

Martin Community College COVID Operations Guidelines

Created: July 2020
revised 14 October 2021



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

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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 Human Resources Director Morgan Roberson: 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.

Why Are Additional Health Requirements Needed Now?

The indication from current research is that COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. The virus may spread when someone touches a contaminated surface and then their nose or mouth. The ease at which COVID-19 spreads is why personal prevention practices (such as wearing a face covering in public, handwashing, and staying home when sick) and environmental cleaning and disinfection are important practices covered in this guidance.

Any scenario in which many people gather poses a risk for COVID-19 transmission. There are recommendations from many sources on limiting the spread of the virus. MCC is taking actions to reduce the risk of exposure and spread on campus. Some practices are in place due to the risk of asymptomatic transmission of COVID-19. Unlike many other illnesses, transmission from even those with mild or no apparent symptoms remains a risk.

Symptoms may appear 2-14 days after exposure to the virus. People who experience these symptoms may have COVID-19:

- 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

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea. 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.

How Should This Guidance Be Used?

Employees are required to use this guide to understand the practices required for the duration of the COVID-19 pandemic. Certain departments may have more stringent requirements, based upon the activities in that area, but at no point may a department or employee implement lesser practices. Some areas may require a deviation from standard practices that are not covered in this guide; these changes may not be implemented without the prior approval of the area associate vice president.

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's senior administration will make final decisions based on the recommendations by the local, state, and national officials.

How Should Departments Plan for Different Scenarios?

Departments should plan on operating based upon the potential for changes in restrictions throughout the semester. Restrictions may change throughout the semester, depending upon what modifications are necessary to reduce the spread of COVID-19.

Requirements and Recommendations

Practices that are required must be implemented by all departments at MCC. These practices are essential baseline actions in order to minimize the risk of exposure to COVID-19 for students, staff, and families across North Carolina. They are intended to be a minimum.

Practices that are recommended are additional strategies that individuals and departments may choose to use to minimize the spread of COVID-19. All recommended practices will not be possible in all settings and should be tailored to each department as appropriate.

Face Coverings

REQUIRED Wearing face coverings, that cover the individual's nose and mouth, **is required** when entering buildings and in shared spaces on MCC's campus including hallways and lobbies. Face coverings are not required while a person is alone in their individual office. Face coverings are meant to protect other people in case the wearer is unknowingly infected but does not have symptoms. Individuals should be reminded frequently not to touch the face covering and to wash their hands.

Face coverings should not be placed on:

- Anyone who has trouble breathing or is unconscious.
- Anyone who is incapacitated or otherwise unable to remove the face covering without assistance.
- Anyone who cannot tolerate a cloth face covering due to developmental, medical, or behavioral health needs.

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.

Face coverings are not required when an individual is outside of MCC buildings if proper social distancing is maintained.

Ensuring Compliance with Face Coverings

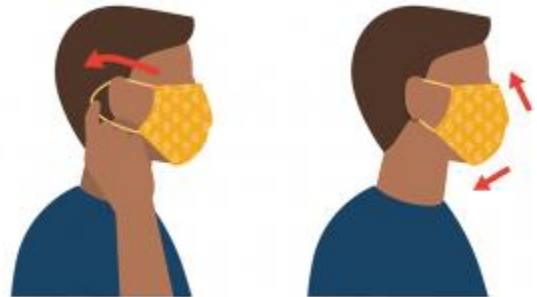
Individuals who are not wearing or do not have a face covering will be informed of the College's requirement and given information on where to obtain a face covering if they do not have one.

Individuals who do not comply with MCC's face covering requirement could be denied entry into the buildings, are ineligible to participate in campus activities, and will be asked to leave campus until such a time they obtain and properly wear a face covering.

