



Roadmap to Recovery Phase Three

INTRODUCTION

“Success is the sum of small efforts, repeated day in and day out.”

~ Robert Collier

PHASE THREE AT HAGERSTOWN COMMUNITY COLLEGE

As the Fall 2020 semester approaches, Institutions of Higher Education (IHE) across the country are faced with tough decisions. The COVID-19, pandemic has impacted colleges and universities in ways never seen before. Universities are being forced to cancel athletic programs, move face-to-face instruction to an online format and drastically change the day-to-day activities on their campuses. Higher education understands how important it is to provide a safe environment, while still continuing to provide a quality education. The Centers for Disease Control (CDC) have released guidance for IHE's on how to help protect employees and students and to slow the spread of the virus. Hagerstown Community College has been a part of the Washington County team responding to the COVID-19 pandemic. The College has collaborated with the Health Department and reviewed guidance from the Maryland Higher Education Commission and the CDC. After careful consideration, Hagerstown Community College has developed a plan for the Fall 2020 Semester. Due to the current situation, face-to-face instruction has been drastically reduced at HCC. Most lecture-based courses at HCC have been moved to an online format. The remainder of classes being held on campus either have a lab or practical component that do not allow for easy modification.

In preparation for the classes on campus the College has formed a COVID-19 Transition Team. This multi-disciplinary team has been meeting weekly to discuss, plan, and implement practices on campus to prepare for the safe return of students, faculty, and staff. Over the past few months, HCC has brought employees back to campus in two separate phases. The return of employees was done gradually and with a wide degree of flexibility. Employees schedules were modified to reduce the overall number of people on campus. During phases 1 and 2, the College monitored the progress and began to implement additional safety protocols.

Phase three of the HCC Roadmap to Recovery does not align with the state and local phases. Currently, the State of Maryland and Washington County are in Phase two of their recovery plan. On August 17, 2020, Hagerstown Community College will enter Phase three of the recovery process. This does not mean the College is going beyond what the state and county are doing or recommending. Phase three at HCC simply signifies the return of all staff to campus in preparation for the Fall 2020 Semester. HCC is still complying with all state and local COVID-19 mandates that are in place. The College is updating its internal recovery plan to account for additional staff and to include the plans for the Fall Semester. Phase three will outline the new safety protocols and describe the changes being implemented for the upcoming semester.

Hagerstown Community College is moving forward with a plan and a focus on the overall health and safety of the college community. Everyone at HCC plays a critical role in helping to slow the spread of the COVID-19 virus. Small steps, such as wearing a mask, washing your hands and maintaining 6 feet of social distance play a big role in the success and health of the college community. It is important to remember to be respectful, kind, and diligent in our collective efforts to stop the spread of this virus.

HCC FALL 2020 SEMESTER

GUIDANCE FROM CDC INSTITUTIONS OF HIGHER EDUCATION GENERAL SETTINGS

- Lowest Risk: Faculty and students engage in virtual-only learning options, activities, and events.
- More Risk: Small in-person classes, activities, and events. Individuals remain spaced at least six feet apart and students are encouraged to bring their laptops to campus in order to limit the use of public area computers (e.g., hybrid virtual and in-person class structures or staggered/rotated scheduling to accommodate smaller class sizes).
- Highest Risk: Full-sized in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities.

Based on the guidance from the CDC, Hagerstown Community College will continue to provide virtual instruction for lecture-based classes. The College will be hosting in-person instruction for those labs and practicals that are not easily modified. HCC will be using modified layouts in the classrooms for the Fall 2020 Semester.

MODIFIED LAYOUTS

- Space seating/desks at least six feet apart when feasible. For lecture halls, consider taping off seats and rows to ensure six-foot distance between seats.
- Host smaller classes in larger rooms.
- Offer distance learning in addition to in-person classes to help reduce the number of in-person attendees.
- Provide adequate distance between individuals engaged in experiential learning opportunities (e.g., labs, vocational skill building activities).
- Create distance between students in college vehicles (e.g., skipping rows) when possible.
- Increase use of PPE (face masks and face shields) when social distancing cannot be achieved.

Social Distancing suggests a minimum of six feet of separation between individuals in all directions. This equates to 36 square feet of social distance in ALL directions for each student. The typical classroom allows for around 25-35 square feet per person. In some lecture halls, with fixed seats, the typical square foot per person can be as low as 14 square feet. HCC is using a six foot by six foot square. This gives the student 36 square feet of social distancing. All desks in the classrooms should be turned in the same direction. Lab setups in the STEM Building typically have fixed seating positions. Seating in the labs will be set up to avoid face to face contact with another student. The virus primarily spreads through small droplets in the air. When a person talks, coughs or sneezes those particles are released into the air. We all know that people will turn their heads to speak to another person. We cannot space students closer, laterally, thinking they will not turn their head to speak to the person next to them. Therefore, we must account for 36 square foot square space for each person. In addition to this, instructor zones will be accounted for in all classrooms and will allow for adequate space.

Dedensification – the classrooms currently contain a large number of desks, chairs, podiums and other objects. To obtain the maximum seating capacity for each room, we have removed extra seats and unused furniture. We are trying to balance safety with a level of comfort. We need to consider the student's overall safety and comfort in the classroom. We cannot pack students into a room and require them to wear a mask and expect them to sit there for an extended period of time. There needs to be extra space in the classrooms for walkways and to accommodate students with a disability. We also need to ensure there are safe egress pathways for students in case of an evacuation.

