

[Carroll Community College](#)  
[Fall 2021 Detailed Operating Plan](#)  
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**Carroll Community College**  
**COVID-19 Detailed Standard Operating Procedures**  
**2021 Fall Semester – In Effect August 30, 2021**  
*Updates Will Be Ongoing Based on State and Local Directives*

**The College Fall Semester begins Monday, August 30, and runs through Saturday, December 18.**

The following Standard Operating Procedures have been developed in response to the ongoing COVID-19 pandemic and are designed to promote safety and mitigate risk for students, faculty and staff while supporting the need to continue face-to-face in-person education and support the success of all our students in-person and virtually.

The College continues to follow recommendations from the Carroll County Health Department (CCHD), the CDC and Maryland Governor's Roadmap to Recovery. This plan is subject to modification. For more information please visit: <https://coronavirus.maryland.gov/> and <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

**Carroll County moved into the substantial level of community spread category on Tuesday, August 17, and the CCHD is now requiring masking within its own facilities.**

Out of an abundance of caution and at the recommendation of the CCHD, **Carroll Community College will require all people over the age of 2, regardless of vaccination status, to wear a mask inside our facilities and in crowded outdoor settings to reduce the spread of the COVID-19 Delta variant. This is effective Monday, August 23, 2021.**

#### INFORMATION ON MANDATORY MASKING

- Cloth face coverings, that cover both the nose and mouth, must be worn by everyone everywhere on campus at all times. *The only exception is when you are in an enclosed office alone or outside while maintaining six-foot physical distancing.* It is important that the face mask fits well and is worn over the nose and below the chin. If the face mask is removed for a break, you should remain at least 3-6 feet away from all other people.
- Having received one or both doses of the vaccine does not replace the requirements for wearing a mask, practicing physical distancing, and other safety guidelines. Face coverings are one of the most effective ways to prevent the spread of COVID when worn consistently and accurately. Face Shields do not protect others from droplet spread without the required face covering.
- If student or campus guest has a licensed healthcare provider's note documenting a valid medical reason for not wearing a face covering, then a face shield will be accepted as an alternative. Students are required to provide a copy of their healthcare provider's exemption note to Dr. DaVida Anderson, Director of Student Care & Integrity at [danderson3@carrollcc.edu](mailto:danderson3@carrollcc.edu). A College letter will be provided to the student for confirmation.
- Employees are required to provide a copy of their healthcare provider's exemption note to Human Resources at [HR@carrollcc.edu](mailto:HR@carrollcc.edu). A College letter will be provided to the employee for confirmation.
- If you forget your mask, the Information Desk located inside our main entrance of the A building and Campus Police will have extra masks. We are confident that the requirement of wearing face masks consistently and correctly along with continuing to strongly encourage everyone to get vaccinated will minimize the risk of COVID-19 transmission on campus.

#### PREVENTION AND STOP THE SPREAD

For additional recommendation regarding prevention and stop the spread reminders please visit: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

#### DAILY SCREENING

We will not be conducting daily screening at College entrances, but we strongly encourage you to stay vigilant about your personal health assessment.

## Designated COVID-19 Points of Contact for COVID Related Notification & Documentation

- **For Students** – Dr. DaVida Anderson, Director of Student Care & Integrity, [danderson3@carrollcc.edu](mailto:danderson3@carrollcc.edu), 410-386-8217
- **For Employees** - Human Resources Department, [HR@carrollcc.edu](mailto:HR@carrollcc.edu), 410-386-8030
- **Media Inquiries & Health Department Liaison** - Trish Carroll, Chief Communications Officer, [pcarroll@carrollcc.edu](mailto:pcarroll@carrollcc.edu), 410-386-8184
- Students and employees protected personal information will remain confidential per guidelines under FERPA, HIPAA, and state confidentiality laws and only disclosed when necessary to protect public health.

While the College is not requiring students, faculty and staff to be vaccinated in order to come to campus, **the Maryland Department of Health, the Carroll County Health Department and the College are strongly encouraging all students, faculty and staff to get vaccinated as soon as possible in order to help stop the spread in Carroll County.**

**Some students and faculty are required to be fully vaccinated by September 1, 2021. Those include:**

- All students and faculty in credit Nursing, Physical Therapy Assistant and National Registry Paramedic Programs are required to be vaccinated.
- Many non-credit healthcare programs now require students to be vaccinated to ensure placement into clinical rotations. Please visit our health care program pages for more detail [Non-Credit Health Care Programs](#)
- Littlest Learners Child Development Center is following all MSDE Office of Child Care Guidance, which includes recommended vaccinations for staff, and recommended indoor masking for anyone ages two and older, regardless of vaccination status. Daily screenings will be continued through the Fall semester.

## INFORMATION ON GETTING A VACCINE

For general information regarding vaccines, visit the Carroll County Health Department (CCHD): <https://cchd.maryland.gov/covid-19-vaccination/>

It's easy to find a vaccine. You can visit the CDC <https://www.vaccines.gov/> and search by zip code or type of vaccine. If you to prefer to go to a Carroll County Health Department clinic, call 410-876-4848 or visit <https://cchd.maryland.gov/registration-links/>.

**In partnership with the CCHD, the College will be holding a FREE Moderna On-Campus Vaccination Clinic on:**

- Moderna First Dose: Monday, September 13, 2021 and Thursday, September 16, 2021
- Moderna Second Dose: Monday, October 11, 2021 and Thursday, October 14, 2021
- The CCHD will administer the Second Dose Pfizer vaccine during the four dates above.
- Johnson & Johnson Janssen vaccine will not be available
- Please bring your College Id or other photo ID to the clinic.
- You will be expected to wait a minimum of 15 minutes after you receive your dose before leaving the clinic. Please make sure to leave plenty of time between your vaccine and class/work obligations.

