COVID-19
Return to Campus Playbook

Let’s do this together!
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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 Return to Campus Playbook.

Using guidance provided by the Centers for Disease Control and Prevention (CDC), Occupational, Safety and Health Administration, Macomb County Health Department and Macomb County's business community, this Playbook lays out the policies and processes necessary to raise awareness, develop new health and wellness practices, and to promote collaboration, understanding and unity in creating a healthful and safe environment.

Given the nature of this global pandemic and continually changing guidance and recommendations, this Playbook is not intended to be a one-size-fits-all set of rules and will continue to be updated as necessary. It is to be used as a framework to build upon while maintaining compliance with the recommendations, and in some cases, orders, of the governmental agencies regulating college activities.

The policies and processes found within the Return to Campus Playbook apply to all Macomb employees, students and visitors on any college campus during the COVID-19 pandemic.
Information for Employees, Students and Visitors
When to Stay Home

Stay home if you are not feeling well with any disease or condition that may be contagious. Stay home if you have any of these abnormal and/or new symptoms associated with COVID-19:

- Cough
- Runny Nose
- Sneezing
- Fever
- Shortness of Breath

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.

Help prevent the spread of respiratory diseases like COVID-19.

Do not touch your eyes, nose, and mouth.

When in public, wear a cloth face covering over your nose and mouth.
When to Quarantine

Quarantine is required only if you are diagnosed with or test positive for COVID-19.

Having close contact with someone positive with COVID-19 does not require quarantine. For close contact, the CDC recommends:

- Individuals who are **NOT fully vaccinated** self-quarantine for 10 days from the date of close contact and monitor for symptoms, including cough, fever above 100.4 F and shortness of breath. If symptoms develop, seek appropriate medical care.
- Individuals who **are fully vaccinated** do **NOT** need to self-quarantine unless symptoms develop. You are encouraged to get tested 3–5 days after the date of close contact.

Reporting Communicable Diseases

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.

Macomb Community College, in collaboration with the Macomb County Health Department, has developed the [Communicable Disease reporting tool](https://www.cdc.gov/coronavirus). This tool will aid in ensuring privacy and timely response actions when any communicable disease is reported. Response actions could include, contact tracing interviews, isolation or quarantine, recommendations for seeking medical care, etc.

Refer to the [complete list of reportable communicable diseases](https://www.cdc.gov/coronavirus) defined and maintained by Michigan Department of Health and Human Services.

**COVID-19 response action**

Upon receiving a report of a known COVID-19 case, a contact tracing interview will be conducted with the reporting person to determine if any adjacent persons have been affected.

Persons with a confirmed COVID-19 infection will not be allowed to return to campus until they meet the criteria for returning issued by the Macomb County Health Department.
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.

A face covering is not required to be used by a College employee while working alone in a private office or cubicle.

An effective cloth face covering should:

- Fit snugly, but comfortably
- Be secured with ties or loops
- Include multiple layers of fabric
- Allow for breathing without restrictions
- Be machine washable and dryable
Vaccination

MIOSHA, MDHHS, and CDC have determined that vaccinations are effective in reducing the spread and protecting both the individual and the community from being infected with COVID-19. The college encourages all faculty, staff and students to get vaccinated to aid in 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
Information for Employees
Engineering and Administrative Controls

The National Institute for Occupational Safety and Health (NIOSH) developed the pyramid below to illustrate the least to most effective ways of controlling workplace hazards. To minimize exposure to COVID-19, engineering controls implemented by the college include the placement of Plexiglass shields in specified departments and configuration of the physical workplace to provide for a safe environment.

Hierarchy of Controls

Identifying Risk

The chart below was developed by the Occupational Safety and Health Administration (OSHA) to indicate the risk of COVID-19 exposure based on frequency of contact with those who may be knowingly or unknowingly infected.
Controlling Risk

College areas listed below have been identified as being at medium risk. These areas will be outfitted with additional engineering controls, such as physical barriers, to protect employees and the public.

- Career Services
- Cashier Counters
- Counseling/Advising
- Dean of Students
- Financial Aid Counters
- Information Center
- Library Staff
- MCPA & LCC
- Placement Testing
- Registration Counters
- Student Services
- Veterans & Military Services

In addition to the areas listed above, all other college areas may make a request for engineering controls to be installed. These requests should be directed to Health & Workplace Safety Services at HWSS@macomb.edu for planning and implementation.

Employees should contact HWSS@macomb.edu to report any workplace hazard.

Remote Work Guidelines

During the COVID-19 pandemic, the college has developed a Remote Work Policy. Individual departmental leadership and supervisors will work with Human Resources to determine the need, if any, for remote work.
Employee Training

Training will be made available to all employees returning to the college’s campuses and will include the details of the Return to Campus Playbook. Training will be provided by department supervisors, outside consultants or a member of the college’s Health and Workplace Safety Services team.

Order Personal Protection Equipment PPE (as needed) from the Central Store on My Macomb Orders:

- 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 Return to 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 or 586.445.7202.

Employee concerns or complaints 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
- Report illnesses as soon as possible
- 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!