THINGS WE HAVE CONSIDERED:

- Smaller desks work better to allow more seats in the classroom
- Larger (six foot) tables tend to only allow for one person
- Fixed seating, such as lecture halls, require three seats be skipped in each row and the row in front and behind need to be totally skipped
- Computer labs are usually good spaces to use. Skip every other seat and stagger seats that face each other
- Common spaces (cafeterias and conference rooms) offer more room and allow for optimal seating arrangements
- Project-based classes will still require social distancing and additional PPE
- Lab projects or skill-based demonstrations will need to be done more frequently and in smaller groups. Additional PPE may be required

CLASSROOM EXAMPLES



A classroom in the CPB after social distancing



A classroom in the BSH after social distancing



A Lab in the STEM Lab after social distancing

GOEVO PERSONAL PROTECTIVE APP AND SELF-CHECK

Before coming to campus, the College is requiring everyone to perform a self-check for any signs or symptoms of COVID-19. If you feel like you have a fever, check your temperature before leaving your house. If you have a fever, do not come to campus and seek medical attention. If you have been around someone that has tested positive for COVID-19 and you have a pending test result, stay home. This self-check process is intended to reduce the exposure to well students, faculty, and staff on campus.

The Washington County Health Department has recommended a process to document daily self-check in at Hagerstown Community College. HCC responded to this recommendation by purchasing a personal protection app called GOEVO. This app can be downloaded to any smartphone or can be accessed at any of the self-check in stations located in every building on campus. This will fulfill the role of, documented, self-check in for anyone coming to the college campus. This is NOT a medical evaluation and is not intended to take the place of a qualified health care physician.

The Human Resources office at HCC will oversee the app and monitor the reporting by the College community. HCC understands the importance of balancing the health of the College while protecting the rights and privacy of its students, faculty, staff, and visitors. Members from the Human Resource Office will monitor the information from the app and protect the integrity of the system. Hagerstown Community College will work closely with the Washington County Health Department to address any COVID-19 related incidents on campus.

HOW DO I GET STARTED?

If you are a faculty member, employee of the college, or a student that has face to face classes being held on campus, you will receive a registration email from GOEVO. Follow the instructions in the email to download the app to your smartphone. If you are a student, and do not have classes on campus, you will not receive the email. The self-check in app is only for those persons that will be required to work on campus or attend face-to-face classes on campus.

HOW DOES THE PROCESS WORK?

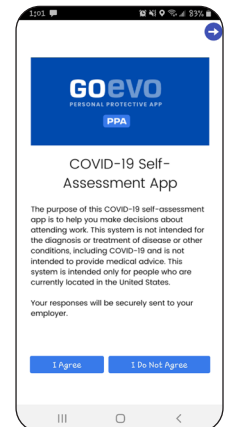
You can complete the GOEVO self-check in survey in one of two ways.

1. If you have the app downloaded to your smartphone you can complete the survey prior to arriving on campus.
2. If you do not have a smartphone, or choose to not download the app or if you are visiting campus to meet with staff or use campus resources, you can log in at any one of the self-check in stations located on campus. The College has set up computers and printer stations at the main entrances to all the buildings on campus.

If you plan to use the self-check in stations on campus, just remember to make sure you do not have any of the signs or symptoms of COVID-19 before arriving. Again, the intended purpose of this process is to help prevent the spread of the COVID-19 virus. If you are not feeling well or answer “yes” to any of the questions, you will be instructed to not come to campus or leave the campus immediately.

WHAT QUESTIONS ARE IN THE SELF-ASSESSMENT?

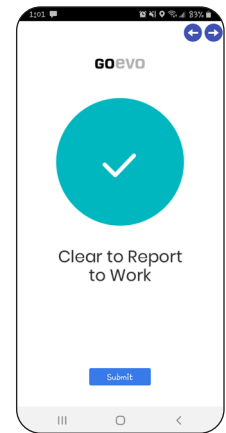
1. Have you had any of the following symptoms of COVID-19 in the last 7 days
 - Fever (either subjective or measured), chills
 - Cough (either new, or different than a usual cough), shortness of breath, or difficulty breathing
 - Sore throat
 - Unusual muscle pain or unusual headache



- New onset of loss of taste and/or smell
2. Have you been within 6 feet for longer than 15 minutes of someone who has suspected or confirmed COVID-19 infection?
 3. Have you had a positive test for COVID-19 within the past 10 days?

If you answer “yes” to any of these questions, you will not be allowed to report to campus for work, classes, visit offices or to use campus resources.

If you answered “no” to all the questions, you will receive a clear to report to work/campus screen. The GOEVO app will store this “Cleared to Report” screen for the date of entry. You will be required to display this screen before entering classes or showing up for an appointment or event on campus. The screen will look like this:



WHO RECEIVES THE INFORMATION FROM THE GOEVO APP?

All of the information from the GOEVO App will be sent to the Office of Human Resources at HCC. The College will protect the information and adhere to all laws pertaining to the ADA, HIPPA and FERPA.

IF I AM A STUDENT, THAT HAS ONLINE CLASSES, AND WANT TO COME TO CAMPUS HOW DO I COMPLETE THE SURVEY?