**As a reminder, you are considered fully vaccinated by the CDC:**

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine
- If you don't meet these requirements, you are NOT fully vaccinated. Keep taking all [precautions](#) until you are fully vaccinated.
- If you have a condition or are taking medication that weakens your immune system, you may NOT be fully protected even if you are fully vaccinated. Talk to your healthcare provider. Even after vaccination, you may need to continue taking all [precautions](#).

## **DIGITAL VACCINATION CARD**

Carroll County residents can get a free digital vaccination card through the Carroll County Health Department's VaccineCheck. For more information visit: <https://cchd.maryland.gov/vaccinecheck/>

The Carroll County Health Department is working with PinPoint US, LLC to offer VaccineCheck – a program that creates **free digital COVID-19 vaccination cards** for Carroll County residents, regardless of where they were vaccinated (currently covers PA, NJ, NY, adding VA and DC soon). People who were vaccinated in Carroll County but live in other counties can also use this service.

VaccineCheck creates your personalized digital CDC vaccination card after verifying your COVID-19 vaccine history through Maryland's statewide immunization registry. If your information cannot be verified in the state system, you will not be able to get a digital card.

You can also use the service to upload an image of your paper CDC vaccine card for safe digital record-keeping.

## **COLLEGE'S \$100 VACCINE INCENTIVE**

- The \$100 vaccine incentive for credit students is still available once you are fully vaccinated. For more information visit: [Credit Student Vaccination Incentive Form](#)
- The \$100 vaccine incentive for non-credit students is still available once you are fully vaccinated. For more information including deadlines visit: <https://www.carrollcc.edu/vaccine-incentive-faq-cet-students/>
- The \$100 vaccine incentive for employees is still available once you are fully vaccinated. For more information visit: [Employee Vaccine Incentive FAQ](#)

## **IF YOU ARE FULLY VACCINATED (Per CDC Guidelines):**

At Carroll Community College if you have been fully vaccinated:

- If you've been around someone who has COVID-19, you do not need to stay away from others, quarantine or get tested unless you have symptoms. For more information on quarantine visit: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>
- You should still watch out for [symptoms of COVID-19](#), especially if you've been around someone who is sick. If you have symptoms of COVID-19, you should get [tested](#) and [stay home](#) and away from others.
- People who have a medical condition or are taking medications that weaken the immune system, should talk to their healthcare provider to discuss their approved activities. You may need to keep taking all [precautions](#) to prevent COVID-19.

## **INFORMATION ON TESTING**

To ensure the safety of all who enter our campus, we strongly encourage you to be tested if you exhibit symptoms associated with COVID-19.

Information on COVID-19 testing is available online on the Carroll County Health Department (CCHD) website <https://cchd.maryland.gov/covidtesting/> and the Maryland state website <http://covidtest.maryland.gov/>. Many urgent care centers, clinics, and pharmacies are offering COVID-19 testing. Be sure the facility you choose offers the type of test you need, and check for insurance coverage and possible charges for provider appointments.

## **CONTACT TRACING**

Contact Tracing is key to slowing the spread of COVID-19 and helps protect you, your family, and your community including the College by:

- Letting people know they may have been exposed to COVID-19 and should monitor their health for signs and [symptoms](#) of COVID-19.
- Helping people who may have been exposed to COVID-19 get tested.
- Asking people to [self-isolate](#) if they have COVID-19 or [self-quarantine](#) if they are a [close contact](#).
- For more information visit COVIDLINK: <https://covidlink.maryland.gov/content/faqs/#faqCT>

If you are a student, please email Dr. DaVida Anderson, Director of Student Care & Integrity, at [danderson3@carrollcc.edu](mailto:danderson3@carrollcc.edu) as soon as you suspect you may have COVID-19, test positive, or have been in close contact with someone who is positive or suspects they are positive, so that appropriate data gathering and safety measures can be completed to minimize the risk of transmission to the College community. Employees are to contact Human Resources, at [HR@carrollcc.edu](mailto:HR@carrollcc.edu).

The names and protected personal identification of students and employees will remain confidential and limited to a need-to-know basis and only disclosed when necessary to protect public health. Students are to reach out to instructors to ensure continuity of instruction. Full contact tracing will be conducted through the Carroll County Health Department or the County of residency. If a contact tracer reaches out to you, **please let the tracer know you are a student or employee of the College.**

**To expedite contact tracing efforts, the CCHD has requested all credit and non-credit faculty create a seating chart for all in-person classes.** When possible, students should be instructed to remain in those seats for the duration of their course. If that's not possible, please create a new seating as necessary. Instructors should be prepared to share course seating charts upon request. Internal requests will most often come from Dr. DaVida Anderson, Director of Student Care & Integrity, Lisa Kuhn, Director of Human Resources, and Trish Carroll, Chief Communications Officer. Sharing of attendance and seating charts will be on a need-to-know basis.

