Health and Safety Plan

MONTGOMERY COUNTY COMMUNITY COLLEGE
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Montgomery County Community College Health and Safety Plan

As we continue to navigate the ongoing COVID-19 pandemic, we are doing everything we can to serve and support our entire Montco family. Following the guidelines and recommendations of our state and local authorities and driven by the health and safety of our students, employees and community, this Health and Safety plan strives to provide a safe physical environment for students, employees and visitors. This plan describes the general expectations and guidance for everyone to follow when attempting to work on-campus and/or provide an on-campus learning environment.

The Health and Safety Plan outlines both current and ongoing conditions, as well as expectations for when employees and students return to our campuses. This return could occur in stages, all at once or reverse course to campus closure. This plan clarifies the expectations that the College has of its employees and students and that employees and students should have of the College, prior, during and after returning to campus at all times. This plan aims to be strategic, directly reliant on government and public health guidance and with its primary focus on the health and well-being of the entire College community.

The virus that causes COVID-19 is thought to spread mainly from person-to-person and can cause a variety of symptoms up to and including acute respiratory illness. The best way to prevent illness is to avoid being exposed to this virus. Employees and students must stay home if they or a family member is sick. The virus is highly contagious and primarily spreads between people who are in close contact with one another (within about 6 feet) through respiratory droplets produced when an infected person coughs or sneezes.

Our knowledge and understanding of the COVID-19 virus continues to evolve, and our policies and plans will be updated as appropriate, as more information becomes available. This plan will be utilized as a guideline and is not meant to supersede any current federal, state, or local recommendations or orders. Additionally, this plan is only part of the overall guidelines and responsive actions being taken by the College and focuses on building operations/strategies to reduce potential infections, provide guidance on social distancing, how access to our buildings is being controlled and our enhanced cleaning and disinfection protocols.

In the interest of the health and well-being of the entire campus community, the College will attempt a return to work once the following pre-conditions are met:

1. Pennsylvania and Montgomery County permit the opening of colleges in Montgomery County.
2. An industrial-hygienist approves the thorough cleaning of all campus buildings at all three physical locations to include sanitizing and disinfecting.
3. An established protocol of temperature checks on a daily basis has been organized, and entrances to the physical locations have been minimized, so as to control the flow of foot traffic.
4. The Academic Affairs division has identified courses that require face-to-face instruction, and cannot be conducted in a remote or hybrid instructional delivery format.
5. Non-teaching faculty, staff and administrators have been scheduled in a way as to stagger availability and to re-route office space in the buildings to provide advising, with appropriate social distancing guidelines met.

All departments with essential functions for on-campus operations have defined those functions
so they can be supported by alternating personnel within the unit.

The traffic flow on all campus walkways, stairways and elevators, will be re-routed and clearly marked to minimize accidental contact and maximize social distancing.

**Preparation Procedures**

Prior to the College’s reopening of its physical locations, the following procedures will be implemented to align with CDC, state and county guidelines:

1. Every building that is determined to be open at all locations will be thoroughly cleaned and disinfected. Appropriate and additional sanitizing stations will be installed; social distancing markers will be placed on walkways; and handwashing signs will be installed throughout campus buildings.
   
   a. **Standard Cleaning Protocols**
   Montgomery County Community College staff will continue to follow COVID-19 cleaning protocols throughout occupied campus buildings. An increase in frequency of cleaning will occur.
   
   b. **Disinfection Protocols**
   During this pandemic, staff will follow COVID-19 disinfection protocols in addition to the existing standard cleaning protocols.

2. Social distancing markers will be placed on stairways and entryways to each building to direct traffic flow.

3. Where feasible, sinks, toilets and urinals will be marked off, to allow for social distancing in bathrooms.

4. Additional cleaning schedules will be in place for the duration of the return to campus. Additional sanitizing equipment will be placed at all entry and exit points on all campuses.

5. An industrial hygienist will be located in a central location for all employees, students and visitors to have their temperatures taken, answer a set of questions to indicate potential exposure to COVID-19, and receive a wristband for the day. The screening will only include questions recommended by the CDC as well as the Montgomery County Office of Public Health (MCOPH) and a no-touch forehead temperature check. Results of the screening will be considered confidential and maintained by Human Resources.
   
   a. Employees, students and visitors who successfully complete the above procedures can subsequently move about campus for the next 24 hours without having to undergo additional checks. (See Appendices A & B) Employees are to remain in their assigned building for the majority of time as is possible.

6. Employees are to maintain a record of movement, to the best of their ability, throughout the campus during the work time. This record could aid in contact tracing.

