



# Roadmap to Recovery Phase Four

# INTRODUCTION

## PHASE FOUR AT HAGERSTOWN COMMUNITY COLLEGE

On March 9, 2021 Governor Larry Hogan held a press conference lifting several restrictions in the State of Maryland. The changes made to the executive order were listed under Amendment 21-03-09-01.

Governor Hogan lifted capacity limits, and defined masking and social distancing protocols for businesses and facilities within the state. As of 5:00pm on Friday, March 12, 2021 occupancy limits were raised allowing certain establishments to have 50% maximum occupancy. Prior to this change, locations on the HCC campus, such as the Kepler and ARCC were limited to no more than 100 people. These latest changes have allowed indoor and outdoor venues, like the Kepler Theater and the Amphitheater, to have 50% of their “Maximum Occupancy”. This has greatly increased the number of people allowed in both locations. In addition to this, the ARCC is also able to raise its maximum numbers to 50% of its maximum occupancy.

The changes also lifted travel restrictions for Marylanders. The quarantine requirements and other restrictions on out-of-state travel were lifted. The Maryland Department of Health (MDH) still has a travel advisory that encourages Marylanders to get tested for COVID-19 upon their return from out-of-state travel. This is just an advisory and not a mandate from the State. HCC will not be requiring its students, faculty and staff to quarantine and test upon return from out-of-state travel. However, if you think you have been exposed to COVID-19 during travel or have signs or symptoms you should take proactive steps. Stay home when you are sick and if you believe it is COVID-19 related, get tested.

The Statewide masking order does remain in effect. This requires the wearing of masks or face coverings at any public indoor facility, including retail establishments, fitness centers, grocery stores, pharmacies, personal service establishments, in the public spaces of all public and private business across the state, and when using public transportation. Masks are still required in all outdoor public areas whenever it is not possible to maintain physical distancing. Wear your mask when indoors at HCC and respect social distancing guidelines.

HCC will continue to monitor State and Federal mandates and best practices.



# VACCINE UPDATES FROM CDC

## HAVE YOU BEEN FULLY VACCINATED?

People are considered fully vaccinated:

- 2 weeks after their second dose in a 2-dose series, like the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, like Johnson & Johnson's Janssen vaccine

If it has been less than 2 weeks since your shot, or if you still need to get your second dose, you are NOT fully protected. Keep taking all prevention steps until you are fully vaccinated.

## WHAT HAS CHANGED

If you've been fully vaccinated:

- You can gather indoors with fully vaccinated people without wearing a mask. However, when on campus at HCC and indoors, please wear your mask.
- You can gather indoors with unvaccinated people from one other household (for example, visiting with relatives who all live together) without masks, unless any of those people or anyone they live with has an increased risk for severe illness from COVID-19.
- If you've been around someone who has COVID-19, you do not need to stay away from others or get tested unless you have symptoms.
- However, if you live in a group setting (like a correctional or detention facility or group home) and are around someone who has COVID-19, you should still stay away from others for 14 days and get tested, even if you don't have symptoms.

## WHAT HASN'T CHANGED

For now, if you've been fully vaccinated:

- You should still take steps to protect yourself and others in many situations, like wearing a mask, staying at least 6 feet apart from others, and avoiding crowds and poorly ventilated spaces. Take these precautions whenever you are:
  - In public
  - Gathering with unvaccinated people from more than one other household
  - Visiting with an unvaccinated person who is at increased risk of severe illness or death from COVID-19 or who lives with a person at increased risk
  - You should still avoid medium or large-sized gatherings.
  - You should still delay domestic and international travel. If you do travel, you'll still need to follow CDC requirements and recommendations.
  - You should still watch out for symptoms of COVID-19, especially if you've been around someone who is sick. If you have symptoms of COVID-19, you should get tested and stay home and away from others.
  - You will still need to follow guidance at your workplace.

## WHAT WE KNOW AND WHAT WE'RE STILL LEARNING

- We know that COVID-19 vaccines are effective at preventing COVID-19 disease, especially severe illness and death.
- We're still learning how effective the vaccines are against variants of the virus that causes COVID-19. Early data show the vaccines may work against some variants but could be less effective against others.
- We know that other prevention steps help stop the spread of COVID-19, and that these steps are still important, even as vaccines are being distributed.
- We're still learning how well COVID-19 vaccines keep people from spreading the disease.
- Early data show that the vaccines may help keep people from spreading COVID-19, but we are learning

more as more people get vaccinated.