**Please do not come back to campus unless you have been cleared by your local health department contact tracing team. Ask for a release note from your designated in-county or out-of-county contact tracer. If you are a Carroll County resident, it will most likely be sent to your email from the State's COVIDLink system. Students need to provide a copy of the release note to Dr. DaVida Anderson at [danderson3@carrollcc.edu](mailto:danderson3@carrollcc.edu). Dr. Anderson will ensure instructors are notified accordingly. Employees need to provide their release note to Human Resources at [HR@carrollcc.edu](mailto:HR@carrollcc.edu).**

#### EXHIBITING SYMPTOMS OR POSITIVE COVID-19 TEST RESULT

##### **DO NOT COME TO CAMPUS IF YOU:**

- a. Test Positive for COVID-19; or
- b. Received a call from a Health Department Contact Tracer and are asked to quarantine or isolate; or
- c. Have a temperature reading of 100.4 or higher or other COVID-19 symptoms.
- d. **For more information on when to quarantine or isolate visit: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>**

If you have ANY of the following symptoms, which can range from mild to severe illness, you are required to stay home or immediately leave Carroll Community College's campus:

- a. A temperature reading of 100.4 or above, or feeling feverish
- b. Chills
- c. Unexplained Cough
- d. Shortness of breath or difficulty breathing\*
- e. Fatigue
- f. Muscle or body aches
- g. Unexplained Headache
- h. New loss of taste or smell
- i. Sore throat
- j. Unexplained Congestion or runny nose
- k. Nausea or vomiting
- l. Diarrhea

\* Seek emergency medical care immediately if you have any of the following emergency warning signs of COVID-19: trouble breathing, persistent pain or pressure in the chest, confusion, inability to wake or stay awake, and/or bluish lips or face.

This list does not include all possible symptoms. The CDC will continue to update this list as we learn more about COVID-19. Visit: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Students are asked to contact instructors virtually to notify them you have been required to stay home or immediately leave campus due to symptoms of illness. Students should also contact Dr. DaVida Anderson, Director of Student Care & Integrity, at [danderson3@carrollcc.edu](mailto:danderson3@carrollcc.edu). For employees, contact HR to answer any questions you may have about leave time.

- Contact your health care provider for guidance on testing and symptoms.
- You may call the Carroll County Health Department COVID-19 Call Center 410-876-4848 for general questions and testing information.

## QUARANTINE AND ISOLATION

### **When to Quarantine vs. Isolate (Per CDC):**

- You **quarantine** when you might have been exposed to the virus.
- You **isolate** when you have been infected with the virus, even if you don't have symptoms.

### **CDC INFORMATION ON Quarantining:**

Quarantine if you have been in [close contact](#) (within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period) with someone who has COVID-19, unless you have been [fully vaccinated](#). People who are fully vaccinated do NOT need to quarantine after contact with someone who had COVID-19 unless they have [symptoms](#). However, fully vaccinated people should get tested 3-5 days (not earlier) after their exposure, even if they don't have symptoms and wear a mask indoors in public for 14 days following exposure or until their test result is negative. It is important that you do not get tested or take a home test earlier than the 3-5 days after exposure.

### **What to do:**

- Stay home for 14 days after your last contact with a person who has COVID-19.
- Watch for fever (100.4°F), cough, shortness of breath, or [other symptoms](#) of COVID-19.
- If possible, stay away from people you live with, especially people who are at [higher risk](#) for getting very sick from COVID-19.

### **After quarantine:**

- Watch for symptoms until 14 days after exposure.
- If you have symptoms, immediately self-isolate and contact your local public health authority or healthcare provider.

### **You may be able to shorten your quarantine:**

The CCHD Contact Tracing Team will make the final decision about how long quarantine should last, based on conditions, and needs in Carroll County. (Employees and students who live outside of Carroll County are to follow the recommendations of their local health department.) Options they will consider include stopping quarantine

- After day 10 without testing
- After day 7 after receiving a negative test result (test must occur on day 5 or later)

## CDC INFORMATION on ISOLATING

**Isolation** is used to separate people infected with COVID-19 from those who are not infected. People who are in isolation should stay home until it's safe for them to be around others. At home, anyone sick or infected should separate from others, stay in a specific "sick room" or area, and use a separate bathroom (if available).

### **What to do:**

- Monitor your symptoms. If you have an [emergency warning sign](#) (including trouble breathing), seek emergency medical care immediately.
- Stay in a separate room from other household members, if possible.
- Use a separate bathroom, if possible.

- Avoid contact with other members of the household and pets.
- Don't share personal household items, like cups, towels, and utensils.
- [Wear a mask](#) when around other people if able.

Learn more about [what to do if you are sick](#) and [how to notify your contacts](#). We ask that you follow all the instructions provided to you by your local Health Department's contact tracer.

### **When You Can be Around Others After You Had or Likely Had COVID-19**

Most people do not require testing to decide when they can be around others; however, if your healthcare provider or the health department contact tracing team recommends testing, they will let you know when you can resume being around others based on your test results.

Anyone who has had [close contact](#) with someone with COVID-19 should stay home for 14 days **after their last exposure** to that person.

However, anyone who has had close contact with someone with COVID-19 and who meets the following criteria does **NOT** need to stay home:

- They have been [fully vaccinated](#) and shows no symptoms of COVID-19. However, fully vaccinated people should get tested 3-5 days after their exposure (not earlier), even if they don't have symptoms. They should wear a mask indoors in public for 14 days following exposure or until their test result is negative.

**Or**

- They have had COVID-19 illness within the previous 3 months **and**
- Has recovered **and**
- Remains without COVID-19 symptoms (for example, cough, shortness of breath)

### **CDC Guidelines:**

1. I think or know I had COVID-19, and I had symptoms. You can be around others after:

- 10 days since symptoms first appeared **and**
- 24 hours with no fever without the use of fever-reducing medications **and**
- Other symptoms of COVID-19 are improving\*

*\*Loss of taste and smell may persist for weeks or months after recovery and need not delay the end of isolation*

*Note that these recommendations **do not** apply to people with severe COVID-19 or with weakened immune systems (immunocompromised).*

2. I tested positive for COVID-19 but had no symptoms:

- If you continue to have no symptoms, you can be with others after 10 days have passed since you had a positive viral test for COVID-19.
- If you develop symptoms after testing positive, follow the guidance above for "I think or know I had COVID-19, and I had symptoms."

