

# Martin Community College COVID Operations Guidelines

Created: July 2020  
*revised March 3, 2022*



## **Revisions and Timeliness**

The information included in the operational guidance is based on the current recommendations and guidelines. As new information is available regarding best practices, the Operational Guidelines will be updated.

## **COVID Operations Taskforce Members:**

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# Martin Community College COVID Operations Guidelines

## Points of Contact

Employees with questions related to COVID-19 are asked to contact the MCC Office of Human Resources and should ask to speak with Director of Human Resources, Morgan Roberson: [mr67256@martincc.edu](mailto:mr67256@martincc.edu) or (252) 789-0224.

Students with general questions should call or text Bebe Major at (252) 217-4273.

Students with questions regarding coursework should contact their instructor.

## Counseling Services

MCC recognizes that in this challenging time, there are heightened fears and anxiety among our faculty, staff, and students.

- Students are encouraged to reach out to one of MCC's counselors.
- Faculty and Staff are encouraged to discuss their concerns with their direct supervisor.

## How was this guidance developed?

On July 1, 2020, President Beddard established a COVID Operations Taskforce (COT) to develop a plan to ensure MCC is operating as safely as possible. The COT has engaged with individuals from across campus to assess needs and challenges of operating in an unprecedented time. The guidance from the COT is built on recommendations from the US Center for Disease Control (CDC), North Carolina Department of Health and Human Services (DHHS), and Martin County Health Department.

## Who Will Decide How Martin Community College Will Operate and Stay Open?

The Governor's Office and DHHS, in consultation with multiple agencies, issue statewide guidance and recommendations. In conjunction with the recommendations from the Governor's Office, the NC Community College System Office may make additional recommendations regarding system-wide operations.

MCC Administration will make final decisions based on the recommendations by the local, state, and national officials.

# Requirements and Recommendations

## Face Coverings

Effective March 7, 2022, wearing face coverings, that cover the individual's nose and mouth, are considered **optional** in all MCC Buildings, unless otherwise required due to exposure, quarantining, or post-isolation requirements. Employees, students, and/or patrons may electively wear a face covering if they choose; however, there is no campus wide mandated enforcement of face coverings.

Alternative face coverings, such as face shields, may be utilized by individuals with medical conditions that make breathing difficult or as recommended by a health care provider but will be optional at the end users' discretion.

## **Social Distancing**

Social distancing is **encouraged** if and when possible.

# **Cleaning and Hygiene**

## **Hand Washing**

Everyone on campus should wash their hands as frequently as possible, with soap and warm water for at least 20 seconds to help reduce the spread of COVID-19. When it is not possible to wash your hands, use one of the hand sanitizer stations located near the entrances to the buildings on campus and in many instructional spaces.

## **Hand Sanitizer**

MCC will provide hand sanitizer with at least 60% alcohol. Currently, the dispensers located near the entrances to buildings are filled with a hand sanitizer that is 80% Ethanol, 0.125% Hydrogen Peroxide, and 1.45% Glycerol. Individuals with extremely sensitive skin may choose to provide their own hand sanitizer, which should be at least 60% alcohol.

## **Facilities Hygiene and Sanitation Practices**

MCC Facilities Services will clean high touch surfaces that are part of the building, such as sinks, light switches, door handles, and handrails frequently. Items such as desks, keyboards, computer mice, and other equipment are to be cleaned by the individual utilizing the space. Cleaning supplies for labs or classrooms may be requested by contacting Facilities Services: [billy.barber@martincc.edu](mailto:billy.barber@martincc.edu) or calling (252) 789-0303.

# **Symptoms, Quarantining, Isolation, and Vaccine Guidance**

## **Common COVID-19 Symptoms**

Symptoms commonly associated with COVID-19 include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- New loss of taste or smell
- Congestion or runny nose
- Fatigue
- Muscle or body aches
- Sore throat
- Headache
- Nausea or vomiting
- Diarrhea

This list is not all possible symptoms. Fever is determined by measuring a temperature of 100.4 °F or greater, or feeling warm to the touch, or giving a history of feeling feverish.

