

**Carroll Community College**  
**COVID-19 Detailed Standard Operating Procedures**  
**2020 Fall Semester – Updated August 14, 2020**  
**Expanded, but Controlled, Access to Campus**  
*Updates Will Be Ongoing Based On State and Local Directives*

Fall Semester for employees begins August 17, 2020. Fall Semester for students begins August, 31, 2020. Access to the campus will be made available to registered students for a limited number of classes. Prospective students are encouraged to make appointments in advance of coming to campus or use existing virtual services including “real time chats.” Please visit <https://www.carrollcc.edu/covid-19/> for additional information on College resources that are available during this unprecedented time. The College will continue to remain closed to the general public. The College will encourage students to leave campus after completing course work for the day.

**The College will utilize less than 35% capacity (employees/students) throughout any given day.**

These guidelines have been developed in response to the COVID-19 pandemic and are designed to promote safety and mitigate risk for students, faculty and staff while supporting the need to continue education for a limited, targeted student population, including healthcare workers and first responders needed to support the State and County’s pandemic response and recovery efforts.

**PURPOSE**

Our purpose is to provide a safe, structured and innovative approach to continue required in-person / hands-on skill development necessary for student success, and to provide at least one section of most courses for students who may not be successful learning remotely, and completion of preapproved programs. This approach will minimize on-campus sections and exposure for students, faculty, and staff. The focus of on-campus courses will be limited to providing focused learning exercises to demonstrate physical skill development and competencies required by accreditation, which cannot be accomplished online or virtually. All Fall semester courses taught on campus will be organized to limit student and faculty face-to-face contact, while also implementing best practices from federal, state, local, and professional agencies to promote physical distancing safety.

**PRIOR TO COMING BACK TO CAMPUS**

To ensure the safety of all who enter our campus, we are providing information on COVID-19 testing in Carroll County. We encourage you to schedule an appointment to get tested. The test is currently **FREE** of charge, however the Maryland Department of Health is considering the need for test sites to request insurance information.

The Carroll County Health Department (CCHD) is offering the COVID-19 tests at the Ag Center located at 706 Agriculture Center Drive, Westminster, MD. Individuals should call 410-876-4848 to schedule an appointment or to ask any questions that you may have. Or, you may simply go to the CCHD website at <https://cchd.maryland.gov/covid-19-testing-in-carroll-county/> to schedule a test.

Please note that only Carroll County residents can sign up for testing through the CCHD website. Out of County residents should visit the Maryland State Health Department website for more information, <https://coronavirus.maryland.gov/pages/symptoms-testing>. You can also check with your health care provider’s office, pharmacy, or urgent care center to see if they offer testing.

Test Results may take up to 7 days or longer, so please keep that in mind when scheduling your test. Positive Results are first sent to the Health Department for contact tracing. **If the CCHD contact tracer reaches out to you, please let the tracer know that you are a student or employee of the College** so that the CCHD can inform the College’s single point-of-contact, Trish Carroll our Chief Communications Officer, so that appropriate safety measures can be taken to minimize the risk to the College community. The name of the student or employee who tests positive or is contacted by a contact tracer will be limited to a need to know basis within the College.

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

1. **DO NOT COME TO CAMPUS IF YOU:**
  - a. Have tested Positive for COVID-19;
  - b. Had close contact, as defined by CDC, as 15 minutes or more, 6 ft. away or less, sharing utensils or drinks, or any physical contact with a confirmed or suspected case of COVID-19; or
  - c. Received a call from a Health Department Contact Tracer; or
  - d. Have a temperature reading of 100.4 or higher or other COVID-19 symptoms.
2. 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

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>

\*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.

3. Contact your supervisor or instructor virtually to notify them you have been required to stay home or immediately leave campus due to symptoms of illness. (For employees, contact HR to answer any questions you may have about leave time.)
4. Contact your health care provider for guidance on testing and symptoms.
5. You may call the Carroll County Health Department COVID-19 Call Center 410-876-4848 for general questions and testing information.
6. **Cloth face coverings, that cover both the nose and mouth, must be worn by everyone everywhere on campus at all times.** Face coverings are the most effective way to prevent the spread of COVID. Face Shields do not protect others from droplet spread without the required face covering.
  - a. If an entrant 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.
  - b. Students are required to provide a copy of their healthcare provider's note to Dr. DaVida Anderson at [danderson3@carrollcc.edu](mailto:danderson3@carrollcc.edu). A College letter will be provided for confirmation.