3. I was severely ill with COVID-19 or have a weakened immune system (immunocompromised) caused by a health condition or medication.

- People who are severely ill with COVID-19 might need to stay home longer than 10 days and up to 20 days after symptoms first appeared.
- [People with weakened immune systems](#) may require testing to determine when they can be around others. Talk to your healthcare provider for more information. Your healthcare provider will let you know if you can resume being around other people based on the results of your testing.

- People who are immunocompromised should be counseled about the potential for reduced immune responses to COVID-19 vaccines and the need to continue to follow [current prevention measures](#) (including wearing a [mask](#), [staying 6 feet apart from others](#) they don't live with, and avoiding crowds and poorly ventilated indoor spaces) to protect themselves against COVID-19 until advised otherwise by their healthcare provider. Close contacts of immunocompromised people should also be encouraged to be vaccinated against COVID-19 to help protect these people.

#### MODIFICATION to FACILITIES

1. Engineering Controls: (use of engineered machinery or equipment which can eliminate or reduce exposure to a hazard)
  - a. Physical Barriers
    - Installed plexiglass sneeze guard barriers on office Reception Area desks.
  - b. Air Quality
    - Used high quality double pleated MERV-11 air filters in HVAC units.
    - Installed UV germicidal irradiation lights in HVAC system
    - Followed a preventive maintenance schedule to change filters on a frequency that exceeds industry standard and manufacturer recommendations.
    - Introduced large amounts of fresh air into the system that exceeds ASHRAE recommendations.
    - Continually monitor and adjust air flow to optimize temperature and humidity conditions, exchanging air in rooms up to ten times per hour.
2. Administrative Controls: (changes in work procedures which can reduce the duration, frequency, or severity of exposure to a hazard)
  - a. Facilities Signage and Equipment
    - Placed CDC "Stop the Spread" information flier/poster in all classrooms, restrooms, common areas, and office suites.
    - Placed pedestal style hand-sanitizer dispensers at building entrance doors and other high traffic areas.
    - Placed wall mount hand-sanitizer dispensers in all classrooms
    - Provided cloth face coverings (surgical style masks), cloth face coverings with a clear front panel, and/or clear face shields to all employees as defined by area and/or academic need.
  - b. Facilities Procedures
    - Added an EPA "List N Disinfectant" to Environmental Services inventory with plans to sanitize high touch surfaces daily, or multiple times daily. "List N Disinfectants" meet EPA's criteria for use against SARS-CoV-2 (COVID-19).
    - Requiring anyone who is sick to remain home and seek medical advice.

#### CLASSROOM/LAB/OFFICE SAFETY

- Cleaning supplies are available in each classroom/lab and office for self-cleaning throughout the day.
- Facilities staff will thoroughly clean all instructional spaces and common areas used each evening.
- Hand washing and/or hand sanitizing protocols apply to everyone each time they enter a classroom or Lab.
- All course specific Laboratory Safety Agreements requirements remain in effect. For more information, visit: <https://www.carrollcc.edu/labsafety/>

#### MISCELLANEOUS PROCEDURES

- Our student and employee **Technology Loaner Program** will be offered for the 2021 Fall semester at a minimum. Please encourage all students who need technology to submit a Technology Request Form as soon as possible. [Student Technology Request Form](#)
- "Opt-In" to MD COVID Alert on your cell phone. <https://covidlink.maryland.gov/content/mdcovidalert/>

- When holding **meetings** in-person, in addition to wearing masks, please try to physically distance 3-6ft apart when possible. If that is not possible, it's recommended to schedule meetings via MS Teams.

## TRAVEL GUIDELINES

**The College is following the CDC's guidance on all travel.** If you plan to [travel in the United States](#) or internationally [travel internationally](#), please notify your supervisor/instructor in advance so appropriate plans are in place upon your return. If you are fully vaccinated, you do not need to get tested before or after travel or self-quarantine after travel before returning to campus. The CDC does recommend that you travel only after being fully vaccinated and self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.

### TRAVEL in the UNITED STATES

#### **Recommendations for Vaccinated People include:**

- During Travel
  - [Wearing a mask over your nose and mouth is required on planes, buses, trains, and other](#) forms of public transportation traveling into, within, or out of the United States and while indoors at U.S. transportation hubs such as airports and stations. Travelers are not required to wear a mask in outdoor areas of a conveyance (like on open deck areas of a ferry or the uncovered top deck of a bus).
  - Follow all state and local recommendations and requirements, including mask wearing and physical distancing.
- After Travel
  - Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.
  - Follow all [state and local](#) recommendations or requirements.

You do NOT need to get tested or self-quarantine if you are fully vaccinated or have recovered from COVID-19 in the past 3 months. You should still follow all other travel recommendations.

#### **Recommendations for Unvaccinated People:**

If you are not fully vaccinated and must travel, take the following steps to protect yourself and others from COVID-19:

- Before you travel:
  - Get tested with a [viral test](#) 1-3 days before your trip.
- While you are traveling:
  - [Wearing a mask over your nose and mouth is required](#) on planes, buses, trains, and other forms of public transportation traveling into, within, or out of the United States and while indoors at U.S. transportation hubs such as airports and stations. Travelers are not required to wear a mask in outdoor areas of a conveyance (like on open deck areas of a ferry or the uncovered top deck of a bus). CDC recommends that travelers who are not [fully vaccinated](#) continue to wear a mask and maintain physical distance when traveling.
  - Avoid crowds and stay at least 6 feet/2 meters (about 2 arm lengths) from anyone who is not traveling with you.
  - Wash your hands often or use hand sanitizer (with at least 60% alcohol).
- After you travel:
  - Get tested with a [viral test](#) 3-5 days after travel **AND** stay home and self-quarantine for a full 7 days after travel.
    - Even if you test negative, stay home and self-quarantine for the full 7 days.
    - If your test is positive, [isolate](#) yourself to protect others from getting infected.
  - If you don't get tested, stay home and self-quarantine for 10 days after travel.
  - Avoid being around people who are at [increased risk for severe illness](#) for 14 days, whether you get tested or not.

