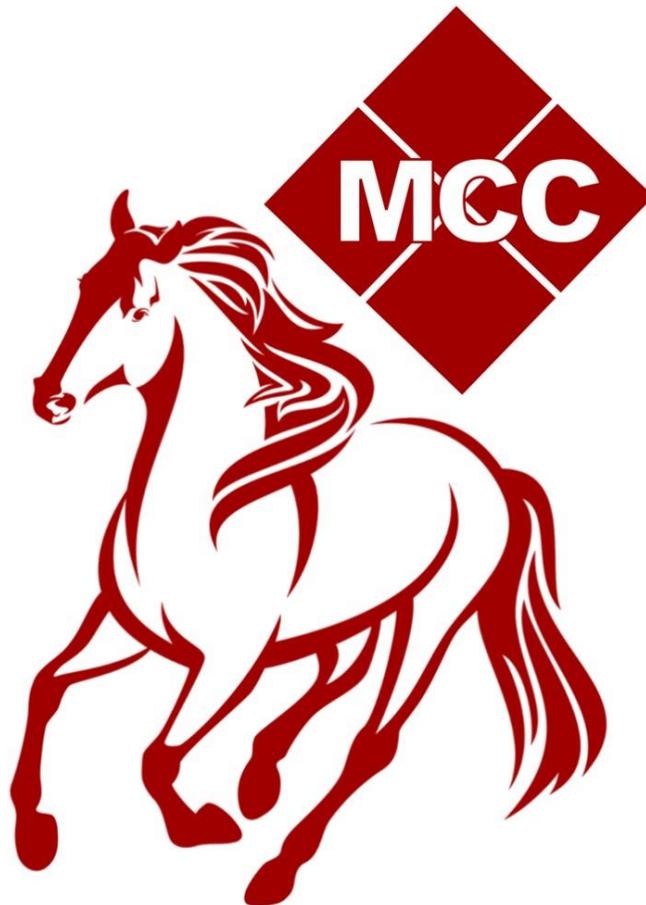


Martin Community College COVID Operations Guidelines

Created: July 2020
revised August 26, 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:

Wesley E. Beddard – President

Billy Barber – Associate Vice President, Operations/Business & Industry Services

Dr. Brian W. Busch – Executive Vice President

Lena Jackson – Administrative Secretary, Small Business Center and Basic Law Enforcement Training

Judy Jennette – Director, Communications/Public Information Officer

Bebe Major – Executive Assistant, President

Kimberly Matthews – Instructor, Biology

Dr. Tabitha R. Miller – Associate Vice President, Academic Affairs/Chief Academic Officer

Nathan Mizell – Associate Vice President, Continuing Education

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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 R. Price: mp67256@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 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 or calling (252) 789-0303.

Symptoms, 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, Morgan R. Price, and prepare to leave campus. If a student develops symptoms during the day, they should leave campus immediately, email their instructor(s), and contact Bebe Major. Students who are exhibiting symptoms will be required to leave the classroom and campus.

Exposure/Symptoms/Positive Test Guidance

<i>Guidelines</i>	
Exposed	<ul style="list-style-type: none"> • Wear a mask as soon as you find out you were exposed. • Recommend testing for COVID-19, 5 days following known exposure. (Day 1 is the first full day after your last known exposure). If positive, follow Positive Test Guidance. • Wear a mask 10 full days following known exposure date. (Day 1 is the first full day after your last known exposure)
Symptoms	<ul style="list-style-type: none"> • Isolate immediately. • Test for COVID-19. • If positive, follow Positive Test Guidance. • If negative, may return to campus once symptoms have improved. Mask encouraged.
Positive Test (Symptoms)	<ul style="list-style-type: none"> • Isolate immediately. Must isolate 5 days from the start date of symptoms. (Day 1 is the first full day after symptoms start) • May end isolation after 5 days, if symptoms have improved, fever-free for 24 hours without the use of medication, and not experiencing shortness of breath or difficulty breathing. • Wear a mask 10 full days following start date of symptoms. (Day 1 is the first full day after symptoms start)
Positive Test (No Symptoms)	<ul style="list-style-type: none"> • Isolate immediately. Must isolate 5 days from the date of positive test. (Day 1 is the first full day after positive test) • May end isolation after 5 days. If symptoms develop, isolation may end when symptoms have improved, fever-free for 24 hours without the use of medication, and if not experiencing shortness of breath or difficulty breathing. • Wear a mask 10 full days following date of positive test. (Day 1 is the first full day after positive test)

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.

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 R. Price: mp67256@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.

Vaccines/Boosters

Employees and students are encouraged to get vaccinated and stay up-to-date on all available COVID-19 boosters. Information about COVID-19 vaccines and boosters can be found by visiting the [CDC Website](#).

The CDC does not consider the showing of symptoms from taking a COVID-19 vaccine or booster 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/booster symptoms, please contact your instructor or supervisor to discuss options.

Recommended Guidelines for Departmental Operations

Attendance

Employees and students who have tested positive 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.