- We're still learning how long COVID-19 vaccines can protect people.
- As we know more, CDC will continue to update our recommendations for both vaccinated and unvaccinated people.

## HOW WILL THIS AFFECT CONTACT TRACING AT HCC?

COVID Transition Team members at HCC will continue to follow guidance from the CDC and the Washington County Health Department as it becomes available. This is a very fluid situation and the information on the vaccines and COVID variants are just becoming available. The team at HCC will still continue to employ safe practices while evaluating each individual case. The following updated information will be utilized when contact tracing students, faculty and staff

- If you have had COVID-19 and within 90 days from initial infection you will not be required to quarantine and/or test to come to campus. Those persons will not have to quarantine or test to come to campus. If you are outside the 90-day window, you will have to follow current COVID-19 quarantining and/or testing protocols.
- If you are fully vaccinated (2 weeks from a one dose vaccine or 2 weeks from a two-dose vaccine) you will NOT have to quarantine or test. However, if you have signs or symptoms of COVID, you will not be permitted to come to campus. Current advice from the CDC indicates those folks who have been vaccinated and have symptoms, should take extra precautions. If you have been vaccinated and are having symptoms of COVID-19 it is recommended that you contact your healthcare provider and alert us if you decide to test.
- If I have been vaccinated do I still need to complete the Go Evo app? You still need to complete the Go Evo app even if you have been vaccinated. HCC is not tracking information on vaccination records.

HCC Continues to work closely with the local Health Department to gather information on the vaccines, the new variants and best practices to deal with mitigating the affects of COVID-19 on campus.



# SPRING 2021 KEPLER COVID-19 GUIDELINES

As the Kepler Theater at Hagerstown Community College prepares to welcome patrons to theatrical performances and dance productions this Spring 2021, we ask visitors to help us open safely. Below you will find guidelines and procedures put in place to keep our patrons, performers and staff members safe. The below guidelines follow mandates from both the State of Maryland and the Center for Disease Control (CDC). We are excited to see you all on campus this Spring 2021. If you are unable to join us check us out on Facebook to see which shows will be live streamed.

## BUYING TICKETS

For the safety of our staff and patrons there will be no cash handling for the purchase of tickets. An online ticketing system is in place at <https://hcckepler.square.site> and offers patrons the option to purchase online via a credit card payment. Patrons may also choose to pay on the day of the show at the performance but should be aware that, to limit exposure, only staff will handle the ticketing devices. When there is a performance in which no ticketing is required, the capacity of the theatre will be published in the marketing materials and the performance programs will be used as a tool to count and limit capacity. Once the capacity of the theatre is met, and the programs given out, no additional patrons will be allowed in the theater. The number of patrons allowed to enter performance spaces will follow guidelines and mandates from the State of Maryland.

## NO CONCESSIONS OR FOOD

In order to limit exposure, there will not be concessions sold nor are patrons permitted to eat or drink within the theatre. Patrons are encouraged to refrain from eating in the lobby area as well.

## MASKING PROTOCOLS

Help us to open safely and to remain open by wearing your mask. Masks are required to be worn by patrons and staff both in the theatre and in all adjacent areas.

In addition to patrons and staff, performers will also be wearing masks both on stage and behind the scenes. Clear masks have been purchased for the performers to wear during the shows.

## CLEANING AND SANITIZING

Throughout the building there are hand sanitizer stations, with additional stations added on performance days to serve patrons while they are present.

Custodial staff will fog the theater following rehearsals and performances, along with bathrooms and dressing rooms.

## SOCIAL DISTANCING

- Patrons will find stickers placed on the seats in the Kepler Theatre that will guide them to sit in designated areas meant to maximize social distancing. To create room for 'pods' the seating will allow patrons to sit in groupings of eight, six, four, two and one. We ask that patrons be patient and understand that Theatre staff may ask groups to sit farther apart if it is assessed that more spacing is needed.
- Intermission will be extended to 20 minutes and patrons will be given an opportunity to leave and enter the hall in two groups. This will limit the number of patrons in the lobby and restrooms at a given time.
- At the conclusion of the performance half of the audience will be released by the theatre staff through the house right exit doors and the other half through the house left doors. There will be no cast meet and greet or pictures after the performances.
- Patrons will find stickers placed on the seats in the Kepler Theatre that will guide them to sit in designated

areas meant to maximize social distancing. To create room for 'pods' the seating will allow patrons to sit in groupings of eight, six, four, two and one. We ask that patrons be patient and understand that Theatre staff may ask groups to sit farther apart if it is assessed that more spacing is needed.