- c. Employees are required to provide a copy of their healthcare provider's note to Human Resources at [HR@carrollcc.edu](mailto:HR@carrollcc.edu). A College letter will be provided for confirmation.

### **Screening – Self-Disclosure via Electronic or Paper Questionnaire**

1. Each day an employee, student or member of the community is scheduled to come to campus, the individual will need to complete an online screening form (<https://www.carrollcc.edu/campuscheckin/>). Complete the form prior to leaving for campus. Please answer all the questions accurately. Based on the responses, you will receive entry results, either a **Green Check for Permission to come to campus** or a **Red X for Denied Access**, in both your browser and an email. You will need to show the email with the timestamp of your Check-In status to the College appointed designee. **Please Do Not come to campus if you received a Red X.**
2. If an employee, student or member of the community does not have an electronic status from the screening tool, the individual will complete a paper questionnaire to assess for potential COVID-19 infection or exposure. A College representative will take your temperature.
3. Anyone who self-identifies an issue, based on their questionnaire answers, will be denied access to campus and instructed not to return until the issue has been resolved or a release note is provided.
4. If you are ill or have had a positive viral (PCR) test for COVID, you must **isolate** at home until:
  - a. You are cleared to return by a licensed healthcare provider OR the Health Department Contact Tracing Team; **AND**
  - b. It has been 10 days since you first became ill or had your positive test; **AND**
  - c. You have not had a fever for 24 hours (without the use of medication) and all of your other symptoms are improving.
  - d. Additional information on isolating is available at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/isolation.html>
5. If you have had close contact with a person who is ill or has had a positive COVID test, you must quarantine for 14 days since the last time you were in contact with that person. Additional information on **quarantine** is available at <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>
6. Whether you are out of school due to isolation or quarantine (being sick, having a positive COVID test, or being exposed to someone with COVID) you may return in-person to campus only once you have submitted a release note from your healthcare provide or the Health Department to:
  - a. Students: Dr. DaVida Anderson at [danderson3@carrollcc.edu](mailto:danderson3@carrollcc.edu).
  - b. Employees to Human Resources at [HR@carrollcc.edu](mailto:HR@carrollcc.edu)
  - c. **You must have proof of the receipt of this documentation to return.**

### **SCHEDULING**

1. All assigned classroom spaces will be configured to support a minimum of 6 feet of distancing between student stations and the instructor.
2. The College will offer a variety of instructional formats, including:
  - a. On campus, face-to-face instruction- on a limited basis.
  - b. Remote course offerings, both synchronous (live remote instruction) and asynchronous (fully online).
  - c. Hybrid sections in which half of the class members will come to campus one session per week, while the second half access remotely.

- d. Hybrid sections in which the majority of the instruction will be conducted online, but one or more hands-on skills training sessions/labs conducted on campus.
  - e. Off-campus clinical settings and placements.
3. All support offices, including all Student Services (credit and CET) and the Academic Center, will adhere to CDC physical distancing guidelines
  4. The Learning Resources Center will be open to support students in need of resources, while adhering to CDC physical distance guidelines. Virtual services will also be available.
  5. The Child Development Center will continue to be open following State guidelines.
  6. The Book Store will continue to service students both in-person and online. Customers will be limited inside the store to ensure 6-foot physical distancing is maintained. Students are encouraged to bring their class schedule to facilitate the process of picking up books.
  7. Third party use of College facilities will not be permitted until further notice.
  8. Although online registration and virtual advising is recommended, services may also be available on-site to meet student needs.