7. Every employee, student and visitor on campus is expected to wear a mask that fully covers the lower half of the face, including the nose. That mask is to remain on while on campus at all times. If an employee has a private office, the employee may remove the mask if alone in the office.
8. If the employee’s role requires the use of gloves, disposable gloves should also be used.
   a. Employees should discard gloves, defective masks and disposable masks in specifically designated containers on campus, so as to minimize contamination.

9. If the student’s course requires the use of gloves, disposable gloves should also be used.
   a. Students should discard gloves, defective masks and disposable masks in specifically designated containers on campus so as to minimize contamination.

10. The College will post signage about prevention of the spread of COVID-19 in all occupied buildings including in common spaces and near each building’s primary entrance.

Exposure to COVID-19 on Campus - Securing and Decontaminating Affected Areas:
Any individual who registers a temperature (100.4 F or greater) or answers “yes” to any of the CDC/MCOPH questions at any checkpoint will be sent home. That individual will not be allowed back on campus until cleared by a medical professional or tested for COVID-19.

If an individual becomes sick (symptomatic or tests positive for COVID-19) at the college, the following will occur:

- Closing off areas visited by the individual who is a probable or confirmed case of COVID-19.
- Opening outside doors and windows and using ventilation fans to circulate air in the area.
- Waiting at least 24 hours, or as long as practical, before cleaning and disinfecting the affected area.
- Cleaning and disinfecting all shared areas such as offices, bathrooms, break rooms, shared electronic equipment (tablets, touch screens, keyboards, remote controls, copiers, printers).
- Identifying individuals who were in close contact (within about 6 feet for 10 minutes or more) with an individual with a probable or confirmed case of COVID-19 from the period 48 hours before symptom onset to the time at which the individual was isolated.
- If any individual who was in close contact remains asymptomatic, the individuals should adhere to the practices set out by the CDC in its current formulation of its Interim Guidance for Implementing Safety Practice for Critical Infrastructure Workers Who May Have Had Exposure to a Person with Suspected or Confirmed COVID-19.
- If the affected individual becomes sick while on campus, the individual should be sent home immediately. Surfaces will be cleaned and disinfected. Information on others who had contact with the ill individual during the time the individual had symptoms and 48 hours prior to symptoms should be compiled. Others at the College with close contact within 6 feet of the individual during this time are considered exposed.
- Promptly notify individuals who were close contacts of any known exposure to COVID-19 at the College premises, consistent with applicable confidentiality laws.
- Taking each individual's temperature before they enter the College and sending home those who have a temperature of 100.4 degrees Fahrenheit, or higher. Ensure everyone practices social distancing while waiting to have temperatures screened.
- Advising employees who have symptoms (e.g. fever, cough, or shortness of breath) should notify their supervisor and stay home.
- Advising students who have symptoms (e.g. fever, cough, or shortness of breath) should notify their instructor(s) and stay home.
- Advising sick individuals to follow CDC and MCOPH-recommended steps, including not returning to campus until the CDC/MCOPH criteria to discontinue home isolation are met, in consultation with the employee’s health care provider and state and local health departments.
- The College must notify the local health departments if they learn an individual has tested positive for COVID-19.
- The College must cooperate with the health department to trace all contacts at the College, and the health department where the school is located must be notified of all employees, vendors and students who entered the location dating back 48 hours before the individual first experienced COVID-19 symptoms or tested positive, whichever is earlier. Confidentiality must be maintained as required by federal and state law and regulations.

**College Services**

**Academic Affairs**
Below are the procedures for determining the essential courses and the process faculty and students should follow on-campus:

A determination has to be made as to which classes will be delivered in a hybrid format or fully in-person. Regardless of instructional modality, the following steps will be followed for any face-to-face instructional needs:

1. Students in class will be seated six feet apart, exclusive of faculty. The maximum number of students in a room will depend on the size of the room, and will not exceed the contractual total of students per class per the faculty contract.
2. Smaller classes should be rescheduled for the largest classrooms
3. All classes, as well as lab classes, should observe social distancing in excess of six feet apart.
4. Care will be taken not to exclude students with accommodation needs in determining class size.

**Student Support Services**
When specific programs and classes are operating face-to-face, a determination by unit/division leadership will be made as to which essential functions require face-to-face interactions with students, faculty, and staff.

**Admission and Enrollment Services** (Testing, Financial Aid, Registration, Transcripts, Payments and Other Services) and **Advising, Library, Placement and Support Programs**
All services will continue to be provided virtually/online for students. Students can continue to utilize technology and web-enabled, phone and email based, and Self-Service functions for services. The College’s regular processes, protocols and policies are still in place for the provisioning of services.