- Self-monitor for COVID-19 symptoms; isolate and get tested if you develop symptoms.
- Follow all [state and local](#) recommendations or requirements.

### CDC INTERNATIONAL TRAVEL RECOMMENDATIONS

**Do not travel internationally until you are [fully vaccinated](#).** If you are not fully vaccinated and must travel, follow CDC’s international travel recommendations for people who are not fully vaccinated.

Fully vaccinated travelers are less likely to get and spread COVID-19. However, international travel poses additional risks, and even fully vaccinated travelers might be at increased risk for getting and possibly spreading some COVID-19 variants.

The COVID-19 situation, including the spread of new or concerning variants, differs from country to country. All travelers need to pay close attention to the [conditions at their destination](#) before traveling.

CDC will update these recommendations as more people get vaccinated, as rates of COVID-19 change, and as additional scientific evidence becomes available.

### CARROLL ATHLETICS

- Intercollegiate athletics will be subject to the Maryland Department of Health Directive and Order Regarding Community Recreations, Leisure Cultural and Sporting Gathering Events, Pursuant to Executive Order No. 2020-06-10-01; And
- Subject to the guidelines from the NJCAA Region Athletics COVID-19 Policies and Best Practices.
- All Carroll athletes, coaches, visiting athletic teams and spectators will be required to wear a mask inside all College Facilities.
- Carroll athletes and coaches need to adhere to all host college/team COVID-19 related guidelines and policies when scheduled for an away event.
- Athletes who are not fully vaccinated are strongly encouraged to wear face masks between practice drills, on the sidelines, arriving and departing from the playing facility, and during shared transportation to/from an event. Any face mask that becomes saturated with sweat should be changed immediately.
- According to the CCHD, most transmission associated with outdoor sports has been related to off-field activities, such as sharing meals and during transportation in private vehicles where people were unmasked or partially masked. The College strongly encourages all Carroll athletes, coaches, and visiting teams to wear a mask correctly and consistently during shared transportation for scheduled sporting events. Do not share food or drink and all participants are encouraged to bring their own water bottles.
- According to the CCHD, no one should attend any sports function as a spectator if they are exhibiting signs or symptoms of COVID-19 or are currently in quarantine for an exposure. Parents and other spectators with high-risk health conditions should strongly consider not attending indoor events or events held outdoors where appropriate physical distancing cannot be maintained.
- For more information on Carroll athletics visit: <https://www.carrolllynx.com/landing/index>

### FITNESS CENTER AND GYM USE

- Masks are required when not actively working out.
- The Fitness Center and Gym will be open with limited hours to authorized users (current students, employees, and retirees).
- Daily open hours will be based on scheduled classes, intramural sports, and athletic team reservations.
- Authorization requires a current class schedule and/or photo identification.
- User check-in is required at the Fitness Center desk.
- Users are asked to wipe down machines and equipment before and after use.

- Locker rooms will be accessible. Users are required to wear a mask inside Carroll locker rooms.
- Water is available in the Fitness Center, but cups are not. Users must bring their own refillable bottles.

**THEATER USE AND CONFERENCING FACILITIES**

- The use of any College Facilities, including the Theater in the Scott Center, by an outside Community Use Group will be available for use beginning at the start of the Fall semester and with an event date beyond August 30, 2021. Masks will be required, and 6 ft. physical distancing is strongly encouraged when possible. For more information and approval, please contact Sophie Barden, Coordinator Theater Operations, at [sbarden@carrollcc.edu](mailto:sbarden@carrollcc.edu)
- The Bollinger Family Conference Center (Room K100) is available to outside Community Use groups for use beginning at the start of the Fall semester and with an event date beyond August 30, 2021. Masks will be required, and 6 ft. physical distancing is strongly encouraged when possible.
- Internal use for course work is approved as of August 30, 2021, as well and will take priority over external groups as is currently the practice.
- As always, all room/space scheduling is reserved in 25Live through the appropriate channels or through Julie Shoul, Facilities Management, x8492. Please keep in mind that any special circumstances affecting the overall campus schedule must be brought to our attention in advance as Facilities and Campus Police staffing will be impacted.

**WASHINGTON ROAD CAMPUS HOURS OF OPERATION**

**Effective Monday, August 30 through Saturday, December 18, 2020, the following schedule shall be in effect for Carroll Community College campus:**

**Washington Road Campus**

	<b>Student</b>	<b>Faculty &amp; staff</b>
Monday – Thursday	7:00 am – 11:00 pm	7:00 am – 11:30 pm
Friday	7:00 am – 4:30 pm	7:00 am – 5:00 pm
Saturday	7:30 am – 4:30 pm	7:30 am – 5:00 pm
Sunday**	<b>Closed</b>	

\*\* Continuing Education is offering select courses on Sundays with varying schedules. The College is not open for functions other than those classes.