Regular screenings for symptoms and ongoing self-monitoring throughout the day can help reduce exposure to COVID-19. Faculty, Staff, and Students are encouraged to self-monitor for symptoms such as fever, cough, or shortness of breath. If an employee develops symptoms during the day, they are required to notify their supervisor and prepare to leave campus. If a student develops symptoms during the day, they should leave campus immediately and email their instructor(s). Students who are exhibiting symptoms will be required to leave the classroom and campus. Also, please call or text the COVID-19 helpline at (252) 217-4273 and leave a name and number and you will receive a return call to discuss appropriate next steps.

### Symptoms, Testing, and Return Guidelines

Any individual who has been exposed or is having one or more symptoms associated with COVID-19 should contact the assigned MCC staff member and notify them of their situation. If the need of testing for COVID-19 is in question, the individual should contact their health care provider or one of the testing services to determine if testing is appropriate.

#### Symptoms Guidance

| <i>Guidelines</i>                                       |   |
|---|---|
| <b>Symptoms (Positive with Test)</b>                    | <b>Quarantine:</b> If symptomatic recommend testing immediately. If positive follow Isolation/Positive Test Guidance.   |
| <b>Symptoms (Without Test)</b>                          | <b>Quarantine:</b> If individual does not take a test quarantine 7 days from the start date of symptoms. Wear a mask for 10 days from the start date of symptoms if close contact date is unknown.  |
| <b>Symptoms (Negative with PCR Test)</b>                | <b>Quarantine:</b> If symptomatic recommend testing immediately. If negative, individual is encouraged to contact Healthcare Provider and not return until symptoms have improved.  |
| <b>Symptoms (Negative with Rapid OR "At Home Test")</b> | <b>Quarantine:</b> If symptomatic recommend testing immediately. If negative individual is encouraged to take PCR test. If PCR test is negative, individual is encouraged to contact Healthcare Provider and not return until symptoms have improved. |

## Exposure/Quarantine Guidance

| <i>Guidelines</i>   |   |
|---|---|
| <b>With Test: Exposed (Not Vaccinated or Not Fully Vaccinated)</b>    | <b>Quarantine:</b> Test 5 days following exposure. Wear a mask for 10 days from your last known date of contact with someone with COVID-19.   |
| <b>Without Test: Exposed (Not Vaccinated or Not Fully Vaccinated)</b> | <b>Quarantine:</b> 7 days from the date of exposure. Wear a mask for 10 days from your last known date of contact with someone with COVID-19. |
| <b>Exposed (COVID Positive within 90 days)</b>                        | No quarantine if no symptoms. Wear a mask for 10 days from your last known date of contact with someone with COVID-19.                        |
| <b>Exposed (Fully Vaccinated)</b>                                     | No quarantine if no symptoms. Wear a mask for 10 days from your last known date of contact with someone with COVID-19.                        |

## Household Exposure Guidance

| <i>Guidelines</i>   |  |
|---|--|
| <b>With Test: Exposed (Not Vaccinated or Not Fully Vaccinated)</b>    | <b>Quarantine:</b> May test 5 days after the isolation period has ended for the COVID positive individual in the household. Wear a mask for 10 days from your last known date of contact with someone with COVID-19. |
| <b>Without Test: Exposed (Not Vaccinated or Not Fully Vaccinated)</b> | <b>Quarantine:</b> 7 days after the isolation period has ended for the COVID positive individual in the household. Wear a mask for 10 days from your last known date of contact with someone with COVID-19.          |
| <b>Exposed (COVID Positive within 90 days)</b>                        | No quarantine if no symptoms. Wear a mask for 10 days from your last known date of contact with someone with COVID-19.   |
| <b>Exposed (Fully Vaccinated)</b>                                     | No quarantine if no symptoms. Wear a mask for 10 days from your last known date of contact with someone with COVID-19.   |
| <b>Symptoms</b>   | <b>Quarantine:</b> Follow Symptoms Guidance.   |

