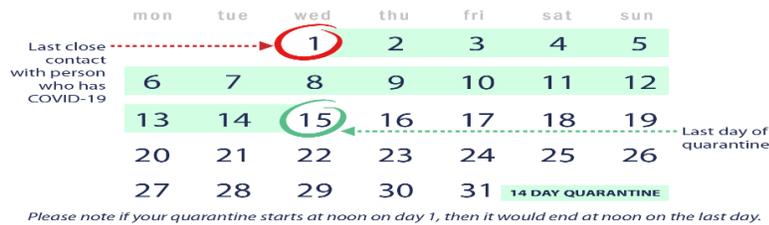
Scenario 2: Employee that may have been exposed to a person with Covid-19

✓ The Human Resources Director (or designee) will advise employee to remain home for fourteen (14) days after your last contact with a person who has tested positive for Covid-19 **Scenario: Close contact with someone who has COVID-19—will not have further close contact.**

✓ Illustration provided by the CDC: I had close contact with someone who has COVID-19 and will not have further contact or interactions with the person while they are sick (e.g., co-worker, neighbor, or friend). Your last day of quarantine is 14 days from the date you had close contact.
Date of last close contact with person who has COVID-19 + 14 days= end of quarantine.
Example:

Please note if your quarantine starts at noon on day 1, then it would end at noon on the last day.

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.

Quarantine Guidance Update for Monroe County from the Monroe County Health Department on December 3, 2020:

On Wednesday, December 2, 2020, the Centers for Disease Control and Prevention (CDC) presented scientific findings describing options to reduce the required number of quarantine days for individuals with known exposure to a confirmed COVID-19 case. The existing fourteen-day recommendation was based upon earlier scientific data that the estimated the COVID-19 incubation period consisted of fourteen days. At the national level, the COVID-19 incubation period has been refined based upon a review of case data for hundreds of thousands of cases. Data from that assessment indicate that 99% of all infections will present within ten days of exposure, according to the CDC. While a fourteen-day quarantine period is still preferred, under certain conditions the CDC has presented an option for reducing the quarantine period for exposed individuals to ten days after exposure.

Based on the evaluation of the CDC information, Monroe County Health Department is updating guidance to specify that the post COVID-19 exposure quarantine period for Monroe County residents can be modified in specific situations. While the standard fourteen-day quarantine period remains, individuals have an opportunity to reduce their quarantine period to ten days if they meet this criterion:

- **The individual does not develop any symptoms or clinical evidence of COVID-19 infection during daily symptom monitoring for the 10 days after the last exposure;**

AND

- **Daily symptom monitoring continues through day 14 after the last exposure.**

Note: Based on individual assessment, public health may continue to require individuals to quarantine for the full 14 days per existing CDC recommendations. The fourteen-day option most greatly mitigates the possibility of post-quarantine transmission and continues to be the strategy with the most evidence for reducing risk to others at present.

Scenario #3: Employee has Covid-19 Symptoms (Unconfirmed Case/pending test results)

An employee with symptoms will be treated the same as a confirmed case. The employee will be asked to contact their medical provider. If employee feels well enough to work from home and their work can be performed remotely, their supervisor may authorize remote work.

The employee who reports that they have signs or symptoms of illness tests 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 10 days have passed since their symptoms first appeared

Note: As of 7/17/20, the CDC no longer recommends a test-based strategy to determine when an employee can return to work.

Scenario #4: Employee has tertiary contact with a positive Covid-19 case.

If an employee comes in contact with someone who was exposed to someone who was positive for the virus, this considered tertiary contact. The employee should monitor for symptoms but is able to work.

Quarantine Guidance Update for Monroe County from the Monroe County Health Department on March 2021:

Scenario #5: Vaccinated

People are considered fully vaccinated:

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine

Vaccinated persons with an exposure to someone suspected or confirmed positive COVID-19 are NOT required to quarantine if they meet the following criteria:

✓ Are fully vaccinated
✓ Are within three (3) months following receipt of the last dose
✓ Have remained asymptomatic since the current COVID-19 exposure

There may be some exemptions to this guideline.

