

# Montcalm Community College's student guide for returning to campus amid COVID-19

Aug. 20, 2020

## President's message

We have to live with the new realities of COVID-19 in our country, and we are taking as many precautions as possible to safely get you back in class for fall.

In this guide, we have outlined some basic protocols as we all return to Montcalm Community College's campuses. If you have not been back to our campuses yet, you will find that it is a little different, but bringing our family back together is quite inspiring. It is an exciting time to be part of MCC.

Welcome back!

Dr. Stacy H. Young  
MCC President



## Your health is our priority

The health and safety of our employees, students and guests is our priority as we begin to return to our campuses. Following guidance from federal, state and public health authorities, we have developed several operating principles including the development of standard COVID-19 guidelines and processes as well as the continuation of enhanced communications as we continue to navigate this pandemic.

### OVERVIEW OF CAMPUS CHANGES

To ensure you return to the safest campus environment possible, we have implemented the following:

- Cleaned and disinfected all campus buildings, including classrooms, common areas, restrooms and more.
- Implemented additional daily and weekly cleaning procedures.
- Placed sanitation stations throughout buildings, as well as additional disinfecting wipes in classrooms and other instructional areas.
- Installed plexiglass barriers in high-traffic areas to help decrease the risk of exposure.
- Enhanced communications pieces to include guidelines on wearing masks properly, maintaining a 6-foot social distance and other standard COVID-19 precautions as recommended by public health officials.
- Put in place specific protocols to control access when entering and exiting campus buildings.

- Designated building entry points on both campuses, where an individual will verify each person has completed a daily health screening.
- Placed large “Please enter here” and “Please do not enter here” signs on all building entry/exits.
- Rearranged seating to provide socially distanced classrooms, meeting rooms, etc.
- Increased options and capacity for distance learning including online, hybrid and live online.
- Provided adequate (6-foot) distance between individuals engaged in classroom and experiential learning opportunities (e.g. labs, vocational skill building activities) where possible. Other safety precautions also are being implemented depending on the setting.
- Provided physical guides such as signs on doors, sidewalks, in common areas, etc. to ensure that individuals maintain at least six feet apart in lines, while seated and at other times.

## **What to expect as you return to campus**

### **ENTERING BUILDING PROTOCOL**

MCC is requiring everyone to enter through a designated checkpoint. Everyone will be required to complete a daily health screening. Those who do not pass the screening will be asked to go home.

Building entrances will be limited as follows, with hours of entry noted. Some hours may fluctuate depending on individual department needs.

#### **Sidney campus**

- Main doors of the Donald C. Burns Administration/Library Building (Monday through Friday from 7:30 a.m. to 4:30 p.m. for business office operations.)
- Main doors of the Activities Building at the Recreation Desk (Monday through Thursday from 7:30 a.m. to 7:45 p.m. and Friday from 7:30 a.m. to 4:30 p.m.)
- Main doors of the Stanley P. Ash Building (Monday through Thursday from 7:30 a.m. to 6:15 p.m. and Friday from 7:30 a.m. to 4:30 p.m.)
- Main door of the Leslie K. Morford Instructional Building (Monday through Thursday from 7:30 a.m. to 6:15 p.m. and Friday from 7:30 a.m. to 4:30 p.m.)

#### **Greenville campus**

- Main door of the Stanley and Blanche Ash Technology and Learning Center (Initially, hours will be Monday through Thursday from 8 a.m. to 4:30 p.m. Please check [www.montcalm.edu/hours](http://www.montcalm.edu/hours) for updated hours after fall semester begins.)
- Main door of the Bill Braman Family Center for Education (Initially, hours will be Monday through Thursday from 8 a.m. to 4:30 p.m. Please check [www.montcalm.edu/hours](http://www.montcalm.edu/hours) for updated hours after fall semester begins.)

### **HEALTH SCREENING**

If you have symptoms, please do not come to campus. Montcalm Community College is requiring everyone to complete a health screening prior to being allowed access to any area on its Sidney or Greenville campuses.

We encourage you to use the #CampusClear app. Or you may fill out a paper form at a designated building entrance.

- Download the #CampusClear app using one of these links, and register using your MCC student email address:
  - [Apple App Store](#)
  - [Google Play Store](#)
  - [Online](#) for people who do not have a smart phone. For those using the web version, users should screen shot the final “Good to Go” picture and bring it to the health checkpoint.
- Complete your one-question health screening each day you plan to be on campus.
- Show your #CampusClear confirmation to the greeter at the building entrance and get your dated sticker when you arrive on campus.

