

McLennan C O M M U N I T Y C O L L E G E

Guidance for on campus COVID-19 operations

Revised 7-28-2020

This guidance is subject to change as new and updated information comes out form the Center for Disease Control (CDC) and the Department of State Health Service for the State of Texas (DSHS)

For COVID related question that involve MCC please email covid19@mclennan.edu

This guidance has been developed to assist MCC and their partners with the goal of aiding in the prevention and transmission of COVID-19 among students and employees. It also aims to help MCC and its partners react quickly should a case be identified on the MCC campus. Frank Patterson, Director of Emergency & Risk Management has been designated by the President to serve as the liaison responsible for communicating and coordinating with the local health department, emergency services, and health care providers. This Guidance is organized into two categories:

- I) Measures to prevent the spread of COVID-19 to include strategies to provide on campus course instruction
- II) Measures to take when there is confirmed case or an individual has had contact with a confirmed case of COVID-19 on campus.

The following guidance has been created to support the CDC guidance or US Institutions of Higher Education. <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-ihe-response.html>, <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html>

Definitions:

Direct physical contact: People are classified as *direct physical contact* who have had physical contact with someone who is infected with COVID-19. They are to quarantine for the 14 days from the last date of exposure to the confirmed case regardless if they get tested and test negative. They still must stay in quarantine for the 14 days.

Direct/close contact: People are classified as *direct/close contact* who may not have had physical contact at all but were close to the person who is infectious. They were within 6 feet of the person for at least 15 minutes or more. They are to quarantine for the 14 days

from the last date of exposure to the confirmed case regardless if they get tested and test negative. They still must stay in quarantine for the 14 days.

Proximate contacts: People are classified as *proximate contacts* who have been in the same room for an extended period, maybe an hour or more, with the infectious person but were more than 6 feet away. Typically, these people are at very low risk and are not required to self-quarantine but would be asked to self-observe for 14 days from the last time they were in the proximate area of the positive case.

Quarantine: *Quarantine* is restricting the movement and contact of healthy people who have been exposed to other people. Contacts are quarantined because they have been exposed, and they could become infectious. Contacts should be quarantined for 14 days since the last contact they had with the infectious person.

Isolation: Isolation means keeping sick people separate from others, from healthy people, or any other person. This can be done in the home if the person can keep from having contact with other people within the home.

Category I: Measures to Prevent the Spread of COVID-19. (Mitigation)

A. Emergency Operations Plans (EOPs) will be reviewed and updated.

- Departments will review and update plans, including continuity plans for teaching and learning if students are excluded from campus.

B. A clean environment will be maintained.

- Custodial staff will routinely clean frequently touched surfaces (e.g., doorknobs, light switches, countertops) with approved EPA cleaners. They will use all cleaning products according to the directions on the label.
 - Each evening, every classroom, along with all frequently touched areas, will be wiped down.
 - Bathrooms will be cleaned periodically throughout the day and sanitized nightly.
- Students and employees will be provided disposable wipes so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down by students and employee before each use.
- Faculty and students will clean classrooms desk tops and high touch areas at the beginning of each class.
- Faculty will be responsible for the cleaning of sensitive equipment and overseeing the cleaning of all work surfaces in their classroom.
- Facilities will provide alcohol-based hand sanitizers to supplement hand washing.
 - The Physical Plant will ensure hand sanitizer stations are full and operational.
 - The Physical Plant will place hand sanitizer stands throughout campus.
- Facilities will ensure soap dispensers in bathrooms are full and operational.
- Trash cans will be placed near bathroom doors

- Self-serve utensils and self-serve food items will be eliminated from the cafeteria.
- All students and employees are encouraged to take everyday preventive actions.
- Face coverings are required on campus with few exceptions (see Policy XXXX).
- In an effort to minimize the recirculation of air in a building all HVAC units will run on as much outside as possible. All of the campus HVAC systems have been upgraded since 2007 and in all cases meets or exceed ASHRAE standard for indoor air quality.

C. Staffing

- Offices should be open Monday through Friday, with weekends if needed (e.g. the library).
- Flexibility of scheduling may be important to maintain social distancing guidelines on a 40-hour week schedule. Supervisors are encouraged to flex start times so that all employees are not entering and leaving at the same time.
- In some areas where physical distancing is possible, a flexible schedule may not be needed.
- If shifts or modified work schedules are used supervisors should divide their staff so they are not in the office at the same time and do not mix.
- There are several ways to arranging shifts or modified work schedules, shifts for example may be alternating days or alternating weeks.
 - Example:
 - Shift A works on campus Monday-Wednesday-Friday and Shift B Tuesday-Thursday, switching days the following week.
 - Shift A works on campus one week, and Shift B the next week, working from home when not on campus.
 - In departments where employees do much of their work independently of others a day and night shift may be appropriate.
- If supervisors or employees want to switch shifts, they must not start on the new shift until 5 calendar days have passed and must work from home during that time.
- Those who cannot or do not wish to return should seek permission to [Telecommute](#) or may request to use accrued vacation or sick leave. [Policy F-I-d, 12 Return to Work on Campus](#)