**Student Life and Engagement**
Online, technology, and web-enabled experiences will be utilized to offer engagements for clubs, Student Government Association, and student life experiences. eSports will continue to be offered virtually. A determination regarding in-person Athletics is still being decided.
Employee Guidelines
Employee Expectations & Guidelines

All employees are expected to fully comply with the protocols and guidelines outlined in this document as part of the College’s workplace expectations and guidelines. Failure to do so may result in discipline up to and including termination of employment. Union employees could be subject to progressive discipline up to and including termination of employment as outlined in the collective bargaining agreements and/or by Human Resources.

All employees will wear masks when on campus to avoid possible virus transmission to others. A mask is to be worn outside the buildings. The use of personal face coverings must comply with current CDC recommendations. Masks will be provided if an employee comes to work without a mask. It is the expectation that coming to work on campus without a mask will be an infrequent occurrence. The mask should cover the nose and the mouth.

If an employee does not comply with wearing a mask, a supervisor, public safety officer or Human Resources will inquire if any type of accommodation is needed. If needed, the employee will be assisted by Human Resources. If an employee does not need an accommodation and still does not comply, the supervisor or public safety will send the employee home and inform Human Resources. Refusal to properly wear a mask or another approved face covering may result in discipline up to and including termination of employment unless an accommodation has been approved. Union employees could be subject to progressive discipline up to and including termination of employment as outlined in the collective bargaining agreements and/or by Human Resources unless an accommodation has been approved.

Phased Staffing
The College will phase in a return of staff to ensure appropriate distancing. Once approved to return to work, this information will be communicated through the employee’s respective supervisor and/or vice president.

The College will assess expanded staffing based on mission-critical operations and the ability to control the work environment. These decisions, once approved, will be communicated through employees’ respective, supervisor and/or vice president. Employees, who can continue to effectively work remotely to reduce the number of people on-campus (density) to meet social distancing requirements, will continue to do so until further communication is provided by the College.

Staffing will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of all our employees and visitors to the College. No department should increase staffing levels beyond the current needs to support critical on-site operations without approval from the employee’s respective vice president. Once decisions to increase on-site staffing in certain departments have been made, employees are to follow the process and protocols for returning to work on-campus.

Enter/Exit Control
Entry to buildings will be regulated and monitored. Employee ID cards/badges are required for entry to all buildings, and employees may not hold or prop open exterior doors for any other person.

Departments and public safety officers should identify usable building access points and coordinate arrival and departure times. Arrival and departures should be scheduled in 30-minute increments to reduce personal interactions at building access points, hallways, stairs/elevators,
Once employees have been instructed to return to the workplace, employees should report to work or depart work through the designated building access and at the designated time to limit the number of people entering and exiting buildings at any one time. IMPORTANT: In the event of an EMERGENCY, please disregard the designated building access and use the nearest available EXIT.

Building Traffic Flow:

- Outdoor pathways allow for two-way foot traffic. Please walk on the right-hand side of the path to maintain proper distance from individuals walking in the opposite direction. Please maintain about a 6ft distance from individuals walking on the path ahead.

- Building hallways and stair traffic have been modified for one-way foot traffic when possible to limit crowding. When halls or stairs have to be two-way, please walk on the right-hand side to maintain proper distance from individuals walking in the opposite direction. Please maintain about a 6-foot distance from individuals walking ahead.

- IMPORTANT: In the event of an EMERGENCY, please disregard the designated building access and use the nearest available EXIT.

- Please note that building entrances and exits are separate doorways to limit crowding and support one-way foot traffic. No more than one person may enter an elevator at a time; please use hand sanitizer with at least 60% alcohol upon departing the elevator.

For employees who have been instructed to return to work on-site, there are several options that the College will consider to maintain required social distancing measures to reduce population density within buildings and work spaces.

1. **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 employees on campus and the potential spread of the COVID-19 virus. These arrangements, which should be approved by the immediate supervisor, can be done in a full or partial day/week schedule as appropriate.

2. **Alternating Schedules:** In order to limit the number of individuals and interactions among those on campus, departments should schedule partial staffing on alternating days. Such schedules will help enable social distancing, especially in areas with large common workspaces. Conversations will take place between the College and union leadership for those unionized employees who have a regularly assigned schedule.

3. **Staggered Reporting/Departing:** The beginning and end of the workday 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. (See Enter/Exit Controls for further details).

**Symptom Monitoring Requirement**

Employees who have been instructed to return to the workplace, must conduct symptom monitoring every day before reporting to work.

