

Montcalm Community College Re-Opening Plan/COVID-19 Response
June 8, 2020

Overview: This Document is intended to offer insight into the intentions of MCC to re-open and the measures that the college is taking to reduce risks of COVID-19. This is a framework and is based largely on the recommendations of the Governor’s office as well as local recommendations. Re-opening of the campus will be done in phases, with full focus on keeping our students, our employees and our community safe.

	Who is on campus?	Hours	Restrictions	Protocols	Questions/Comments
PHASE 1	<ul style="list-style-type: none"> ● Facilities ● Limited identified administrators & Support Staff ● Other staff continue to work remotely - each department will be asked to develop work plans based on office space configurations, ability to maintain social distancing, and staff ability to work remotely. Plans for the number of people on campus must be approved by ET. ● Health screening clearance required daily of all employees, students, and contractors coming on campus (illness, exposure) 	<ul style="list-style-type: none"> ● All buildings closed to the public ● Offices closed to public – EE’s using sign-up sheet when coming to campus ● Continued restricted employee building access 	<ul style="list-style-type: none"> ● No students/external customers on campus ● Instruction & student support services continue remotely ● Food Services remains closed ● Bookstore remains closed ● No facility rental ● No face-to-face meetings ● Minor campus projects on hold ● Limited campus deliveries ● No on campus interviews (video interviews continue) ● Professional Development limited to online offerings. 	<ul style="list-style-type: none"> ● Social Distancing protocols followed across campus ● Departments must develop plan to allow limited employee return to campus while maintaining social distancing requirement (some employees continue to work remotely) ● All meetings continue to be held virtually ● Regular cleaning Tuesday – Friday. Facilities does in depth sanitizing and disinfecting as well as landscaping ● Maintenance working to maintain essential operational services Tuesday - Friday ● Employee PPE provided where/when needed, masks are required of all employees (homemade face masks may be worn if preferred) when in public spaces. 	<ul style="list-style-type: none"> ● Restrictions and protocols will be adjusted based on recommendations/requirements of state and local conditions. ● Academic Decision regarding remaining summer on-campus instruction expected by May 28nd. ● Phase Specific guidelines protocols are not date specific and can be extended based on state and local guidance ● Operational personnel needed for Phase 2 to be identified in Phase 1 ● Identify additional technology needed for each phase (example: additional monitors, health screening station/app, etc.)

	<ul style="list-style-type: none"> ● No one with compromised immune systems allowed on campus (medium – high risk) 			<ul style="list-style-type: none"> ● 10 days paid leave for COVID related illnesses or caretaking available before FMLA and leave bank use. 	
PHASE 1 INDICATORS	<p>What are the indicators/conditions that will support moving to the next phase?</p> <p>Governor’s Executive Orders, Legislation guided, MI Safe Start guidelines, KCHD Guidance & Recommendations, campus readiness</p>				
	Who is on campus?	Hours	Restrictions	Protocols	Questions/Comments
PHASE 2	<ul style="list-style-type: none"> ● Phase 1 employees ● Increased employee administrative, support and operational employee presence based on departmental plans ● Students on campus with a clear health screening ● Some employees may still be working remotely ● Health screening clearance required daily of all employees, students, and contractors coming on campus (illness, exposure) 	<ul style="list-style-type: none"> ● Monday thru Thursday, for the remainder of summer semester ● Offices open 8:00 – 4:30, with potential for expanded evening hours for service appointments ● Facilities (all shifts) ● Continued restricted employee building access ● Bookstore open 	<ul style="list-style-type: none"> ● Closed to the public. Facilities on site ● Students allowed on campus to conduct official college business only ● Instruction continues with social distancing protocols ● External customers allowed on campus by appointment ● No facility rental ● No food services ● Phase 1 allowances for project work and deliveries 	<ul style="list-style-type: none"> ● Staffing: TBD by supervisors (options: 4 – 10 hour days; work remote on Friday if possible; use leave time when remote work isn’t possible) ● Social Distancing Protocols continue ● Departments operate based on submitted staffing/social distancing plans ● Sneeze guards installed where needed for service interaction ● Four day on-site/Friday remote schedule continues ● Facilities COVID-19 cleaning and disinfecting routine continues ● Employee & student PPE provided where/when needed, masks may be 	<ul style="list-style-type: none"> ● Restrictions and protocols will be adjusted based on recommendations/requirements of state and local conditions. ● Phase specific guidelines protocols are not date specific and can be extended based on state and local guidance

