



Washington County Community College

Calais, Maine

Discover Choices • Create Success

COVID19 OPERATIONAL & DEPARTMENTAL PLANS FOR FALL 2020

WCCC Operational Planning in Response to COVID-19

Washington County Community College (WCCC) is committed to the safety and health of our students, faculty, staff, and community members. Health and safety are our top priorities, even prior to the advent of COVID-19. With the pandemic affecting every aspect of our lives, we are examining the critical elements that would be part of a thoughtful, orderly, and phased-in return to our campus. With each passing week, we learn more about COVID-19 and the best practices for managing risk for various campus settings. To ensure the health and safety of all students, staff and faculty the following policy and procedure will guide the classroom sessions. As planning continues for the fall semester, the College wants to remind our campus community that everyone has a stake in maintaining a safe campus and keeping our community healthy. To ensure this safe and healthy community, we will ask you to abide by recommended social distancing, hand hygiene, sanitizing practices, and face covering guidance provided by the United States Centers for Disease Control and Prevention and the Maine Center for Disease Control. These practices are a regular part of our community practices and we expect them to remain in place throughout the 2020-2021.

WCCC's COVID-19 Coordinating Team is focused on operational planning for the 2020-2021 Academic Year. The Coordinating Team includes:

- Susan Mingo, President
- Melvin Adams, Dean of Enrollment Management and Student Services
- Tina Erskine, Director of Human Resources and Community Development
- Robert Finn, Information Systems Specialist II
- Karen Gookin, Director of Residence Life
- Ashley MacDonald, Business Manager
- Darin McGaw, Academic Dean
- Richard Ramsey, Facilities Director
- Robyn Leighton, Human Resources and Assistant to President

As we plan for the 2020-2021 Academic Year, the following considerations guide our work:

- Protect the health and safety of the WCCC community;
- Ensure the academic progress of our students and provide access to student services and technology support to ensure student success;
- Fiscal prudence, and
- Continuity of WCCC operations in any environment (e.g. on-campus, hybrid, and virtual).

The 2020-2021 Academic Year will include the following:

- Physical distancing of at least 6 feet.
- Rigorous cleaning and disinfecting protocols that allow for the reduction of potential bacteria and viruses including COVID-19 and the traditional flu.
- Reduced room capacity to accommodate social distancing guidelines as determined by the CDC.
- Schedule for rooms, labs, and other instructional areas that allows at least one-half hour to clean and disinfect between groups
- Improvements in remote learning platforms and subsequent training for faculty, staff, and students.
- Programs and Courses will have a plan to transition to fully remote learning if the virus re-emerges or worsens on our campus and/or in our community.
- Reduced on campus employee staffing levels per office and increased remote work.
- Reduced residence housing capacity to support social distancing, hygiene, and sanitation procedures.
- Limited or no large campus events and programs.

- Reduced or discontinued use of public spaces and non-essential areas on campus

Resuming/Restarting Operations Plan

1) Prevent and reduce transmission

- Protecting employees and students is the top priority in the development of this WCCC Operational Plan. The goal is to provide to the extent possible, an opportunity for limited on campus offerings for the fall semester. WCCC will follow extensive public health measures in an effort to prevent, detect and monitor the coronavirus within our community, and we will follow this plan to rapidly respond to any incidents of potential exposure and/or known suspected or confirmed cases in an effort to mitigate to the extent practicable the spread within our community.
- Testing/Screening Plan
 - Gating/Checkpoints will be established at the entrance to Riverview Hall and rear parking lot. Students are assigned a specific time for screenings. The privacy and confidentiality of our students, faculty and staff will be protected. WCCC will provide a symptom checker app (LiveSafe) that enables students and employees to check their symptoms. Individuals will receive a green ✓ or red X that indicates whether they can enter campus. If the red X appears, please contact your supervisor. Supervisors will contact Robyn Leighton via email to note that an employee received a red X.
 - Symptom screenings will be conducted prior to entry into any WCCC building and/or events.
 - Students and employees will be asked the following questions to screen for potential illness:
 - Do you have a cough or sore throat?
 - Do you have a fever or chills, or do you feel feverish?
 - Do you have shortness of breath or difficulty breathing?
 - Do you have any new loss of taste or smell?
 - Do you have a headache?
 - Do you have any muscle or body aches?
 - Do you have any congestion or runny nose?
 - Do you have any nausea or vomiting?
 - Do you have any diarrhea?
 - Have you been around anyone exhibiting these symptoms within the past 14 days?
 - Are you living with anyone who is sick or quarantined?
 - Have you been out of state in the last 14 days?
- What to do if you're sick protocols
 - If you are sick stay at home.
 - Consult with a healthcare provider.
 - Follow the CDC guidelines for information: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- What to do if an employee/student becomes sick and/or exhibits symptoms of COVID-19?
 - While at work/school
 - Immediately separate the individual who appears to have symptoms from others. The WCCC containment rooms will be designated as rooms 305 & 306 for fall semester to immediately remove them from others. The impacted individual

- will be instructed to immediately head to this area for assessment. A face covering is required at the time of isolation.
 - Sick employees/students will be well informed ahead of time of the location and procedures to follow if they become ill while on campus. They will immediately separate from others and go to one of the containment rooms. The room will be equipped with appropriate PPE, CDC guidance information, and a telephone to call the College emergency line at 1099 for assistance.
 - The individual will immediately take, protective measures to be assessed via distance modalities (telephone-1099). A face covering is required at the time of isolation. Once assessed, instructions will be provided for next steps for the sick individual.
 - The employee/student will be provided with the most up-to-date CDC guidance and recommendations to follow to include proper PPE which will be readily available within this containment room.
 - Procedure for safe transport if necessary of employee/student home or to a healthcare facility
 - Employee/student will provide their own transportation, if able and if they are well enough to safely transport themselves. If not, an immediate family member would be contacted to transport. The college would assess any PPE needs prior to their arrival and make a packet of needed items available for them.
 - In an emergency 911 will be called.
- Hand Washing and sanitizing
 - Employees should practice good hand hygiene as it prevents spread of the virus. Practice frequent washing with soap and water for 20 seconds. Dry hands thoroughly with paper towels after washing. Handwashing before and after touching shared items, before and after eating, after bathroom use. When soap and water is not available, use hand sanitizer of at least 60% alcohol; especially between contacts with other individuals. Contact with other individuals must be limited and only when essential.
- Social Distancing & Avoiding Large gatherings
 - Modifications to workspaces will be made to ensure a minimum of 6 feet for physical distancing facing away from each other, or facing in the same direction—not facing each other.
 - Unidirectional markers will be placed on common area to direct the flow of traffic and ensure limited exposure. Common spaces such as kitchen areas, elevators, bathrooms, copier rooms, lounges, and breakrooms will only have one individual at any given time to limit congregating. If you enter one of these common areas, always wear a mask, and exit immediately if the area is otherwise occupied.
 - Classrooms and office furniture will be arranged to ensure a minimum of 6 feet between individuals in all directions.
 - Plexiglass barriers will be installed where appropriate (i.e., employee office area desks, and faculty teaching stations)
 - Signage will be installed throughout campus to inform community members and as reminders to practice social distancing.
 - Schedules will be modified to decrease the population density on campus at any given time and to monitor the number of individuals with access to common area.

- Wherever practicable, services will be delivered remotely to limit the number of in person, face-to-face encounters on campus.
 - Cloth Face Coverings
 - Employees are required to wear cloth face coverings when within the buildings of the WCCC campus except for individual office spaces when you are the only one occupying the space. If any other individual enters your office space, you must both wear a mask.
 - Employees, students, and visitors are required to wear cloth face covering when in a WCCC building or interacting with individuals on WCCC property outside. Physical distancing of 6 feet must be followed along with the cloth face covering whether inside or outside on campus.
 - Cloth face coverings are intended to prevent transmission of COVID-19.
 - Personal Protective Equipment (PPE)
 - PPE will be provided for individuals as appropriate.