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

1. Contact the supervisor.
2. Complete the "daily check-in" for the first day expected to be on campus.
3. 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. For example, there are federal benefits available to employees that are off due to Covid-19 and unable to work from home (information provided in this document).

Travel

MCCC follows Michigan travel guidelines for travel back into Michigan

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

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.

Testing for COVID-19

The Michigan Department of Health and Human Services (MDHHS) announced on June 8, 2020 that it is greatly expanding testing criteria for COVID-19 to provide access to additional residents who do not have symptoms but are at risk. **Testing is NOT required for employees to return to work** unless directed by the Human Resources Office**.** The MDHHS is encouraging anyone who meets the testing criteria to be tested and they report that free testing is widely available. More information is available via this link: https://www.michigan.gov/coronavirus/0,9753,7-406-98163-530157--,00.html

Anyone notified that they may have been in close contact with a person that tested positive may be advised by the Human Resources Director or the county health department to quarantine for a period of 10- 14 days. The employee may get tested with a healthcare provider order. The test results are not needed as the 10- 14-day rule over-rules. If the employee wishes to be tested and tests positive the 10- 14-day quarantine begins with the onset of symptoms. It is advisable for the test to be conducted at least 7 days after last exposure with the person who tested positive.

MCCC Measures in Place to Minimize Exposure to Covid-19

1. Enter/Exit Control

Individuals returning to the workplace should report to work or depart work through the designated building access points. All other doors to the buildings are being kept locked to control access and traffic in the buildings. Employees should only enter and exit buildings via the designated access points.

Following is a list of building access points:

- Campbell Learning Resources Center – East Entrance (entrance facing the Central Mall) and South ADA Entrance (entrance facing Founders Hall with access to the elevator)
- Career Technology Center – West (Main) Entrance (entrance facing Parking Lot 2)
- Founders Hall – North Entrance (entrance facing the Central Mall) and South Entrance (entrance facing Parking Lots 5 & 6)
- La-Z-Boy Center – Southeast Entrance (entrance facing the CLRC/Central Mall) and Northeast Entrance (entrance facing Life Sciences Building/Central Mall)
- Life Sciences Building – South Entrance open (entrance facing the Central Mall) and Southeast entrance (entrance facing Parking Lot 3)
- Power House – West Entrance (entrance facing the main road)
- Warrick Student Services/Administration Building – East Entrance (entrance facing the main road) and West Entrance (entrance facing the Central Mall) All entrances open in Fall and Winter Semesters
- Welch Health Education Building – West (Main) Entrance (entrance facing Lot 1)
- Whitman Center – Main Entrance (center entrance facing the parking lot)

.

The Maintenance Department is cleaning, locking, and tagging spaces that are not being used. Please do not enter these areas. Should you have to enter one of these spaces, it is very important that you contact the Maintenance Department (734-770-2552 or extension 4203) before entering these spaces so the area can be cleaned after you have been in the space. Visitors, guests and pets are not allowed on worksites during this time.

2. **Physical Controls and Signage**

The College is installing physical barriers, plexiglass sneeze guards, in many of the front-facing offices and areas. In addition, signage and floor stickers are being utilized to indicate traffic patterns and appropriate 6-foot social distancing, wearing of masks, locked entrances, do not enter if sick warnings, and closed areas. Many common seating areas are being blocked from usage with signage alerting individuals that these spaces and furniture are unavailable. In those common areas where multiple people may be located at the same time (e.g., Dining Room, Staff Lounges), chairs are being removed. All drinking fountains are covered and taken out of service.

Plexiglass Screen

3. Phased Staffing

Monroe County Community College will use a phased approach to return employees to the workplace over time. The College will assess expanded staffing on-campus based on operations, ability to control and manage specific work environments, and necessity to access on-site resources.

The need to reduce the number of people on campus (density) to meet social distancing requirements will continue. Support units that can continue to work remotely will continue to do so until restrictions are eased for larger gatherings. Expanded staffing will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of faculty and staff, as well as the community we serve. All on-site employees should follow the protocols detailed in this guide for returning to work.

4. **Staffing Options**

There are several options that departments will utilize when returning to work to maintain required social distancing measures and reduce population density within buildings and work spaces.