### **Classroom/Lab/Office Safety**

1. Physical distancing requirements per Center for Disease Control and Prevention Guidelines will be marked appropriately and enforced in all areas of campus, including classrooms, labs, common areas, restrooms, the Learning Resource Center, and office areas.
2. At the conclusion of every instructional activity or meeting, instructional faculty, staff, and students will follow standard cleaning procedures using provided, approved sanitizers.
3. Cleaning supplies will be provided in each classroom/lab and office for self-cleaning throughout the day.
4. Facilities staff will thoroughly clean all instructional spaces and common areas used each evening.
5. Hand washing/sanitizing protocols should be applied to everyone each time they enter a classroom or Lab.
6. All faculty, staff and students are required to wear cloth face coverings and any additional appropriate protective equipment required as a previous standard practice defined for each specific lab session.
7. Protocols for removing protective equipment/face coverings at any time will be established and communicated by faculty.
8. All faculty, staff, and students will use standard cleaning procedures using provided, approved sanitizers following all instructional activities.
9. Each lab session will be designed to promote six feet of physical distancing requirements.
10. Any skills or activities that would normally require a "live" patient will be performed using a manikin.

### **Modifications to Facilities**

1. Engineering Controls:
  - a. Installed plexiglass sneeze guard barriers on office Reception Area desks.
  - b. Reduced seating in common areas to accommodate physical distancing.
  - c. Reduced seating in classrooms and labs to accommodate physical distancing.
  - d. Reduced available fixtures (commode, urinal, sink) in all restrooms to accommodate physical distancing.

- e. Restricted usage of elevators to one person at a time.
  - f. Used high quality double pleated MERV-11 air filters in HVAC units.
  - g. Followed a PM schedule to change filters on a frequency that exceeds industry standard and manufacturer recommendations.
  - h. Introduced large amounts of fresh air into the system that exceeds ASHRAE recommendations.
  - i. 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:
- a. Completed the JHU “COVID-19 Self-Assessment Calculator for Higher Education” with a **Mitigation score of 93% (Very Prepared)** and an **Overall Risk score of Very Low** (lowest possible score).
  - b. Placed floor tape six feet from reception counters indicating “Please Stand Here.”
  - c. Placed CDC “Stop the Spread” information flier/poster in all classrooms, restrooms, common areas, and office suites.
  - d. Placed pedestal style hand-sanitizer dispensers at building entrance doors and other high traffic areas.
  - e. Placing wall mount hand-sanitizer dispensers for all classrooms; using individual bottles until dispensers arrive.
  - f. Added an “N List” disinfectant to Environmental Services inventory with plans to sanitize high touch surfaces daily, or multiple times daily.
  - g. Requiring anyone who is sick to remain home and seek medical advice.
  - h. Requiring those who have had close contact with a confirmed or suspected case of COVID-19 to remain home until cleared from quarantine by the Carroll County Health Department.
  - i. Offer training to employees on “Campus Re-opening Safe Practices and Procedures.”
3. Personal Protective Equipment (PPE)
- a. All entrants to the campus are required to wear a personal cloth face covering that covers the mouth and nose that meets CDC guidelines while on campus.
  - b. If a student or employee has a Doctor’s note documenting a valid medical reason for not wearing a face covering, then a face shield will be accepted as an alternative.

### Café

- f. The Café will not be open until further notice.
- g. Seating in the Café dining room is still available with all physical distancing requirements in place.
- h. **All vending machines will be available for use as of Monday, August 31.**
- i. Beverages and dry snacks are located in A, K, L, M, N, P, and T Buildings.
- j. A “healthy options” refrigerated vending machine is also located in the N Building.
- k. Microwaves are still available near the vending machines in the A, K, N, and T buildings.
- l. For your safety and health, hand sanitizer pedestal dispensers are located at each vending machine area.

### **Theater Use and Conferencing Facilities**

1. The use of any College Facilities, including the Theater in the Scott Center by outside Community use groups is prohibited until further notice.
2. The use of the College's Conferencing Facilities (Bollinger Family Conference Center – K100) by outside Community Use groups is prohibited until further notice.
3. Internal use for course work is approved with social distancing protocols.