D. Physical distancing will be the norm and should be observed at all times.

- Employees and students must stay home when sick. They should remain at home until no fever for at least 24 hours (that is, one full day of no fever without the use of medicine that reduces fevers) AND when other symptoms have improved (for example, when a cough or shortness of breath has improved). Employees and students should seek immediate medical care if symptoms become more severe, e.g., high fever or difficulty breathing.
- “Respiratory etiquette” must be observed. Coughs and sneezes must be contained with a tissue or sleeve. Face coverings are important and necessary.
- Hands must be washed frequently.

- Physical distancing is encouraged in common areas as well as in the educational setting.
 - Individuals should maintain at least 6 feet separation from other individuals.

E. Intervention actions will be implemented to reduce virus spread.

- Students and employees who present with fever and/or respiratory infection symptoms must be sent home immediately.
- Faculty and supervisors will track concerning clusters of respiratory disease or spikes in absenteeism for employees and students.
- No student, faculty, staff, or campus visitor with known close contact to a person who is lab-confirmed to have COVID-19 must not return to the reopened campus operation until the end of the 14-day self-quarantine period from the last date of exposure. (Public Health Recommendations for Community-Related Exposure)
- If a student were to become ill with fever and/or respiratory infection symptoms they will be sent home immediately. Notification to Campus Police and the Director of Emergency Management should be made. If the student has to be picked up or wait for the bus, and did not have their own form of transportation the student would be isolated in the nearest study room in the building they are in. If the study room is locked Campus police will unlock the room and wait outside in the general area until their ride arrives. If the student could not obtain a ride an ambulance would be called on their behalf to transport them to the hospital.
- If an employee were to become ill and could not drive themselves to the doctor an ambulance would be called for them. They would be asked to isolate in their work area away from any other employees.
 - If the student lives in athletic housing, the individual will be isolated in consultation with the Director of Athletics, the Emergency Risk Manager Coordinator, and the local public health department.
 - **If cases of COVID-19 have been identified among residents of athletic housing, the Director of Athletics and the Emergency Risk Manager, and the local public health officials to take additional precautions.**
Individuals with COVID-19 may need to be moved to temporary housing locations. (The temporary housing would be in one of the two houses owned by the college. Both house will remain vacant and available for this use until further notice.) These individuals will need to self-isolate and monitor for worsening symptoms according to the guidance of local health officials. Close contacts of the individuals with COVID-19 may also need temporary housing so that they can self-quarantine and monitor for symptoms.

F. Classroom management protocols have been established.

- Class sizes have been reduced by providing greater spacing between students (minimum of 6 feet).
 - Every classroom was recalculated using a formula that allowed the first 10 feet of the classroom for the faculty member and 6 foot between each student in class.
- In small groups where no other mitigation strategies are possible, temperatures should be taken twice a day or every six hours.
 - Temperatures should be taken upon arrival to class. If it is 100.0 or greater, or if at any point of the day their temperature is 100.0, the individual will be instructed to leave campus.
 - Individuals should remain at home until they have had no fever for at least 24 hours (that is three full days of no fever without the use medicine that reduces fevers), AND other symptoms have improved (for example, when a cough or shortness of breath has improved). Immediate medical care should be sought if symptoms become more severe, e.g., high fever or difficulty breathing.
 - AND at least 10 days have passed since symptoms first appeared.
 - In the case of a student, faculty, staff, or campus visitor who has symptoms that could be COVID-19 who has not been evaluated by a medical professional or tested for COVID- 19, the individual should be assumed to have COVID-19, and the individual may not return to the reopened campus operation until the individual has completed the same three-step criteria listed above; or
 - If the student, faculty, staff, or campus visitor has symptoms that could be COVID-19 and wants to return to a reopened campus operation before completing the above self-isolation period, the individual must obtain a medical professional’s note clearing the individual for return based on an alternative diagnosis.

G. A communications plan has been implemented for the campus community to provide timely and accurate information.

Note: Once face-to- face classes begin across campus, the taking of temperatures will not be practical; however, the taking of temperatures may still be necessary in certain situations.

H. Daily health self-assessment for employees is required.

All MCC employees will assess themselves daily to determine their ability to report to work. Due to the severity and highly infectious nature of COVID-19, employees should adhere strictly to the outcomes of this assessment. This self-assessment tool is not meant to take the place of consultation with a health care provider or to diagnose or treat conditions. If employees are in an emergency medical situation, they should call 9-1-1 or their local emergency number. This assessment is based on guidance provided by the Centers for Disease Control and Prevention (CDC) and the Department of State Health Services.

