COVID-19
Return to Campus Playbook

Let’s do this together!

Macomb Community College
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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.

Following guidelines 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 and develop new health and wellness practices to promote collaboration, understanding and unity in creating a healthful and safe environment.

Given the nature of this global pandemic and rapidly 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

If you have any of these abnormal and/or new symptoms:

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

If you have been exposed to or believe you may have contracted COVID-19, do not enter any of the college campuses. Complete a Daily Self-Assessment (information found below), and the Dean of Students or Human Resources will contact you with further instructions.
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
- Don’t touch your face
- Maintain social distancing (six feet apart)
- Self-isolate if you have a fever (100.4 °F or higher) or other symptoms
- Adhere to all state and college guidelines

Social Distancing

All employees, students and visitors are required to maintain a distance of six feet between themselves and others while on campus. Required distances (six feet) to be maintained between students will be marked in queuing and waiting areas. Likewise, employee workstations and classroom configurations will be arranged in a manner that allows for maximum distancing.
Face Coverings

Face coverings have been proven to control the spread of COVID-19. All college employees, students and visitors are required to follow Michigan Executive Order EO 2020-153—Masks—Rescission of Executive Order 2020-147, that mandates the wearing of a cloth face covering when entering and inside of public spaces. Public spaces within the college include the libraries, student service areas, University Center complex and classroom buildings actively engaged in instruction.

Employees may be required to wear face coverings in additional college locations. These locations are identified in the “Employees” section of this Playbook under: “Departments Needing Additional Protocols.”

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

The college encourages everyone to use their own personal face covering. If you do not have one with you when you arrive on campus, one will be provided to you at no expense by a supervisor or a faculty member.

USE THE FACE COVERING TO HELP 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, clean your hands

FOLLOW EVERYDAY HEALTH HABITS

- Stay at least 6 feet away from others
- Avoid contact with people who are sick
- Wash your hands often, with soap and water, for at least 20 seconds each time
- Use hand sanitizer if soap and water are not available

Building Disinfecting

All college buildings and high-touchpoint surfaces, including countertops, bathrooms, drinking fountains, waiting rooms, seating, door handles and push/pull devices, light switches, etc., will be cleaned and disinfected daily by the college’s contracted cleaning service. All cleaning and disinfecting procedures and products will follow the recommendations of the CDC.

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

Daily Self-Screening

All college employees, students or visitors must complete a self-screening form before entering any college campus. Computers will be provided in a designated area on campus for employees, students or visitors who do not have access to an electronic device.

Employee-Self-Screening Form
Student or Vendor/Visitor Self-Screening Form

If you answer yes to any of the questions on the form, do not enter any college campus. Human Resources or the Dean of Students will contact you with further instructions.
Exhibiting Symptoms While on Campus

Any employee, student or visitor who begins exhibiting symptoms of COVID-19 while on campus will either voluntarily or as directed by a supervisor or faculty member put on a face covering and disposable gloves and go to a designated ISOLATION ROOM for an exposure screening and temperature check. If there is reason to suspect the employee, student or visitor has had exposure to or contracted COVID-19, they will be sent home to isolate and/or to seek medical guidance. Further instructions will be provided by Human Resources, Health and Workplace Safety Services or the Dean of Students.
Returning to Campus after Diagnosis, Illness, or Close Contact

Any individual diagnosed with COVID-19 will not be permitted to return to Macomb Community College until written clearance is provided to Human Resources, Dean of Students or Health and Workplace Safety.

Any individual exhibiting symptoms and/or who has been in close contact with and individual who has tested positive or been diagnosed with COVID-19 will not be permitted to return to Macomb Community College until one or more of the CDC guidelines below has been met:

Tested Positive and/or had symptoms:
- 10 days since symptoms first appeared
- AND
- 24 hours with no fever, without using fever-reducing medications
- AND
- Other symptoms of COVID are improving

Tested Positive and NO symptoms:
- 10 days have passed since the test sample was taken

Close Contact:
Anyone who has had close contact with someone with COVID-19 should stay home for 14 days after their last exposure to that person.

However, anyone who has had close contact with someone with COVID-19 and who:
- developed COVID-19 illness within the previous 3 months
- AND
- has recovered
- AND
- remains without COVID-19 symptoms
- DOES NOT need to stay home.

A return to campus recommendation from a health care professional may be required. Final determination is made by Human Resources (humanresources@macomb.edu) and Dean of Students (deanofstudents@macomb.edu).

