COVID-19
Return to Campus Playbook

Let’s do this together!
Contents

Keeping our Campuses Safe ................................................................. 1

Information for Employees, Students and Visitors .......................... 2
  When to Stay Home ................................................................. 3
  Reporting Communicable Diseases ............................................. 3
  COVID-19 Quarantine and Isolation .......................................... 4
  Practicing Good Hygiene .......................................................... 5
  Physical Barriers and Distancing ................................................. 5
  Face Coverings ........................................................................ 5
  Vaccination ............................................................................. 6
  Building Disinfecting ............................................................... 6

Information for Employees .............................................................. 7
  Engineering and Administrative Controls .................................. 8
  Identifying Risk ......................................................................... 8
  Controlling Risk ....................................................................... 9
  Remote Work Guidelines ......................................................... 9
  Guidance for On-Ground Instructors ....................................... 9
  Employee Training ................................................................... 10
  Contact Information .................................................................. 11
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.

Reporting Communicable Diseases

Macomb Community College, in collaboration with the Macomb County Health Department, has developed the Communicable Disease reporting tool. 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 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 confirmed COVID-19 positive, will be notified by Human Resources (HR) or by the Dean of Students (DoS) of the return-to-campus date. The return-to-campus date is determined by college policy and contract tracing procedures.

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.
COVID-19 Quarantine and Isolation

**Quarantine**—applies to someone who has had close contact or exposure to a virus and needs to stay away from others, even if no symptoms are present, to reduce the risk of spread.

**Isolation**—applies to anyone who has received a Covid-positive test result or diagnosis or anyone who has symptoms or suspects they have Covid-19.

**Calculating Quarantine or Isolation**—DAY ZERO is the positive test-taken date or symptoms onset date. DAY ONE is the next full day. The return date is usually the day after the quarantine or isolation has been completed.

If you receive a Covid-positive test result:
1. DO NOT COME TO CAMPUS.
2. Submit the online [Communicable Disease Reporting form](#). The college will promptly respond to provide current guidance and return clearance.
3. Isolate 5 days—potential return is after 5 full days have passed AND fever-free 24 hours without use of fever-reducing medication AND other symptoms have improved.
4. Contact your instructor(s), program director, coach, or supervisor, and review your Student or Program Manual for any possible additional program-specific requirements needed before return.

If you have symptoms or suspect you have COVID-19:
1. It is recommended you STAY HOME to prevent spread of any illness.
2. The CDC recommends getting tested 5 days after symptoms onset. If a positive result is received, follow the steps listed above for Positives.
3. Contact your instructor(s), program director, coach, or supervisor, and review your Student or Program Manual for any program-specific requirements needed before you return from a medical absence.
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 face covering should:

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

Guidance for On-Ground Instructors

The Learning Unit and Health & Workplace Safety Services have developed and approved the following to assist in determining how to best insure student success: COVID-19 Guidance for On-Ground Instructors.
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.

COVID-19 Return to Campus Playbook
Let’s do this together!

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!
MACOMB COMMUNITY COLLEGE
BOARD OF TRUSTEES
Katherine Lorenzo, Chairperson
Frank Cusumano, Vice Chairperson
Kristi Dean, Secretary
Roseanne DiMaria, Treasurer
Joan Flynn, Trustee
Shelley Vitale, Trustee
Vincent Viviano, Trustee
James O. Sawyer IV, Ed.D., College President