At this time, these symptoms include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever and/or Chills
- Repeated shaking with chills
- Runny nose or sinus congestion
- Muscle or body aches
- Headache
- Sore throat
- Fatigue
- Diarrhea
- New loss of taste or smell
- Nausea or vomiting

Employees who experience any of the aforementioned symptoms should contact Human Resources at Covid19questions@mc3.edu.

According to the CDC and MCOPH, individuals with certain conditions may have a higher risk for COVID-19.

Those conditions may include the following:
- Older adults (aged 65 years and older)
- People with HIV
- Asthma (moderate-to-severe)
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Being immunocompromised

Employees who have been instructed to return to work on-site 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 may contact Human Resources at Covid19questions@mc3.edu.

Employee Health & Safety Guidance

Employee Personal Safety Practices:
Face Masks - Use and care of face coverings
Putting on the face covering/disposable mask:
- Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
- Ensure the face-covering/disposable mask fits over the nose and under the chin.
- Situate the face-covering/disposable mask properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process: Avoid touching the front of the face covering/disposable mask.

Face covering requirements:
- Face covering means a covering of the nose and mouth that is secured to the head with ties, straps, or loops over the ears or is wrapped around the lower face.
- A face covering can be made of a variety of synthetic or natural fabrics, including cotton, silk, or linen, and, for the purposes of the order, can include a plastic face shield that covers the nose and mouth.
- “Face coverings” may be factory-made, sewn by hand, or improvised from household items, including but not limited to, scarves, bandanas, t-shirts, sweatshirts, or towels.
Circumstances an employee can remove the mask:
- Eating or drinking when spaced at least 6 feet apart.

Taking off the face covering/disposable mask:
- Do not touch eyes, nose, or mouth when removing the face covering/disposable mask.
- When taking off the face covering/disposable mask, loop finger into the strap and pull the strap away from the ear, or untie the straps. Wash hands immediately after removing.

Care of face coverings:
- Keep face coverings/disposable mask stored in a paper bag when not in use.
- Cloth face coverings may not be used more than one day at a time and must be washed after use.
- Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after each shift. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
- Disposable masks must not be used for more than one day and should be placed in the trash after your shift or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

Any employee who cannot wear a mask or face shield due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, hearing impaired, or another disability, and employees who would be unable to remove a mask without assistance are not required to wear face coverings. For a medical mask alternative, contact Human Resources at Covid19questions@mc3.edu.

Social Distancing:
Maintaining physical space is one of the best tools to 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 not displaying any 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 from other people at all times
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings.

Coughing/Sneezing Hygiene:
Cover your mouth and nose with a tissue when you cough or sneeze, or use the inside of your elbow. Then throw used tissues in the trash. 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% alcohol.

Handwashing:
Wash hands often with soap and water for at least 20 seconds especially after being 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% alcohol. Cover all surfaces of hands and rub them together until they feel dry. Avoid touching eyes, nose, and mouth, and wash hands after touching your face.
**Goggles/Face Shields:**
Employees do not need to wear goggles or face shields as part of general activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient for non-healthcare environments.

**Personal Disinfection:**
While custodians will continue to clean offices and work spaces based on the CDC and MCOPH guidelines, additional care should be taken to wipe down commonly used surfaces. Employees must wipe down all work areas with EPA-registered 60% alcohol solution or an approved equal solution before starting work and before leaving any room in which they have been working. The College will provide the necessary cleaning supplies. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, light switches, door knobs, kitchenette, etc.)

**Feeling Sick or Not Well:**
Employees who are sick, not feeling well, or have been around or exposed to anyone sick or not feeling well should stay home and not return to the College until such time as they are again feeling healthy. Please contact Human Resources if you are experiencing any COVID-19 related symptoms at Covid19questions@mc3.edu.

**Employee Guidance for Specific Workplace Scenarios**

**Working in Office Environments:**
Employees working in an open environment must maintain at least 6 feet distance from coworkers. If possible, there should be at least one workspace separating each employee from another coworker. Employees must wear a face mask or face covering at all times while in a shared work space/room.

Departments will assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other coworkers, and visitors. Visual cues such as floor decals, tape, or signs will be placed to indicate to individuals where they should stand while waiting in line. One-way directional signage for large open workspaces with multiple through-ways will be placed to increase distance between employees moving through the space.

Stairways will be designated for up or down traffic. In the event of an emergency, all employees should exit at the nearest exit regardless of directional signs.