Regional Characteristic Considerations:

- 1) Size of our community and population density
 - a. WCCC Campus demographics
 - i. Population 328 students in degree, high school, and continuing education programs.
 - ii. Residential population was between 103 and 68 from 2018-2020.
 - iii. Students awarded Pell grant—84%
 - iv. 76% students are 16 to 29 and 13% is 40 or over
 - b. Calais demographics
 - i. Population according to 2020 data is 2,975
 - ii. 1,496 Households
 - iii. Overall poverty in Calais is 20.3% with 11% being individuals over 65.
 - iv. Per capita income \$30,208
 - v. 63% of Calais residents are age 40 or above with 416 Veterans aged 35 or above
 - vi. Population density in 2018 was 34.3 square miles with 87.3 individuals per square mile
 - vii. 92.1% of Calais residence have health coverage (32.5% employee plans, 30.9% Medicaid, 13.8% Medicare, 11.7% non-group plans, and 3.33% military or VA plans).
 - c. Washington County demographics
 - i. Population 32,856
 - ii. Population per square mile, 2010 was 12.8 individuals
- 2) Level of community technology capacity
 - a. Households with a computer, 2014-2018, was 82.5%.
 - b. Households with broadband internet subscription, 2014-2018, was 71.1%.
- 3) Size and characteristics of vulnerable populations in Washington County
 - a. Age 65 plus is 24.4% of the Washington county population or 8,017 individuals
 - b. Ethnicity data for Washington County
 - i. White, 91.3%; African American, 0.7%; American Indian and Alaska Native, 5.4%; Asian, 0.5%; Two or more races, 2.0%; Hispanic or Latino, 2.4%
 - c. Social constraints
 - i. Poverty level: Per capita income in past 12 months (2018 dollars) \$24,647; persons living in poverty, 18.3%
 - ii. Homelessness
 - iii. Reliance upon social services benefits?
 - d. Health statistics
 - i. Persons without health insurance under the age of 65 16.3%

- ii. Persons with a disability under age 65 16.3%
 - iii. The primary care provider to patient ratio is 1:1,757.
 - iv. 87.4% of the population of Washington County, ME has health coverage, with 28.7% on employee plans, 26.7% on Medicaid, 14.2% on Medicare, 13.9% on non-group plans, and 3.88% on military or VA plans.
 - v. Health outcomes include diabetes (10.5%), COPD (6.3%), and cognitive decline (10.9%).
- 4) Access to healthcare
- a. Washington County has two hospitals with emergency services in Calais and Machias. Calais Regional Hospital has a 19-bed inpatient care unit. Down East Community Hospital—Machias—has 25 bed acute care facility with 9 emergency rooms.
 - b. Calais Regional Medical Services, St. Croix Regional Family Health Center, and Lubec Medical Center are 3 to 45 miles of campus.
 - c. Employees can access their current provider, the emergency room, and/or online health care. The online health care is currently no cost to employees, who are on the State of Maine health plan.
 - d. Students can access 24/7 healthcare at the Calais Regional Hospital emergency room. In addition, walk-in clinics such as St. Croix Medical Center are available during regular business hours Monday through Friday.
- 5) Transportation (e.g., public, walking)
- a. The mode of transportation most relied upon is personal vehicle travel with the average commute at 16.9 miles.
 - b. Public transportation is nonexistent in Calais. There is one Taxi, Gary’s Taxi serving the greater Calais area.
 - c. As transportation is a major barrier for students, we will continue the practice of utilizing our campus vans for transport to and from town once per week for food and essential supplies. The vans will be limited to four students and one driver at any given time and all will wear masks at all times. Ventilation will be increased by opening windows to the extent possible.
- 6) Planned large events within the greater community will not take place this fall semester to limit potential exposure experiences.
- 7) Relationships within our community to other communities. Calais is an international border community with St. Stephens, New Brunswick Canada. There are three border crossing stations located in Calais. Albeit these crossings remain closed to all non-essential traffic, in 2019 the traffic crossings patterns through these stations were as follows:

Year

2019

Port Name

Calais

Measure	Port Name	2019
Bus Passengers	Calais	6,808
Buses	Calais	173
Pedestrians	Calais	7,565
Personal Vehicl..	Calais	1,123,326
Personal Vehicl..	Calais	664,385
Rail Containers..	Calais	822
Rail Containers..	Calais	789
Train Passenge..	Calais	368
Trains	Calais	182
Truck Containe..	Calais	21,780
Truck Containe..	Calais	44,416
Trucks	Calais	65,612

2) Cleaning and Disinfection Plan

- Sourcing of PPE and supplies is underway to stock up for fall. We are locally stocking up on items needed and providing information on quantities to MCCS for larger capacity sourcing as a System for other PPE and supplies.
- Current inventory of PPE and cleaning supplies can be found in *Appendix E*.
- Schedule for disinfecting and cleaning areas
 - Rooms will allow at least one-half hour between uses to meet cleaning and disinfecting protocols.
 - Restrooms will be cleaned and disinfected on a routine basis, for example, Riverview Hall Dining Restrooms will be cleaned every hour on the half hour. Use of restrooms will be assigned to students on campus according to their program area or locale on campus.
 - Offices spaces will be cleaned and disinfected during scheduled lunch breaks. If time does not permit this the employee in that station will be asked to leave their area for the short period of time it takes to complete CDC recommended cleaning and disinfecting protocols (average 10-15 minutes).
 - Signage in the restrooms will remind individuals about good hygiene and physical distancing.

3) Infectious Disease Crisis Response Team (IDCRT) (See appendix A)

- The following individuals are required to respond when called upon in an emergency to do so.
 - **Incident Commander:** College President or designee.
 - **Logistics:**
 - **Medical & Mental Health Services:** Dean of Enrollment Management and Student Services and/or Associate Dean of Student Affairs and Retention,

- **Housing:** Director of Residential Life, and/or Coordinator of Student Engagement.
 - **Facilities Management:** Director of Facilities
 - **Infrastructure Management:** Director of Facilities and Information Technology Specialist III
 - **Health and Wellbeing:** Dean of Enrollment Management and Student Services, Dean of Academic Affairs, Dean of Finance.
- **Planning and Communications:**
 - **Public Relations and Information Communication:** Director of Human Resources, Communications and Public Relations.
- **Operational Continuity:** Director of Facilities
 - **Maintenance:** Members as determined essential and necessary.
 - **Liaison:** Director of Human Resources, Communications, and Public Relations, Dean of Academic Affairs, and Director of Facilities.
 - **Employee Assistance:** Director of Human Resources, Communications and Public Relations, and/or Executive Assistant to the President
 - **Student Counseling and Wellbeing:** Dean of Enrollment Management and Student Services, Associate Dean of Student Affairs and Retention, and/or Director of Residential Life.
 - **Employee Counseling and Wellbeing:** Dean of Academic Affairs, Director of Human Resources, Communications and Public Relations.
- **Finance:** College President and Dean of Finance
- **Roles of the IDCRT**
 - **All Team Members:**
 - Be responsible for developing and implementing strategies and tactics to carry out the incident objectives.
 - Organize, assign, and supervise resources needed to manage the incident.
 - Work closely and coordinate activities with other members of the team and staff
 - Be responsible for the departments supervised directly by the team member.
 - Meet with the Incident Commander as directed or as circumstances dictate,
 - Ensure that employees practice the response to infectious disease on an annual basis.
 - **Incident Commander:**
 - Provide overall leadership to infectious disease response.
 - Delegate authority to others as deemed necessary
 - Be responsible for all activities and functions of infectious disease response until all positions of the IDCRT have been carried out
 - Assess the need for staff; how many and what functions
 - Establish response objectives based on the circumstance of the infectious disease outbreak
 - Implement Zoom and/or Microsoft Teams meetings to limit potential exposure with members of the IDCRT
 - Gather and analyze pertinent information and disseminate to IDCRT as needed
 - Manage the planning process and gather input from various constituent groups impacted
 - Serve as the primary contact for outside organizations assigned to the response (i.e., public health officials, local health organizations)

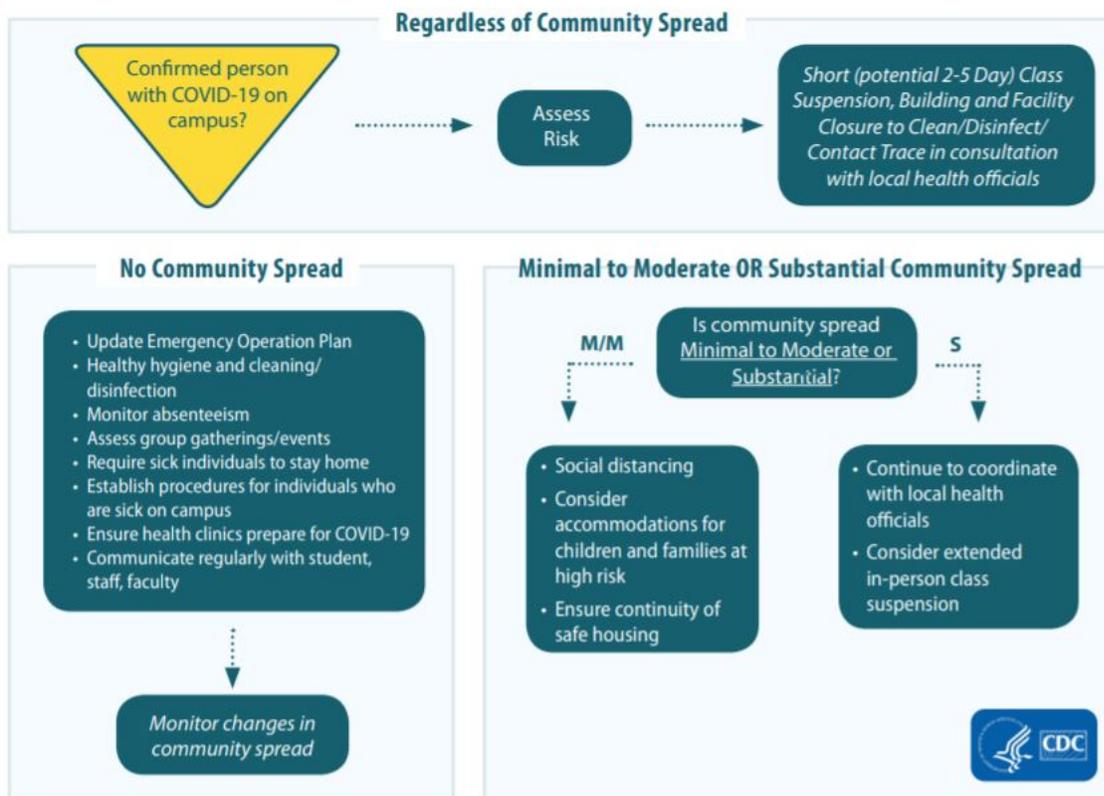
- **Logistical Responsibilities:**
 - Ensure facilities are secured and established infectious disease cleaning and disinfection protocols are followed.
 - Provide resources and services necessary to support the infectious disease response activities.
 - Provide infrastructure resources and services necessary
 - Coordinate resources and services required to support health and wellbeing of our human needs.
- **Planning Responsibilities:**
 - Serving as the conduit between internal and external stakeholders, including media or others seeking information about the infectious disease.
 - Maintaining open lines of communication including RAVE Alert System, phone, College website, and social media accounts, etc.
 - Ensure support is provided during and after the infectious disease outbreak.
 - Assist the team members with planning and implementation activities
 - Maintain an accurate list of all employees and their location, their contact information and monitoring employee wellbeing. Offers resources or crisis response assistance to employees
 - Ensures operational response decisions are within the collective bargaining unit parameters.
 - Works with managers to address any staffing concerns post-incident.
- **Operational Responsibilities:**
 - Reports to the Incident Commander as necessary
 - Assists with the planning and implementation of needed resources
 - Provides accurate student information when requested
 - Identifies and troubleshoots remedies for potential problems that may arise
 - Responsible for any employee under their direct supervision
- **Finance Responsibilities:**
 - Makes financial decisions during and after the infectious disease
 - Keeps accurate records of all expenditures and cost analysis during and after the infectious disease
 - Keeps track of contract negotiations, personnel and equipment time utilized
 - Documents and processes insurance claims related to the infectious disease.