	<ul style="list-style-type: none"> ● No one with compromised immune systems allowed on campus (medium – high risk) 		<ul style="list-style-type: none"> ● Four-day on site schedule and COVID-19 cleaning protocols continue ● In-person meetings allowed provided social distance protocols can be achieved ● Preference is that video interviewing and meetings continue ● No in-person professional development offered 	required of all employees (homemade face masks may be worn if preferred)	
PHASE 2 INDICATORS	<p>What are the indicators/conditions that will support moving to the next phase?</p> <p>Governor’s Executive Orders, Legislation guided, MI Safe Start guidelines, KCHD Guidance & Recommendations, campus readiness</p>				
	Who is on campus?	Hours	Restrictions	Protocols	Questions/Comments
PHASE 3	<ul style="list-style-type: none"> ● Most employees have returned to campus ● No daily health screening required. Employees requested to stay home if experiencing symptoms 	<ul style="list-style-type: none"> ● Monday – Thursday will continue through summer semester (end of July). After that, standard work week schedules are back in place 	<ul style="list-style-type: none"> ● In-person on campus instruction with possible modifications to promote social distancing ● Service offices see students and external customers 	<ul style="list-style-type: none"> ● Social distancing protocols continue ● COVID-19 cleaning protocols continue ● PPE available where/when needed 	<ul style="list-style-type: none"> ● Restrictions and protocols will be adjusted based on recommendations/requirements of state and local conditions. ● Phase Specific guidelines protocols are not date specific and can be

			<ul style="list-style-type: none"> ● Walk-in services allowed assuming social distance protocols can be achieved. ● Pool/Fitness Center will open for students/members with appropriate social distancing protocols in place ● Food Services will open according to social distancing protocols, if students are on campus ● Bookstore remains open with social distancing measure in place ● Facility rentals granted on case by case basis upon approval from MCC President 		extended based on state and local guidance
PHASE 4	● Campus is fully operational	● All employees as scheduled		● Social distancing protocols/controls may still be required	

* Exceptions to this plan will require Executive approval

Definitions

In order to supplement the phasing chart above these definitions are here to provide further information about specific items.

Access Control: the system that restricts and allows patrons and employees to enter MCC buildings.

Covid-19 Cleaning Protocol: Cleaning protocols focused on continuous disinfection that is based on recommendations from the CDC as well as recommendations from Association of physical plant administrators.

External Customers: patrons who are not employed or enrolled at MCC.

Face Coverings: material that covers the nose and mouth. It can be secured to the head with ties or straps or simply wrapped around the lower face. A cloth face covering may be factory-made or sewn by hand or can be improvised from household item.

Health Screening: Pre-work screening that is intended to identify people who have been exposed to covid-19 or are showing symptoms of the virus. Measures temperature, symptoms, and exposure incidents.

High Risk: Individuals who are at an increased susceptibility to Covid-19 including elderly adults, and those with underlying conditions.

Instruction Services: tutoring services, writing center, math center, library, student success center.

Operational personnel: Custodians, Maintenance, and Grounds staff.

PPE (Personal Protection Equipment): Facemask and gloves located at the front desk in the administration building.

Remote work: performing normal work functions from your home via Sharepoint or similar document sharing.

Restricted access: All buildings will be limited to 1 entrance. There will be someone staffed at these entrances to perform health screening and PPE.

Sneeze Guards: a square plexi-glass divider that will be provided for areas that have direct person to person contact. These will also be located in between people who are within the social distancing restrictions.

Social distancing: Social distancing is a set of actions taken to stop or slow the spread of a highly contagious disease. The goal of social distancing is to limit face-to-face contact to decrease the spread of illness among people in community settings. 6 feet is the minimum distance between people.

Walk in Services: any services that people can come in off the street and come into direct contact with MCC staff.

Tips for Masks

Novel Coronavirus 2019 (COVID-19)

HOW TO WEAR, REMOVE AND STORE A MASK



Wash your hands before and after wearing a mask



Cover nose and chin fully, making sure there are no gaps



Once secure, don't touch or fidget with your mask by pulling it up and down



Take off the mask using ties or loops; don't touch your face or the front of the mask



Fold the mask in half so outside surfaces are touching



Place folded mask in a paper bag or plastic baggie



Wash or sanitize your hands after removal of mask



Laundry cloth masks daily with hot water and detergent



Keeping Michigan Informed

Novel Coronavirus 2019 (COVID-19)

Wash your hands often with soap and water for at least 20 seconds.



1. WET HANDS



2. LATHER



3. SCRUB:
20 SECONDS



4. RINSE



5. DRY HANDS

Key times to wash your hands:

BEFORE

- preparing food
- eating food
- putting on a mask

AFTER

- using the toilet
- blowing nose
- coughing or sneezing
- taking off a mask
- handling pets
- touching garbage

For more information, visit spectrumhealth.org/covid19