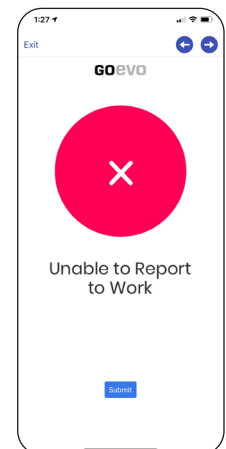
The College has installed computer stations in all the buildings on campus. Those stations are designed to be self-check in locations for visitors/students or persons who do not have the app on their phone. You will be able to log onto the computer, as a visitor, and complete the self-check in survey through GOEVO. You will log onto the computer at the self-check in station and complete the short survey. If you are clear to be on campus, you will receive a “Clear to Report” message. This pass can be printed at the self-check in station. **You will need to keep this with you while on campus for that day.** If you are a visitor to the campus and attending an event on campus you will follow the same procedures.

DOES THIS APP TRACK MY MOVEMENTS?

Upon signing up for the app, you will be asked to “Allow” or “Do not allow” the locations setting to be active. If you do not want to allow your location settings to be part of the survey, simply check the “Do not allow” button. You have the ability to turn off location notifications. The College is not using the information from the app to track the movements of its students, faculty, staff or visitors. The local health departments are responsible for contact tracing. If someone receives a positive test result for COVID-19, the local health department in the jurisdiction where the test was administered will be responsible for contact tracing. The College is prepared to work with the local health departments to assist with contact tracing and notifying those people who were potentially exposed to the virus.

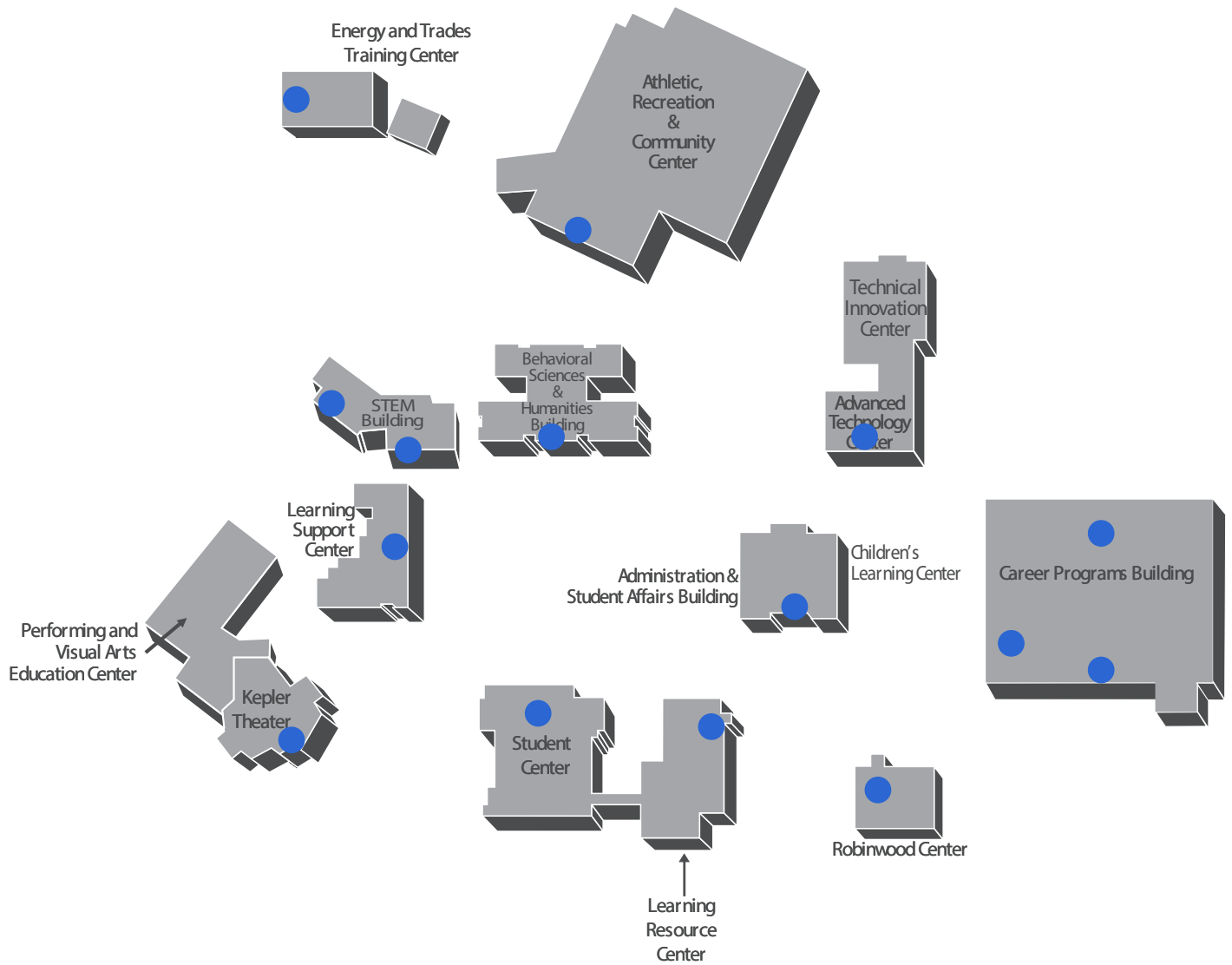
WHAT HAPPENS IF I ANSWER YES TO ANY OF THE QUESTIONS?