4) Stabilization Plan for an outbreak

WCCC's Response to a COVID-19 Incident on Campus:

WCCC is taking precautions to prepare for any potential COVID-19 outbreak within our region or local community as well as for exposure events that may occur within our facilities. We will utilize the following CDC decision tree to determine which set of mitigation strategies may be most appropriate given the circumstances of the incident.

Institutions of Higher Education (IHE) Decision Tree



Infected Person Within the Campus Community: (Systemwide Guidance to come).

- 1) President will contact MCCS, Becky Smith at [REDACTED] or bsmith@mccs.me.edu to inform of the situation
- 2) The President, Susan Mingo, 207-454-1001 (work), [REDACTED] will immediately reach out to public health officials at Maine CDC, the backup in the event the President is not available will be Dean of Enrollment and Student Services, Melvin Adams (207)454-1032 (work), [REDACTED]. They will help determine a course of action for the College.
- 3) Work collaboratively with MCCS and local public health officials to determine suspension or cancellation of classes and/or closure of buildings and facilities.
- 4) Communicate with students and employees.
 - a. Disseminate communications to WCCC community.
 - b. Message will strive to counter potential stigma and discrimination.
 - c. If a confirmed case on campus, we will maintain the confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act.
- 5) Clean and disinfect thoroughly; after a 24 hour wait period, if possible.
 - a. Close off areas used by the individual. Open outside doors and windows to increase air circulation in the areas and then begin cleaning and disinfecting.
 - b. Cleaning staff should clean and disinfect all areas (e.g., offices, bathrooms, classrooms, and common areas) used by the COVID-19 individual focusing especially on frequently touched surface.
 - c. If surfaces are dirty, they should be cleaned using a detergent or soap and water prior to disinfection.

- d. Utilize a disinfecting product on the EPA approved list for use against the virus that causes COVID-19. Listing provided by your Maintenance Supervisor and found in *Appendix E*.
 - e. Follow all manufacturer's instructions from all cleaning and disinfection products (e.g., concentration, application method, and contact time, etc.)
 - f. Additional information on cleaning and disinfection of community facilities can be found on CDC's website. Please refer to this site if you have any questions.
- 6) President in collaboration with MCCC Team and WCCC Senior Team will make decisions on whether a class suspension and or cancellation needs to occur.
- a. WCCC will work closely with public health officials to determine the nature and extent of any closure and/or cancellation
 - b. The College will seek guidance from local and state health officials to determine any and all necessary precautions based on the current outbreak situation and the most recent epidemiological advice, evidence-based science, and public health recommendations.
- 7) Continuity of Education
- a. Ensuring the safety of our students, faculty and staff for the continuity of education will be a primary focus.
 - b. With guidance and direction from the President and Academic Dean, faculty and staff will implement their COVID-19 Departmental Plans in the event we are pivoting into a remote learning environment.
 - c. Communication and support will be deployed to our impacted student population to ensure access and equity concerns are addressed in a timely manner as not to interrupt education.

Confirmed Case Containment Plan

- a. President will contact CDC and follow public health recommendations for community-related exposure
- b. *Cleaning and Disinfecting if fewer than 7 days since sick individual was on campus:*
 - i. Close off areas accessed by the person who is sick (i.e., office, desk, workstation, classroom, dorm)
 - ii. Open windows and outside doors to increase air circulation.
 - iii. Wait 24 – 72 hours, then clean and disinfect the area as outlined in CDC guidance
- c. More than 7 days since sick individual was on campus:
 - iv. Additional cleaning and disinfection beyond routine efforts is not necessary.
- d. Determine other individuals that may have been exposed to the virus and need to take precautions.
 - v. Inform individuals of their possible exposure to COVID-19 on the campus, but maintain confidentiality at all times.

Orderly Shutdown in the event of an outbreak

- 1) The President will work closely with MCCC President and appropriate System's Executive Team members along with close consultation with public health officials to determine whether or not the college will shutdown. If a decision to shutdown the campus is made, the community will be notified immediately. The President will collaborate with the IDCRT to invoke the procedures set forth above to facilitate an orderly shutdown of all functional areas on campus.
- 2) Communication will be driven from the President's Office to all campus constituents. We will utilize email, RAVE Emergency System, and the COVID-19 updates section of our WCCC website to communicate this information.
- 3) WCCC Senior Staff will work closely within their departments with all individuals impacted to mitigate and troubleshoot any concerns as they arise.

- 4) The Dean of Enrollment Management and Student Services will coordinate outreach to students to ensure continuity of learning and to determine the stop gaps to completion that exist in an effort to support learner needs as we pivot remotely.
- 5) The Academic Dean will coordinate outreach to faculty members to ensure continuity of learning and to determine the faculty needs existing in an effort to support teaching and learning as we pivot remotely.
- 6) WCCC will pivot to their academic departmental contingency plans in case we have to shutdown live instruction. All classes have virtual presence in WCCC's D2L Brightspace learning management system, and all students will be able to participate in classes remotely during any quarantine or isolation period as well as in the event of a full campus shutdown.
- 7) All employees are strongly encouraged to reach out to their immediate supervisory to inform them of any necessary equipment and/or circumstances that are needed for continuity of operations.

Recovery Plan after the outbreak abates

- 1) Reopening our campus is a serious responsibility that will be well informed by evidence-based science, and the guidance from local and state health officials to determine when students, staff and faculty could safely return to campus and what additional steps are needed prior to this return of operations.
- 2) Students, staff, and faculty who are well but are taking care of or share a home with someone with a case of COVID-19 should follow instructions from local health officials to determine when to return to campus.
- 3) WCCC is committed to ensuring that the health, safety and wellbeing of our community will be our top priority and consideration in making decisions on reopening campus.

Communication Plan

- 1) WCCC's COVID-19 Coordinator is Robyn Leighton rlighton@wccc.me.edu (207)454-1024.
- 2) Communication of up-to-date reliable public health resources will be readily made available and disseminated to our community on an ongoing basis.
- 3) Communication will be essential with key community partners like our local health officials, governmental officials, and partner agencies with shared students.
- 4) We will utilize posters and signage to remind staff, vendors, and customers regarding proper use of PPE, hand hygiene and physical distancing.
- 5) Emergency Communications Plan
 - a. Key contacts with back-ups (*Appendix B*)
 - b. Our system utilized to notify the community will be RAVE our emergency communications system, MyWCCC Portal, WCCC website, and the WCCC email system. Messaging capability includes telephone calls, text messages, and emails.
- 6) Communication of Supportive Workplace Policies and Procedures
 - a. We will increase COVID related electronic workplace communications (texts, emails, instant messaging, phone calls) with staff to reduce frequent face-to-face contact.
 - b. We will begin trainings in specific functional areas to increase the utilization of Microsoft Office 365—Teams to improve communication and operations.
 - c. Use prevention sheet in (*Appendix F*).
- 7) Communication to contractors, vendors and visitors to campus about the protocols for COVID-19
 - a. WCCC will communicate campus protocols individually and directly to all outside vendors and contractors. Only services that are deemed necessary to the health, safety and wellbeing of the campus community will be conducted during the pandemic.
 - b. Prominent signage will be displayed across all areas of the campus articulating campus procedures.
 - c. All outside vendors and contractors spending more than 15 minutes in close proximity to other individuals on campus, will be required to check in and provide their contact information before entering any building on campus.
- 8) Communication system for students and employees to self-report if they are sick
 - a. TDB—Options may include use of MyWCCC to complete a survey that is sent directly to Human Resources. Employees should directly notify their supervisor via phone, text, or email if they are going to be out due to illness.
 - b. Residence hall students can contact the residence life staff by phone. Residence life professional staff. Students are directed to complete an illness form located on MyWCCC. If the student cannot complete the form, the residence life professional staff will complete. This enables us to track illness.
- 9) Notification system for letting the campus know if someone has been exposed, become ill, or a closure
 - a. Based upon the advice and recommendations from CDC, information will be communicated via email, text message (RAVE), COVID-19 website, when positive confirmation and or presumptive positive case information is obtained. Confidentially will be maintained at all times with communicating this information to the community.
- 10) Ongoing informational and educational communication plan
 - a. Using a variety of communication methods, the positive, educational campaign will use current students, staff, alumni, and community leaders to record messages for use on the website, email, and social media; postcards for mailing; a package with a cloth facing covering with the WCCC golden eagle printed, educational information, and personalized note from their mentor/case manager; and you're doing it right campaign where we would provide

promotional items for students following through with the procedures. This enables us to reinforce and recognize those adhering to the procedures.