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## SELF-ASSESSMENT

Signage and language notifying patrons that if they intend to join us for a performance this spring that they must first indicate that they do not have the listed symptoms as articulated in the COVID related questions listed below. The statements will also be made available on social media, the website, and physical signage entering the building.

- I have not had any of the following symptoms of COVID-19 in the last 7 days- Fever, chills, Cough, shortness of breath, difficulty breathing, sore throat, unusual muscle pain, unusual headache, new onset of loss of taste and/or smell.
- I have not been within 6 feet for longer than 15 minutes with someone who as suspected or confirmed COVID-19 infection
- I have not had a positive test for COVID-19 infection within the past 10 days.
- I have not taken a COVID-19 test within the past 10 days and are waiting for the results.



# FOOD SERVICES

## SIGNAGE

Signage is posted at each public entrance of the facility to inform all employees and customers that they should avoid entering the facility if they have cough or fever; maintain a minimum six-foot distance; cover sneeze and cough; wash hands or use sanitizer upon entry; and not engage in any unnecessary physical contact.

## HOURS OF OPERATION

Monday – Friday 8:00am-2:00pm

## CUSTOMERS WAITING

All customer must be masked and have a current Go Evo check in to enter grill area. This is not only for their Customer safety but protecting our staff is no# 1 priority.

Place visual cues such as floor decals, colored tape, or signs to indicate to customers where they should stand. Floor markers are in place at 6 feet intervals starting along stair railing at Student Center Front and thought out the Hilltop Grill Food Area. We asking customers to wait on designated floor markers Until Food is ready to pick-up at a designated pick-up area at Hilltop Grill.

Customers can order ahead to decrease time spent at The Grill. Online ordering is still the prefer method through Bite Heist Online Format. Ordering and pickup will be available at Hilltop Grill as walk-ins. Stations will be Designated Order Here, Online Pick-Up, Pay Here. Arrows placed on floor to give the customers directional flow for safety.

## FACILITY SANITATION

Hand sanitizer, soap and water, or effective disinfectant is available to the public at or near the entrance of the Hilltop Grill or immediately outside where people have direct interactions.

Cleaning log will be kept for all Dining areas, and other common areas to document that cleaning and sanitation are occurring routinely following a schedule: Entries, waiting areas, and frequently touched surfaces should be sanitized following this schedule: Open and Close, between customers, and hourly on high touch areas Clean and disinfect frequently touched surfaces and shared objects, including self-serve dispensers, frequently. Designate a team member per shift to oversee sanitation and disinfection procedures

## KITCHEN

- Wash, rinse, and sanitize food contact surfaces, food preparation surfaces, and beverage equipment after use.
- All foodservice employee will wear gloves and masks when prepping, cooking, and serving all foods to prevent the spread of covid-19
- Use gloves when removing garbage bags or handling and disposing of trash and wash hands afterwards

## CASHIERING

Touchless payment options have been set up through (Bite Heist) and, the electronic payment terminal/credit card Reader at the cashier is available. Stations will be sanitized regularly and Plexi Glass Installed for safety. Customers and employees can exchange cash or card payments by placing on a paper Boat tray or on the counter rather than by hand. Staff must sanitize hands between handling payment options

## DINING AREA OUTSIDE

- Open outdoor seating is limited to tables of 4 members
- Maintain 6 feet distance from other diners
- Arrange seating at separate tables to be 6 feet apart.
- Provide physical guides, such as tape on floor and sidewalks; signage on walls; tape on tables Sit Here.
- Use single serve or by request condiments

- Sanitize table and seating after each guest leaves
- Employees will wash their hands after removing gloves and after directly handling used food service items

## DINING AREA INSIDE

Indoor dining will require all the same preventive measures as listed in the outdoor dining checklist.