If you answer “yes” to any of the questions in the GOEVO app you will receive an “Unable to Report” message. This means that you are NOT permitted to come to campus and enter any of the buildings/classrooms. These questions have been formatted to prevent someone with symptoms or someone that has been exposed from coming to campus. Once you have indicated “yes” and submitted the assessment, you will receive a call from someone in HR or a member of the COVID-Transition Team. This person will speak with you about the survey and provide you with instructions on when you can return to campus. The College is treating this information as confidential and will work with each person on an individual basis.



It is important that students ensure their personal contact information is up to date and accurate. They must be sure to answer phone calls, have voicemail set up or check emails for messages related to COVID-19.

GOEVO SELF-CHECK IN STATION LOCATIONS



- | | | |
|---------------|---|-----------------------------------|
| ARCC | - | Lobby |
| ASA | - | Lobby |
| ATC | - | Lobby |
| BSH | - | Lobby |
| CPB | - | Continuing Education Lobby |
| | | Nursing Entrance |
| | | Dental Entrance |
| ETTC | - | Entrance |
| KEPLER | - | Lobby |
| LRC | - | First Floor Lobby |
| LSC | - | Lobby |
| RWD | - | Lobby |
| STC | - | Lobby |
| STEM | - | First Floor Lobby |
| | | Third Floor Lobby |
| VMC | - | Lobby |

STUDENTS ON CAMPUS

The past few months have required a once unimaginable level of flexibility as we make our way through the coronavirus public health crisis. Please refer to the HCC website for updated information on changes at the College, <https://www.hagerstowncc.edu/covid19>. If deemed necessary for public safety, it is important that we are prepared to adapt to changes that could happen before fall classes begin or during the fall semester. A few key things to note

- The proper wearing of face masks (covering mouth and nose) and social distancing on campus are required. Signs are posted as reminders. While inside the buildings and classrooms all students must wear a face mask. Students are instructed to bring their own masks with them to campus. The CDC does not recommend using surgical or N95 style masks for the general public. Those masks are considered critical supplies, reserved for health care workers and first responders. Reusable cloth face coverings can be worn multiple times and washed with your regular laundry. The College does have a supply of disposable masks to provide to students, but this will be on a limited basis. For information on face masks, please refer to the CDC website: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>.



- **BE SURE TO BRING YOUR OWN MASK TO CAMPUS.** If you have forgotten your mask one will be provided for you.
- Students participating in labs or activities that do not allow social distancing may be required to wear additional PPE, such as a face shield. The face shields will not be substitution for the face mask.
- Stay six feet apart – the CDC recommends staying six feet apart and wearing a mask. COVID-19 spreads mainly among people who are in close contact with one another for a prolonged period of time. When possible, remain six feet or two arms lengths away from other persons. This applies to students approaching customer service counters. Please do not lean on counters or desks when speaking with staff or faculty. Remember to stay six feet back and wear your mask.
- It is critical that students check and respond to their HCC email on a regular basis. This is the primary method of communication, for example, should fall class formats change.
- ALL Students must perform a COVID-19 self-check, prior to coming to campus. HCC has purchased a personal protection app called GOEVO. This app is free to all students that are registered for classes at HCC that are scheduled for Face to Face instruction. The GO Evo app is free and can be downloaded to any smart phone. If you do not have a smartphone or are not enrolled in face to face classes but elect to visit campus, there will be GOEVO registration stations set up inside every building. Completing the self-checker app can be accomplished one of two ways.

1. Mobile phone app – If you enrolled in face to face classes a have have the option, download the free application to your phone you can simply log on and complete the COVID-19 health screening questions. This should be done, before you arrive on campus. If you are NOT exhibiting any signs or symptoms of COVID-19 you will receive a “Clear to come to campus” message. This will be your pass that you will use to enter the campus buildings and classrooms. Students can retrieve their “clear to report” message by selecting the icon on the upper left screen.
2. GOEVO check in stations – HCC has installed computers and printers in every student used building on campus. If you are a student or visitor to campus, and do not have the GOEVO application on your phone, you can use one of the check-in stations. The stations are located at the main entrances to all the campus buildings. Prior to going to a class or an appointment, you must log onto the computer and complete the GOEVO self-checker survey. If you are not exhibiting any signs of COVID-19, you will receive a “clear to come to campus” message. You will be able to print this message at the station and must keep it with you for the remainder of your day on campus you will be asked to present this slip to show that you have been cleared while on campus.
 - During the Fall semester, the College campus will be open at 7:00 am. Students are invited to make phone, virtual (Zoom) or face to face appointments.
 - Students coming to campus for face to face appointments are encouraged to bring their own mobile computing device to limit use of campus computers.
 - Student ID cards and parking permits are on hold at this time.
 - New Student Orientation will be held remotely prior to the start of classes; new students will receive email and text communication once details are finalized.
 - The Library will resume normal hours beginning August 17, 2020: Monday-Thursday 8am-6pm, Friday 8:30 am-4:30 pm.
 - The Testing Center will operate hours August 17, 2020: Monday, Tuesday, Friday 8am-6pm, Wednesday 8am-4:30 pm, and Sunday remote hours 12noon-5pm.
 - The Learning Support Center will resume normal hours August 17, 2020: Monday-Thursday 8am-8pm, Friday 8am-5pm, and Saturday remote hours 9am-3pm.