- The daily assessment form may be found:
<https://www.mclennan.edu/crisis-management/coronavirus-updates/Faculty%20Resources/Self-Assessment%20Form>
- If a student or employee exhibits any of the below symptoms or has come in contact with a known or suspected COVID-19 case, the employee is required to report that in the web portal. https://mclennan.co1.qualtrics.com/jfe/form/SV_9FiKfG5D85livQN

Category II: Measures to Be Taken When There Is a Confirmed Case or When an Individual Has Had Contact with a Confirmed Case of COVID-19 on Campus

- A. Measures to be taken if a student or employee has *direct contact* with a person confirmed of having COVID-19.** An individual with direct contact of a confirmed case will be notified by the public health district. Even though the public health district determines that there was no direct contact, the College may request that the employee not return to campus for 14 days and that the employee self-observes.
- Gather names of those that the individual may have come in contact with to provide to the public health district if needed.
- B. Measures to be taken if student or employee *tests positive* for COVID-19 and exposed others on campus.** The following should be implemented:
- Even though the College is providing enhanced cleaning, once spaces are identified where the person visited, the College will target that area for additional cleaning, following the recommended CDC guidelines. <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
 - The employee or student will identify any person with whom the individual came in contact and will assist the public health district with contact tracing.
 - The individual may be requested to assist with contact tracing to include checking with those who have been asked to self-monitor. This would be done in conjunction with the public health district.
 - If the affected area is an area that is not cleaned daily, the College may close off the area used by the individual temporarily. If practical, the area should be closed for at least 24 hours before cleaning.
 - Cleaning staff will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the COVID-19 patient, focusing especially on frequently touched surfaces.
 - If the student lives in athletic housing, the individual will be isolated in consultation with the Director of Athletics, the Emergency Risk Manager Coordinator, and the local public health department.
 - **If cases of COVID-19 have been identified among residents of athletic housing, the Director of Athletics and the Emergency Risk Manager, and the local public health officials to take additional precautions.** Individuals with COVID-19 may need to be moved to temporary housing locations. These individuals will need to self-isolate and monitor for worsening symptoms according to the guidance of local health officials. Close contacts of the individuals with COVID-19 may also

need temporary housing so that they can self-quarantine and monitor for symptoms.

- Communication plans for campus closure will be reviewed to include outreach to students and employees as this becomes necessary.
- The College will continue to provide guidance to students and employees, reminding them of the importance of community social distancing measures, including discouraging students or employees from gathering.

C. Response protocol for Campus COVID-19 exposure

The guidance in this checklist has been developed to provide direction, command, and control during reports of potential COVID-19 exposures in campus facilities. This guidance is designed to bridge together critical campus partners for essential notifications about the situation, health/safety recommendations, disinfection procedures, mitigating community spread on campus, securing facilities if needed, and follow-up notifications as appropriate.

- **Notification:**

- MCC has established a self-reporting portal for students and employees. However, notification may also come directly from a supervisor (verified by lab result) or the public health district. All information should be entered into the self-reporting portal for tracking purposes.
- Self-reporting portal: information submitted through the self-reporting portal for employees is sent to Missy Kittner HR Director and Frank Patterson EMC/Risk Manager.
 - Missy Kittner will contact the employee. She serves as the contact for the college for Human Resource matters. This includes providing any needed information to and from the employee.
 - Missy Kittner and Frank Patterson will coordinate with one another in the response and return of an employee back to campus.
- Self-reporting portal: information submitted through the self-reporting portal for students is sent to Gale Kissinger Student Success and Frank Patterson EMC/Risk Manager.
 - Gale Kissinger will contact the student. Gale Kissinger and/or other Student Success staff will provide resources to students as needed and provide needed information to and from the student.
 - Gale Kissinger/Student Success staff and Frank Patterson will coordinate with one another in the response and return of a student back to campus.
- Frank Patterson, EMC/Risk Manager, serves as the *COVID-19 point of contact* to the local public health district and will coordinate efforts between the College and the local public health authority.
- Personnel to be notified:
 - Leadership Team (All notification of positive or contact with a positive case)
 - Chief Clayton Williams, Public Safety (When an area must be secured for cleaning purposes)

- Dianne Feyerherm , Facilities (When an area must be secured and cleaned)
 - Lisa Elliot, MARCOM (Will receive the same notifications as the leadership team)
 - Other parties based on the facility/location
- **Employee Options:**
 - Employees must [self-report](#) using the online form through Human Resources first before any action can be taken. The form is located at
 - [Emergency Sick Leave \(Policy F-I-D, 11\)](#)
Regular, full-time, benefit -eligible employees who have been diagnosed with COVID-19 by a medical professional will be placed on emergency sick leave for the duration of their isolation and until cleared to come back to work. Emergency sick leave does not impact the employee’s personal sick leave balance.
 - [Emergency Personal Leave \(Policy F-I-D,11\)](#)
Regular, full-time, benefit -eligible employees who have been in contact with a confirmed COVID-19 case and have been instructed to self-isolate will be placed on emergency personal leave for the duration of their self-isolation period. Any employees who have been in contact with a possible COVID -19 case will be asked to self-isolate and will be placed on emergency personal leave until the case is either confirmed or denied. Emergency personal leave does not impact the employee’s personal leave or vacation leave balances.
 - Existing Leave Options: Employees have the ability to seek approval from their supervisor to use earned leave to be absent from work based on existing College policies.