For employees who work in an office space, no more than one person should be in the same room unless the required 6 feet of distance can be consistently maintained. If more than one person is in a room, masks/face coverings should be worn at all times.

Masks/face coverings should be worn by any employee in a reception/receiving area. Plastic Shields should be installed. Masks/face coverings should be used when inside any facility where others are present, including walking in narrow hallways where others travel and in break rooms, conference rooms and other meeting locations.

To help with social distancing, select furniture in common areas will be moved and closed off for use. Where possible, interior and exterior chairs and tables will be moved apart to ensure a minimum of 6 feet of separation. Immovable furniture (i.e., benches) will be labeled with a sign, poster, or decal to remind users to maintain 6 feet of separation. Furniture in some common areas may be removed.
Using Restrooms:
Use of restrooms should be limited based on size to ensure at least 6 feet distance between individuals. Wash hands thoroughly afterward to reduce the potential transmission of the virus.

Using Elevators:
No more than one person may enter an elevator at a time; please use hand sanitizer with at least 60% alcohol upon departing the elevator.

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

In person meetings are limited to the restrictions of governmental orders and should not exceed 50% of a room’s capacity, assuming individuals can still 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.

Employees are encouraged to communicate with colleagues and supervisors as needed by email, instant message, telephone or other available technology rather than face-to-face while on campus. A range of collaboration tools (e.g. Blue Jeans, Zoom, WebEx, Microsoft Teams, telephone, etc.) are available for employee use.

Meals:
Employees should wash their hands thoroughly before and after eating to reduce the potential transmission of the virus. If dining on campus, employees should wear masks or face coverings until they are ready to eat and then replace it afterward. Individuals should not sit facing one another. Employees are encouraged to take food back to their office area or eat outside. The Cafeteria and all food service on all campuses will not operate until further notice. All contents of vending machines will be removed. Water fountains will not be operating.

Departments should remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support social distancing practices after using in common areas.

College Vehicles:
Vehicles and buggies are required to have a thorough cleaning at the beginning and end of each individual usage. Sanitized wipes will be provided to clean off all interior surfaces, knobs, dials, and gears. Interior and exterior handles must also be included. Occupancy is limited to just one employee.

Prohibited Activities:
1. Travel: There will be no college-approved travel for faculty or administration unless approved by the President
2. There will be no face-to-face meetings that comprise more than 10 individuals that do not provide for social distancing and that last for more than one hour.

Visitor/Vendor Management:
To assist with contact tracing and minimize people entering our campus buildings, non-essential visitors will not be permitted on campus. All vendors and essential visitors will need permission to enter the College by a Vice President. The Vice President will be responsible for notifying Public Safety. Vendors and essential visitors entering the building will be required to sign in with Public Safety and record what parts of the building they will be accessed. Vendors and essential
visitors must wear masks and have their temperature taken. Vendors and essential visitors will be subject to health screening protocols. Activities by vendors must follow current CDC and MCOPH recommendations for in-person operations.

Deliveries (e.g. FedEx, UPS) will be limited to designated drop-off points.

**Employee Exposure to COVID-19**

**Employees who test positive after returning to work:**
As stated previously, employees who are eligible to return to work under the prescribed circumstances delineated previously in this plan, and who subsequently test positive for COVID-19, must inform their immediate supervisor and the Human Resources department.

**Employees who come in contact with a COVID-19 positive employee:**
Employees who have come into contact with the diagnosed employee should thereafter be sent home to self-quarantine and contact their healthcare provider.

**Employees who come in contact with a COVID-19 family member:**
Employees who have come into contact with a diagnosed family member should stay home to self-quarantine and contact their healthcare provider.

**Notice Regarding Families First Coronavirus Response Act (FFCRA)**

The Families First Coronavirus Response Act (FFCRA) mandatory paid sick leave requirements expired on December 31, 2020; however, the College has decided to voluntarily continue to provide extended sick leave benefits to employees if associated with COVID-19 under certain circumstances.

This extended benefit is temporary and can be terminated with notice or if there is a statutory or regulatory change. Please see Appendix C for more information.

**Employee Mental and Emotional Well-Being**

**Personal Assistance Service:**
Carebridge, is available for employees who need assistance and support. Telephonic or video counseling is available; employees can access this service at 1-800-437-0911 or by registering at www.myliferesource.com, access code: HSBH4.
Student Guidelines
Student Expectations and Guidelines

All students are expected to fully comply with the protocols and guidelines outlined in this document as part of Montgomery County Community College’s Student Expectations and Guidelines. All students continue to be required to be aware of and follow all currently established policies of the College (https://www.mc3.edu/about-mccc/policies-and-procedures). Failure to do so may result in referral to the College’s Student Code of Conduct policy (https://www.mc3.edu/about-mccc/policies-and-procedures/student-code-of-conduct) for potential disciplinary sanctions including removal from the College.