- b. Email Campaign
 - i. **One version for students:** In addition to common message, suggest they think through a day on campus, what they'll need, where they're going, who to contact. Provide link to the posted protocols online so they know before arriving on campus. Have a line offering a personal follow up if student requests one.
 - ii. **One for faculty:** Emphasize that they are leaders and model the behavior, encourage compassion and patience, note that first days hardest and will become routine. Suggest they send out emails to students enrolled in their class prior to semester start, direct to our protocols and resource pages, say that if they have any questions, email back (avoid an "I didn't know" live situation.)
 - iii. **One for staff:** Acknowledge that if they are on campus, most likely to interact with random assortment of people, students, etc. Their job is to act as ambassadors and welcome and reach out to strangers and to provide resources for questions or issues.
- c. Social Media Campaign
 - i. Video clips including a welcome back from the WCCC staff, faculty, current students, and alumni.
 - ii. Eagle design to promote social distancing
 - iii. Design a cloth face mask (think Polar Bear Dip design) to send to students.
 - iv. Video on how not to wear your mask.
- d. Website
 - i. Front page with images of students and staff wearing masks.
 - ii. Continue to update COVID-19 webpage with information and videos.
 - iii. Front page alerts reserved for vital information.
- e. Signage
 - i. A-frame outdoor signage used to promote policy as individuals arrive on campus.
 - ii. Update tobacco free campus signs to include a hanging sign with face covering required on campus.
 - iii. Large banner on St. Croix Hall (parking lot side) with Golden Eagle wearing a face mask or open wings with information of 6 feet physical distancing.
 - iv. Each classroom will have readily available COVID-19 information.
 - v. Using windows and glass in classroom, there will be removal clings attached to the glass with positive messages.
 - vi. Using removable glass clings on restroom and bathroom (residence hall) mirrors to remind students to wash hands.
 - vii. Stickers or preprinted food service containers with positive reminders.

11) Consistency of messaging

- a. Website COVID-19 page
- b. RAVE for emergency situation contact with faculty, staff and students
- c. Communication after an incident of an infected community member
 - i. The College President and the Director of Human Resources, Communication and Public Relations or a designee will coordinate all communication with any external agencies.
At no time should anyone speak to the media without authorization from the President's Office.

Human Resource Plan

- 1) Establish flexible leave and telework policies
- 2) WCCC supports and encourages telework, if practicable during COVID-19.
 - a. Functional analysis of essential tasks and employees necessary on site for continuity of business *See Appendix B: Essential Functions and Employees*
- 3) All non-essential travel will remain suspended. Travel limitations and restrictions will remain in effect until travel notices have been lifted and/or the public health officials allow for safe travel. All necessary precautions will be taken if and when travel resumes.
- 4) HR office will provide timely communication of all materials and information from the System Office to all employees.

Maintaining healthy business operations

- 1) WCCC will develop COVID-19 departmental business continuity plans (i.e., Student Services, Teaching and Learning, Facilities, Residential Life)
- 2) Training protocols for employees
 - a. Maintenance employees attend a weekly safety discussion every Monday morning before shifts start to review and update safety protocol
 - b. Employees required to complete an orientation and training in Brightspace and refer to preventative sheet in Appendix F.
 - c. SafeColleges COVID-19 trainings will be required of all employees. Emails with link to training have been disseminated.
- 3) Training protocols for students
 - a. Students are trained at orientation (online), move-in orientation, and the use of marketing/communication pieces. The orientation will include SafeColleges video trainings to support proper cloth face mask wearing, hand washing, and physical distancing.
 - b. Training Badge is being created by MCCS for opening campus safely
 - c. During the first week of classes staff will meet students at the door to welcome them and remind them of the need for cloth face coverings, hygiene, cleaning, and social distancing.
 - d. Each entrance and exit will have signage to remind students of the procedures.
- 4) Safe process to receive supplies and other deliveries.
 - a. Receiving supplies and other deliveries are being arranged by phone calls, and all packages are left outside of the receiving area to be brought in by maintenance facilities after being dropped off. No delivery vendors are allowed into the buildings.
- 5) Sick leave policies and practices are flexible and supportive
 - a. Policies are consistent with Public Health guidance, State and Federal workplace laws and policies.
 - b. WCCC encourages and supports sick employees and students staying home without penalty. This includes to care for sick family members or take care of children due to closures
 - c. We will not require a COVID-19 test result or a healthcare provider's note for employees who are sick to validate their illness, qualify for sick leave, or to return to work.
- 6) Monitoring Health and Wellbeing of faculty, staff and students
 - a. Listing of known underlying Medical Conditions that may impact exposure risks (*see Appendix D*).
 - b. Testing is being explored for capacity to do so prior to students moving into residential life.
 - c. Screenings will be conducted to gain access to WCCC facilities.
 - d. Contact Tracing
 - i. It is critical that faculty are diligent about taking mandatory class attendance for students during each class session so we can conduct contact tracing if needed.

- ii. Employees will use sign-in logs whenever they enter or exit the facility
 - iii. Logs will include up-to-date student and staff contact information
 - iv. Individuals should maintain their own records of any direct, prolonged interactions with others. Based on current knowledge, a close contact is someone who was within 6 feet of an infected person for at least 15 minutes starting from 48 hours before illness onset until the time the patient is isolated.
- 7) Monitoring Absenteeism of Employees
 - a. Absenteeism will be monitored by responsible supervisors and follow up conversations will be conducted by human resources to monitor symptoms for COVID-19.
 - 8) Monitoring Absenteeism of Students
 - a. Attendance in classes will be mandatory and timely reports will be made to the Associate Dean of Student Services. Follow up will be conducted by the Associate Dean of Student Services to determine the nature of the absenteeism. Relevant information will be reported to the Dean of Enrollment Management and Student Services on an ongoing basis to determine the nature of the situation.
 - 9) WCCC will prioritize the utilization of videoconferencing or teleconferencing whenever possible for meetings and gatherings
 - 10) If videoconferencing or teleconferencing is not feasible in very limited instances, we will
 - a. Hold meetings in open, well-ventilated large spaces and limit occupancy to only essential individuals
 - b. Maintain a minimum of 6 feet between participants at all times
 - c. Wear cloth face coverings for the duration of the meetings
 - d. Not allow senior staff and key personnel to meet in person at any given time. These meetings will always be held via technology to limit risk of exposure.

Maintaining a healthy work environment

- 1) WCCC will operate in an adjusted break/meal time's environment to limit contact between employees.
- 2) Provide resources and a work environment that promotes personal hygiene such as tissues, no touch trash cans, hand soap, alcohol-based hand rubs containing at least 60 percent alcohol, disinfectants, and disposable towels for workers to clean their work surfaces.
- 3) Disinfect phones, shared tools, scanning devices, and other shared items regularly.
- 4) Discourage shared use of desks, offices, or phones.

Ventilation System

- 1) All employees will strive to ventilate workspaces with open windows and doors to the extent possible.
- 2) Maintenance will ensure ventilation systems are all operational and working at their capacity to increase ventilation rates within all campus buildings optimizing the percentage of fresh outdoor air circulation within the buildings during peak use hours.
- 3) Monitoring of Indoor Air Quality
 - a. Continued monitoring of temperature, humidity, and airflow in these buildings will assist in Monitoring and maintaining good indoor air quality.
- 4) Disable demand-controlled ventilation (DCV)
 - a. Overriding demand-control ventilation systems in these buildings will allow for maximum outdoor air to mix, temper and replace indoor air. These systems will be monitored daily.
- 5) Open outdoor air dampers (as high as 100%) to reduce or eliminate recirculation
 - a. Outdoor air dampers to these buildings will be monitored and opened up to 100% as much as climate will allow to reduce and or eliminate recirculation of indoor air.

- 6) Improve central air filtration to MERV-13, or the highest compatible with the filter rack, and seal edges of the filter to limit bypass
 - a. Controlling the source of a pollutant is usually the most effective approach to improving air quality. We will be replacing air filters with MERV-13 filters where possible to help control and improve indoor air quality.