### **SOCIAL DISTANCING**

Please maintain a 6-foot distance between individuals when possible. This includes but is not limited to classrooms, labs, common areas, the Cyber Café, study rooms, building entrance and exit areas, meeting/conference rooms and offices. Keeping space between you and others is one of the best tools we have to avoid being exposed to and spreading the virus.

### **PERSONAL PROTECTIVE EQUIPMENT**

- MCC is requiring everyone to wear a facial covering when entering and moving throughout buildings and when within six feet of another individual.
- Face masks may be fabric or disposable masks from home, or disposable masks provided by the college.
- Be sure to wash or sanitize your hands each time, before and after, you touch your face or face covering.

### **CLOSURE OF COMMON AREAS**

To discourage individuals from congregating in enclosed spaces, common areas will either be closed or have minimal seating until further notice. You will notice many changes in seating have been made on both campuses in common areas.

### **HANDWASHING/SANITIZING**

Regular handwashing with an antibacterial soap is one of the best ways to stop the spread of germs. The CDC recommends washing hands often with soap and water for 20 seconds. In addition, hand sanitizer stations are available throughout buildings and individuals are encouraged to sanitize upon entering and exiting buildings and throughout the day.

### **BREAKS/MEALS**

MCC’s Woodside Café has closed. Vending machines containing snacks and beverages are located in various buildings on both campuses, and the MCC Bookstore, operated by Barnes & Noble, has some items available, too.

In addition, drinking fountains have been disabled. Please bring your own water and other beverages to campus with you.

### **ADDITIONAL CLEANING**

Enhanced cleaning and sanitizing of all common areas and classrooms will be performed daily by our facilities department. Additional cleaning supplies will be available for students and instructors to clean learning spaces after each use.

## **COVID-19 exposure/positive COVID-19 test**

### **WHAT IS CONSIDERED AN EXPOSURE TO COVID-19?**

According to health officials, to be considered an exposure, an individual must have been in close proximity (within 6 feet) of another individual who tests positive for COVID-19 for 15 minutes or more, with neither individual wearing a mask.

### **WHAT TO DO IF YOU HAVE BEEN EXPOSED TO COVID-19**

Stay home, self-quarantine and contact your primary care physician's office for direction.

Contact MCC Dean of Student & Enrollment Services Debra Alexander to discuss your exposure by emailing [dalexander@montcalm.edu](mailto:dalexander@montcalm.edu) or calling (989) 328-1276. MCC will work with the local health department, as needed, to determine a course of action based on each individual situation.

You may be asked to self-quarantine for 14 days with no symptoms or have a negative COVID test to return to work.

### **WHAT TO DO IF YOU DEVELOP COVID-19 SYMPTOMS OR HAVE A POSITIVE COVID TEST**

If you develop symptoms or your temperature is 100.4 degrees or higher, please do not go to campus. Self-isolate at home and contact your primary care physician's office for direction. You should isolate at home for a minimum of 14 days since symptoms first appear. You must also have 24 hours without fevers and improvement in symptoms.

Contact MCC Dean of Student & Enrollment Services Debra Alexander to report your status by emailing [dalexander@montcalm.edu](mailto:dalexander@montcalm.edu) or calling (989) 328-1276.

## **Precautions you can take**

To ensure the health and safety of all, we must work differently, and we must work together. Thank you for wearing a mask and maintaining a six-foot social distance. Please make the commitment to:

- Read and understand all communications.
- Ask for clarification if you have a question.
- Self-screen your health daily.
- Follow guidelines for social distancing.
- Wear a mask.
- Wash and/or sanitize your hands frequently.
- Practice proper respiratory etiquette – cough and/or sneeze into a tissue or your elbow.
- Focus on your health and the health of others.
- Stay home if you experience any symptoms.

## **MCC's reopening plan and COVID-19 updates**

Please visit [www.montcalm.edu/coronavirus](http://www.montcalm.edu/coronavirus) for additional information and to view MCC's COVID-19 Reopening Plan and COVID-19 Preparedness Response Plan.

If you have questions or concerns, you may contact Dean of Student & Enrollment Services Debra Alexander at [dalexander@montcalm.edu](mailto:dalexander@montcalm.edu) or (989) 328-1276 MCC President Dr. Stacy H. Young at [stacy.young@montcalm.edu](mailto:stacy.young@montcalm.edu) or (574) 596-2781.