COVID-19
Return to Campus Playbook

Let’s do this together!

Macomb Community College
Education • Enrichment • Economic Development
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Keeping our Campuses Safe

Macomb Community College is dedicated to ensuring that all employees, students and community members can visit our campuses for educational and enrichment experiences. During the unprecedented times of the COVID-19 pandemic, this philosophy has not changed. In order to maintain and support the college’s mission, pertinent policies, procedures and requirements have been developed and are contained within this COVID-19 Safe Campus Playbook, applicable to all Macomb employees, students and visitors on any college campus.

“COVID-19 remains an ongoing public health threat; however, high levels of vaccine- and infection-induced immunity and the availability of medical and nonpharmaceutical interventions have substantially reduced the risk for medically significant illness, hospitalization, and death from COVID-19.”

—CDC-Centers for Disease Control and Prevention, MMWR-Morbidity and Mortality Weekly Reporting, effective August 2022
When to Stay Home

You are encouraged to stay home if you are not feeling well with any disease or condition that may be contagious.

You are required to stay home if you have received a positive test result or diagnosis for COVID-19.

Contact your instructor(s), supervisor, coach, or program manager about any absence and to discuss options for remote learning or remote work. Employees refer to Remote Work Policy and On Ground Instructor Guidance.

If you have been diagnosed or tested positive with COVID-19, do not come to any college campus. Please report this diagnosis using the online Communicable Disease reporting tool.

Reporting Communicable Diseases

Macomb Community College, in collaboration with the Macomb County Health Department, has developed the Communicable Disease Reporting Form. This form must be completed with a current email address and phone number that may be used to reach you, to aid in ensuring privacy and timely response actions for campus health. Response actions may include one or more:

- Contact tracing interviews
- Recommendations for isolation
- Recommendations for seeking medical care, etc.

Persons confirmed with COVID-19:

1. Stay home, do not come on campus.
2. Submit the Communicable Disease Reporting Form, as soon as possible.
3. Notify instructor(s), supervisor, coach, or program manager of absence.
4. Macomb’s Human Resources or Dean of Students will provide clearance to return after 5 full days isolation AND at least 24 hours without a fever.

Persons confirmed with any other reportable disease or condition:

1. Stay home, do not come on campus.
2. Submit the Communicable Disease Reporting Form, as soon as possible.
3. Notify instructor(s), supervisor, coach, or program manager of absence.
4. Health Department guidance and return date, according to condition.

Refer to the complete list of reportable communicable diseases defined and maintained by Michigan Department of Health and Human Services.

Employees, Faculty, Students and Visitors with a known infection of COVID-19 or other communicable disease have the responsibility to report this fact to Macomb Community College.
Communicable Disease Reporting Form

Complete List of Michigan Reportable Diseases and Conditions

A college-designated contact will promptly respond to provide guidance, return date, or clearance to return to campus.

Communicable Disease Reporting Form
submit online
select Student, Employee, or Other/Visitor,
include current email and phone.

STUDENT

Student reports processed by
STUDENT SUCCESS SERVICES
Dean - Sue Boyd
586-445-7408
deanofstudents@macomb.edu

OTHER/VISITOR

Visitor reports processed by
HEALTH & WORKPLACE SAFETY SERVICES
Mgr. Yvonne Morosky-Grant
586-445-7202
hwss@macomb.edu

EMPLOYEE

Employee reports processed by
HUMAN RESOURCES
Benefits/Ins. Mgr. Samantha Dillon
586-445-7885
hrbenefits@macomb.edu

Information is gathered,
guidance given, response actions may include one or more, such as:
contact tracing interview,
recommend isolation or to seek medical care,
campus disinfecting, etc.

Notification to
County Health Department/s,
if required.

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Returning to Campus

After the Communicable Disease Reporting Form has been submitted, persons confirmed with COVID-19 or other reportable diseases will be notified by Human Resources (HR) or Dean of Students (DoS) of a return-to-campus date.

COVID-19 isolation is calculated:

**DAY ZERO**—the positive-test-taken date or symptoms-onset date.

**DAY ONE**—the next full day.

**RETURN DATE**—usually the day after isolation completion.

Clearance to return to campus is after 5 full days isolation AND no fever 24 hours.

Practicing Good Hygiene

What each of us can do:

- Wash your hands frequently for 20 seconds
- Cough or sneeze into your elbow, not your hand
- Avoid touching your face
- Adhere to all state and college guidelines

Physical Barriers and Distancing

As a mitigation measure to help prevent the spread of COVID-19 and other communicable diseases, physical barriers have been installed in various high-traffic areas throughout the college. Signage and markers will be used to encourage and illustrate recommended distancing.
Face Coverings

Face coverings and distancing have been shown to help control the spread of COVID-19.

The usage of face coverings at Macomb Community College will be determined by evaluating the most current recommendations from the County and State Health departments and the CDC. Signage will be posted at building entrances, and throughout the college, indicating current face covering requirements.

An effective face covering should:

- Fit snugly, but comfortably
- Be secured with ties or loops
- Include multiple layers
- Allow for breathing without restrictions

Vaccination

CDC, MDHHS, and MIOSHA have determined that vaccinations are effective in reducing severe illness from COVID-19 for individuals and those around them.

The college encourages all faculty, staff and students to be informed about protecting themselves and the community. For more information on vaccinations and if it is an option for you, visit:

Macomb County Vaccine Central
Michigan DHHS Vaccination Information
CDC Vaccination Information
Building Disinfecting

All college buildings and high-touchpoint surfaces, including drinking fountains, waiting room seating, door handles and push/pull devices, etc., will be cleaned and disinfected frequently by the college’s contracted cleaning service.

Additionally, college faculty, staff and students are expected to clean and disinfect their equipment and spaces used for work, learning and breaks.

Employees and students must disinfect their workspaces daily, with special attention to:

- Computer Keyboards and Mice
- Copiers
- Credit Card Devices
- Desk Areas
- Phones
- Printers
- Tools and Equipment

*Disinfecting supplies will be provided in all offices and classrooms*

Classrooms, labs, and other instructional spaces will be stocked with:

- Hand sanitizer
- Disinfecting wipes – also safe for use on keyboards and mice
- A limited number of face coverings

The Facilities department will maintain these supplies. If your supplies are depleting, employees should submit a Facilities Work Request including details, your location, and contact information.
Central Store PPE and Other Supplies

The college will continue to provide Personal Protection Equipment (PPE) and cleaning and disinfecting supplies to departments at no charge through the Central Store. To order supplies for your area, visit the [My Macomb Orders](#) catalog for items such as:

- Disposable Nitrile Gloves
- Face Coverings
- Disposable Aprons
- Disposable Shoe Covers
- Goggles

Departments are required to maintain adequate supplies of PPE.

Contact Information

The processes and procedures set forth in this [COVID-19 Safe Campus Playbook](#) are being implemented under the Executive Director of Facilities & Operations and the Health and Workplace Safety Services department.

If you have any questions about this playbook or how to best minimize workplace exposure to COVID-19, contact Health & Workplace Safety Services.

[HWSS@macomb.edu](mailto:HWSS@macomb.edu) or 586.445.7202.

Employee concerns or questions about any workplace safety or health hazard should be sent to HWSS, and all notifications will be followed up confidentially.

What each of us can do:

- Stay home if you are sick
- Confirmed positive test or diagnosis use [Communicable Disease Report Form](#)
- Practice good hygiene
- Use face coverings to protect yourself and others, as recommended
- Get vaccinated, as recommended

Thank you for keeping Macomb's campuses safe for faculty, staff and students!
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