Water System

- 1) WCCC will follow CDC Guidance for Building Water Systems.
 - Continued water testing is done on a daily, weekly and monthly schedule provided by the State CDC.
 - Continued disinfecting of wells on campus will be performed to meet State CDC requirements.

Cleaning Protocols

WCCC will implement CDC's guidance for cleaning and disinfection. *See Appendix C*

- 1) Clean surfaces using soap and water. Practice routine cleaning of frequently touched surfaces. High touch surfaces include: Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.
- 2) Clean the area or item with soap and water or another detergent if it is dirty. Then, use disinfectant.
- 3) We will use EPA-registered household disinfectants found in (*Appendix E*).
- 4) Diluted household bleach solutions may also be used if appropriate for the surface.
- 5) Alcohol solutions with at least 60% alcohol may also be used.
- 6) Soft surfaces: For soft surfaces such as carpeted floor, rugs, and drapes disinfectant with EPA-registered spray.
 - i. If possible, we will launder items according to the manufacturer's instructions using the warmest appropriate water setting and dry items completely. OR
 - ii. Disinfect with an EPA-registered household disinfectant.
- 7) Electronics: For electronics, such as tablets, touch screens, keyboards, remote controls, and ATM machines
 - i. We will put out wipeable covers on electronics.
 - ii. WCCC will follow manufacturer's instruction for cleaning and disinfecting. If no guidance, use alcohol-based wipes or sprays containing at least 70% alcohol. Let surfaces dry thoroughly.

Public Health Collaboration Planning

WCCC will:

- 1) Continue to foster relationships with local medical providers and Calais Regional Hospital to enhance campus support.
- 2) Work collaboratively with Calais Regional Hospital to plan for surge capacity if an outbreak were to occur on our campus. Understand healthcare workforce capacity, testing capacity, intensive care capacity, and availability of hospital PPE.
- 3) Use the state COVID-19 contact information:
 - a. State of Maine COVID-19 hotline: Call 211;
 - b. COVID-19 email: info@211maine.org ;
 - c. State COVID-19 website: <https://www.maine.gov/dhhs/coronavirus-resources.shtml>
- 4) Diligently follow the daily CDC briefings and guidance in relation to COVID-19 and conduct ongoing assessments and risk analysis based on up-to-date information from epidemiologists and public health officials.

- 5) Remain informed and be responsive to new and emerging best practices that are backed by science and recommended by the Maine CDC, U.S. CDC, EPA, USCD IHE guidance, OSHA Workplace guidance, and the World Health Organization
- 6) Endeavor to secure testing for members of our campus community with priority given to residential students.

WCCC Departmental Planning in Response to COVID-19
07/13/2020

Revised 08/07/2020

Academic and Instructional Plan

Technology Department:

The following programs, Automotive Technology, Engine Specialist, Heating Technology, Heavy Equipment Maintenance, Heavy Equipment Operations, Powersports & Small Engine, Plumbing Technology, Residential & Commercial Electricity, and Welding Technology will follow the original schedule and live learning environment with modifications this fall.

The necessary hands on training will take place within the shop space in a well-ventilated area or outdoors on the Moosehorn National Wildlife pit site with physical distancing, mask wearing at all times, and all other return to campus protocols listed within this plan. Classroom training will be scheduled for only what is necessary to support preparation lab time and will be primarily web-based synchronous delivery but when necessary, students will follow the classroom protocol if in a confined classroom space.

To limit the number of students on campus, the day will be split in half with three programs whose shops are already on separate hallways or of adequate distance apart holding live class beginning on a staggered start and end time schedule from 8:00 a.m. to noon, Monday through Thursday. Another three programs will hold class in the afternoons on a staggered start and end time schedule from 1 p.m. to 5:00 p.m. The Heavy equipment programs will be off campus all days Tuesday and Thursday. Friday's classes will be held online, through Zoom, or live if necessary, following the classroom protocols.

While students are live on campus they will enter and exit the shop and classroom space through individual outside entrances to each shop area after they have cleared the daily medical screening at the entrance to Riverview Hall and obtained their bracelet for the day. Restrooms use will be limited to no more than one person at a time and their breaks will be scheduled such that a very limited number of people will be in the hallways at any one time. Unidirectional travel will be enacted in the hallways and cafeteria services will be schedule for pick-up and carry away. Students will be scheduled with a lunch break time to minimize the amount of people in the hallway and at the cafeteria at any given time.

Related courses such as Introduction to Welding or Computer Aided Drafting will be scheduled during alternate timeframes from the students live technology classes, meet no more than one class period live and meet electronically for any additional time needed. All non-experiential, shop-based instruction will be conducted remotely in a web-based face-to-face modality or online via our LMS. This includes all core academic curriculum within the trade and technology programs.

Career Department:

The following programs, Adventure Recreation, Business Management, Computer Technology, Criminal Justice/Conservation Law, Early Childhood Education, Education, Entrepreneurship, Medical Assisting, and Phlebotomy will follow this protocol.

All courses that can be delivered remotely will migrate for the fall semester. Courses that have a needed hands-on component will be scheduled as hybrid offerings and only what is necessary will be delivered live. These courses will be scheduled during times when there is the least amount of traffic in the wing or hallway where the course is housed. They will not be schedule such that several attend at any given time and if possible, there will be very few individual gatherings taking place at any given time. Students will enter

through the front door of the campus and exit the side door by the Assembly Room. Students will follow the classroom protocols when in a confined classroom space.

They will have assigned restrooms to use no more than one person at a time and their breaks will be scheduled such that only very few people will be in the hallways at any one time. Unidirectional travel will be enacted and practiced in the hallways and cafeteria services will be schedule for pick-up and carry away. Students on campus in the middle of the day will be scheduled with a lunch break time to minimize the amount of people in the hallway and at the cafeteria.

Liberal Studies Department:

The following programs, Human Services, Liberal Studies, and all Academic courses will be delivered online or remotely either synchronously or asynchronously. The science lab courses will augment online instruction with Labster for virtual lab work components. Those few courses that must have a live component will follow the classroom protocol when in a confined classroom space. . Students will enter through the front door of the campus and exit the side door by the Assembly Room.

Students will have assigned restrooms to use no more than one person at a time and their breaks will be scheduled such that only very few people will be in the hallways at any one time. Unidirectional travel will be observed in the hallways and cafeteria services will be schedule for pick-up and carry away.

Close Contact Protocol (for educational necessity):

In the rare instances that there is a necessity for close contact between student and faculty, for example, students needing to take a live blood pressure reading as part of a required assessment procedure that would be difficult to simulate, the following protocol will be adhered to:

**Washington County Community College (WCCC) Close Contact Plan
in Response to COVID-19 Pandemic**

Washington County Community College (WCCC) recognizes the need to facilitate hands on education for students enrolled in _____ courses. To ensure that students enter the workplace in a timely fashion WCCC will provide modified hands-on laboratory time. Laboratory time will meet all Public Health guidelines established by the State of Maine and be located _____.

To ensure the health and safety of all students and faculty the following policy and procedure will guide the laboratory sessions. Faculty and Students will participate in College protocol training before convening the course.

1) Additional Operational Equipment for laboratory sessions

- a) Personal Protective Equipment (PPE)
 - i) Eye protection (*face shield*)
 - ii) Surgical mask
 - iii) Gloves
 - iv) Gown
- b) Hand sanitizer
- c) COVID19 equipment
 - i) Thermometer (*temporal heat scan*)
 - ii) Cleaning supplies
 - iii) Large trashcan

2) Laboratory Space

- a) Whenever possible laboratory sessions should occur outside of buildings in the open air

- i) Use barrier tape to section off areas
 - ii) Use tents/canopies as available to make space useable
 - iii) Be attentive to inclement weather and temperature to maximize learning experiences for students
 - iv) If is not possible to conduct a Lab session outside, see “c) Building modifications” below.
- b) Rooms to be allocated to the laboratory
- i) Rooms for laboratory sessions
 - ii) Student Staging (*if needed*)
- c) Building modifications
- i) Select the largest possible room available and appropriate to conduct the lab session.
 - ii) Hand sanitizer, cleaning supplies, and trash cans to be available in all lab spaces.
 - iii) Lock doors to rooms and spaces that are not in use.
 - (1) Means of egress will remain open for evacuation in case of fire or another emergency
 - (2) Use barrier tape to limit access to areas of the building that cannot be locked
 - iv) Limit access to buildings to a single entrance for screening of all persons entering the area
 - v) Remove tables and chairs as necessary to limit occupancy and maintain 6-foot social distancing
 - vi) Ensure ventilation is maximized whenever possible
 - (1) Air handling systems running at maximum efficiency
 - vii) Windows and doors open to maximize cross ventilation

3) Personnel

- a) Surveillance Screener (1) – Most likely the instructor
- b) Instructor (1)
- c) Students (6) – Will not exceed established social distancing guidelines
- d) WCCC custodial staff as determined by facilities to achieve cleaning during and after the session.
- e) Plan allows for up scaling as additional phases are implemented

4) Rules & Regulations

- a) We will plan and schedule laboratory sessions in conjunction with the WCCC Executive Team and Facilities Department
- b) ***Attendance at the laboratory sessions will be voluntary***, until WCCC is in full open session.
 - i) Students who decline to participate in lab sessions will be given an “incomplete” status and a plan will be formulated to provide the required instruction once the College fully re-opens.
- c) Any student or evaluator who has symptoms will be immediately dismissed from the laboratory.
 - i) All involved faculty, staff, and students will be screened for temperature and CDC indicated signs of COVID19 prior to the laboratory session.
 - ii) No faculty, staff, or student will attend the laboratory session if they are experiencing CDC indicated signs of COVID19 or have been issued quarantine directions/orders.
- d) Social distancing protocols
 - i) A minimum of six (6) feet distance between people will be adhered to whenever possible
 - ii) No more than ten (10) people will be in the same space
 - iii) Whenever possible video displays and pre-recorded messages will be used
 - iv) Surgical or cloth masks will be worn at all times
- e) The exterior doors and all non-essential spaces in the building will be locked at all times to prevent unauthorized and accidental entry of non-essential personnel.
- f) Faculty, staff, and students will change gloves between laboratory sessions after sanitizing equipment but will use the same personal protective equipment unless soiled or damaged.
- g) faculty, staff, and students will touch only necessary equipment and clean it after each use
- h) Building/rooms to be deep cleaned by faculty and/or facilities at the end of the laboratory session.
 - i) See the guidance set forth by the Office of the Governor Phase I checklists for the State of Maine COVID-19 Response.