All students will be required to wear masks at all times when on campus, in campus buildings, in all classroom spaces, and at any potential campus event to avoid possible virus transmission to others. A formal mask is required. The use of personal masks are allowed if they comply with current CDC and MCOPH recommendations. Masks will be provided if a student comes to the College without a mask. It is the expectation that coming to the College campus without a mask will be an infrequent occurrence. The mask should fully cover the nose and the mouth.

If a student does not comply with wearing a mask a member of the College community (Public, Safety, faculty members, other College employee, etc.) will remind the student(s) of the requirement to wear a mask at all times. If the student agrees to wear a mask the student will be allowed to remain at the College. If the student refuses to wear a mask, Public Safety will be asked to remove the student from College premises. Any instance of removal may result in referral to the College’s Student Code of Conduct policy for potential disciplinary sanctions including removal from the College. A student may request a Student Medical Mask Alternative as indicated below.

If a student has any other concerns regarding the wearing of masks on campus, please contact Human Resources at Covid19questions@mc3.edu.

Enter/Exit Control

Entry to buildings will be regulated and monitored. Student ID cards/badges are required for entry to all buildings, and students may not hold or prop open exterior doors for any other person.

Building Traffic Flow:

- Outdoor pathways allow for two-way foot traffic. Please walk on the right-hand side of the path to maintain proper distance from individuals walking in the opposite direction. Please maintain about 6 feet of distance from individuals walking on the path ahead.

- Building hallways and stair traffic have been modified for one-way foot traffic when possible to limit crowding. When halls or stairs have to be two-way, please walk on the right-hand side to maintain proper distance from individuals walking in the opposite direction. Please maintain about 6 feet of distance from individuals walking ahead.

- IMPORTANT: In the event of an EMERGENCY, please disregard the designated building access and use the nearest available EXIT.

- Please note that building entrances and exits are separate doorways to limit crowding and support one-way foot traffic. No more than one person may enter an elevator at a time; please use hand sanitizer with at least 60% alcohol upon departing the elevator.
Symptom Monitoring Requirement:
Students who have returned to campus must conduct symptom monitoring every day before reporting to class.

At this time, these symptoms include one or more of the following:
- Cough
- Shortness of breath or difficulty breathing
- Fever and/or Chills
- Repeated shaking with chills
- Runny nose or sinus congestion
- Muscle or body aches
- Headache
- Sore throat
- Fatigue
- Diarrhea
- New loss of taste or smell
- Nausea or vomiting

Students who experience any of the aforementioned symptoms should contact Human Resources at Covid19questions@mc3.edu.

According to the CDC and MCOPH, individuals with certain conditions may have a higher risk for COVID-19.

Those conditions may include the following:
- Older adults (aged 65 years and older)
- People with HIV
- Asthma (moderate-to-severe)
- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease being treated with dialysis
- Severe obesity
- Being immunocompromised

Students who have returned to campus and have concerns 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 campus may contact Human Resources at Covid19questions@mc3.edu.

Student Health & Safety Guidance

Student Personal Safety Practices:
Face Masks - Use and care of face coverings
Putting on the face covering/disposable mask:
- Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
- Ensure the face-covering/disposable mask fits over the nose and under the chin.
- Situate the face-covering/disposable mask properly with nose wire snug against the nose (where applicable).
- Tie straps behind the head and neck or loop around the ears.
- Throughout the process: Avoid touching the front of the face covering/disposable mask.

Face covering requirements:
- Face covering means a covering of the nose and mouth that is secured to the head with
ties, straps, or loops over the ears or is wrapped around the lower face.

- A face covering can be made of a variety of synthetic or natural fabrics, including cotton, silk, or linen, and, for the purposes of the order, can include a plastic face shield that covers the nose and mouth.
- Face coverings” may be factory-made, sewn by hand, or improvised from household items, including but not limited to, scarves, bandanas, t-shirts, sweatshirts, or towels as long as they comply with CDC and MCOPH requirements.
- Students may request a Student Medical Mask Alternative through the process indicated above.

Circumstances for when a student can remove their mask:

- Eating or drinking when spaced at least 6 feet apart.

Taking off the face covering/disposable mask:

- Do not touch eyes, nose, or mouth when removing the face covering/disposable mask.
- When taking off the face covering/disposable mask, loop finger into the strap and pull the strap away from the ear, or untie the straps. Wash hands immediately after removing.