## Isolation/Positive Test Guidance

| <i>Guidelines</i>  |   |
|--------------------|---|
| <b>Symptoms</b>    | <b>Isolate:</b> 7 days from the date of symptoms. Wear a mask for 10 days from start date of symptoms if close contact date is unknown.     |
| <b>No Symptoms</b> | <b>Isolate:</b> 7 days from the date of positive test. Wear a mask for 10 days from date of positive test if close contact date is unknown. |

### Individuals Diagnosed or Exposed to Someone with COVID-19

For **students**, text or call the COVID-19 helpline at (252) 217-4273 to speak with Bebe Major. Make sure to provide your name and a phone number to receive phone calls from MCC AND contact your instructors in order to be guided on how you will be able to continue your studies. Privacy will be maintained and appropriate campus notifications and actions will take place.

For **employees**, contact Morgan Roberson: [mr67256@martincc.edu](mailto:mr67256@martincc.edu) or (252) 789-0224. Privacy will be maintained and appropriate campus notifications and actions will take place.

If an employee is notified by a student of a positive COVID diagnosis and/or exposure, the employee should contact Bebe Major, (252) 217-4273, immediately and provide the student information.

If an **instructor or student** in a shared classroom space tests positive for COVID-19, there will be an immediate investigation of circumstances to determine if alternative instructional plans and methods or if quarantining of the class is appropriate. Testing may be encouraged.

If an **employee** in a shared space tests positive for COVID-19, there will be an immediate investigation of circumstances to determine appropriate next steps and if quarantining of other employees will be required; individuals testing positive for COVID-19 must isolate. Testing may be encouraged.

If a person on campus has had a positive test, the college will investigate the circumstances and make a determination about room closure and cleaning.



## When You've Been Fully Vaccinated

The current CDC definition of fully vaccinated is:

| Fully Vaccinated Definition            |   |  |
|--|---|--|
| Vaccine Type:                          | Primary Dose:                                 | Booster:   |
| <i>Pfizer-BioNTech</i>                 | Two weeks after final dose of primary series. | Must have received booster at least five months after the last dose in their primary series.   |
| <i>Moderna</i>                         | Two weeks after final dose of primary series. | Must have received booster at least five months after the last dose in their primary series.   |
| <i>Johnson &amp; Johnson's Janssen</i> | Two weeks after first dose.                   | Must have received the booster dose of either the Pfizer-BioNTech or Moderna (vaccine) at least 2 months after the first dose of the J&J/Janssen COVID-19 vaccine. You may get the J&J/Janssen in some situations. |

The CDC does not consider the showing of symptoms from taking the COVID vaccine as a possibility for transmission of the virus to others; however, the symptoms can be very debilitating. If you are experiencing post COVID-19 vaccination symptoms, please contact your instructor or supervisor to discuss options.

## Recommended Guidelines for Departmental Operations

### Attendance

Employees and students who have tested positive, been exposed, or are showing symptoms of COVID-19 **are required** to stay home until they meet the guidelines to return.

Faculty should modify attendance policies that enable students who are symptomatic to make up work without penalty.

Employees and students who knowingly come to campus without meeting the criteria to return are subject to disciplinary action.

Full-time faculty and staff are required to work forty (40) hours per week. Any deviation from the normal on-campus work schedule will need to be discussed and approved by the employee's direct supervisor and the area Senior Administrator.

Supervisors and instructors will mandate employees and students to stay home if sick.

## **General Information**

As new information is available, guidelines will be adjusted, and the current operational plan may shift. MCC Administrators will continue to monitor recommendations and guidelines shared by the federal, state, and local officials to make local adjustments to the guidance and ongoing operations of MCC.

MCC housekeeping staff will continue to sanitize high touch surfaces in common areas. Faculty and staff are permitted to sanitize shared spaces that are in use within their workspaces.

Increased hand hygiene protocols will remain in place. Students, faculty, and staff are asked to wash their hands with soap and water for at least 20 seconds, as frequently as possible. Additionally, hand sanitizer stations have been added to the entrances of the buildings on campus.

Employees and students are encouraged to wash their hands or use hand sanitizer regularly.