➢ **Remote Work**: Those who can work remotely to fulfill some or all of their work responsibilities may continue to do so to reduce the number of individuals on campus and the potential spread of the COVID-19 virus. These arrangements, which must be approved by the appropriate Vice President, can be done on a full or partial day/week schedule as appropriate.

➢ **Alternating Days**: To limit the number of individuals and interactions among those on campus, departments should schedule partial staffing on alternating days when possible. Such schedules will help enable social distancing, especially in areas with large common workspaces.

➢ **Staggered Reporting/Departing**: The beginning and end of the work day typically bring many people together at common entry/exit points of buildings. Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas to meet social distancing requirements.

The following offices/services are open and operating, often with limited on-campus (in person) hours:

- Cashier – Open Monday – Thursday (7:30 a.m. – 5 p.m.); Friday (8:00 a.m. – noon)
  Fall and Winter Semesters: Monday 8:00 a.m. - 6:00 p.m.; Tuesday through Friday 8:00 a.m. - 4:30 p.m. Beginning May 10, 2021, Monday-Thursday 7:30 am -5pm; Friday 8am to noon.
- Bookstore – Limited open hours (8 a.m. – noon, Monday – Friday; Floors and Aisles marked for social distancing and traffic flow)
  Monday 8:00 am -6:00 pm; Tuesday through Friday 8:00 am -4:30 pm. Beginning May 10, 2021, Monday-Thursday 7:30 am -5pm; Friday 8am to noon.
- Disability Services – Open Monday – Thursday (8 a.m. – 3:30 p.m.); Closed on Fridays
  Beginning May 10, 2021, Monday 9am-3pm; Tuesday and Thursday: 9:00 am – 4:00 pm (on-campus)
  Friday: 9:00 am – 3:00 pm (remote services only)
- Testing- Beginning May 10, 2021, Monday - Thursday: 7:30am – 5:00 pm (by appointment); every other Friday: 8:00 am – 12:00 pm
- Tutoring –Monday – Monday-Thursday 9am-5pm (face-to-face and remote options) by appointment.

- Admissions/Financial Aid/Registrar – Open Monday – Thursday (8:00 am – 5:00 pm); Friday (8:00 am – noon) Beginning May 10, 2021, Monday-Thursday 7:30am -5pm; Friday 8am- noon
- Library – Employees on-site with limited hours for student appointments
  Monday/Tuesday: 9:30-6:00; Wednesday/Thursday: 7:30-4:00
  Closed Friday, Saturday, and Sunday
- Corporate and Community Services – Office will remain locked with students/visitor/customer meetings by appointment, regardless of whether employees are in the office or working remotely. Signs will be posted on the office door with contact information
  Fall hours: Monday through Thursday 7:30 am – 6:00 pm; Friday 8:00 am to noon
- Division Offices – Offices are locked with students/faculty/visitors' meetings by appointment, regardless of whether employees are in the office or working remotely. Signs will be posted on office door with contact information
- Fall hours:
  - ASET: M- R 8:00 AM- 6:00 PM, F 8:00 AM- 4:30 PM
  - BUS: M- R 7:30 AM- 6:00 PM, F 8:00 AM- 4:30 PM
  - HLTH: M- F 8:00 AM- 4:30 PM
  - HUM/SOC SCI: M- F 8:00 AM- 4:30 PM
  - SCI/MATH: M- F 8:00 AM- 4:30- PM
- Whitman Center Fall hours: Tuesday and Thursday 9 AM- 4 PM; academic advisor available 9 AM- 2 PM
  Closed Friday, Saturday, and Sunday

5. **Health and Safety Guidance**

Personal Safety Practices

A.) Face Masks/Cloth Face Coverings: Face masks or face coverings must be worn by all employees working on campus when in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g., common work spaces, meeting rooms, classrooms, etc.). Appropriate use of face masks or coverings is critical in minimizing risks to others near you. The mask or cloth face covering is not a substitute for social distancing.

Non-medical Grade Face Coverings will be provided by MCCC to all employees. Employees may also choose to wear a non-medical grade face covering that they provide. Employees must complete and submit the "Non-medical Grade Face Covering Distribution" form to indicate their preference and return it to the Human Resources Office before coming to campus. Cloth face coverings should be worn for one day at a time, and must be properly laundered before

use again. Face shields over masks is required when social distancing of six (6) feet cannot be guaranteed.