### **Athletics**

1. In response to the NJCAA decision on July 13, 2020 to move Fall 2020 athletics to Spring 2021, the College has made the decision to move men's and women's soccer season to Spring 2021. Our intercollegiate athletics program in Spring 2021 will also include our inaugural men's and women's lacrosse season.
2. Presently the College still plans to move forward with cross country for the Fall 2020 season with practices beginning August 1, 2020. The decision was based on cross country being a non-contact sport and physical distancing is possible for training and racing. This decision will continue to be revisited as additional information becomes available.
3. Intercollegiate athletics will be subjected 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,
4. Subject to the guidelines from the NJCAA Region Athletics COVID-19 Policies and Best Practices.

### **Fitness Center and Gym Use**

1. The Fitness Center and Gym will reopen on August 17, 2020 with limited access and with equipment placement designed to accommodate six feet of physical distancing requirements.
2. The Fitness Center and Gym will be closed to students with the exception of Athletes for conditioning and those students who are required to access the Fitness Center or Gym for classes.
3. Some machines will be signed as "not in use."
4. Face coverings must be worn at all times.
5. Cleaning of machines and equipment by users with wipes before and after use.
6. No intramurals are being offered.
7. No game or group play will be permitted in the gym.
8. All access will be via the fitness center doors - not the gym or locker room doors into the gym. This will help control numbers of people in and out.
9. Locker rooms will be accessible through the P hallway. One shower, every other stall, and every other sink will be available. Max capacity signage will be provided for locker and bathroom areas.
10. Plexiglass will be placed around the new desk in the Fitness Center.

### **Bookstore**

1. **Effective Monday, August 31<sup>st</sup> – Saturday, December 19<sup>th</sup> the Bookstore's regular operating hours for the Fall 2020 term are as follows:**  
Monday – Thursday      9:00 am – 6:30 pm  
Friday                      Closed  
Saturday & Sunday      Closed

**2. EXTENDED HOURS for the beginning of the Fall term:**

Monday, Aug. 31 – Thursday, Sept. 3	7:30 am – 7:30 pm
Friday, Sept. 4	7:30 am – 3:00 pm
Tuesday, Sept. 8 – Thursday, Sept. 10	8:30 am – 7:30 pm
Friday, Sept. 11	8:30 am – 3:00 pm
Saturday, Sept. 12	9:00 am – 2:00 pm

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

Labor Day Holiday: Saturday, September 5<sup>th</sup> – Monday, September 7<sup>th</sup>  
 Thanksgiving Holiday: Wednesday, November 25<sup>th</sup> through Sunday, November 29<sup>th</sup>  
 Winter Recess: Monday, December 21, 2020 through Sunday, January 3, 2021

**Washington Road Campus Hours of Operation**

	<b>Student</b>	<b>Faculty &amp; staff</b>
Monday – Thursday	7:00 am – 10:30 pm	7:00 am – 11:00 pm
Friday	7:00 am – 2:30 pm	7:00 am – 3:00 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.

1. As always, all room/space scheduling is reserved in 25Live through the appropriate channels or through Julie Shoul, Facilities Management, x8492.
2. Any special circumstances affecting the overall campus schedule must be brought to the attention of Facilities and Campus Police in advance.

**The College will be Closed:**

1. Labor Day Holiday: Saturday, September 5<sup>th</sup> – Monday, September 7<sup>th</sup>
2. Thanksgiving Holiday: Wednesday, November 25<sup>th</sup> through Sunday, November 29<sup>th</sup>
3. Winter Recess: Monday, December 21, 2020 through Sunday, January 3, 2021

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

1. **For Employees** - Human Resources Department, [HR@carrollcc.edu](mailto:HR@carrollcc.edu), 410-386-8030
2. **For Students** – Dr. DaVida Anderson, Director of Student Care & Integrity, [danderson3@carrollcc.edu](mailto:danderson3@carrollcc.edu), 410-386-8217
3. **Media Inquiries & Health Department Liaison** - Trish Carroll, Chief Communications Officer, [pcarroll@carrollcc.edu](mailto:pcarroll@carrollcc.edu), 410-386-8184

**For more information visit:**

- <https://www.carrollcc.edu/covid-19/>  
<https://cchd.maryland.gov/covid-19/>  
<https://www.cdc.gov/coronavirus/2019-ncov/index.html>