

**Carroll Community College
COVID-19 Detailed Standard Operating Procedures
2021 Summer Semester – In Effect June 1, 2021**

Expanded Access to Campus

Updates Will Be Ongoing Based on State and Local Directives

This plan is in effect until the start of Fall Semester on August 30th

The following Standard Operating Procedures 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 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. For more information please visit: <https://coronavirus.maryland.gov/>

The College is not requiring students and staff to be vaccinated in order to come to campus; however, we are strongly encouraging students and staff to get vaccinated in order to help stop the spread in Carroll County.

As a reminder, you are considered **fully vaccinated** if you are 14 days past your second Moderna or Pfizer vaccine shots or 14 days after the single dose Johnson & Johnson vaccine.

If YOU ARE FULLY VACCINATED (Per CDC Guidelines):

At Carroll Community College, if you have been fully vaccinated:

- You can resume on-campus activities that you did prior to the pandemic.
- You can resume on-campus activities without wearing a mask or staying 6 feet apart. We still strongly encourage you to wear a mask in large gatherings inside and outside College facilities when physical distancing cannot be maintained.
- If you are interacting with the Littlest Learners Child Development Center or Kids@Carroll Summer Camps you must continue to wear a mask.
- If you [travel in the United States](#), 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 consider traveling after being fully vaccinated.
- If you've been around someone who has COVID-19, you do not need to stay away from others or get tested unless you have symptoms.
- 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 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. We strongly encourage those who are immuno-compromised to still wear a mask on campus.

IF YOU ARE NOT FULLY VACCINATED:

The Maryland Health Department strongly recommends that all non-vaccinated individuals over the age of 2 years continue to wear face coverings in all indoor settings outside of their home and in outdoor settings when physical distancing cannot be maintained.

While getting vaccinated and wearing masks are not required, the College strongly recommends all students and employees get vaccinated. The College also respectfully asks those who are not fully vaccinated to continue to wear a mask inside all College facilities. We ask that you maintain 6-ft. of distance when possible and outside in a large crowd.

INFORMATION ON GETTING A VACCINE

For Information on getting a vaccine visit the Carroll County Health Department (CCHD)

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

INFORMATION ON TESTING

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 be tested if you exhibit symptoms associated with COVID-19.

The Carroll County Health Department (CCHD) is offering COVID-19 testing, FREE of charge. 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. Test Results may take up to 7 days.

You may also find options for testing on <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.

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 healthcare provider's office, pharmacy, or urgent care center to see if they offer testing.

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.**

If you are a student, please email Dr. DaVida Anderson, Director of Student Care & Integrity, at danderson3@carrollcc.edu as soon as you suspect you may have COVID-19 or test positive, so that appropriate safety measures can be taken to minimize the risk to the College community. We ask the same of employees, but employees are to contact Human Resources, at HR@carrollcc.edu. The names of students or employees who test positive or are contacted by a contact tracer will be limited to a need to know basis within the College. Students are also encouraged to reach out to professors to ensure continuity of instruction.

EXHIBITING SYMPTOMS OR POSITIVE COVID-19 TEST RESULT

DO NOT COME TO CAMPUS IF YOU:

- a. Test 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.

1. 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.

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

Classroom/Lab/Office Safety

1. Cleaning supplies are available in each classroom/lab and office for self-cleaning throughout the day.
2. Facilities staff will thoroughly clean all instructional spaces and common areas used each evening.
3. Hand washing and/or hand sanitizing protocols apply to everyone each time they enter a classroom or Lab.

Modifications to Facilities

1. Engineering Controls:
 - 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. Followed a PM schedule to change filters on a frequency that exceeds industry standard and manufacturer recommendations.

- e. Introduced large amounts of fresh air into the system that exceeds ASHRAE recommendations.
 - f. 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. Placed CDC “Stop the Spread” information flier/poster in all classrooms, restrooms, common areas, and office suites.
 - b. Placed pedestal style hand-sanitizer dispensers at building entrance doors and other high traffic areas.
 - c. Placed wall mount hand-sanitizer dispensers in all classrooms
 - d. Added an “N List,” as defined by the CDC, disinfectant to Environmental Services Inventory with plans to sanitize high touch surfaces daily, or multiple times daily.
 - e. Offered training to employees on “Campus Re-opening Safe Practices and Procedures.”
 - f. Requiring anyone who is sick to remain home and seek medical advice.
 - g. 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.

CAFÉ

1. The Café will not be open until the Fall semester.
2. All vending machines will be available for use.
3. Beverages and dry snacks are located in A, K, L, M, N, P, and T Buildings.
4. A “healthy options” refrigerated vending machine is located in the N Building.
5. A “fresh foods” refrigerated vending machine is located in the K Building in the Café vending area.
6. Microwaves are still available near the vending machines in the A, K, N, and T buildings.
7. 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 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.
2. The use of the College’s Conferencing Facilities (Bollinger Family Conference Center – Room K100) by outside Community Use groups will be available for use beginning at the start of the Fall semester and with an event date beyond August 30, 2021.
3. Internal use for course work is approved as of August 30, 2021 as well but will take priority over external groups as is currently the practice.

ATHLETICS

1. For more information visit: <https://www.carrolllynx.com/landing/index>
2. 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
3. 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 be open with limited hours.
2. The Fitness Center and Gym will be available to students and employees but in deference to athletes for conditioning and those students who are required to access the Fitness Center or Gym for classes.
3. Users are asked to wipe down machines and equipment before and after use.
4. Locker rooms will be accessible.

BOOKSTORE

Effective Tuesday, June 1st through Saturday, August 28th the Bookstore's regular operating hours for Summer 2021 are as follows:

Monday - Thursday	9:00 am – 5:00 pm
Friday	CLOSED
Saturday and Sunday	CLOSED

EXTENDED HOURS for the Summer terms:

Tuesday, June 1 & Wednesday, June 2	8:30 am – 7:00 pm
Monday, June 14 & Tuesday, June 15	8:30 am – 7:00 pm
Tuesday, July 6 & Wednesday, July 7	8:30 am – 7:00 pm
Friday, August 6	8:30 am – 3:00 pm
Saturday, August 7	10:00 am – 2:00 pm (Last day for Rental Returns)

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

- Memorial Day Holiday: Saturday, May 29th – Monday, May 31st
- Independence Day Holiday: Saturday, July 3rd – Monday July 5th

Washington Road Campus Hours of Operation

Effective Tuesday, June 1 through Saturday, August 28, 2021, the following schedule shall be in effect for Carroll Community College campus:

- Limited face to face classes are scheduled on campus.
- Offices are open with reduced onsite staffing.

	Students	Faculty & staff
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 – 2:00 PM	7:30 AM – 2:30 PM
Sunday	Closed	

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

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.

The College will be closed:

- Memorial Day Holiday: Saturday, May 29th – Monday, May 31st
- Independence Day Holiday: Saturday, July 3rd – Monday, July 5th

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

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

For more COVID-19 Information and Resources Visit:

<https://www.carrollcc.edu/covid-19/>

<https://cchd.maryland.gov/covid-19-testing-in-carroll-county/>

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

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

<https://governor.maryland.gov/recovery/>

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

<https://coronavirus.jhu.edu/testing/testing-positivity>

https://covid.cdc.gov/covid-data-tracker/#cases_casesper100klast7days