Close contact with a COVID-19 positive individual is defined by the CDC as:

- Being within six feet of them for more than 15 minutes
- Providing home care to them
- Having direct physical contact (touched, hugged or kissed) with them
- Sharing eating or drinking utensils with them
- Being sneezed or coughed upon, or coming in contact with their respiratory droplets
Classroom Considerations

While the bulk of instruction will be conducted in a virtual environment, the college recognizes that some instruction must take place in person. For these limited course areas, individual protocols have been developed specific to the nature of the instructional setting. These procedures will be discussed with students on the first day of class and may include:

- Student health self-assessment (required)
- Face coverings (required)
- Reduced class sizes to maintain distancing guidelines
- Staggering class arrival/departure times to reduce congestion at entrances
- Hybrid course
- Equipment disinfection processes

Contact Tracing

Contact tracing (identifying and interviewing those who may have had close contact with a COVID-19 positive individual) is a vital tool in containing the spread of COVID-19. It will be initiated by the college when it is informed of any employee, student or visitor to the college’s campuses confirmed to be positive for COVID-19 or has had close contact with a COVID-19 positive individual.

Contact tracing interviews will be conducted by Human Resources, Health and Workplace Safety Services or the Dean of Students. Contact tracing information will be provided to the Macomb County Health Department. Employees, students or visitors who have had close contact with a COVID-19 positive individual will be notified directly by the college.
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 safe distancing between employees and between employees and students. Administrative controls that are being undertaken during the COVID-19 Pandemic include requiring employees to regularly wash their hands, maintain social distancing, providing their supervisors with a daily self-assessment and wearing a face covering in public spaces.

Hierarchy of Controls

- **Elimination**: Physically remove the hazard
- **Substitution**: Replace the hazard
- **Engineering Controls**: Isolate people from the hazard
- **Administrative Controls**: Change the way people work
- **PPE**: Protect the worker with Personal Protective Equipment
Identifying Exposure 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 knowingly or unknowingly have COVID-19.

- **Very High**
  - High potential for exposure to known or suspected sources of COVID-19. Such as health care workers and first responders.
  - High potential for exposure to known or suspected sources of COVID-19 during specific medical or laboratory procedures.

- **High**
  - Jobs that do not require contact with people known or suspected of being infected with COVID-19.
  - Frequent and/or close contact with people who may be infected with COVID-19, but are not known to be COVID-19 patients.

- **Medium**

- **Lower Risk (Caution)**

Departments Needing Additional Protocols

Employees in the college areas listed in the tables below have been identified as being at medium or high risk of exposure to COVID-19 and will be required to comply with the additional precautionary measures listed in the table.
High Risk Areas
The following areas have been identified as high risk through review of the functions, duties and tasks performed per OSHA classification of high potential for exposure to known or suspected sources of COVID-19.

<table>
<thead>
<tr>
<th>Work Task/Program Faculty</th>
<th>Location</th>
<th>Administrative Controls</th>
<th>Task-Specific PPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic EMT</td>
<td>East Campus</td>
<td>Site-Specific Plan</td>
<td>Requirements in SSP</td>
</tr>
<tr>
<td>Fire Academy</td>
<td>East Campus</td>
<td>Site-Specific Plan</td>
<td>Requirements in SSP</td>
</tr>
<tr>
<td>Health &amp; Wellness</td>
<td>CF</td>
<td>Site-Specific Plan</td>
<td>Requirements in SSP</td>
</tr>
<tr>
<td>Medical Assistant</td>
<td>CR</td>
<td>Site-Specific Plan</td>
<td>Requirements in SSP</td>
</tr>
<tr>
<td>Nursing</td>
<td>CE</td>
<td>Site-Specific Plan</td>
<td>Requirements in SSP</td>
</tr>
<tr>
<td>Nursing Assistant</td>
<td>SC CNA Suite</td>
<td>Site-Specific Plan</td>
<td>Requirements in SSP</td>
</tr>
<tr>
<td>Occupational Therapy</td>
<td>CE</td>
<td>Site-Specific Plan</td>
<td>Requirements in SSP</td>
</tr>
<tr>
<td>Assistant</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Paramedic</td>
<td>CA</td>
<td>Site-Specific Plan</td>
<td>Requirements in SSP</td>
</tr>
<tr>
<td>Pharmacy Tech</td>
<td>SC CNA Suite</td>
<td>Site-Specific Plan</td>
<td>Requirements in SSP</td>
</tr>
<tr>
<td>Phlebotomy</td>
<td>SC CNA Suite</td>
<td>Site-Specific Plan</td>
<td>Requirements in SSP</td>
</tr>
<tr>
<td>Physical Therapy</td>
<td>CE</td>
<td>Site-Specific Plan</td>
<td>Requirements in SSP</td>
</tr>
<tr>
<td>Police Academy</td>
<td>East Campus</td>
<td>Site-Specific Plan</td>
<td>Requirements in SSP</td>
</tr>
<tr>
<td>Respiratory Therapy</td>
<td>CE</td>
<td>Site-Specific Plan</td>
<td>Requirements in SSP</td>
</tr>
<tr>
<td>Surgical Technology</td>
<td>CE</td>
<td>Site-Specific Plan</td>
<td>Requirements in SSP</td>
</tr>
<tr>
<td>Veterinary Tech</td>
<td>CE</td>
<td>Site-Specific Plan</td>
<td>Requirements in SSP</td>
</tr>
</tbody>
</table>
**Medium Risk Areas**