## STAFF AND EMPLOYER POLICIES

Symptom check employees before they enter the work space with the Go-EVO-Online Checks

Employees have been told to not come to work if sick and informed of who to contact if employees become sick. Employees instructed to maintain at least six feet distance from customers and from each other, except to momentarily accept payment, deliver goods or services, or as otherwise necessary

Employees trained on proper use of cloth face coverings, gloves, hand washing, and other routine preventive measures (PPE is advised when interacting with customers). Provided employees with hand washings supplies and provide alcohol-based hand sanitizers containing at least 60% alcohol at stations around the establishment. Provide employees with accurate information about how COVID-19 is spread and risk of exposure. Train staff on proper cleaning procedures to ensure safe and correct application of disinfectants

## INFORMATIONAL LINKS

\*Please check with any State Licensing Boards for additional restrictions, provision, and requirements.

For additional information:

- <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html>
- <https://www.fda.gov/food/food-safety-during-emergencies/food-safety-and-coronavirus-disease-2019-covid-19>
- <https://www.fda.gov/food/fda-food-code/food-code-2017>
- <https://www.epa.gov/pesticide-registration/list-n-disinfectants-use-against-sars-cov-2>
- <https://www.osha.gov/SLTC/covid-19/>
- <https://www.restaurant.org/COVID19>





# HCC ARCC AND ATHLETICS

## ARCC ARENA

Recovery Rules Update for the ARCC (including the Fitness Center):

- HCC Students must be able to show a current screening clearance from the Go Evo app to be eligible to use the ARCC facility.
- Masks and Social Distancing is required in the building. In the arena, pickup games where social distancing cannot be maintained will not be authorized.
- HCC Locker rooms continue to be closed for student use.
- Outside equipment is not authorized in the building.

## ATHLETICS AND ATHLETIC VENUES

Hagerstown Community College will allow spectators to limited areas of the venue.

HCC will also adhere to the Region 20 restrictions shown below. Spectators are permitted at Region 20 events based on institutions restrictions with the following mandatory requirements:

- When spectators are allowed at outside events, they should not have access to student-athletes during the competition.
- Social distancing and masking should be practiced throughout the entire event.
- Institutions must follow local and state guidelines on permissible size of outdoor gatherings
- Institutions can mutually agree to not allow spectators at certain games/events, so that schools that cannot participate if the host institution allows fans can cancel the game without penalty
- Student-athletes and staff only areas must be maintained per the following:
  - Dugout to dugout for baseball and softball fields. (Bleachers will be closed.)
  - Fans must remain on opposite side of player benches and a spectator restraining line must be least 30' from the side lines at lacrosse, soccer and track and field events.
  - Social distancing and masking should be practiced throughout the entire event

## FITNESS CENTER OPERATING POLICIES

The Hagerstown Community College Fitness Center is opening to faculty, staff, and students as of April 5, 2021. This decision was based on the following guidelines set forth by our institution and best practice recommendations by the CDC Considerations for Institutes of Higher Education and American College Health Association Guidelines for Reopening IHE Campuses.

Dr. Marlys Palmer Fitness Center Enhanced Health & Safety

All patrons are required to complete a health screening prior to each campus visit. Students, faculty, staff and booster club members will use the Go Evo phone app or self-check-in stations located in the lobby of the ARCC. Everyone is reminded to avoid coming to campus if they exhibit any symptoms related to COVID-19.

The Fitness Center has been adjusted to meet CDC guidelines to enforce social distancing, and cleaning and sanitization efforts have been greatly enhanced. Face masks are required when in the building and when entering the Fitness Center.

Administrative Guidelines

- Staff must disinfect hands before entering the Fitness Center.
- No more than twelve (12) total individuals allowed in the fitness center at one time.
- Teams will schedule in advance for one (1) hour time slots for athletes to come in the facility.
- Facemasks are required at all times while in the fitness center.
- All patrons must maintain social distancing.
- All patrons will clean and sanitize all equipment right after its use.

- We will close certain pieces of equipment to maintain social distancing.
- We will have modified hours due to staffing restrictions.
- Fitness Center Coordinator and staff are the only individuals allowed to handle the radio.

#### Procedures for Entering, Participating, and Exiting the Fitness Center

- Complete Go Evo app prior to reporting to campus or self-check-in station when arriving.
- Wash hands and/or apply hand sanitizer prior to entry.
- Hand sanitizer will be present in the fitness center at all times.
- Will enter through front door and exit through back door.
- 3 to 6 ft. of social distancing is required.
- A mask must be worn at all times.
- No spitting, chewing or eating.
- No sharing of towels, equipment, personal items.
- No unnecessary physical contact (hand slapping, fist bumping, etc.)
- Cleaning before and after each use of fitness center equipment by CDC grade cleaner.
- Bring your personal water bottle.