FALL SEMESTER 2020 BEGINNING AUGUST 31

- Fall classes begin with 15 week and first 7.5-week sessions. Classes that do not require a hands-on component will be held fully online. Classes that do require a hands-on component will meet face to face in a socially distanced format. This may include labs, clinicals, simulations, applied classes, developmental, Adult Literacy, English Language Learners, and performance-based classes. Student can log into Self-Service to review updated information for each course, including the course format.
- Students on campus will be required to “check-in” (through GOEVO) when they arrive and before moving about campus. We are asking everyone that comes to campus to self-report any signs or symptoms of COVID-19. This should be done BEFORE you arrive on campus. If you have any of the symptoms of COVID-19 (cough, high fever etc.) or have been around someone that has tested positive within the last 14 days you need to report this before arriving on campus. If you are a student, and have any of these signs or symptoms you are asked to not come to campus and TO seek medical attention. Accommodations can be made for the student on a case-by-case basis. The self-reporting process will be done using the GoEvo App. All registered students will receive a link to the app if they are scheduled for face to face classes on campus.
- Students enrolled in fall classes are encouraged to have off-campus computer and internet access to minimize time spent on campus.

- Students without webcam access who are enrolled in courses that require proctored exams, will be required to make an appointment at the Testing Center to take exams; it is suggested that students invest in webcam technology.
- Campus lounges will be open for limited study use and for students awaiting transportation. The Washington County Commuter continues to operate as scheduled. During the pandemic, social gatherings in campus buildings will be prohibited.
- Recreational areas, including the ARCC and Fitness Center and portions of the Student Center, will remain closed to general student and public use.
- A very limited selection of food and drinks will be available in the Hawk Cafe. Students will need to bring food and drink they require with them.
- Students will be notified when the student ID cards and parking permits become available. Campus Police will not be enforcing parking permits on campus at this time. Students are still expected to only park in student designated parking spaces. Student parking spaces are designated by white lines, while employee parking spaces are designated by yellow lines.

HCC'S RESPONSE TO COVID-19 ON CAMPUS

As testing for COVID-19 increases we can expect there will be more and more confirmed cases in Washington County and possibly on our campus. The College plans to deal with every confirmed incident of COVID-19 on a case by case basis. Each case will be unique and require a different level of attention. Depending on the situation, minimal effort may be needed to mitigate the effects of the virus on campus. In other instances, the College may have to deploy a higher-level of response to ensure the well-being of the campus community. That being said, the College also recognizes the impact this virus and pandemic has on the individual and their family. Every effort will be made to ensure the overall privacy of those involved is respected.

Reported cases of COVID-19 will be handled with a calm and deliberate plan of action. The office of Human Resources at HCC is prepared to work closely with the affected student/employee and the local Health Department. Guidelines, regarding quarantine, are ever-changing and rapidly evolving with new information. The College will follow the current recommendations set forth by the CDC and the Maryland Health Department.

PREPARING FOR WHEN SOMEONE GETS SICK WITH COVID-19

Colleges may consider implementing several strategies to prepare for when someone gets sick with COVID.

ADVISE INDIVIDUALS SICK WITH COVID OF HOME ISOLATION CRITERIA

- Sick faculty, staff, or students should not return to in-person classes or the College campus, or end isolation until they have met CDC's criteria to discontinue home isolation.

ISOLATE THOSE WHO ARE SICK WITH COVID

- Make sure that faculty, staff, and students know they should not come to the campus if they are sick, and should notify college officials (e.g., college designated COVID-19 point of contact) if they become sick with COVID-19 symptoms, test positive for COVID-19, or have been exposed to someone with COVID-19 symptoms or a confirmed or suspected case.
- Immediately separate faculty, staff, and students with COVID-19 symptoms (such as fever, cough, or shortness of breath). Individuals who are sick should go home or to a healthcare facility, depending on how severe their symptoms are, and follow CDC Guidance for caring for oneself and others who are sick.

CLEAN AND DISINFECT

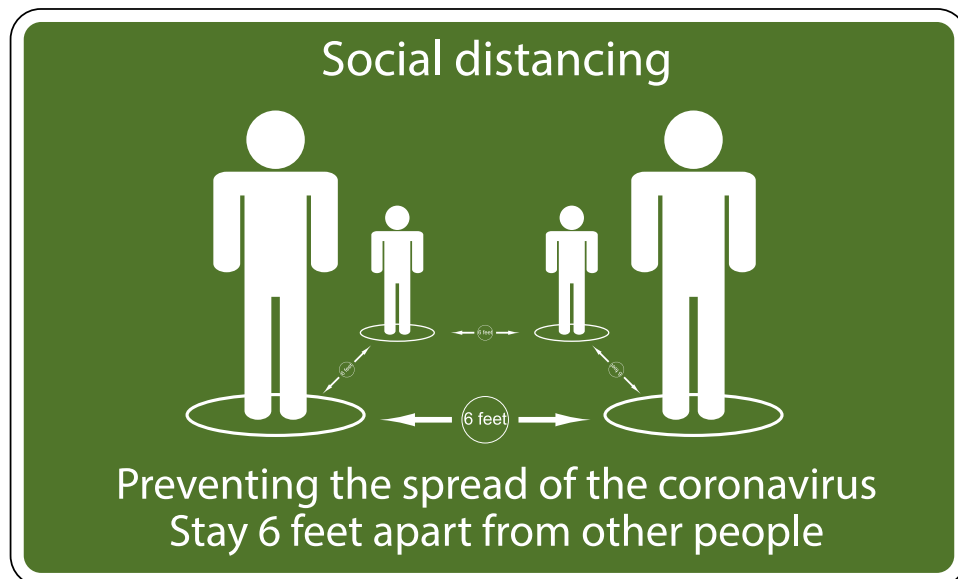
- Close off areas used by a person sick with COVID and do not use these areas until after cleaning and disinfecting
- Wait at least 24 hours before cleaning and disinfecting. If 24 hours is not feasible, wait as long as possible.