CDC Guidance on Face Coverings

Wear your Face Covering Correctly

- Wash your hands before putting on your face covering
- Put it over your nose and mouth and secure it under your chin
- Try to fit it snugly against the sides of your face
- Make sure you can breathe easily



Use the Face Covering to Protect Others

- Wear a face covering to help protect others in case you're infected but don't have symptoms
- Keep the covering on your face the entire time you're in public
- Don't put the covering around your neck or up on your forehead
- Don't touch the face covering, and, if you do, wash your hands

Take Off Your Cloth Face Covering Carefully

- Untie the strings behind your head or stretch the ear loops
- Handle only by the ear loops or ties
- Fold outside corners together
- Place covering in the washing machine (learn more about how to wash cloth face coverings)
- Be careful not to touch your eyes, nose, and mouth when removing and wash hands immediately after removing.



Social Distancing and Minimizing Exposure

REQUIRED Social distancing is **required** when possible. It is a key tool to decrease the spread of COVID-19. Social distancing ("physical distancing") means keeping space between yourself and other people outside of your home. The recommended minimum distance is six (6) feet.

MCC will have the following measures in place

- Remove chairs or limit seating in certain spaces to assist with social distancing.
- Limit nonessential visitors and activities involving external groups or organizations.
- Limit the number of individuals in any space operated by MCC to help ensure social distancing of people at least six (6) feet apart.

Departments should adopt the following strategies when feasible

- Minimize opportunities for sustained exposure (15 minutes or more) by ensuring sufficient social distancing with at least 6 feet between people whenever possible (e.g., classrooms are large enough, or class sizes are small enough, students and employees are in large outdoor spaces).
- Provide frequent reminders for students and employees to stay at least 6 feet apart from one another when feasible.
- Contact Facilities Services regarding physical barriers such as plexiglass for protection at reception desks and similar areas that are open to the general public.
- Arrange desks or seating so that students are separated from one another by 6 feet when feasible. If it is not possible to arrange seating 6 feet apart, consider having all students sit facing the same direction (i.e., all sitting on the same side of a table), or using barriers between students.
- When possible, designate entrance and exit doors for classrooms to reduce the chance that people meet face to face.
- Keep students and teachers in small cohort groups that stay together as much as possible during the day, and from day to day. Limit mixing between cohort groups as much as possible.
- Discontinue activities that involve bringing together large groups of people or activities that do not allow for social distancing, including assemblies, in-person field trips, etc.
- Incorporate virtual events such as field trips, parents/family meetings, assemblies, and performances where possible.

Space Assessments

Upon request, MCC Facilities Services will perform an assessment of individual office spaces or classrooms to assist with social distancing guidelines. A request may be submitted by sending an email to billy.barber@martincc.edu or calling (252) 789-0303.

Protecting Vulnerable Populations

Individuals who are considered high-risk for severe illness due to COVID-19 include people who:

- Are 65 years of age or older
- Have a high-risk condition that includes:
 - chronic lung disease or moderate to severe asthma
 - heart disease with complications
 - compromised immune system
 - severe obesity - body mass index of 40 or higher
 - other underlying medical conditions, particularly if not well controlled, such as diabetes, renal failure, or liver disease

More information on who is at higher risk for severe illness due to COVID-19 is available from the CDC and NCDHHS.

Employees who are at high risk or are the legal guardian or caretaker of someone who is at high risk should consult Human Resources to discuss options.

Students who are high risk should contact faculty to work on possible alternative learning arrangements, when feasible, though it is understood some programs may not allow for this.

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.

Hygiene Practices

Employees and students are asked to cough or sneeze into their elbows or with their mouth and nose covered with a tissue.

The sharing of personal items and supplies, such as pens and pencils, should be avoided if at all possible.

For classes and labs with longer meeting times, faculty are encouraged to incorporate breaks and encourage handwashing and sanitation.

Scheduling should allow for Staff, Faculty, and/or Students to clean and disinfect high-touch surfaces between classes and activities.

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.

Monitoring for Symptoms

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 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.

Testing and Return Guidelines

Any individual who has one or more symptoms of COVID-19 should contact their health care provider or one of the testing services to determine if testing is appropriate.

