



Road to Recovery Phase Two

INTRODUCTION

On June 3, 2020 Governor Larry Hogan announced the State of Maryland would be entering Phase 2 of its reopening plan. Phase 2 in Maryland started on Friday, June 5, 2020. Hagerstown Community College plans to enter Phase 2 of its Roadmap to Recovery on Monday, June 15, 2020. The College is purposefully waiting 10 days before entering phase 2 of its recovery plan. This is being done to observe how the community responds to the changes and monitor the progress on the college campus.



RESILIENCE

“An ability to recover from or adjust easily to misfortune or change”
– Merriam Webster

Emergency Management consists of four basic phases: mitigate, prepare, respond and recover. Of those four phases, the Recovery Phase takes the longest amount of time. Recovery is the process of re-establishing services and implementing plans to mitigate the effects of a future incident. Hagerstown Community College is now entering Phase 2 of its recovery plan. The College has been working closely with the local government, public health and health care organizations to minimize the risks of COVID-19. The Washington County Recovery Plan indicates that recovery plans should include:

- Reduction of fear and establish a sense of security
- Reassess vulnerability
- Strengthen and sustain relief activities

Hagerstown Community College is working hard to provide a safe and healthy environment for its students, faculty, staff and visitors to return to campus. The College will be tapping into the resiliency of the entire community to recover from the COVID-19 pandemic. We encourage everyone to be patient and to show respect for one another during the recovery process.

Until a vaccine is developed, we can expect some forms of social distancing and public health practices will be recommended. Hagerstown Community College will continue to follow the social distancing guidelines and universal precautions listed in Phase I of the Roadmap to Recovery. Hagerstown Community College will continue to refer its students, faculty, staff and visitors to the Centers for Disease Control (CDC) website for up to date information related to COVID-19. HCC encourages the use of face coverings whenever indoors and in close contact with members of the community. The College has robust signage related to COVID-19 and ways to protect yourself. In addition to this, the college has implemented a rigorous cleaning and sanitization schedule to help prevent the spread of the virus. This cleaning schedule has been tested during Phase I and modifications have been made to meet the needs of the staff. HCC has hand sanitizer stations located in all the buildings and is in the process of increasing its supply of PPE and personal cleaning supplies.

GOALS

1. Maintaining the current level of physical distancing measures and continue to follow the CDC COVID-19 preventative measures.
2. Establish a supply of PPE, hand sanitizer and other cleaning supplies to provide to students, faculty and staff to help prevent the spread of the virus.
3. Continue to supply students, faculty and staff with up to date information on the virus, plans and supplies to gradually return to work.
4. Increase the capacity of the College to keep up with the cleaning and sanitization practices.
5. Maintain contact with the local county entities to ensure the exchange of information and continue following best practices.

REQUIRED STEP IN PHASE 2

1. Every confirmed case of COVID-19 should be isolated at home or in a hospital/health care setting. Confirmed cases should not return to HCC until a quarantine period has been completed. Confirmed cases of COVID-19 should be reported to the College Human Resources department.
2. Establish plans to safely return in-person student instruction on campus. Those plans should strictly adhere to maximum capacity limits mandated by the state and local governments. The safety plans will follow the CDC recommendations and the guidelines set forth by the Maryland Higher Education Commission.
3. Establish a plan to quickly identify, contain and communicate COVID-19 outbreak information to students, faculty, staff and visitors. HCC will utilize HCC Alert and the Valcom PA and indoor signs to communicate emergency messages to students, faculty, staff and visitors.
4. Order PPE supplies to meet the needs of implementing different programs on and off campus. The College will establish a supply of PPE and sanitizing products to help prevent the spread of the virus.
5. Continue to work with the local EOC and Washington County Health Department to report any positive COVID-19 results
6. Phase 2 currently only allows a maximum of 10 people to gather at one time. The College will adjust this number if the regulations from the state change during this phase.

THINGS TO CONSIDER DURING PHASE 2

- Allow for those highly modifiable positions to continue working from home.
- Continue to progressively return different divisions to campus in order to slowly test the capacity of the College
- Allow directors the ability to alter schedules and stagger employee shifts to reduce overall numbers and person to person contact
- Maintain restriction on non-essential College based travel
- Continue to encourage the use of PPE when indoors and in close proximity to other people
- Limit the numbers of in-person meetings
- Increase the distance in employee workspaces
- Encourage staff/instructor/faculty to closely monitor classes to ensure safe practices are being followed and to immediately report any COVID-19 incidents to HR.
- Empower faculty/instructors to maintain safety protocols when inside the classroom.
- Plan for an increase in custodial services. The Student Center and ARCC will be opening during Phase 2. Additional custodians will be required to meet the rigorous cleaning schedule needs.
- Consider establishing common areas for use by staff and students. Outdoor seating areas in the STC can be utilized for staff for lunch and to meet with students.
- Create and install signage to support the safe use of common areas
- Continue to support personal hygiene procedures, wash hands and clean your individual workspace.