NOTIFY HEALTH OFFICIALS AND CLOSE CONTACTS

- In accordance with applicable federal, state and local laws and regulations, IHEs should notify local health officials, faculty, staff, and students immediately of any case of COVID-19 while maintaining confidentiality in accordance with the Americans with Disabilities Act (ADA) external icon, FERPA or and other applicable laws and regulations.
- Inform those who have had close contact with a person diagnosed with COVID-19 to stay home or in their living quarters and self-monitor for symptoms, and follow CDC guidance if symptoms develop.

THINGS WE HAVE CONSIDERED

- **Coordination** - HCC will coordinate with the Washington County Health Department. The public health officials will help HCC administrators determine the best course of action
- **Closure** - Consider short-term building closure (2-5 days) to allow for deep cleaning
- **Face to face class suspension** -Short-term class suspension or revert to on-line instruction depending on Health Department recommendations.
- **Communication** - Communicate with students, faculty and staff - Emergency messages related to an outbreak or a time-sensitive incident will be sent through HCC Alert and subsequent emails. HCC will ensure to maintain the privacy and protect the confidentiality of the student, staff member as required by the Americans with Disabilities Act (ADA) and the Family Education Rights and Privacy Act (FERPA) as applicable.
- **Cleaning and disinfecting** - Close off the affected areas within the building. Clean and disinfect all areas used by the confirmed COVID-19 person(s). Ensure safety and health of those staff members cleaning the affected areas.
- **Continuity of the face to face class** - Assess the situation and determine the best course of action for continuing instruction of the affected classes. Consider postponing the class, moving to an all online format or move to a different building.



FREQUENTLY ASKED QUESTIONS

DO I HAVE TO GET A COVID-19 TEST TO COME TO CAMPUS?

No, you do not have to be tested to come to campus in the Fall semester. However, you will have to complete a daily self-check questionnaire every day, before coming to campus.

WHAT IS A SELF-CHECK APP AND WHEN DO I COMPLETE IT?

As a student or employee of the college you are required to perform a self-assessment of your health every day before coming to campus. You need to ask yourself several questions related to COVID-19 signs/symptoms and whether or not you have been around anyone with COVID-19 within the last 14 days. You should be doing this every day, before you leave your house to come to campus. If you are sick, or having symptoms, do not come to campus. The idea is to identify symptoms and prevent someone who is sick, from coming to campus. The College is working hard to prevent the transmission of the COVID-19 virus on campus. This is why use of the GOEVO app is required.

WHAT DO I DO IF I ANSWER “YES” TO ONE OF THE QUESTIONS?

This will depend on each person’s response. If you have one or more of the following symptoms of COVID-19 and answered “yes”, someone from the college will be in contact with you. Depending on your individual circumstances, you may not be able to come to campus. A representative from the College will evaluate the information and provide recommendations. It is important that your phone information is accurate and you are prepared to accept calls.

IF I GET TESTED FOR COVID-19 DO I HAVE TO WAIT FOR A NEGATIVE RESPONSE TO RETURN TO CAMPUS?

If you were symptomatic (meaning you had a fever and/or other symptoms) and went for a test you will need to remain off campus until you receive your results. If you receive a negative test result, you will be able to return to campus. If you receive a positive test result, you will have to follow directions and recommendations for a safe return. You are advised to seek medical care and advice from your health care provider and follow the recommendations from the Health Department. The Health Department will be responsible for providing directions for quarantine and work with you on contact tracing. The current time period for quarantine is 10 days from the on-set of symptoms, not the date of the test. This advice may change, depending on new information from the CDC. HCC will work with the affected student/employee and the Health Department to determine what is required.

I HAVE RECEIVED A POSITIVE TEST AND COMPLETED MY QUARANTINE PERIOD; DO I NEED A NEGATIVE TEST RESULT TO RETURN TO CAMPUS?

No, the recommendations being sent out by the CDC and the local Washington County Health Department is that no negative test is required. Asymptomatic people (no fever or other signs) can return to campus after completing the 10-day quarantine period. People who have tested positive for COVID-19 are not being recommended for additional testing inside 90 days from the onset of symptoms.

IF I TEST POSITIVE OR SOMEONE IN MY IMMEDIATE FAMILY TEST POSITIVE, WILL I HAVE TO COME TO CAMPUS FOR CLASSES?

If you or someone living inside your household has tested positive for the COVID-19 virus you should not return to campus until you have either received a negative test result or been symptom free for 10 days. Members living together inside a household have a higher rate of transmission. Depending your set of circumstances, the recommendations may include getting tested for COVID-19. In that case, you would need to have a negative test result to return to campus. The college will work with students to provide alternative means for meeting the demands of the class. Contact Jennifer Childs, HR for verification. Students in this situation should make arrangements with their individual faculty.