**THE COLLEGE WILL BE CLOSED:**

- Labor Day Holiday: Saturday, September 4<sup>th</sup> – Monday, September 6<sup>th</sup>
- Thanksgiving Holiday: Wednesday, November 24<sup>th</sup> through Sunday, November 28<sup>th</sup>
- Winter Recess: Monday, December 20, 2021 through Sunday, January 2, 2022

**BOOKSTORE**

**Effective Monday, August 30<sup>th</sup> – Saturday, December 18<sup>th</sup> the Bookstore’s regular operating hours for the Fall 2021 term are as follows:**

Monday – Thursday	9:00am – 6:30pm
Friday	Closed
Saturday and Sunday	Closed

**EXTENDED BOOKSTORE HOURS for the beginning of the Fall term:**

Friday, Aug.27	9:00am – 3:00pm
Saturday, Aug. 28	10:00am – 2:00pm
Monday, Aug. 30 – Thursday, Sept. 2	7:30am – 7:30pm
Friday, Sept. 3	7:30am – 3:00pm
Friday, Sept. 10	9:00am – 3:00pm

**The Bookstore is CLOSED for the same holidays and breaks as the campus:**

- Labor Day Holiday: Saturday, September 4<sup>th</sup> - Monday, September 6<sup>th</sup>
- Thanksgiving Holiday: Wednesday, November 24<sup>th</sup> through Sunday, November 28<sup>th</sup>
- Winter Recess: Monday, December 20, 2021 through Sunday, January 2, 2022

**CAFÉ**

**The Café will re-open for the Fall Term on Monday, August 30**, with limited hours and limited menus as outlined below. For your safety and health, hand sanitizer pedestal dispensers are located in the Café and at each vending machine area.

We ask your patience as the Café encounters the same challenges faced by other food service providers with regard to supply chain issues and a reduced labor pool. Adding additional hours to the Café schedule will be evaluated as the semester gets underway.

**Effective Monday, August 30<sup>th</sup> – Saturday, December 18<sup>th</sup>, the following Café operations will be in effect:**

**CAFÉ and COFFEE BAR HOURS and MENU**

<b>Monday – Friday</b>	<b>8:00 am – 2:30 pm (Closed for sanitizing between 10am – 10:30am daily)</b>
<b>Saturday &amp; Sunday</b>	Closed (except for special Catering events approved and scheduled in advance)

- Limited menu includes:**
- Breakfast and lunch items on the deli and grill lines
  - Assorted fresh items in the “grab and go” cooler
  - Assorted pre-packaged snack, candy, and pastry items
  - Assorted bottled beverages
  - Fresh coffee served from Starbucks (\*limited menu available)
- \*Menus are still being finalized and will be online as soon as available.
- Note: Hot entrees, soup/salad bar and fountain drinks are suspended until further notice.*

**VENDING MACHINE AVAILABILITY**

- **A new “fresh meals” refrigerated vending machine is located in the Café vending area.**
  - **Beginning on Monday, August 30, after 2:30pm each weekday, the machine will be stocked with fresh foods for evening students and employees.**
  - It will be emptied each morning and refreshed each afternoon.
  - Food choices will include sandwiches, salads, parfaits, fruit cups, among other items.
  - We would appreciate if faculty teaching during the evening hours could please announce the “fresh meals” vending option to students.
- A “healthy options” refrigerated vending machine is located in the N Building.
- Beverages and dry snacks are located in A, K, L, M, N, P, and T Buildings.
- Microwaves continue to be available near the vending machines in the A, K, N, and T buildings.

## **CATERING START DATE and MENU**

- **Catering will be available as of Monday, September 13, 2021.**
- Canteen is to be given first right of refusal for all catering needs from that point forward.
- Catering will be available, with a limited menu including breakfast and lunch style items. No hot entrees will be available.
- From now until September 13, groups are given permission to contract with outside vendors under the following guidelines:
  - no self-serve buffets or commonly shared food/beverages items
  - meals/beverages should be prepackaged or a served buffet
  - onsite refrigeration should not be offered to outside vendors; needs will be evaluated on a case by case basis
  - ice is available from the machine in the lower level of the A Building
  - Meal Vouchers will be accepted in the Café for breakfast and lunch, and are encouraged for use
- The Catering Menu to begin September 13 is still being finalized and will be online as soon as available.
- After August 16<sup>th</sup> all inquiries for catering can be emailed to [CanteenCatering@CarrollCC.edu](mailto:CanteenCatering@CarrollCC.edu).
- Until the supply chain is more dependable, all catering will now require a minimum of 7 business days' notice, in advance.

### **The Café is CLOSED for the same holidays and breaks as the campus:**

- Labor Day Holiday: Saturday, September 4<sup>th</sup> – Monday, September 6<sup>th</sup>
- Thanksgiving Holiday: Wednesday, November 24<sup>th</sup> through Sunday, November 28<sup>th</sup>
- Winter Recess: Monday, December 20, 2021 through Sunday, January 2, 2022

### **For Additional COVID-19 Information and Resources Visit:**

**College COVID-19 Resources:** <https://www.carrollcc.edu/covid-19/>

**Vaccinations:** <https://cchd.maryland.gov/covid-19-vaccination/>

**Quarantine or Isolate:** <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

**State/County Data Tracker (Community Transmission Level):** <https://covid.cdc.gov/covid-data-tracker/#county-view>

**Maryland's COVIDLINK System:** <https://covidlink.maryland.gov/content/faqs/#faqCT>

**Carroll County Health Department:** <https://cchd.maryland.gov/covid-19/>

**CDC:** <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

**Maryland Department of Health:** [https://phpa.health.maryland.gov/Documents/coronavirus\\_FAQ.pdf](https://phpa.health.maryland.gov/Documents/coronavirus_FAQ.pdf)