Individuals Diagnosed with COVID-19

If an employee or student has been diagnosed with COVID-19, they must contact the assigned staff member who will ensure privacy is maintained and appropriate campus notifications and actions will take place.

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.

For **employees**, the designated person to contact is Morgan Roberson: mr67256@martincc.edu or (252) 789-0224.

If an employee is notified by a student of a positive COVID diagnosis, 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; individuals should consult their health care provider.

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; employees should consult their health care provider.

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.

If an employee or student has been diagnosed with COVID-19 per CDC recommendations, they may not return to campus until the following conditions are met:

- At least ten (10) days have passed since the first symptoms or positive test, and
- Other symptoms have improved (e.g. coughing, shortness of breath, etc.) for at least 24 hours (without the use of symptom-reducing medicine), and
- An MCC post-symptom/post-exposure interview and assessment.

Individuals Who Have COVID-19 Symptoms

If an employee or student has symptoms of COVID-19, they should consult with their health care provider and follow CDC guidance. They may return to campus when the following conditions are met:

- At least ten (10) days have passed since the first symptoms or positive test, and
- Other symptoms have improved (e.g. coughing, shortness of breath, etc.) for at least 24 hours (without the use of symptom-reducing medicine), and
- An MCC post-symptom/post-exposure interview and assessment.

Individuals in Close Contact (Exposed) to Someone Diagnosed with COVID-19

Close contact is defined by the CDC as being less than six (6) feet apart for more than 15 minutes accumulative over a 24-hour period with or without a mask.

If an employee or student has been in close contact (exposed to) with someone who has tested positive for COVID-19, per CDC recommendations, they may not return to campus until the following conditions are met:

- At least 10 days have passed since the contact (exposure)
 - After day 10 without testing
 - After day 7 after receiving a negative test result (test must occur on day 5 or later)
- No symptoms of COVID-19 (e.g., coughing, shortness of breath, etc.). Watch for symptoms until 14 days after exposure. If symptoms develop, consult this guide for further instructions.

When You've Been Fully Vaccinated

In general, people are considered fully vaccinated: ±

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine

People who are fully vaccinated do NOT need to quarantine after contact with someone who had COVID-19 unless they have [symptoms](#). If you've had [close contact](#) with someone who has COVID-19, you should get tested 3-5 days after your exposure, even if you don't have symptoms. You should also wear a mask indoors in public for 14 days following exposure or until your test result is negative. You should isolate for 10 days if your test result is positive.

COVID-19 Vaccine Guidance

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 vaccination symptoms, please contact your instructor or supervisor to discuss options.

As a reminder, even after vaccination a person can become infected with COVID-19. Thus, **ALL** persons whether vaccinated or not are **REQUIRED** to wear face coverings and continue to socially distance.

Everyone is strongly encouraged to continue the 3 w's for COVID-19: **Wear, wait, and wash!**

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.

Employees and students who have been in close contact, and are at high-risk for exposure, **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.

As mentioned in the overall guidance, employees who are at high risk or are the legal guardian/caregiver for an individual at high-risk should contact their supervisor and Human Resources to discuss options.

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.

Guiding Safety Principles for Department Safety and Work Plans:

1. Increase social distancing
 - Structural/physical space modification to enforce distance
 - Limit density
 - Minimize opportunity for sustained exposure
2. Implement hygiene protocols
 - Disinfect surfaces and common spaces
 - Systematic hygiene routines
3. Monitor workforce and participant health
 - Establish and enforce sick policies to support disease suppression
 - Implement self-screening for symptoms
 - Protect vulnerable populations

Recommended Safety Guidelines for Departmental Operations

To lessen the likelihood of full class quarantines, **ALL** students and faculty within the indoor classroom space must wear masks **AND** socially distance at least 6 feet. In the event that it has been determined that these two criteria have been met by the students and faculty within the shared space, only the student with COVID-19 will be isolated along with any person who is identified as being in close contact with them. The decision to isolate and quarantine is finalized by the College.