- **Recommended Steps:**

Potential Exposure	Confirmed Exposure/Case
1. Notifications made to parties above.	1. Notifications made to parties above.
2. Next steps are determined. This may include additional disinfection procedures, contacting persons who may have been exposed, and other health recommendations.	2. The local public health district will be contacted by the Director of Emergency and Risk Management on next steps, which includes additional disinfection procedures, contacting persons who may have been exposed, and other health recommendations.

3. If additional disinfection is recommended while health investigation continues, the procedures in the next section apply.	3. Disinfection procedures will occur as noted in the section below based on the health investigation.
4. Follow-up notifications are provided, as necessary.	4. Notification to campus for a confirmed exposure is required by the Clery Act, and that information would be posted to the web site as an emergency notification.
5. The timeframe to reopen facility will be determined, if disinfection or temporary closure occurred. If exposure is confirmed, procedures are followed in confirmed exposure/case and further notification made to the affected group.	5. If needed the location/office/building is secured. Considerations will be made for adjacent facilities if necessary to mitigate spread and risk.
	6. If a positive case is confirmed in athletic housing, mitigation steps will be determined to further confine community spread on campus. (The first option is to send the student home to the student's permanent resident)
	7. Follow-up notifications are provided as necessary.

***Positive cases:** Physicians may not release cases. Positive cases are to remain in isolation until released by the health district as determined through the College's active monitoring process. The health district does not give a "release date" for positive cases. It depends on their symptom recovery or if the individual test negative twice (24 hours apart).

D. Contact tracing:

The local public health district will manage all contact tracing. Once a positive case has been identified, the public health district will coordinate the notification of all physical or close contacts. Those individuals will be asked to self-quarantine; all other contacts that may have been in the area but do not meet the definition of physical or close contact will not be required to self-quarantine but will be required to self-observe.

The local public health district case investigators will ask the positive patient the following questions:

- "Starting 48 hours before symptom onset to today's date, let's walk through each day and what activities you did on that day. They will ask leading questions like "and where did you go after that? Did you see anyone, did someone come visit you? Did you stop at any stores? Groceries, gas?" They will go through each date and list places they visited, activities they did with time and location, and any close contacts that they came in contact with.

E. Disinfection Procedures:

The College's enhanced cleaning efforts in classrooms and common areas will minimize the need to close down a room or area. The cleaning efforts include

- Having students wipe down the area in which they are occupying before class
- Having faculty wipe down the area they are working along with the door facings and handles before each class
- Having instructors in labs clean the lab equipment after last known use.
- Having Physical Plant clean bathrooms and common areas frequently and sanitize all common areas nightly
- Having Physical Plant ensure campus/classrooms are sanitized using EPA grade sanitizers after last known use of the classroom/equipment respecting labeled instructions

In the event the College needs to close areas for cleaning, the following guidelines will be followed. Areas such as individual offices that do not get cleaned daily may be closed for a minimum of 24 hours before cleaning is advised.

Based on the recommendations from the Emergency Management Coordinator and local public health district to meet the needs of the situation, the following disinfection procedures will be enacted:

- Determining the disinfection options:
 - Standard wipe down
 - Ph7Q cleaner and disinfectant
 - Clorox, Chlorinated tablets and Micorban sanitizing spray and wipes
- Implementing procedures to disinfect the affected facility:
 - Assembling a disinfection team
 - Wearing appropriate personal protective equipment to begin disinfection
 - Disinfecting all common surfaces

NOTE: If access is needed to sensitive area, access should be requested through the police department
- Assessing additional areas for disinfection.
- Providing updates to leadership team and other appropriate people when processes are complete.
- Conducting final walk-through of facility after disinfection processes, then determining a reopen timeframe; communicating out any decision.

F. Follow-up Procedures:

Once disinfection procedures have been completed, facilities will provide an update to the Emergency Management Coordinator. Additional measures may include:

- Public notices about exposure
- Campus notifications, as appropriate (Clery requirement for positive cases)
- Building closures for ongoing disinfection/reopening procedures

This document is intended to be flexible and provide guidance that may be applied to a variety of scenarios.