IF I TEST POSITIVE OR SOMEONE IN MY IMMEDIATE FAMILY TEST POSITIVE, WILL I HAVE TO COME TO CAMPUS FOR CLASSES?

Transmission of the virus is higher when a person is around someone who has the virus, closer than 6 feet, for more than 15, and not wearing a mask. The phrase, “time, space, people, and place” has been used throughout this pandemic to describe the conditions for transmission. If someone test positive at a family member’s workplace, that does not necessarily mean you have to quarantine or be tested. It would all depend on whether or not your family member had direct contact with the affected person. Contact Jennifer Childs, HR for verification.

IF I TRAVEL OUT OF STATE DO I NEED TO QUARANTINE OR GET TESTED FOR COVID-19*?

These regulations are mandated by the governor’s office and change depending on several factors associated with the COVID-19 virus. Depending on the current regulations and the positivity rate of the area you will be traveling to, quarantining and/or testing may be required. This will be dependent on the current regulations. The Maryland Health Department issued a letter on July 29, 2020 strongly recommending Marylanders to refrain from non-essential travel outside the state.

- Any Marylander returning from out-of-state or any out-of-state traveler should either get tested for COVID-19 promptly upon arrival in Maryland or within 72 hours before travel to Maryland. A list of test sites can be found here: <https://coronavirus.maryland.gov/pages/symptoms-testing>
- We encourage out-of-state visitors to be tested within 72 hours prior to arrival and to cancel travel if they receive a positive result. Visitors waiting for their test results should stay at home between the time of their test and their arrival in Maryland or to self-quarantine at their hotel.

Any Marylander who travels to a state with a COVID-19 test positivity rate above 10% should get tested and self-quarantine at home until the test result is received. The District of Columbia and the Commonwealth of Virginia are exempt from this recommendation.

A list of state COVID-19 test positivity rates can be found here:

<https://www.cdc.gov/covid-data-tracker/index.html#testing>

***PLEASE NOTE - THIS DOES NOT PERTAIN TO STUDENTS COMMUTING FROM MD, PA, WV OR VA TO HCC FOR CLASSES**

CLEANING AND DISINFECTING AT HCC

Our facility staff continues to perform all necessary tasks to create a safe learning and work environment. HCC is following established CDC guidelines for all cleaning methods and treatments. The facility staff schedules have been modified to ensure the necessary support in order to maintain the cleanest environment possible for students and staff. All classrooms used are receiving a deep clean nightly. All restrooms, high traffic, and high touch areas are continuously getting cleaned and wiped down throughout the day. HCC has also introduced many new hand sanitizing stations and provided cleaning wipes in classrooms on our campus for an added protection. We are here to help get through this difficult time safely.

A FEW IMPORTANT REMINDERS FROM THE CDC ABOUT CORONAVIRUSES AND REDUCING THE RISK OF EXPOSURE:

- Coronaviruses on surfaces and objects naturally die within hours to days. Warmer temperatures and exposure to sunlight will reduce the time the virus survives on surfaces and objects.
- Normal routine cleaning with soap and water removes germs and dirt from surfaces. It lowers the risk of spreading COVID-19 infection. The college has implemented a rigorous cleaning program on campus to help prevent the spread of the virus.
- Disinfectants kill germs on surfaces. By killing germs on a surface after cleaning, you can further lower the risk of spreading infection. EPA- Approved disinfectants can be found on the CDC website and are an important part of reducing the risk of exposure to COVID-19. If disinfectants on this list are in short supply, alternative disinfectants can be used (for example, 1/3 cup of bleach added to 1 gallon of water, or 70% alcohol solutions). Bleach solutions will be effective for disinfection up to 24 hours. Hagerstown Community College is currently utilizing a hospital grade cleaner called 3M Quat Disinfectant Cleaner. Safety Data Sheet Information on this product can be found below: https://multimedia.3m.com/mws/mediawebsserver?mwsld=SSSSSuUn_zu8100x48mGn8_xmv70k17zHvu9lxtD7SSSSSS--
- Always wear gloves appropriate for the chemicals being used when you are cleaning and disinfecting. Additional personal protective equipment (PPE) may be needed based on setting and product. For more information, see CDC's website on Cleaning and Disinfection for Community Facilities.
- Practice social distancing, wear facial coverings, and follow proper prevention hygiene, such as washing your hands frequently and using alcohol-based (at least 60% alcohol) hand sanitizer when soap and water are not available.

WILL THE COLLEGE BE CLEANING CLASSROOMS IN BETWEEN CLASSES?

The College is providing disinfecting supplies (sprays and/or wipes) in each of the classrooms. Students, faculty and staff are asked to help ensure the classrooms are kept clean. The custodial staff at the college will be routinely cleaning the restrooms and common areas on campus throughout the week and at night. We are asking everyone to help out by wiping down their desk and workspace. If you are in a lab setting, you will be asked to help wipe down and clean workspaces and equipment. Students working in the labs will be required to touch equipment and instruments to perform activities. We are asking the students, faculty and staff to wipe down this equipment before and after use. This will ensure equipment is disinfected for the next person. Everyone plays a critical role in the overall safety and well-being of the campus. If students are uncomfortable with this protocol, they are advised to only enroll in classes being offered remotely so they need not be on campus.