**Governor Hogan's Roadmap to Recovery:** <https://governor.maryland.gov/recovery/>

**State Positivity Rates:** <https://coronavirus.jhu.edu/testing/testing-positivity>

**State Cases per 100K:** <https://coronavirus.jhu.edu/testing/tracker/map/new-cases-per-100-k-people>

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**CREDIT STUDENTS**  
**Frequently Asked Questions**  
**Updated August 23, 2021**

**CREDIT STUDENTS Frequently Asked Questions**

For the Fall 2021 semester, the College will be offering the majority of courses in a face-to-face format. We are also offering several different instructional formats strategically designed to ensure both student success and safety:

- **Remote Synchronous (RSYNC):** Remote Synchronous is our newest course format. This type of course meets with a live instructor via a virtual format (generally through Microsoft Teams, similar to Zoom). You will log in at a scheduled time to participate in the class. All instruction is provided remotely, just as if you were going to class on campus.
- **Online (NET):** Online classes meet within our Learning Management System called Canvas. This is an asynchronous format, which means you complete weekly work when it's best for you. You have 24-hour access to your class. This is not a self-paced course; there are weekly assignment deadlines. Tests may be required in the Testing Center by appointment.
- **Hybrid (HYB):** Hybrid means that there are some scheduled face-to-face activities on campus, but more than 50% of the class is conducted online (not at a scheduled time/day).

We have prepared this Q&A to address the most frequently asked questions by credit students. We will update this periodically to keep you informed.

**ARE OFFICES OPEN?**

Student Services offices like Admissions, Advising, Financial Aid, and Disability Support Services are all open 8:30am-6pm beginning August 16. You are still encouraged to make an appointment, if possible.

**HOW DO I GET MY STUDENT ID?**

Student IDs are available through the Library. Please visit the Library for more information regarding how to get your student ID or visit: <https://library.carrollcc.edu/home>.

**ARE THERE RESOURCES I CAN TAP INTO TO HELP PAY MY TUITION?**

The Financial Aid Office is open for all Financial Aid services. You may also login to your **Lynx Portal** at <https://www.carrollcc.edu/MyCarroll/> to view, track, and identify what documents have been received and are missing to complete the financial aid process. You may also call 410-386-8437; Email: [financialaid@carrollcc.edu](mailto:financialaid@carrollcc.edu)

If you have been affected financially by the COVID-19 pandemic and you are having specific needs related to your tuition payments for the Fall semester, please e-mail complete this form: <https://www.carrollcc.edu/relieffunds/>.

You may also qualify for our institutional scholarships. For more information visit: <https://www.carrollcc.edu/Costs-and-Aid/Scholarships/>

**I NEED HELP WITH MY STUDIES. WHAT KIND OF HELP IS AVAILABLE?**

*Tutoring Services* are available in face-to-face and online formats. For more details about drop-in, appointments and review sessions visit <https://www.carrollcc.edu/student-services/student-resources/tutoring-and-study-skills/>, or email Marsha Nusbaum at [MNusbaum@carrollcc.edu](mailto:MNusbaum@carrollcc.edu).

If you have any additional concerns or questions, please reach out to your instructor and/or Disability Support Services, if applicable, along with your Academic Advisor.

- *Disability Support Services:* Phone: 410-386-8329; Web: [www.carrollcc.edu/disability](http://www.carrollcc.edu/disability)
- *Advising and Transfer Office:* Phone: 410-386-8435; Email: [Advise@carrollcc.edu](mailto:Advise@carrollcc.edu)

### **IS THE FOOD LOCKER STILL OPEN AND CAN I STILL BECOME A CLIENT?**

The Carroll Food Locker will be available throughout the academic year. If you would like more information about Fall hours or want to sign up to become a client of the Food Locker, please reach out to Jen Milam by emailing [jmilam@carrollcc.edu](mailto:jmilam@carrollcc.edu). All communication remains confidential.

### **HOW CAN I GET A COPY OF MY TRANSCRIPT REMOTELY?**

The Records Office will continue to evaluate incoming transcripts and facilitate outgoing transcripts.

Visit: [www.carrollcc.edu/transcript](http://www.carrollcc.edu/transcript) for directions. Current Carroll students should log in through the Lynx Portal and click on Request an Official Transcript. Any student can go directly to the Parchment website and create a Parchment account to send official documents.

Please reach out to the Records Office if you have any questions. Phone: 410-386-8440; Email: [Records@carrollcc.edu](mailto:Records@carrollcc.edu)

### **I REALLY MISSED BEING ON CAMPUS LAST YEAR. WILL THERE BE STUDENT ACTIVITIES THIS FALL?**

The Student Engagement Office will hold face-to-face, in person engagement activities throughout the Fall semester. You can access the full list of activities on the Student Engagement Canvas page. Clubs will also post information to their Canvas pages.

Information about the Leadership Challenge, Student Government Organization, the Club budget process, and the Lynx-to-Lynx mentoring program is available in the office (Room A-118) and on the Student Engagement Canvas page.

Stay connected on the Student Engagement Canvas page, and follow us @CarrollCCStudentLife on Instagram for information, tips, and contests for students or call 410-386-8500; Email: [studentengagement@carrollcc.edu](mailto:studentengagement@carrollcc.edu).

### **I DO NOT HAVE ACCESS TO INTERNET SERVICE AT HOME. WHAT DO I DO?**

For free internet resource suggestions, please access the following instructions: <https://www.carrollcc.edu/Student-Life/COVID-19-Resources/Free-Internet-Resources/>. The

College buildings, as well as the north parking lot, offer free WiFi to students.