Care of face coverings:

- Keep face coverings/disposable mask stored in a paper bag when not in use.
- Cloth face coverings may not be used more than one day at a time and must be washed after use.
- Cloth face coverings should be properly laundered with regular clothing detergent before first use, and after each shift. Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured) or visibly contaminated.
- Disposable masks must not be used for more than one day and should be placed in the trash after your shift or if it is soiled, damaged (e.g., stretched ear loops, torn or punctured material) or visibly contaminated.

Any student who cannot wear a mask or face shield due to a medical condition, including those with respiratory issues that impede breathing, a mental health condition, hearing impaired, or another disability, and students who would be unable to remove a mask without assistance are not required to wear face coverings. To request a Student Medical Mask Alternative the student should contact Human Resources at Covid19questions@mc3.edu.

Social Distancing:
Maintaining physical space is one of the best tools to 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 not displaying any symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Students should follow these social distancing practices:

- Stay at least 6 feet from other people at all times.
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings.
- No student events will be allowed to occur unless reviewed and approved by the College. Any such approved events will be required to follow College policies and any current county, state, federal and CDC guidelines.
Coughing/Sneezing Hygiene:
Cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw away used tissues in the trash. 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% alcohol.

Handwashing:
Wash your hands often with soap and water for at least 20 seconds especially after being 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% alcohol. Cover all surfaces of hands and rub them together until they feel dry. Avoid touching eyes, nose, and mouth, and wash hands after touching your face.

Goggles/Face Shields/Personal Protective Equipment (PPE):
Students do not need to wear goggles or face shields as part of general activity on campus (noting, however, the requirement to wear a mask). Good hand hygiene and avoiding touching your face are generally sufficient for non-healthcare environments. However, if a particular class or laboratory situation requires the use/wearing of goggles, face shields, or personal protective equipment, students will be required to wear such items in accordance with the indicated environmental requirements.

Feeling Sick or Not Well:
Students who are sick, not feeling well, or have been around or exposed to anyone sick or not feeling well should stay home and not return to the College until such time as they are again feeling healthy. Please direct all COVID-19 related questions to Human Resources at Covid19questions@mc3.edu.

Additionally, students currently enrolled in a course(s), regardless of instructional modality, should follow the course syllabus for reporting an absence to an instructor and/or missing multiple classes. It is the responsibility of the student to arrange with the instructor make-up of missed assignments, tests, and/or projects. Should additional support be needed, students should contact academicaffairs@mc3.edu for assistance.

Student Medical Mask Alternative
In the case of a student having a disability, the student may request an approved accommodation and may need to provide a certification from a health care provider. To request a student medical mask alternative, the student should contact Human Resources at Covid19questions@mc3.edu.

Student Mental and Emotional Well-Being
Montco has resources available to help support students’ mental and emotional well-being. Students may use Talkspace, an online therapy service, that connects them with a dedicated, licensed therapists from a secure HIPAA-compliant mobile app and web platform.

For more information about Talkspace and other support services, visit https://www.mc3.edu/choosing-montco/resources-for-students/health-and-wellness.

Student Guidance for Specific Campus Scenarios
Campus building will have visual cues such as floor decals, tape, or signs will be placed to indicate where individuals should stand while waiting in line. One-way directional signage for large open work spaces with multiple through-ways will be placed to increase distance between
individuals moving through the space.

Stairways will be designated for up or down traffic. In the event of an emergency, all individuals should exit at the nearest exit regardless of directional signs.

Masks/face coverings should be worn inside any facility where others are present, including walking in narrow hallways where others travel and in classrooms, conference rooms, and other meeting locations.

To help with social distancing, select furniture in common areas will be moved and closed off for use. Where possible, interior and exterior chairs and tables will be moved apart to ensure a minimum 6 feet of separation. Immovable furniture (i.e., benches) will be labeled with a sign, poster, or decal to remind users to maintain 6 feet of separation. Furniture in some common areas may be removed.

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

**Using Elevators:**
No more than one person may enter an elevator at a time; please use hand sanitizer with at least 60% alcohol upon departing the elevator.

**Meals:**
Students should wash their hands thoroughly before and after eating to reduce the potential transmission of the virus. If dining on campus, students should wear masks or face coverings until they are ready to eat and then replace it afterward. Individuals should not sit facing one another. Students are encouraged to eat outside. The Cafeteria will not operate until further notice. All contents of vending machines will be removed. Water fountains will not be operating.