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 associate vice president.

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

While on campus – faculty, staff, and students will be required to wear a face-covering that covers both their mouth and nose in all shared spaces. While face coverings are required, those with medical conditions that prevent wearing a face covering may choose another method of covering. Face coverings are not required when an individual is outside of MCC buildings **AND** maintaining proper social distancing.

MCC housekeeping staff will sanitize high touch surfaces in common areas multiple times a day. Faculty and staff will 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 required to wash their hands or use hand sanitizer immediately upon entering a building and frequently throughout the day.

MCC Operations/Facility Services staff will ensure

- Disinfecting wipes and/or sprays that are EPA approved against COVID-19 are available.
- Designated MCC personnel responsible for cleaning perform frequent and routine environmental cleaning procedures following the manufacturers' product instructions for the proper use and contact time to disinfect air, high-touch areas, and other surfaces.
- Systematic and frequent checks and refills of hand sanitizers.
- Assure soap and hand drying materials are available in predetermined classrooms, labs, and all restrooms.
- When requested, floor markings / signs designating six (6) feet spacing.

Addendum A: Presidential Update August 11, 2021

COVID Update



Wesley Beddard
To All Employees



Wed 4:40 PM

The MCC COVID Task Force met today. More details will be released soon, but a key outcome of today's meeting is:

- **Effective Monday, August 16, masks/face coverings will be required** in all indoor spaces at Martin Community College. New signage will go up this Friday.

Our goal moving forward remains the same as it was last year – to provide educational services to students in our region in a manner that allows students to: “Be Safe and Feel Safe.”

Thank you for everyone's cooperation as we safely navigate these challenging times.

Wesley E. Beddard, President

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Addendum B: Presidential Update May 18, 2021

MEMORANDUM

TO: All Martin Community College Students and Employees

FROM: Wesley Beddard, President

DATE: May 18, 2021

SUBJECT: Update on COVID-19 Restrictions

Last July, in response to COVID-19, MCC enacted restrictions based upon CDC guidelines and mandates from the North Carolina Governor's Office. These included:

- Mask/facial covering requirements inside all MCC buildings
- Social Distancing/Capacity Limits
- Quarantine Guidelines and Procedures.

The purpose of these restrictions was to ensure that students, employees, and visitors to our campus could – “Be Safe and Feel Safe.”

Last week, the CDC released new guidelines concerning COVID-19 restrictions, and on Friday, May 14, 2021, Governor Cooper announced that the statewide mask mandate had been removed and capacity limits/social distancing restrictions were eased or removed.

The MCC COVID-19 Task Force met this morning to review the College's pandemic restrictions. Effective immediately, face coverings are not required. All other restrictions, including reporting and quarantining procedures for those exposed, tested, or diagnosed with COVID-19, will remain in place through June 30, 2021.

Many individuals may prefer to continue to wear masks. That is certainly their right. Since we do not know or need to know an individual's reasons for wearing a mask or facial covering, we should respect this decision without question.

As we transition back to more normalized operations, please be patient and respectful as employees, students, and campus guests make individual decisions about personal safety protections. If you meet with someone, it would be both professional and proper to ask that individual if they would prefer that you wear a mask. Remember that our goal is for everyone on our campus to “Be Safe and Feel Safe.”

College faculty and staff teaching, working, or visiting in non-college facilities should adhere to the policies/restrictions for those sites/locations.

The latest CDC recommendations state that “Fully vaccinated people can resume activities without wearing masks.” To assist those desiring to receive the vaccination, there will be a COVID-19 vaccination clinic on our campus May 26th for students and MCC employees. More information on the clinic will be distributed by Judy Jennette today.

The MCC COVID Task Force will reconvene in June to review the latest CDC recommendations and will review our procedures and restrictions beyond July 1. Thank you for your efforts to keep our campus and each other safe during the past year and as we move forward into the summer and a new academic year.