Use the Student Technology Request form to request a laptop or hotspot:

[https://forms.office.com/pages/responsepage.aspx?id=I8-J3iAH-UKb\\_3AEhnHbG9qGEQCK1-tEuv-IbYJ33sZUOTFGMDhNNIhOSUpUOVdPRVBKS1FaQ1o2RS4u&fswReload=1&fswNavStart=1627331008825](https://forms.office.com/pages/responsepage.aspx?id=I8-J3iAH-UKb_3AEhnHbG9qGEQCK1-tEuv-IbYJ33sZUOTFGMDhNNIhOSUpUOVdPRVBKS1FaQ1o2RS4u&fswReload=1&fswNavStart=1627331008825)

### **ATHLETICS ARE BACK!**

Fall practices are scheduled to begin on August 1, but the College Athletics department will follow all decisions made by MDJUCO and NJCAA and in compliance with the State and local health department officials. For additional updates please continue to visit: <https://www.carrolllynx.com/landing/index>.

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**NON-CREDIT STUDENT  
Frequently Asked Questions  
Updated August 23, 2021**

**NON-CREDIT STUDENTS Frequently Asked Questions**

Most Continuing Education and Training classes will be held on campus, including Career Training Programs and Personal Enrichment.

Online and hybrid courses will continue to be offered.

Adult Education Programs (GED® and ESOL) will continue to be held online with placement testing available on campus by appointment only. Call 410-386-8630 for more information.

Student Support Services and in-person registration is available on campus in the Continuing Education and Training office (A115). Office hours are Monday through Thursday, 8:30 a.m. – 6 p.m. and Friday, 8:30 a.m. – 4 p.m.

Student support services are also available via phone and email for registration assistance or inquiries about a class. Call 410-386-8100 during regular office hours, or email [cet@carrollcc.edu](mailto:cet@carrollcc.edu).

We have prepared this Q&A to address the most frequently asked questions by our Continuing Education & Training students. We will update this periodically to keep you informed.

**WILL FALL 2021 NON-CREDIT COURSES STILL BE DELIVERED AS ONLINE INSTRUCTION?**

Most Continuing Education and Training classes will be held on campus. Online and hybrid courses will continue to be offered. For more information, visit [www.carrollcc.edu/CETregistration](http://www.carrollcc.edu/CETregistration).

**HOW DO I REGISTER FOR CET COURSES?**

• **ONLINE**

Register online 24/7 at [www.carrollcc.edu/CETregistration](http://www.carrollcc.edu/CETregistration) and follow instructions. You will need to pay in full with a credit card when registering.

• **MAIL**

Mail a completed and signed registration form with total payment to:

Carroll Community College  
Continuing Education & Training, A115  
1601 Washington Road  
Westminster MD 21157

• **WALK-IN**

Register in-person in Room A115 on the Washington Road Campus. On Saturdays and after regular office hours, registrations and check or credit card payments may be left in the drop box next to the Cashier's Office.

**HOW DO I REGISTER FOR CET COURSES (Continued?)**

• **FAX**

Fax completed and signed registration form with credit card payment information to 410-386-8111.

• **TELEPHONE**

Call 410-386-8100. Have the course details and your credit card information ready.

**HOW DO I ACCESS MY ONLINE CLASS?**

Your online content will become available here: [www.carrollcc.edu/mycarroll](http://www.carrollcc.edu/mycarroll) under the CANVAS tab.

**DO I HAVE TO BE VACCINATED? ARE FACE MASKS REQUIRED?**

Please see the [COVID-19 Detailed Standard Operating Procedures](#) for answers to all COVID-19 related questions.

**I NEED HELP WITH MY STUDIES. WHAT KIND OF HELP IS AVAILABLE?**

If you have any concerns or questions, please reach out to your instructor and Beth Rosko Lee, Manager of Student Support Services, at [blee@carrollcc.edu](mailto:blee@carrollcc.edu).

*Disability Support Services:* Phone: 410-386-8329; Web: [www.carrollcc.edu/disability](http://www.carrollcc.edu/disability)

**ARE THERE RESOURCES I CAN TAP INTO TO HELP PAY MY TUITION?**

YES. Scholarships and tuition assistance, including COVID emergency relief funds, are available for eligible non-credit students for training that leads to employment, licensure, industry certification or job skill enhancement.

Read and fully complete the Universal Non-Credit Tuition Assistance Form and submit at least three weeks before the class start date. We will work with you to find the best scholarship and/or tuition assistance to meet your needs. Questions can be emailed to Beth Rosko Lee at [blee@carrollcc.edu](mailto:blee@carrollcc.edu).

Phone advising is available by appointment between 8:30 a.m. - 4:30 p.m. To request an appointment, email Beth Rosko Lee at [blee@carrollcc.edu](mailto:blee@carrollcc.edu).

**HOW CAN I GET A COPY OF MY CONTINUING EDUCATION RECORD REMOTELY?**

The Records Office will continue to evaluate incoming non-credit transcripts and facilitate outgoing transcripts. For instructions on requesting your records, please visit [www.carrollcc.edu/transcript](http://www.carrollcc.edu/transcript).

Current Carroll students should log in through the Lynx Portal and click on Request an Official Transcript. Any student can go directly to the Parchment website and create a Parchment account to send official documents.

Please reach out to the Records Office if you have any questions.  
Phone: 410-386-8440; Email: [Records@carrollcc.edu](mailto:Records@carrollcc.edu)

**IS THE FOOD LOCKER STILL OPEN AND CAN I STILL BECOME A CLIENT?**

Yes. For more information or to sign up to become a client of the Food Locker, please reach out to Jen Milam by emailing [jmilam@carrollcc.edu](mailto:jmilam@carrollcc.edu). All communication remains confidential.