Disposable masks will be provided to front facing campus offices to use if needed. It is not the College's intent to distribute masks to all visitors but we will have them available should it be necessary to issue one to a visitor. Disposable masks may only be worn for three hours and then must be placed in the trash.

The ASET Division has fabricated face shields for some employees who work in common workspaces or have front-facing responsibilities that make it difficult to maintain social distancing measures. These will be distributed to employees upon their return to work. Face shields may be worn with a face mask/cloth face covering to provide additional coverage. Face shields are not a substitute for face masks/covering. All employees are expected to wear a face covering/mask at a minimum whenever there is contact with another person. Employees who work outside or otherwise do not routinely have contact with another person may wear the face shield only but have a face mask/covering available should contact with another person occur. Any employee who is medically unable to tolerate a face mask/covering is directed to see the Department of Human Resources for an accommodation.

Use and Care of Face Coverings: Ensure that the face covering fits over the nose and under the chin. Cloth face coverings should not be used more than one day at a time and must be washed after use. Disposable masks must not be used for more than one day and should be placed in the trash after your shift or if it has been damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

B) Social Distancing

Keeping space between you and others is one of the best tools we must avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Employees at work on-site should follow these social distancing practices:

- Stay at least 6 feet (about 2 arms' length) from other people at all times
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings

C) 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.

D) 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.

E) 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.).

F) 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.

Guidance for Specific Workplace Scenarios

Working in the Office Environment

If you work in an open environment, be sure to maintain at least 6 feet distance from co-workers. You should always wear a facemask or face covering while in a shared work space/room. The College installed clear acrylic sneeze guards/desktop plexiglass shields for front-facing offices and services.

If you work in an office, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, masks/face coverings should always be worn.

Masks/face coverings must be worn by any employee working in a reception/receiving area. Masks/face coverings must be worn when inside any MCCC facility where others are present, including walking in hallways where others travel and in break rooms, conference rooms and other meeting locations.

Using Restrooms

Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

The College is instituting restroom closures in some of the buildings. Following is a list of the restrooms by building that will be open:

- Campbell Learning Resources Center – All restrooms open
- Career Technology Center – Restrooms in northwest hall only/All restrooms open in Fall
- Founders Hall – Restrooms in west side of building only/All restrooms open in Fall
- La-Z-Boy Center – Restrooms in front north hall only
- Life Sciences Building – First floor restrooms only/All restrooms open in the Fall
- Power House – Restroom open
- Warrick Student Services/Administration Building – Main hall restrooms (across from the Bookstore), restrooms across from the Cabinet Conference Room, and basement staff restrooms
- Welch Health Education Building – North restrooms only
- Whitman Center – Restrooms open

Using Elevators

No more than one person may enter an elevator at a time, so please use the stairs whenever possible. If you are using the elevator, wear your mask for face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use hand sanitizer with at least 60 percent alcohol upon departing the elevator.

Meetings

Convening in groups increases the risk of viral transmission. Where feasible, meetings should be held in whole or part using the available collaboration tools (e.g., Zoom, Microsoft Teams, telephone, etc.).

In person meetings are limited to the restriction of local, state and federal orders. Individuals must maintain 6 feet of separation for social distancing requirements. Departments should remove or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees.

During your time on campus, you are encouraged to communicate with your colleagues and supervisors as needed by email, instant message, telephone or other available technology rather than face-to-face. You can also use collaboration tools (e.g., Zoom, Microsoft Teams, etc.)

Meals

Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus.

If you are eating in your work environment (break room, office, etc.), maintain 6 feet distance between you and others. Wipe all surfaces, including table, refrigerator handle, coffee machine, etc., after using in common areas.

PLEASE NOTE: Micro Market opened in October 2020 with limited services. All vending machines, except for the Pepsi machine in the lobby outside of The Cellar, will not be stocked. Vending machines open in HEB, CTC, and Founders Hall only in the fall and winter semesters.