5) Laboratory Process:

- a) Laboratory students will be pre-scheduled.
 - i) Students will be screened for current CDC indicators of COVID19 and/or other respiratory diseases outside the building by a licensed medical professional
 - (1) Screening process
 - (a) Questionnaire :
 - (i) Cough?
 - (ii) Shortness of breath and/or difficulty breathing?
 - (iii) Additional signs and symptoms (2 or more combined with either i and/or ii)
 - 1. Fever?
 - 2. Chills?
 - 3. Repeated shaking with chills?
 - 4. Muscle pain?
 - 5. Headache?
 - 6. Sore throat?
 - 7. New onset loss or change to the sense of smell or taste?
 - (iv) In the past fifteen (15) days have you:
 - 1. Travelled outside of Washington County?
 - 2. Travelled outside the State of Maine?
 - 3. Attended an event with fifty (50) or more people?
 - 4. Been KNOWINGLY exposed to someone known or suspected to have COVID-19 without proper PPE?
 - (b) Examination:
 - (i) Inspect for signs of:
 - 1. Tachypnea (*rapid breathing*)
 - 2. Dyspnea (*difficulty breathing*)
 - 3. General malaise
 - (ii) Assessment of fever.
 - 1. 100 F or higher
- ii) Students with any CDC indicators for COVID19 will be turned away from the laboratory area but will not incur any academic penalty .
 - (1) Please reference the current CDC standards at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
 - (2) The student will be turned away from sessions for a minimum of seven (7) days if a fever is detected during screening with no other symptoms.
 - (3) Students that do not clear the assessment due to signs of COVID19 will not be permitted to return until:
 - (a) At least 72 hours since resolution of fever without the usage of fever reducing medications
 - (b) Improvement in respiratory symptoms
 - (c) At least seven (10) days have passed since symptoms first appeared.
 - iii) Students will be issued proper PPE for the laboratory session and will wear it for their time in the building
- b) Students will be brought into the available staging room being kept at a minimum of 6 feet from each other.
- c) Faculty, students, and staff will clean all equipment and materials in their respective rooms between students to give the faculty time to complete paperwork.

Policy Last Reviewed and Updated: July 15, 2020

Acknowledgement

I hereby acknowledge that I have read, understand, and will abide by the above policy

Signature		Date	
Printed Name			

If the person is under the age of 18 years, a guardian or parental signature must be included below

Signature		Date	
Printed Name		Relationship	

Library:

The library will not be physically open to staff, faculty and students this fall but will provide all services in a virtual environment. When we are able to open to in-person service, we will follow the protocols in place at the current time e.g. maximum number of people and social distancing in the library spaces.

For on-line remote classes, the library can provide the following services to both faculty and students.

1. Online chat on the Library Resources page and on our Libguide page. Faculty and staff can use the chat service to ask questions about the library’s available resources and if they have any difficulty accessing any of them.
2. Online databases, e-books, digital magazines and online newspapers
 - a. Librarians can help faculty find relevant articles for their courses or assignments and help faculty embed them into Brightspace
 - b. Librarians can help students access and navigate the databases if they are required to include scholarly journal articles in their research papers
3. Streaming videos. The library has acquired new subscriptions to video streaming services, including one specific to the **Technical and Trades** department
 - a. Librarians can help faculty look for suitable videos, make clips of videos, and help embed them into Brightspace if needed
 - b. Librarians can help students look for suitable videos as part of their research for projects or papers
4. Information Literacy.
 - a. Faculty can arrange with librarians if they need an information literacy session for their class. This can be a synchronous session via zoom or a pre-recorded video of a session tailored specifically for your class. Please give us at least 2 weeks’ notice if you require a video specially made for your class.
 - b. Faculty can also embed a librarian in an online course so that the librarian can add relevant resources and answer library-related questions directly through the Brightspace course.
5. LibGuides Program pages. The librarians maintain a Libguide page for many courses and/or programs and we can add other resources that will be useful for your students. Just contact the librarians and let us know what you want to include in your Libguide page.
6. Digitization of material. If you need to digitize any photos or videos for academic use, please contact the librarians. We will do our best to assist as much as possible.
7. Other Resources. The library can also help find online resources for faculty and add them to the library’s collection it is within the library’s budget to do so.

Division of Workforce and Professional Development:

All summer and fall 2020 programming is planned for remote/virtual instruction. Training in hybrid modality potentially starting in December will be scheduled during the off times of the Technology Programming, primarily Friday and Saturday and within the prescribed learning environment outlined in the technology program plan.

As with the technology programs, the necessary hands on training will take place within the shop space in a well-ventilated area or in off-campus partner sites with social distancing and mask wearing at all times. Classroom training will be scheduled for only what is necessary to support preparation lab time. Students will follow the classroom protocol when in a confined classroom space.

While students are live on campus they will enter and exit through Riverview Hall, go through the medical screening process, then go directly to each shop area and/or designated classroom space. They will have assigned restrooms to use no more than one person at a time and their breaks will be scheduled such that only very few people will be in the hallways at any one time. Unidirectional travel will be implemented and practiced in the hallways and cafeteria services will be schedule for pick-up and carry away. Students will be scheduled with a lunch break time to minimize the amount of people in the hallway and at the cafeteria.

CNA programming will not begin until Spring semester and will have a hybrid modality available. Clinical instruction will take place in facilities and will follow all established protocols for each medical facility, require mask wearing, and all other CDC recommended protocols in place.

Should any training be developed and delivered that requires in-person and/or hands-on training components, it will follow shop space and classroom training protocols outlined above and within the technology and career programs plans.

See Appendix G for Division of Workforce and Professional Development Proctoring and Exam Plan.

Student and Enrollment Services

Timely enrollment services (admissions, testing, enrollment, financial aid) is imperative to the operations of WCCC. We recognize, that for many of our students, WCCC provides necessary academic, co-curricular, and social services that are vital to their success. WCCC is prepared to offer student services using a variety of methods.

Many services can be provided using MyWCCC, phone, email, MS Teams, and Zoom. WCCC encourages individuals to use these methods to contact services such as admissions, enrollment, financial aid, and registrar. Staff can setup an online meeting. When this is not possible, please adhere to the use of face coverings, physical distancing, frequent hand hygiene, and use of plexiglass shields. Staff in each area will follow WCCC protocols for face coverings, social distancing, cleaning, and disinfecting their work areas throughout the day. The following section outlines the delivery of enrollment and student services.

Enrollment and Student Services Office Suite:

- Access to the Enrollment and Student Services Office suite will be limited to essential operations.
- Staffing levels will be limited within the office at any given time. A staff schedule calendar will be created for the fall 2020 that outlines live presence or telework days for each staff member.
- Admissions, enrollment, and financial aid documents will be scanned and uploaded to Jenzabar for off-campus access.
- Staff working remotely will have access to print and mail items remotely and/or members of the staff are cross trained to print and mail items.
- Students and visitors will need to use external phone and computer kiosk to communicate. For those who need to meet in-person with an individual, the student will meet in the main outer office area or the Student Activities area.
- Urgent student issues will be directed to the Dean, Residence Life, and Student Involvement staff.
- Admissions staff will use technology to establish virtual campus visits and admissions events.
- Enrollment services established a staff mentor program where students are assigned a mentor. The mentors will work remotely to support students.
- Prospective and current students can complete and submit most forms via MyWCCC and upload documents.
- Student conduct concerns and issues will be investigated and adjudicated via online platforms.
- Associate Dean Cote's Office will be used for urgent situations.
- The Enrollment Representative's desk will be moved forward to create a barrier with the glass and add plexiglass on remaining open areas.
- Relocate single service computer kiosk with printer to hallway outside suite for students. Computer available without needing to login. Add phonenumber outside Student and Enrollment Services. Cleaning supplies will be added to the kiosk for students to wipe down after use.
- Remove student desk area and replace with single desk and chair from Dean's office. Add plexiglass on the front.
- Remove the wooden bookshelf and wooden rolling cart.
- Remove furniture outside of suite leaving one chair. We have students and may have future students with disabilities where they cannot stand for periods of time.