All public-facing reception and walk-up service counters staffed at Macomb Community College are classified as Medium Risk work areas. These areas will be outfitted with additional engineering controls to protect the employees and public. The table below identifies the areas classified as Medium.

<table>
<thead>
<tr>
<th>Work Task/Program Faculty</th>
<th>Location</th>
<th>Administrative Controls</th>
<th>Task-Specific PPE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cashier</td>
<td>SG &amp; CG</td>
<td>N/A</td>
<td>Face Covering</td>
</tr>
<tr>
<td>Career Services</td>
<td>SG &amp; CH</td>
<td>Plexiglass Shields</td>
<td>Face Covering</td>
</tr>
<tr>
<td>College Athletics</td>
<td>SP</td>
<td>Event Specific</td>
<td>Various</td>
</tr>
<tr>
<td>College Police</td>
<td>ALL</td>
<td>N/A</td>
<td>Face Covering</td>
</tr>
<tr>
<td>Conference &amp; Events</td>
<td>SK &amp; SP</td>
<td>Event Specific</td>
<td>Various</td>
</tr>
<tr>
<td>Counseling/Advising</td>
<td>SG &amp; CH</td>
<td>Plexiglass Shields</td>
<td>Face Covering</td>
</tr>
<tr>
<td>Dean of Students</td>
<td>CH</td>
<td>Plexiglass Shields</td>
<td>Face Covering</td>
</tr>
<tr>
<td>Financial Aid Counter(s)</td>
<td>SG &amp; CG</td>
<td>Plexiglass Shields</td>
<td>Face Covering</td>
</tr>
<tr>
<td>Human Resources</td>
<td>CS (MAC)</td>
<td>Plexiglass Shields</td>
<td>Face Covering</td>
</tr>
<tr>
<td>Information Center</td>
<td>CG</td>
<td>Plexiglass Shields</td>
<td>Face Covering</td>
</tr>
<tr>
<td>Library Staff</td>
<td>SJ &amp; CC</td>
<td>Plexiglass Shields</td>
<td>Face Covering</td>
</tr>
<tr>
<td>MCPA &amp; LCC</td>
<td>CM &amp; CK</td>
<td>Event Specific</td>
<td>Various</td>
</tr>
<tr>
<td>Registration Counter(s)</td>
<td>SG &amp; CG</td>
<td>Plexiglass Shields</td>
<td>Face Covering</td>
</tr>
<tr>
<td>Placement Testing</td>
<td>SG &amp; CH</td>
<td>Plexiglass Shields</td>
<td>Face Covering</td>
</tr>
<tr>
<td>Student Services</td>
<td>SG &amp; CH</td>
<td>Plexiglass Shields</td>
<td>Face Covering</td>
</tr>
<tr>
<td>Veterans &amp; Military Services</td>
<td>SG</td>
<td>Plexiglass Shields</td>
<td>Face Covering</td>
</tr>
</tbody>
</table>
Employee Training

Training will be made available to all employees returning to the college's campuses and will include introduction to 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. All trainers will be required to meet MIOSHA standards.

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.
Implementation and Site Supervision

The processes and procedures set forth in the *Return to Campus Playbook* are being implemented by the Director of Administrative Services and the Health and Workplace Safety Services staff.

On-site supervision of the Playbook will be a collaborative effort under the leadership of Health and Workplace Safety Services, area deans, associate deans and managers, with shift supervisors assigned to ensure daily adherence to the Playbook.

If you have any questions about this playbook or how to best minimize your or others' exposure to COVID-19, contact Health & Workplace Safety Services: HWSS@macomb.edu.

What each of us can do:

- Wash your hands frequently for 20 seconds
- Cough or sneeze into your elbow, not your hand
- Don't touch your face
- Maintain social distancing (six feet apart)
- Self-isolate if you have a fever (100.4°F or higher) or other symptoms
- Adhere to all state and college guidelines
Thank you for keeping Macomb’s campuses safe for faculty, staff and students!
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