RETURN OF STUDENTS TO CAMPUS

On May 22, 2020 the Secretary of the Maryland Higher Education Commission issued a letter to all the presidents of colleges and universities in the state. That letter provided guidance and directions for opening schools for in-person instruction and services. In Phase I, members from the College began looking at those courses and curricula that were not completely conducive to a distance education or to a remote instructional format. The administration was able to come up with a small list of classes, certifications/exams and courses that were not easily modifiable to on-line instruction. After careful consideration, the College has decided to provide in-person instruction for a relatively small list of classes/certifications. The division directors will oversee those classes to ensure best practices and universal precautions are being taken to provide a safe environment for all those involved. Division directors have the authority to ensure appropriate safety measures are being followed in the classrooms, labs and during motor vehicles courses.

Prior to allowing students to return to campus, staff members met to discuss safety plans and protocols for each area of instruction. Members from Continuing Education, the Health Science Division and Nursing met to prepare these safety plans. The plans include recommendations from the CDC and governing bodies in the respective areas of study. Members from Continuing Education sought advice from the Maryland Motor Vehicle Administration and the Department of Transportation when creating their plans.

The College has begun to collect and order PPE and cleaning supplies to meet the needs of these courses of instruction. The College will provide PPE and supplies to those classes that would normally not need these types of supplies. The Nursing and Allied Health Programs typically order and use various forms of PPE in their everyday courses. Those programs will continue to order and maintain a supply of PPE for their courses of instructions. The various driver instruction based programs did not utilize PPE, prior to COVID-19. Those courses of instruction now need to utilize various forms of PPE. The College will be supplying students, faculty and staff in those programs with the necessary forms of PPE.

Currently, the College is not conducting campus wide temperature checks. In Phase I, the plan calls for individuals to conduct a self-check of their health, prior to coming to campus. If an employee or student is sick or displays any of the symptoms of COVID-19, they are asked to stay at home and seek medical care. Each individual plays a critical role in the overall safety and health of the college community. Temperature checks will not aid in detecting those members of the community that are asymptomatic and carrying the virus. If you are exhibiting any of the following symptoms, please do not come to campus.

SYMPTOMS:

Please keep in mind the CDC believes symptoms of COVID-19 may appear in as few as 2 days or as long as 14 days after exposure.

According to OSHA, people are thought to be most contagious when they are experiencing the symptoms. Those symptoms are: fever, cough, and/or shortness of breath. The CDC recommends hand washing, respiratory etiquette and the use of a face covering to help prevent the spread of this virus.

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

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

Request for PPE can be sent to logistics@hagerstowncc.edu

SAFE REOPENING OF THE SIMULATION LABS DURING PHASE 2

During Phase 2, Hagerstown Community College will be opening the Simulation Labs in the Career Programs Building. These labs are utilized by Health Sciences, Nursing and Continuing Education programs of instruction. The labs are used to teach and evaluate hands-on skills for students seeking a degree or certifications in a health care profession. Hagerstown Community College recognizes the importance of providing a safe and healthy environment for students, faculty, staff and visitors. During Phase 2, the College recommends following the CDC guidelines and mandates issued by state and local government. The Maryland Higher Education Commission has set forth guidelines for colleges to follow, should they choose to conduct in-person instruction. HCC is using guidance from the CDC, OSHA and the American Health College Association when it comes to creating safety plans and protocols.

HCC will be opening the labs to allow students to practice hands-on skills. Due to the higher risk of exposure in the labs, additional measures may be deployed to increase the overall safety of the students and faculty/instructor. Any COVID-19 related incidents should be reported immediately to the Human Resources office at Hagerstown Community College. The HR department will follow all regulations set forth by HIPPA to ensure each individual's privacy is protected. In the event of a COVID-19 incident, the College will work closely with the local Health Department to provide services and contact tracing.