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+excerise+vidoe&&view=detail&mid=DC8863FF1B2560E545A6DC8863FF1B2560E545A6&&FORM=VRDGAR&ru=%2Fvideos%2Fsearch%3Fq%3Dstress%2Bexcerise%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

MCCC Policy and Procedure/Guidelines FFCRA/Employees

FFCRA Rights link: https://www.monroeccc.edu/sites/default/files/human-resources/FFCRA_Poster_WH1422_Non-Federal.pdf

Families First Coronavirus Response Act (FFCRA) - Emergency Paid Leave and Emergency Expansion of FMLA due to Coronavirus Pandemic

Who Does This Policy Affect: All full-time staff, support staff, and part-time support staff

Purpose: The purpose is to address the type of paid sick leave the FFCRA offers.

Leave Type #1 (Emergency Paid Leave): Qualified employees are eligible for 80 hours of paid sick leave if they are unable to work or do remote work due to COVID 19. Part-time employees are entitled to partial pay (see below). The paid sick leave provisions will take effect April 1, 2020 and expired December 31, 2020. MCCC opted to continue this benefit through March 31, 2021. MCCC has extended the benefit until June 30, 2021. Additional information and flowchart can be viewed here.

Qualified Reasons for Paid Sick Leave Includes an Employee Who:

1. Has been ordered by the government to quarantine or isolate because of COVID-19.

2. Has been advised by a health care provider to self-quarantine because of COVID-19.

3. Has symptoms of COVID-19 and is seeking a medical diagnosis.

4. Is caring for someone who is subject to a government quarantine or isolation order or has been advised by a health care provider to quarantine or self-isolate.

5. Needs to care for a son or daughter whose school or child care service is closed due to COVID-19 precautions.

6. Is experiencing substantially similar conditions as specified by the secretary of health and human services, in consultation with the secretaries of labor and treasury.

Employees Will Be Paid as Below for The Paid Sick Leave:

Paid sick leave will be paid at the employee's regular rate of pay, or minimum wage, whichever is greater, for leave taken for reasons 1-3 above.

Employees taking leave for reasons 4-6 may be compensated at two-thirds their regular rate of pay, or minimum wage, whichever is greater.

Part-time MCCC employees are eligible to take the number of hours they would normally work during a two-week period.

Paid-sick-leave benefits will be immediately available when the law takes effect, regardless of how long the worker has been employed.

Under the legislation, paid sick leave is limited to $511 a day (and $5,110 total) for a worker's own care and $200 a day (and $2,000 total) when the employee is caring for someone else.

Leave Type #2: Emergency FMLA Leave This Law Offers:

The Act updates the FMLA to provide workers with up to 12 weeks of job-protected leave when they are unable to work or do remote work because their minor son's or daughter's school or child care service is closed due to a public health emergency. The FMLA defines "son or daughter" as a biological, adopted or foster child; a stepchild; a legal ward; or a child of a person taking the place of a parent.

Pay Received While on Emergency FMLA Leave:

The first 10 days of leave can be unpaid. An employee can opt to substitute accrued vacation, personal or sick leave during this time.

For the other 10 weeks, eligible employees will receive two-thirds of their regular rate of pay, which will be capped at $200 a day (and $10,000 total).

Those Who Qualify for Emergency FMLA Leave:

MCCC employees can get the paid leave if you've been employed at least 30 days. The expanded FMLA provisions will take effect April 1, 2020 and expire December 31, 2020 (if not extended).

To Take Emergency FMLA/Paid Sick Leave:

Notify your Supervisor and Human Resources of your request to take the leave and complete the Emergency FMLA-COVID Request form. This took effect 4/1/2020 was to expire December 31, 2020 but the college has extended this benefit through June 30, 2021.

Sample Form: EMPLOYEE REQUEST FOR EMERGENCY PAID SICK LEAVE or EMERGENCY FMLA EXPANSION LEAVE

Please submit this form in advance to Human Resources; and if not possible, as soon as medical or related issue is known.

Employee Name: _____

Position: _____

Requested Leave Period:_____

Have you worked for Monroe County Community College for at least 30 days?   ____Yes ____No

Are you unable to attend work or telework due to any of the following reasons? (Check which one applies and answer the follow-up questions where applicable)

____ 1) I have been ordered by the government to quarantine or isolate because of COVID-19.

       Name of Government Entity:_____

____ 2) I have been advised by a health care provider to self-quarantine because of COVID-19.

       Name of Health Care Provider: _____

____ 3) I have symptoms of COVID-19 and am seeking a medical diagnosis.

____ 4) I am caring for someone who is subject to a government quarantine or isolation order or have been advised by a health care provider to quarantine or self-isolate.