Financial Aid and Academic Affairs Office Suite:

- Access to the Financial Aid and Academic Affairs suite will be limited to essential operations.
- Staffing levels will be limited within the office at any given time. A staff schedule calendar will be created for the fall 2020 that outlines live presence or telework days for each staff member.
- Financial aid documents will be scanned and uploaded to Jenzabar for off-campus access.
- Staff working remotely will have access to print and mail items remotely and/or members of the staff are cross trained to print and mail items.
- Students and visitors will need to use external phone and computer kiosk to communicate need to meet in-person with an individual.
- Remove furniture outside of area.
- Plexiglass for the front desk area for staff to serve students who must have a face-to-face meeting.
- Relocate single service computer kiosk with printer to hallway outside suite for students. Computer available without needing to login. Phonenumber is already wired and there.

Caring Cupboard

The Caring Cupboard will operate with limited in-person access on Monday, Wednesday, and Friday. Residential students or students attending classes on campus will place orders for items and pick-up on Monday, Wednesday, and Friday. Commuter students can place orders for pick-up curbside. When a student needs to access the Caring Cupboard, the limit is one student at a time, and items will be wiped down after each use. A plexiglass will be available for individuals.

Co-curricular Activities

Participation in programs, events, student organizations, clubs, and trips provide the opportunity to build friendships, gather weekly supplies, snacks, and food, and experience Downeast Maine. The impact of physical distancing requirements will, of course depend on the activity. WCCC is planning to offer smaller and virtual programs and activities for students to maintain connectivity and retention.

Mental Health and Medical Care

WCCC continues to provide mental health and counseling sessions for students. Working with Aroostook Mental Health and Counseling (AMHC), WCCC provides counseling at the Machias and Calais offices and online. Request for counseling is available through MyWCCC and by contacting the Dean of Enrollment Management and Student Services or Associate Dean of Student Affairs and Retention. AMHC and the State of Maine offer 24/7 warmlines for students to contact. WCCC is working with community organizations to offer on-campus and virtual programs that support student's mental health and wellness.

WCCC continues to collaborate with Calais Regional Hospital on COVID-19 response. WCCC is exploring a 24/7 medical health program similar to the AMHC program. Many insurance programs offer tele-medicine. WCCC will provide training on how students can access their medical plans online.

TRIO and Tutoring

We recognize the necessity for multiple methods for students to receive academic support. TRIO Student Support Services continue to examine the delivery of services. To date, TRIO Student Support Services has:

- **TRIO Student Support Services**
 - Students can apply for TRIO services via MyWCCC and participate in an intake interview virtually via MS Teams and Zoom.

- Advising appointments for navigating college processes, financial literacy, FAFSA, transfer counseling, and accommodations will be offered in a blend of different modalities: emails, phone calls, videos, handouts, and virtual meetings.
 - Services in the TRIO suite will be offered, in-person when determined an accommodation is needed for the student. TRIO will be limited to one person in each space using physical distancing, cleaning, and disinfecting protocols.
 - Workshops will be offered in remote formats utilizing Brightspace, Zoom, or MS Teams to present live and recorded sessions. In addition, TRIO is contracting with an outside agency to offer after hours tutoring.
- **Tutoring**
 - Tutoring services will be offered in TRIO remotely.
 - Services in the TRIO suite will be offered to individuals with accommodations that must meet in person with physical distancing, cleaning, and disinfecting protocols. TRIO will be closed for all other individuals.
 - TRIO created a Brightspace classroom that provides information on tutoring and support services. The Brightspace classroom is a vehicle for students to use to upload their documents and request a tutor.
 - TRIO continues to work on written and video tutorials for students (e.g. time management, study skills) with links to external resources available through Brightspace.
 - TRIO will establish individual and group virtual tutoring opportunities that include night hours in response to student schedules and needs.
 - Staff will work collaboratively with faculty who teach courses with historically high levels of need for tutoring (e.g. English, algebra, statistics) to provide web-based group sessions conducive to the class schedule with invitations and reminders given to the entire class.
 - **Test Proctoring**
 - Proctoring services will be offered remotely. For students with specific testing accommodations that require in-person testing, TRIO will offer proctoring with physical distancing and cleaning protocols in place. Testing would be limited to one individual.
 - Proctoring of tests for online courses and distance learners will be offered via Zoom (or other MCCS approved platforms) utilizing the appropriate accountability features such as screen sharing and recording.

Campus Housing and Dining

As we move forward with opening the Residence Halls at WCCC, we all are going to have to conform to a new way of living. The guidelines below show how Residence Life Staff plan to open and maintain the safety of our students. This plan was developed taking into consideration the health and safety of the students, while also balancing their many needs including mental and emotional health, and the need to feel connected.

General Information:

- There will only be three students housed per apartment (we believe that five students per dorm is not feasible at this time).
- Housing will be limited to those programs that will have live classes in the Fall 2020 semester. Those programs will likely be hands-on trade, technical and career programs.

- Students will be housed based on academic program or classes enrolled in (for example, a student's program of study might be HEO/HEM but they may be enrolled in courses particular to another major).
- Student will be required to sign an addendum to the Residence Hall Agreement, or an additional Social Contract. This document will be a system wide document applicable to any MCCC campus housing.
- Signage will be posted in each apartment, including daily and usage requirements, hand washing, face covering and social distance reminders, as well as symptoms of COVID-19. Example signage attached.
- WCCC purchased air exchangers for common areas of each apartment, to ensure air flow. Window screens will be replaced and installed in all apartment windows.
- WCCC will require all students to bring window fans for their individual bedrooms to ensure air flow.
- Students will be expected to wear face coverings when leaving their apartments for any reason. WCCC will require all students to have an ample supply of face coverings (five per student, one mask per day for weekly classes).
- WCCC Residential Life Staff will provide any necessary training or tutorials on items listed below.
- Students will be expected to do the following each day:
 - Disinfect hard surfaces and high touch areas including counter tops, desktops, table surfaces, door handles and knobs, light switches, etc.
 - Disinfect soft surfaces including couches, chairs, living room pillows, etc, by spraying them with disinfectant spray after usage.
- Students will be expected to do the following after each use:
 - Spray down shower with disinfectant spray and rinse.
 - Spray down toilet seat and flush handle with disinfectant spray and wipe.
 - Remove personal hygiene items from the bathroom including toothbrush and toothpaste, deodorant, soap, shampoo, condition, body wash, etc. and keep in private bedroom space when not in use.
 - Wipe down counter and stove top and do dishes after cooking. Due to the close quarters of the apartment kitchen area, only one resident at a time may prepare a meal.
- Students should wash hands with soap and water for 20 seconds regularly, and avoid touching their face.
- Students should NOT share kitchen utensils, hygiene products, glassware, beverages, etc.

In order to ensure the daily and usage requirements are completed, WCCC will provide the following:

- Cleaning materials such as disinfectant spray and wipes
- Disposable paper towels
- Hand soap
- Hand sanitizer

Inspections

Residence Life Staff will inspect each apartment every other day. A rotation will be determined and a schedule worked out with students. CDC recommends that we not enter rooms for inspections (see below).

Staff should avoid entering residents' rooms or living quarters unless it is necessary. Staff should use virtual communications and check ins (phone or video chat), as appropriate.

<https://www.cdc.gov/coronavirus/2019-ncov/daily-life-coping/shared-housing/index.html>

Procedure for Residential Life Move-In Day

- Students will be scheduled to move in by apartment location and at staggered times. This will include an assigned time to move their tools and equipment into the shop areas.
- Students/families must stay in their vehicle until directed to their apartment by a Residence Life Staff member, who will then meet them at their apartment with keys and check in materials.
- Students may bring only two (2) people with them to assist with the move in process.
- Students will be contacted prior to move in day and will be asked the following questions:
 - Do you have a sore throat or cough, or fever?
 - Are you experiencing shortness of breath or loss of taste and smell?
 - Have you been around anyone with symptoms over the past 14 days?
 - Have you knowingly been around someone who is awaiting the results of a COVID 19 test?
 - Have you knowingly been around someone with a positive COVID 19 test in the last 14 days?
 - Have you traveled outside of the state of Maine in the past 14 days?
- If testing is widely available, prior to moving to campus, students will be required to provide the results of a COVID 19 test. The results will be sent to the Director of Housing for verification.
- Move in will conclude at 3:00 p.m.
- The initial Residential Life Informational Meeting will be held via Zoom or rotate students in small group sessions outside with masks and physically distance a minimum of 6 feet.
 - Zoom: For those who do not have access to a computer or smart phone, a school laptop will be issued to the student. Residential Life staff will have laptops available upon student check in. An alternative to host a small group of students without laptops outside, or in the case of inclement weather in the lecture hall or St. Croix gym. There is a large blow-up screen that could be used in the gymnasium. Zoom or small group follow up meetings with each apartment will be scheduled allowing for follow up questions or clarification.
 - Small Group Sessions would be held in St. Croix Hall gymnasium and limited to 10 students (currently) every half hour. One group would sit on side A, leave, sanitize, and next group would sit on side B. This would rotate until sessions are complete.
- A prepacked meal will be delivered to each apartment with door drop off, as well as an activity (e.g. an ice breaker/riddle). Apartments can send their answers to Residence Life Staff for a prize drawing.

