

1. **This is the Montcalm Community College reopening plan (A COVID-19 preparedness and response plan).** It is consistent with recommendations in Guidance on Preparing Workplaces for COVID-19, developed by the Occupational Health and Safety Administration. This plan is available to all employees, and students, via website, internal network, or by hard copy.
2. Each campus will have an executive team member on campus during operating hours. In the event one of the executive team is not available they will assign those duties to an appropriate administrator. This role of worksite supervisor is responsible to implement as necessary as well as monitor and report on the COVID-19 control strategies as required by orders of the governor.

MCC will provide COVID-19 training to employees that covers:

Workplace infection-control practices. Those include: Daily symptom checking, handwashing, wearing of face masks & gloves and social distancing. Detailed instructions on these items can be found at the end of this document. In addition, the College's online training partner, GCN has two training modules that are available for viewing. They are: 1) Plan Prepare and Respond, 2) Proper handwashing. A third video is available for viewing that discusses the wearing and cleaning of masks.

In addition, If an employee is aware of themselves or someone else with whom they have been in contact with have symptoms of COVID-19 or a confirmed diagnosis of COVID-19, they are asked to immediately inform their supervisor and Human Resources and immediately begin self-isolation.

If an employee believes there are unsafe working conditions, they are asked to report when and where the condition occurred as soon as possible to the Vice President for Administrative Services.

3. Each employee is required to fill out a pre-work screening form that covers questions related to COVID-19 symptoms and suspected or confirmed exposure to people with the virus. These forms are located on the MCC connect site.
4. Using ground markings, signs and physical barriers, employees are instructed to maintain at least six feet social distancing to the maximum extent possible.
5. Non-medical-grade face coverings are provided and available to all employees at the front desk of each open building.
6. Face coverings are to be worn when employees cannot consistently maintain six feet of separation from other individuals in the workplace. In addition, clear shields are provided and placed in areas when employees cannot consistently maintain six feet of separation from other individuals in the workplace.
7. Custodians will increase facility cleaning and disinfection to limit exposure to COVID-19, on high-touch surfaces (i.e., door handles), paying special attention to counters, light switches coffee areas as well as shared equipment (i.e., tools, machinery, vehicles).

8. Custodians will follow the disinfecting guidelines and approved chemical list by the CDC including the documentation each disinfection occurrence related to a positive COVID-19 occurrence.
9. Sanitizer and disinfecting wipes are in public spaces and near building entrances. Custodians also may provide quat disinfectant for employees to use in their work areas.
10. When an employee is identified with a confirmed case of COVID-19, within 24 hours the college will notify both:
  1. The local public health department and
  2. Any coworkers, contractors, or suppliers who may have come into contact with the person with a confirmed case of COVID-19.
11. The College will follow Executive Order 2020-36 and any executive orders that follow it that prohibit discharging, disciplining, or otherwise retaliating against employees who stay home or who leave work when they are at particular risk of infecting others with COVID-19.
12. If an employee receives confirmation from test results that they have tested positive for the COVID-19 virus, they must immediately notify their supervisor and the Human Resource office. The employee will be instructed to go home and self-quarantine until they are:
  1. Three days (72hrs) without fever without the use of fever-reducing medicine
  2. AND improvement in respiratory symptoms (cough/shortness of breath)
  3. AND at least seven (7) days have passed since symptoms first appeared
  4. AND a doctor's release form, hard copy.Human Resources will immediately notify the VP for Administrative Services who will implement the closure process for the affected worksite area. The VPAS will evaluate the exposure of the work area and make a determination of closure of part or all of the affected area worksite for deep cleaning.  
Any employees who may have been exposed will be notified and asked to self-quarantine and work remotely and the health department will be notified by the VPAS,
13. All business-related travel is restricted, and any travel must be pre-approved by an Executive Team member.
14. Not applicable for our rural area but if an employee must use public transportation, they are encouraged to use personal protective equipment and hand sanitizer, while traveling and after departing public transportation.
15. Employees are encouraged to work remotely when possible until such time it is permissible to return to the office workplace. Employees will be asked to return to work on campus in waves of approximately 30% at a time. Front facing and those unable to work remotely will return first.

As an office space, the college is required to adhere to the following:

- Assign dedicated entry points for employees to reduce congestion at main entrances
- When necessary, provide appropriate spacing for employees outside of the building in case of congestion
- Stagger start times and/or adopt rotational schedules when necessary to avoid congested areas and to ensure effectiveness in screening procedures
- Employees are required to wear face coverings in shared spaces, including in-person meetings, restrooms and hallways
- When necessary, increase the distancing workspace between employees and the café has been closed until further notice. Classroom have been adjusted to allow for 10 persons or less groupings
- Water fountains have been turned off
- Teams will continue to be used for meetings instead of meeting in conference rooms and social gatherings are prohibited at this time.
- Sanitizer and disinfecting wipes are strategically placed for employees use in their offices to wipe down their workstations and areas.
- Signs are posted in the restrooms regarding the importance of personal hygiene
- High touch surfaces, door handles, white boards, writing utensils for the boards, will be routinely disinfected by custodial staff daily with a deep clean occurring once per week on Friday's
- Cleaning and communication protocols have been created and shared with employees regarding COVID-19 symptoms, including notification protocols if a confirmed case of COVID-19 has visited the college campus

# Infection Control

## How to Protect Yourself Novel Coronavirus 2019 (COVID-19)

### Prevention Tips



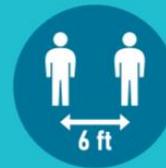
Wash your hands often with soap and water for at least 20 seconds



Avoid touching your eyes, nose and mouth



Wear a mask or face covering



Stay away from crowded places and maintain six feet of distance from others



Cover your cough and sneeze with a tissue, then dispose in the trash



Clean and disinfect frequently touched surfaces



Avoid close contact with people who are sick

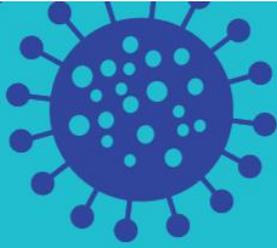


Stay home when you are sick, except to get medical care

### Know the Symptoms

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Muscle pain
- Sore throat
- New loss of taste or smell

# Handwashing



## 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

# Masks

## 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

# Disposable gloves

## How to Remove Gloves

Novel Coronavirus 2019 (COVID-19)

If your industry standards recommend the use of disposable gloves, it is important to remove them properly to protect yourself and limit cross-contamination.



Grasp the outside of one glove at the wrist.



Peel the glove away from your body, pulling it inside out.



Hold the glove you just removed in your gloved hand.



Peel off the second glove by putting your fingers inside the glove at the top of your wrist.



Turn the second glove inside out while pulling it away from your body, leaving the first glove inside the second.



Dispose of the gloves safely. Do not reuse the gloves.



Wash your hands with soap and water for at least 20 seconds after removing gloves.