**Student Exposure to Covid-19**

**Protocol for if a student is Covid-19 Positive**
- Contact Human Resources at Covid19questions@mc3.edu.
- Students should follow the CDC and MCOPH-recommended steps, including not returning to campus until the CDC/MCOPH criteria to discontinue home isolation are met, in consultation with the employee’s health care provider and state and local health departments.
- Provide a note from your healthcare provider when you are cleared to return to campus.

In some instances, this information will be shared with public health authorities.
Montgomery County Community College
Health and Safety Plan Receipt Acknowledgment Form

I acknowledge that I have received a copy of Montgomery County Community College Health and Safety Plan, which describes important information related to the College’s Covid-19 expectations and guidelines. If I have questions related to this document, I understand that I should contact the Human Resources Department at Covid19questions@mc3.edu.

I understand and agree that I have read and will comply with the expectations outlined in the Health and Safety Plan.

____________________________
Name (Printed)

____________________________
Employee/Student ID

____________________________
Signature

____________________________
Date
APPENDIX A - Health Screen Form
Montgomery County Community College

In an effort to reduce the risk of COVID-19 exposure, all must answer the following screening questions:

Date: __________________________ Name: __________________________

Building working in: __________________________

<table>
<thead>
<tr>
<th></th>
<th>Self-Declaration by Employee &amp; Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Within the last 14 days, have you traveled outside of the country for any purpose?</td>
</tr>
<tr>
<td></td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td></td>
<td>If yes, have you quarantined for a minimum of 7 days with a negative Covid test or 10 days without a test?</td>
</tr>
<tr>
<td>2</td>
<td>Within the last 14 days, have you had close contact with someone who has returned from outside of the country for any purpose other than work or medical reasons and does not have negative Covid test results?</td>
</tr>
<tr>
<td></td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>3</td>
<td>Within the last 14 days, have you had close contact with or cared for someone diagnosed with COVID-19?</td>
</tr>
<tr>
<td></td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>4</td>
<td>Within the last 14 days, have you experienced any new cold or flu-like symptoms (to include fever, cough, sore throat, respiratory illness, difficulty breathing)?</td>
</tr>
<tr>
<td></td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>5</td>
<td>Do you currently have a fever of 100F or greater by self-monitoring or onsite measurement?</td>
</tr>
<tr>
<td></td>
<td>☐ Yes ☐ No</td>
</tr>
</tbody>
</table>

Answering yes to any of the above questions may result in denied access to the building.

For internal use:

Access to facility (circle one): Approved Denied

Reviewer name: __________________________
Reviewer signature: __________________________
# | Name and Building/Room # Visiting | Passed (Y/N)* | Time
---|----------------------------------|--------------|---

*If No, record reason and contact Human Resources
COVID-19 Sick Leave Benefit

Updated 4/9/2021

The Families First Coronavirus Response Act (FFCRA) mandatory paid sick leave requirements expired on December 31, 2020. The College has decided to voluntarily continue to provide employees with extended sick leave benefits to all active employees who are currently working if associated with COVID-19 under certain circumstances. Effective April 1, 2021, employees may be eligible for additional sick leave, not to exceed 10 days, related to COVID-19 as described below and subject to approval of Human Resources. Eligibility will be reviewed on a case-by-case basis. If you are feeling sick or have symptoms that could be related to COVID-19, please immediately contact your supervisor before coming to a physical campus.

Employees generally will be eligible to take COVID-19 Extended Sick Leave if they are unable to work for the following reasons:

- The employee is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
- The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
- The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
- The employee is caring for an individual who is subject to a Federal, State, or local quarantine or isolation order related to COVID-19.
- The employee is getting a COVID-19 vaccine.
- The employee is recovering from complications due to receiving the vaccine.

The College will strive to provide employees with work that can be completed remotely (e.g. while the employee is quarantining and is asymptomatic or mildly symptomatic).

If any employee is eligible for Family and Medical leave under the Family and Medical leave Act, this leave runs concurrently.

This extended benefit is temporary and can be terminated with notice or if there is a statutory or regulatory change.
1. Center for Disease Control and Prevention (CDC)

2. CDC Guidelines for Colleges, Universities, and Higher Learning

3. PA Department of Health - Coronavirus
   https://www.health.pa.gov/topics/disease/coronavirus/Pages/Coronavirus.aspx

4. Montgomery County Office of Public Health
   https://www.montcopa.org/513/Public-Health

5. Montgomery County Office of Public Health—COVID 19 Weekly Updates

6. PA Unites Against COVID
   Pa.gov/covid

7. Montgomery County Office of Public Health Flu Clinics
   Montcopa.org/3063/Flu