AREAS UNOCCUPIED FOR 7 CONSECUTIVE DAYS?

If your workplace, school, or business has been unoccupied for 7 days or more, it will only need your normal routine cleaning to reopen the area. This is because the virus that causes COVID-19 has not been shown to survive on surfaces longer than this time.

FOOD SERVICES

During the initial phase of the pandemic, Hagerstown Community College suspended food services on campus. HCC has not been serving food since March of 2020. The CDC guidelines for dining establishments have been very stringent. In an effort to ensure safe practices on campus, the College has chosen to keep two of the three dining locations closed. HCC will not be serving food in the Hilltop Grill or the Valley Eatery. Those two sites will remain closed until further notice. HCC will be opening the Hawk Café, with limited hours and a limited menu. The café will primarily serve coffee, drinks and prepackaged food items.

Vending machines will be available in many of the student-use buildings. As with any high touch area, we strongly recommend washing your hands or using hand sanitizer after use. Water fountains will not be available on campus. We suggest bringing your own water or drinks to campus. The Hawk Café will open beginning Monday, August 24, 2020. The hours of operation will be Monday through Friday 8:00 am to 10:00 am and 11:00 am to 2:00 pm.

The Hawk Café, located in the Student Center, will be serving a very limited amount of food during the pandemic. We recommend you bring food with you to campus. The Hawk Café is offering online food ordering. You can place an order online and schedule a time for pickup. A link to the order form can be found below, or you can download the app to your mobile device. <https://biteheist.com/ordering/md/hccfoodservices/>.

There are various locations on campus that offer outdoor seating. Outdoor seating, for dining purposes, is always your better option. The indoor seating has been arranged to ensure six feet of social distancing. The indoor seating has been set up with one chair per table. When eating, you will not be wearing a mask, and will need to maintain 6 feet of social distancing from those around you. Please do not rearrange tables or add chairs to the tables. The College will be monitoring the use of the indoor dining spaces to ensure compliance with all social distancing guidelines. There will be no exceptions to these social distancing guidelines, including students and employees.



HCC ARCC AND ATHLETICS

HCC looks forward to a healthy and safe fall. The College is excited about the opportunities for development for our student-athletes as we look forward to the competitive seasons in the spring. In March of 2020, the ARCC and the Fitness Center were closed because of the pandemic. Moving forward, the ARCC and Fitness Center will remain closed to the general student and public use. Use of the facilities will be restricted to scheduled face to face classes and pre-determined activities/events only. The College is strictly limiting activities in the gym and Fitness Center to ensure the overall safety and health of its students, faculty, staff and visitors. The main gym area in the ARCC will NOT be open for general use by students or visitors during the current state of affairs. Scheduled activities taking place in the ARCC will be monitored and extra cleaning practices will be implemented to help prevent the spread of the virus.



Hagerstown Community College Athletics supports initiatives from our administration, the NJCAA, Region XX, and the MDJUCO in addressing our top priority, the health and well-being of our student-athletes, in hopes of providing an opportunity to compete in a variety of sports at the collegiate level.

This list provides information that addresses concerns for athletics as we enter the Fall semester. The Athletic Director will meet with each team at the beginning of the semester to review the details under which participation in athletics will be conducted. All HCC campus regulations pertaining to COVID-19 will be followed in the ARCC and at all athletic facilities. This includes:

- The NCJAA has authorized several sports to compete this Fall 2020. For HCC, the only team that will compete in the Fall 2020 is Cross Country. Based on NJCAA regulations, all other sports at HCC are authorized to practice in the Fall 2020 and compete in the Spring 2021.
- Teams will be able to practice during the fall semester on a limited basis. Practice schedules will be distributed to the head coach for each sport.
- HCC will be implementing a COVID-19 screening process through GOEVO. Student-athletes will be required to show the results of this screening process prior to entering any athletic facility. This will be checked by the Athletic staff and/or coaches.
- Student-athletes are expected to report directly to their practice area, remain in that practice area throughout practice, and to depart the facility upon completion of the practice session. This will help the staff monitor the areas that need to be cleaned following a practice session. Use of the athletic locker rooms and shower areas will be restricted.
- Student-athletes should have a mask with them at all times on campus. Student-athletes can remove the mask when physical activity is required during practice. When not actively involved in a practice activity, student athletes are expected to comply with mask wearing and social distancing protocols.
- Students need to come to the practice facility dressed and prepared to practice. Locker rooms will not be used unless absolutely necessary.
- Bring your own water bottle and towel. Do not share water, water bottles or personal equipment with anyone.
- Breaks will be taken during practice to wash hands or sanitize as necessary.
- Competition during practice will be limited to reduce contact between players.
- The athletic facility will be cleaned after each use and on a daily basis.

- Athletic training services will be available. Restrictions on accessibility to the Athletic Training Room will be in place to comply with social distancing protocols. Scheduled times for treatments and pre-practice needs will be established.
- Teams that are travelling need to comply with campus restrictions from COVID-19 such as social distancing and mask wearing. The Athletic Department will define how teams travel in order to keep our student-athletes safe. Travel will be limited.
- For any travelling teams, HCC is expected to provide a roster to the host school stating that each team member has been cleared to participate in competition for that date.