

VISITORS DURING RECOVERY PHASES

Hagerstown Community College is dedicated to keeping its employees, students, and guests safe during the recovery process. If you are an outside vendor or contractor coming to campus, we ask that you follow all state and local guidelines related to COVID-19. For up to date information on social distancing guidelines in Washington County, Maryland please go to - www.washco-md.net/coronavirus-info/

HCC will be implementing best practices during the recovery phase to ensure everyone's safety and health.

FACE MASKS: The CDC recommends wearing a face covering to slow the spread of the virus. The College is asking all visitors to wear a face covering when inside any of the buildings on campus. If you have an appointment to meet on campus, please bring a mask/face covering with you.

BODY TEMPERATURE CHECKS: HCC will not be taking body temperatures of employees and guests when entering buildings. If you are feeling sick or believe you have a fever, we request that you stay home.

VISITOR CONTACT RECOMMENDATIONS: The CDC has recommended hand washing and/or use of hand sanitizer before and after contact or interacting with person(s), documents or when exchanging money/credit cards. HCC will have hand sanitizing stations available in all buildings that are open.

CROWD CONTROL: HCC will closely monitor the number of people to keep in compliance with social gathering restrictions. During phase I, HCC staff will limit gatherings to no more than 10 people. HCC will follow state and local guidelines on limitations for social gatherings.

HOURS OF OPERATION - HCC will be operating under restricted hours during the recovery phases. HCC asks that visitors and students make an appointment, prior to arriving on campus. During the initial recovery phase only a select few of the campus buildings will be open. HCC will have limited staff on campus to perform essential tasks. If you are a student and arrive on campus without an appointment, staff will make every effort to meet with you. HCC is committed to safely meeting the needs of our students, faculty and staff.

HELPFUL LINKS & INFORMATION

CDC

<https://www.cdc.gov/coronavirus/2019-ncov/index.html>

WASHINGTON COUNTY HEALTH DEPARTMENT

<https://washcohealth.org/>

MARYLAND DEPARTMENT OF LABOR

<https://www.dllr.state.md.us/>

MERITUS MEDICAL CENTER

<https://www.meritushealth.com/patients-visitors/public-notice/>

OSHA GUIDE

<https://www.osha.gov/Publications/OSHA3990.pdf>

FAMILIES FIRST CORONAVIRUS ACT

<https://www.dol.gov/agencies/whd/pandemic/ffcra-employer-paid-leave>

MARYLAND DEPARTMENT OF HEALTH

<https://coronavirus.maryland.gov/>

WASHINGTON COUNTY MD

<https://www.washco-md.net/coronavirus-info/>

WASHINGTON COUNTY CHAMBER OF COMMERCE

<http://www.hagerstown.org/>

HAGERSTOWN COMMUNITY COLLEGE

<http://www.hagerstowncc.edu/>

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ADMISSIONS

admissions@hagerstowncc.edu
240-500-2238

ADVISING

advise@hagerstowncc.edu
240-500-2240

FINANCIAL AID

finaid@hagerstowncc.edu
240-500-2473

CAMPUS POLICE

campopol@hagerstowncc.edu
240-500-2308 and 240-500-2312



ROADMAP TO RECOVERY

Hagerstown Community College
Reopening Plan - PHASE 1



HCC'S PLAN OF ACTION:

A MESSAGE FROM HCC'S PRESIDENT

"We must employ safe, reasonable practices. A demeanor of calm, not hysteria, will bring us back quicker, stronger, and better."

-Dr. Jim Klauber

HCC has partnered with the Washington County Emergency Operations Center and been working hard to protect your health and safety. The College has been closely monitoring the pandemic and doing its part to slow the spread of the virus. As the social restrictions are slowly lifted, the College is taking the necessary steps to reopen the campus. Here are some of the steps we are taking to ensure your safety and the well-being of the community:

PROVIDING PPE – HCC encourages its employees, students and visitors to wear a face covering whenever they are in close contact with other individual(s). Face coverings are still required in retail stores and mass transit. HCC will provide its employees with face coverings upon request.

SANITIZING BUILDINGS – HCC Custodial staff have received training on how to clean and sanitize common areas and high touch surfaces. Custodial staff have implemented a College disinfecting plan and will be conducting deep cleaning on all the buildings that are in use.

EMPLOYEE CLEANING PLAN – Employees will be responsible for cleaning their desk/workspace. Before you sit down, wipe down your keyboard, computer mouse and desk with a sanitizing wipe/spray. Remember to wipe down your door handles or any other surface areas you are commonly touching while you are in the office. Clean and disinfect objects and surfaces you are touching. We all can do our part to control the spread of this virus.

REOPENING – There is still a lot that we do not know about this virus and how it spreads. The College is taking a phased approach about returning staff to campus. The recommendation for returning to operations is to take a gradual and phased approach. HCC will be monitoring the local public health conditions to determine when it is safe to bring essential services back to campus. HCC will continue to follow guidance from state and local government entities on best practices for recovery.

WHAT YOU CAN DO TO HELP:



WASH YOUR HANDS OFTEN

- Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, or sneezing.
- If soap and water are not readily available, use a hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry.
- Avoid touching your eyes, nose, and mouth with unwashed hands.



SOCIAL DISTANCING

Social distancing, also called "physical distancing," means keeping space between yourself and other people outside of your home. To practice social or physical distancing:

- Stay at least 6 feet (about 2 arms' length) from other people
- Do not gather in groups
- Stay out of crowded places and avoid mass gatherings

WEAR A FACE COVERING

CDC recommends wearing cloth face coverings in public settings where other social distancing measures are difficult to maintain, especially in areas of significant community-based transmission. CDC also advises the use of simple cloth face coverings to slow the spread of the virus and help people who may have the virus and do not know it from transmitting it to others. Cloth face coverings fashioned from household items or made at home from common materials at low cost can be used as an additional, voluntary public health measure.

The cloth face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for healthcare workers and other medical first responders, as recommended by current CDC guidance. If you do not have a mask, HCC will provide you with a disposable face covering upon request.



- Face coverings should be washed on a regular basis and should be cleaned based on how frequently they are used.
- A washing machine should suffice in properly washing a face covering.

If you are sick with COVID-19 or think you might have COVID-19, follow the steps below to care for yourself and to help protect other people in your home and the College community.

- Stay home, except to get medical care
- Notify your supervisor that you are sick and will be staying home.
- Take care of yourself. Get rest and stay hydrated.
- Stay in touch with your doctor.



Be sure to get care if you have trouble breathing, or have any other emergency warning signs, or if you think it is an emergency. Trouble breathing is a more serious symptom that means you should get immediate medical attention. Follow care instructions from your healthcare provider and local health department. Your local health authorities may give instructions on checking your symptoms and reporting information. Please call your medical provider for any other symptoms that are severe or concerning to you. Call 911 or call ahead to your local emergency facility: Notify the operator that you are seeking care for someone who has or may have COVID-19.