    (a) Name and relationship of the person that you are caring for:_____

    (b) Name of Government Entity or Health Care Provider: _____

____ 5) I need to care for a minor child whose school or child care service is closed due to COVID-19 precautions.

    (a) Name and age of the child being cared for:_____

    (b) Name of school, place of care, or child care provider that closed or became unavailable due to COVID-19 reasons:_____

    (c) Is there any other suitable person available to care for the child during the period of requested leave: ____Yes ____No

(d) If the child is older than 14 years old, are there special circumstances that require you to provide care? ____Yes ____No   If yes, what circumstances: _____

___ 6) I am experiencing substantially similar conditions as specified by the Secretary of Health and Human Services, in consultation with the Secretaries of Labor and Treasury.

Are you able to work remotely on a reduced basis? ____Yes ____No   If yes, how many hours per day/week: _____

Employee Signature: _____Date: _____

TO BE COMPLETED BY HUMAN RESOURCES

Approved or Denied	
Type of Leave or Reason for Denial	
Dates of Approved Leave (and schedule if intermittent)	
Type of Supporting Documentation (please attach)	
HR Representative Name and Date	
HR Mandated 14 day Quarantine	

Monroe County Community College COVID -19 Protocol for Students and Visitors

Monroe County Community College is taking proactive measures to slow the spread of COVID-19. MCCC is following the guidelines of Governor Gretchen Whitmer and the Centers for Disease Control. The CDC considers COVID-19 a public health concern based on current information.

Facemasks/Cloth Face Coverings: Face masks or cloth face coverings must be worn by all students on campus when in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g. classrooms). Appropriate use of face masks or coverings is critical in minimizing risks to others near you. Face shields may be worn with a facemask/cloth face covering to provide additional coverage. Face shields over a face covering is required when social distancing is not guaranteed. The mask or cloth face covering is not a substitute for social distancing.

Use and care of face coverings: Ensure that the face covering fits over the nose and under the chin. Cloth face coverings should only be worn for one day at a time, and must be properly laundered before use again. Disposable masks should only be worn for three hours and then must be placed in the trash.

If you are medically unable to tolerate a face mask or cloth face covering, contact the Disability Services Office for information about requesting an accommodation. Documentation will be required from your diagnosing healthcare professional.

Social Distancing: Keeping space between you and others is one of the best tools we must avoid being exposed to the COVID-19 virus and slowing its spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Students on campus should follow these social distancing practices:

- Stay at least 6 feet (about 2 arms' length) from other people at all times
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings
- Limit face-to-face interactions as much as possible

Classroom/Lab Environments: When in an open environment, be sure to maintain at least 6 feet distance from others. Students are always required to wear a face mask or cloth face covering while in a shared space/room/hallway. Face shields may be worn with a face

mask/cloth face covering to provide additional coverage in the classroom. Face shields are mandatory over a face covering if social distancing cannot be maintained.

The college has installed clear acrylic sneeze guards/desktop plexiglass shields for front-facing offices and services. Please observe all signage regarding building access and exit, closed spaces and furniture, and social distancing.

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.

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.

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 CHD may not be in contact with individuals that may have been in close contact with the student. 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 County Health Department (CHD) may assist with contact tracing. 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 14-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.

MCCC RETURN TO CAMPUS

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 are 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.

Personal Accountability	Watch for Symptoms	What if you are sick or have been around someone sick?

All students and employees are expected to follow college safety guidelines.
 	
Visit www.monroeccc.edu/return-to-campus for campus-specific information
 	
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.
	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:
	  o Temperature reading of 100.4° F or higher
	  o Subjective fever (felt feverish)
	  o Acute loss of taste or smell
	  o New or worsening cough (not attributable to normal seasonal allergies
	  o Shortness of breath/difficulty in breathing
	  o Sore throat
	  o Vomiting/diarrhea
		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 or local Health Dept for guidance.
		
		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.

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.