

Montgomery Community College COVID-19 Phased Re-opening Plan

Phase I (Completed) - College Activities Conducted Primarily Online or Through Telecommuting

- Classes moved online to the extent possible
- Labs/Clinical's – Offered on a limited basis, with social distancing and use of PPE
- College functions moved to telecommuting environment
- College functions not eligible for telecommuting are provided on a rotating basis to ensure social distancing

Phase II (Active) - Essential Classes Resume and College Functions Offered Through Telecommuting and on an Appointment Basis

- Collegewide Activities
 - Personal Protective Equipment (PPE) – Masks are required on campus at all times. (Both indoors and outdoors)
 - Exceptions -
 - Employees in offices alone with closed doors, in an individual's personal vehicle.
 - Penalties - Failure to adhere to PPE requirements will result in a one-time warning. A second offense will result in removal from campus
 - Levels of Cleaning
 - Standard -
 - Employees are responsible for keeping their work spaces clean.
 - Cleaning staff is responsible for public areas and restrooms.
 - All hard/high touch surfaces to include: tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
 - Wipe down areas with cleaner, let dry, spray with disinfectant (aerosol).
 - Alternately, wipe down with disinfectant (liquid) and let dry. Most disinfectants require 6-10 minutes to become effective in killing germs.
 - Confirmed Exposure - Cleaning staff will implement the following;
 - Close off areas visited by the ill persons. Open outside doors and windows and use ventilating fans to increase air circulation in the area. Wait 24 hours or as long as practical before beginning cleaning and disinfection.
 - Cleaning staff should clean and disinfect all areas such as offices, restrooms, common areas, shared electronic equipment (tablets,

touch screens, keyboards and remote controls) used by the ill persons, focusing especially on frequently touched surfaces.

- If it has been more than 7 days since the person with suspected/confirmed COVID-19 visited or used the facility, additional cleaning and disinfection is NOT necessary.
- Course Offerings
 - Labs and Clinical courses from spring will operate with appropriate social distancing and use of PPE
 - Summer in-person classes will operate with appropriate social distancing and use of PPE
 - Faculty will work to excuse students who are “at risk” while taking the course
 - Spreading of seating 6 ft apart
 - Signs about masks, handwashing, etc.
 - Any student showing symptoms of COVID-19 shall notify his/her instructor and not report to class. The instructor will excuse the student from class for an appropriate period of time and notify the Vice President of Instruction immediately.
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- College Functions
 - Employees will continue to telecommute when possible
 - Essential functions, requiring employees to be on campus, will continue with appropriate social distancing and use of PPE
 - Employees may conduct in-person meetings with students and other individuals, using enhanced precautions
 - Any employee showing symptoms of COVID-19 shall notify Melisa Bond and not report to campus. Melisa will work with the employee to be excused for duties for an appropriate period of time.

Phase III (Future) -

- Reserved for future action.

Phase IV (Future) -

- All restrictions lifted. Campus operations return to normal.