SAFETY PROTOCOLS FOR USE WHEN IN THE SIMULATION LABS:

GENERAL PRECAUTIONS

1. Masks with face shields will be provided for instructors and students to wear while in the lab. The face shields will be disinfected by each student routinely after use.
2. Students will wear gloves and/or any other PPE, deemed necessary by faculty/staff, that is specifically needed to perform lab simulation/skills checks.
3. Faculty and staff will follow facility best practices during labs. HCC maintenance personnel have implemented a rigorous cleaning schedule and will provide a deep cleaning process weekly.
4. Students will communicate to faculty/staff about any recent travel to known hotspots for COVID-19 or any recent contact with a person(s) that has tested positive for COVID-19.

SOCIAL DISTANCING

1. Students will be scheduled at staggered times in order to prevent gatherings over the recommended number of people allowed.
2. All schedules for lab usage will be reviewed by lab staff to ensure the number of classes being performed in the labs are kept at a minimum.
3. Consideration will be given when performing simulations in the lab.
4. Social distancing may be difficult while demonstrating a skill on a manikin. Smaller group sizes will be encouraged. faculty/staff may have to demonstrate the skill multiple times, with smaller groups, to ensure social distancing guidelines are met.
5. Stricter guidelines, regarding the use of PPE (face shields, masks and gloves), may be required by faculty/staff to ensure the safety and well-being of everyone in the labs.

HANDWASHING:

The CDC recommends washing your hands often with soap and water for at least 20 seconds, especially after you have been in a public place, after blowing your nose, coughing, or sneezing. Avoid touching your eyes, nose or mouth with unwashed hands.

1. The simulations labs have sinks located in each room. Students, faculty and instructors will be encouraged to utilize those sinks before and after hands-on instruction.
2. If soap and water are not available, use hand sanitizer that contains at least 60% alcohol. HCC will provide hand sanitizer inside the labs and in all student used buildings. When using hand sanitizer, the CDC recommends covering all surfaces of your hands and rub them together until they feel dry.
3. HCC faculty/staff will help establish routine for handwashing and proper hygiene for working in the medical profession.

PERSONAL PROTECTIVE EQUIPMENT:

1. All faculty/instructors/students will be asked to follow CDC recommendations for Personal Protective Equipment (PPE). CDC recommends when in a public place, everyone should wear a face covering to prevent the transmission of the virus. Due to the close proximity in the labs, HCC students, faculty and staff will be encouraged to wear a face covering. HCC faculty and staff will train students on the proper usage of PPE. Students performing skills in the labs are training to enter the various health care fields. Those professions require the usage of PPE in the workplace.
2. The faculty and staff running the simulation labs will have the ability to ensure the safety and well-being of everyone involved. If the faculty or staff feel the situation in the lab is unsafe, instruction will be stopped and division directors notified. The division directors will have the overall authority to enforce safe practices in the labs to prevent the spread of the virus and to ensure the safety of those involved. Students or staff that choose to not follow the recommendations can be asked to leave the lab.
3. HCC will provide all necessary PPE for use during instruction for faculty, students and staff.
4. Breaks should be allowed and built into the instruction to allow staff and students the opportunity to go outside and remove face coverings.

CLEANING AND SANITIZATION:

1. The CDC recommends cleaning and disinfecting frequently touched surfaces daily. If the surfaces are dirty, they should be cleaned, prior to disinfecting.
2. Lab instructors/faculty/students will be responsible for cleaning and maintaining the workspace and equipment. Everyone plays a critical role in ensuring the labs are clean and disinfected. No food or eating will be allowed while inside any of the labs.
3. Faculty and lab instructors will be responsible for cleaning and sanitizing the labs in between instructions.
4. Manikins will require 70% alcohol cleaning after each use.
5. Vital signs equipment will be wiped down with alcohol prep pad after each use.
6. Linens will be changed between groups when students are utilizing hospital beds.
7. Beds will also be wiped down with disinfectant between groups.
8. Consideration should be given to the next group coming into the simulation labs. Each class should clean up after themselves and leave the lab in working condition.

COVID-19 IN-VEHICLE TRAINING GUIDELINES

SCREENING

Students will be asked screening questions before in-vehicle training sessions begin, including:

1. Does the student have any signs or symptoms associated with COVID-19?
2. Has the student tested positive for COVID-19 or had close contact with anyone that has tested positive for or exhibited signs or symptoms of COVID-19 in the past 14 days?

Any student who answers yes to any of the questions above will not be allowed to participate in training.

LIMITATIONS

Only one instructor and one student will be allowed in the vehicle at any time.

