

**Carroll Community College**  
**COVID-19 Facility Modifications and Procedures**  
**Updated May 2021**

**Modifications to Facilities**

- a. Installed plexiglass sneeze guard barriers on office Reception Area desks.
- b. Used high quality double pleated MERV-11 air filters in HVAC units.
- c. Installed UV germicidal irradiation lights in HVAC system
- d. Introduced large amounts of fresh air into the system that exceeds ASHRAE recommendations.
- e. Continually monitor and adjust air flow to optimize temperature and humidity conditions, exchanging air in rooms up to ten times per hour.
- f. Placed CDC “Stop the Spread” information flier/poster in all classrooms, restrooms, common areas, and office suites.
- g. Placed pedestal style hand-sanitizer dispensers at building entrance doors and other high traffic areas.
- h. Placed wall mount hand-sanitizer dispensers for all classrooms.

**Facilities Procedures**

- a. Offer training to employees on “Campus Re-opening Safe Practices and Procedures.”
- b. Requiring anyone who is sick to remain home and seek medical advice.
- c. 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.
- d. Cloth face coverings (masks), that cover both the nose and mouth, must be worn by everyone on campus while indoors.
- e. Follow current State of Maryland recommendations regarding the wearing of masks outdoors.
- f. 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.
- g. 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)**.