Exception: College staff or MVA personnel may accompany a student for the purpose of monitoring instruction.

PPE

- All occupants of the vehicle will adhere to the appropriate PPE guidelines including wearing of face covering (mouth and nose covered) at all times is required. Phase I of the Roadmap to Recovery provides information on PPE and CDC recommended practices.
- Students should provide their own face coverings during training; the college will provide alternative face masks if the student has forgotten or has inadequate face covering.
- Instructors will also wear face shield to further reduce chance of disease transmission. The college will provide face shields and masks for instructors.

CLEANING AND SANITIZATION

- Hand sanitizer will be available to all occupants of the vehicle at all times.
- Windows will be open, whenever safe to do so, to maintain fresh air circulation.
- Training vehicles will be cleaned and sanitized after every training session and before the next training session may begin. High contact surfaces in the vehicle will be sprayed to disinfect (door, steering wheel, controls, etc.) Cleaning and sanitization products will be supplied to staff.
- An additional 15 minutes between sessions will be scheduled for instructors to clean the vehicle.
- Cleaning solutions will meet EPA standards for disinfecting COVID-19. Exception: touch screen surfaces will be cleaned based on manufacturer recommendations
- HCC staff or instructors reserve the right to suspend an in-vehicle training session if the student exhibits signs of possible COVID-19 infection

COMMUNICATION PLAN

During the recovery phase, Hagerstown Community College will continue to monitor and assess the information from the local medical/health community regarding the status of the virus. Members from the HCC Crisis Response Team will remain in contact with the Washington County Emergency Management Division. This will allow for the exchange of up-to-date information regarding containment efforts and the impact of COVID-19 on the local community resources. The administration at HCC will continually evaluate the measures in place at the college to ensure all necessary efforts are being made to prevent the spread of the virus.

It is important to share information on directives from the state and local government. You can sign up for free COVID-19 information from the Washington County Joint Information Center at: <https://www.washco-md.net/jic/>. Once you sign up, you will receive updates from Washington County on the efforts being made in the community to respond, recover and rebuild. These updates will provide information on COVID-19, containment efforts and resources for community members.

Hagerstown Community College understands that events that occur in the community or at the college could require changes being made to the recovery phase. Unexpected events in the community could cause the College to slow, stop or even reverse the activities on the campus. If there were to be a spike of the COVID-19 in Washington County, the College may have to take evasive action to protect its students, faculty staff and visitors. This may involve increasing some prior restrictions or additional preventative measures.

When COVID-19 first surfaced in March of this year, the College utilized its emergency messaging system, HCC Alert, to direct everyone to the website and email for important information. Moving forward, if there were to be a COVID-19 spike in the community or an incident on campus the College will utilize the HCC Alert system. A message will be sent to all HCC Alert subscribers to notify them of an important/emergency message and to check their email. Detailed information on the incident and what action should be taken, will be sent via email and posted on the Hagerstown Community College website. The College will also use its indoor public announcement system and signboards to display emergency messages to those individuals that are on campus. The College will ensure that FERPA and HIPPA protections are maintained when providing information on COVID-19 related incidents. Every effort will be made to ensure messages are accurate, factual and timely.

It is important that every member of the HCC community be signed up to receive important/emergency messages from HCC Alert. To sign up, or to check your account, please log on to: <https://www.hagerstowncc.edu/about-hcc/campus-police/emergency-alerts>. This link will take you to the Omnilert webpage, follow the instructions to sign up for the free service. HCC will use this messaging system to alert the community to check their email for critical information related to COVID-19. For COVID-19 related information at the College, please go to <https://www.hagerstowncc.edu/covid19>.

PPE AND SUPPLIES

Hagerstown Community College is working to obtain a supply of Personal Protective Equipment (PPE), hand sanitizer and cleaning supplies for use by students, faculty and staff. The college recognizes the important role PPE plays in helping to prevent the spread of the virus. Examples of PPE include: gloves, face shields and masks. Currently, the College is in the process of obtaining a working supply of those forms of PPE. In addition to this, HCC is ordering cleaning and sanitization supplies and hand sanitizer.

PPE AND CLEANING/SANITIZATION SUPPLIES

- Gloves
- Masks
- Face Shields
- Hand Sanitizer
- Cleaning/Sanitizing solution and paper towels

For specialty items or requests – send an email to logistics@hagerstowncc.edu with a detailed description and need for the item. Please keep in mind some items, such as isolations gowns and N95 style masks are almost non-existent at this time.