Dining Hall Meals for Residents

- Face coverings must be worn when entering Riverview Hall.
- Dining will be limited to take out only.
- Dining Hall staff will allow one person only at the counter for ordering and or pick up of meals.
- Students will enter the Dining Hall near the main offices and exit by the restrooms.
- Hand sanitizer must be used before entering the Dining Hall.
- Only five (5) students at one time in line and six-foot distancing guidelines will apply.
- The Dining Hall staff will also offer as many grab and go options as possible.
- A delivery system for apartments is also being explored.

Igloo Lounge

The Igloo Lounge will be closed until further notice and until deemed safe for opening. If guidelines and WCCC procedure allow, we would open the Igloo Lounge with the following plan:

- Igloo Lounge use will be restricted to Residential Life students only.

- The Igloo Lounge will be open from 5:00pm-9:00pm daily, while closely monitored by the Residential Life Staff member on duty. Exterior door will be locked after 9:00 pm.
- Face coverings will be required while in the Igloo Lounge.
- Signs will be posted with maximum capacity recommendations to support social distancing.
- The Igloo Lounge will have limited capacity to accommodate social distancing, with a potential maximum of 10 students. This will be monitored by the Residential Life Staff member on duty. Six-foot markings will be installed.
- Seating will be removed, to ensure proper social distancing.
- In order to ensure exposure is limited and also that students have the opportunity to interact outside of their living environment, a rotation schedule will be set up for students to access the Igloo Lounge with their apartment mates or students from their academic program. This rotation will include open time for students to play pool, (pool cues will not be shared and will be disinfected after play. The table will be wiped down and the tabletop sprayed. Dry time will be necessary between ending and beginning of next game play.), watch a movie or play video games (game consoles and controllers will be wiped down after use). It will also include smaller face-to-face programs and events. Students are required to wear face cloth coverings at all times.
- Because students cannot openly access the Igloo Lounge mail will be delivered to student apartments Monday- Friday at 5:30 p.m. by Residential Life Staff.
- Computer usage will be limited to one student at a time and one hour per student. We will relocate one computer to the outer area of the lounge, in the old porch section. The computer keyboards will have plastic coverings and disinfectant wipes will be available to wipe down keyboard coverings and mouse after use.
- Students will be required to disinfect areas after use. Disinfecting wipes will be available for hard surfaces and disinfecting spray for soft surfaces.
- Residence Life Staff will disinfect areas regularly while on duty.
- In addition, daily and weekend sanitation will be conducted by Maintenance Staff with a suggested time of 7:00 a.m., 11:00 a.m., and 3:00 p.m. Residence Life Staff will maintain sanitization on Sunday and after 5:00 p.m. wearing proper PPE.
- Proper PPE and cleaning supplies will be located in the maintenance closet located in the downstairs area of the lounge.

<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>

Weight Room

The Weight Room will be closed until further notice and until deemed safe for opening. If guidelines and WCCC procedure allow, we would open the Weight Room with the following plan:

- Weight Room use will be restricted to Residential Life students only.
- The Weight Room will be open from 5:00 p.m.-9:00 p.m.
- Students must sign in with the Residential Life Staff member on duty, who will also monitor the space during rounds.
- Only one person is allowed in the Weight Room at a time, unless from the same apartment. In that case, we would allow two people at a time and an hour time frame will be given.
- Students using the equipment will be asked to maintain sanitizing requirement after usage.
- Residential Life Staff will disinfect the Weight Room while on duty.

- In addition, daily and weekend sanitation will be conducted by Maintenance Staff with a suggested time of 7:00 a.m., 11:00 a.m., and 3:00 p.m. Residence Life staff will maintain sanitization on Sunday and after 5:00 p.m.
- Cloth face masks are required at all times.

Laundry Areas

- Currently we have two laundry areas located in the upper building and in the lower building.
- Due to the size of each Laundry Area, one student will be allowed at a time.
- Students will be given a day and time by apartment to conduct their laundry needs. These times will be given out to each student in accordance to their class schedules.
- Sanitation supplies will be kept in each laundry area for students to wipe down all machines after use.
- Residence Life Staff will disinfect the Laundry Rooms while on duty and Maintenance Staff will include the Laundry Area on the suggested times of their sanitation rounds.

Guest and Visitation Policy

- No guests will be allowed at this time in any apartment. This includes students visiting each other who reside on campus.
- Residence Life or Maintenance Staff will be allowed to enter for repairs or as deemed necessary with proper PPE or face coverings as required by the college.

Assessing Symptoms and Quarantine

- Students who are exhibiting symptoms will be asked to let the Director of Housing and or the Coordinator of Student Involvement and Engagement know immediately. If neither the Director nor the Coordinator can be located, then the student will inform the Associate Dean of Student Affairs and Retention, or the Dean of Enrollment Management and Student Services.
- Health screening will be conducted at Riverview Hall as students enter the building.
- If a student has an elevated temperature, other symptoms will be assessed, and they may be asked to seek medical attention and self-quarantine.
- Residence Life Staff will consult with the Associate Dean and Dean of Enrollment Management and Student Services on a case-by-case basis. After a health assessment has been made with potential COVID symptoms, the College President will be notified immediately by phone, text or email, by the Dean of Enrollment Management and Student Services, or designee.
- If a student is to self-quarantine, the process will be initiated immediately and at an appointed location in Calais. This will be determined after a thorough assessment of symptoms. The professional Residential Life Staff members, Dean and Associate Dean will confer and a decision will be made.
- If necessary, we would begin the process of contact tracing and determine if other students need to be assessed for symptoms and tested.
- While students are in quarantine, a designated staff member will phone the student daily to check on the student and to ensure they are following the CDC guidelines for self-care while in quarantine.
- The Director of Housing, Coordinator of Student Involvement and Engagement, or Associate Dean will work with the student's faculty to ensure communication and to ensure the student has the materials they need to continue their schoolwork. To protect the confidentiality of the infected student, only one staff member will conduct the above tasks, and work with the student.
- Meals will be delivered to the student and left at the door of the room.

- A tote of supplies including hand sanitizer, Tylenol, thermometer, disinfectant, snacks, etc. will be given to the student and replenished as necessary.
- Students who are extremely ill will be sent home if safe to do so or will be placed in self-isolation at an off-campus location. The Dean of Enrollment Management and Student Services and College President will determine this, in conjunction with the students' parents/guardian, if appropriate.

Weekend and Daily Travel

- At this time, we are requiring that there will be no weekend or daily travel outside of Washington County.
- Essential services such as shopping for groceries and apartment supplies, and picking up prescription medications, etc in the immediate Calais area, will be allowed.

Health and Mental Health Care

- The same guidelines/policies at WCCC for mental health and physical health will be followed i.e. referrals for Mental Health Counseling, Student Assistance Team referrals, and general referrals and check-ins.
- We are looking into a mental health app "Talk Campus" that the student can download onto their phone. This app allows the student to reach out anytime day or night and be connected to trained personnel. Northern Maine Community College is using it, but no data has been collected to date as the students were sent home due to COVID 19. The Director of Housing will reach out to other colleagues in the System to see if they are using the app and will gather information if possible.
- Mentors will also check in with students on a regular basis. The check-in process will be done by various methods-phone, email, text, zoom, etc.
- If safe to do so, smaller face-to-face programs will occur (see plan under "Igloo Lounge" section), or outside. The Coordinator of Student Involvement and Engagement and the Director of Housing are working on a programming plan to include several virtual events to ensure students are safe but also feel engaged.

Miscellaneous:

- For those students who depend on being able to travel home to work, Residential Life will make laundry free of charge and will also have detergent supplies on hand. The Caring Cupboard will also be open.
- Should housing restrictions be made based on how far a student lives from campus, those students with transportation difficulties will be given housing if space allows.
- Should we have odd numbered students, they will be placed with students whose classes are in the same area of Riverview or Howland Hall. For example, Welding Technology and Plumbing/Heating Technology are in the same hallway.

Resources: <https://www.cdc.gov/coronavirus/2019-ncov/community/shared-congregate-house/guidance-shared-congregate-housing.html#maintain-safe-operations>
<https://www.cdc.gov/coronavirus/2019-ncov/downloads/2019-ncov-factsheet.pdf>

Business, Technology Services, Dining, and Bookstore

Timely business and technology services are imperative to the operations of WCCC. We recognize, that for many of our students, WCCC provides necessary student financial, dining, and technology services, which are vital to their success. WCCC is prepared to offer these services using a variety of methods.

BUSINESS OFFICE

- Face coverings will be required whenever an employee exits their individual offices or there is more than one person in the office.
- Plexiglas safety glass will be installed on all desks for protection against airborne particles from visitors. The accounting clerk desk will be moved back from the business office entry and a 6 feet social distancing parameter will be set up with signage/visual cues to indicate where to stand (need to measure to determine if possible).
- Students requesting account information from Accountant III will be requested to phone/email whenever possible. We will utilize a video or web chat such as Microsoft Teams, for student use. Appropriate signage will be installed.
- Staff will be encouraged to wipe down any areas within the business office utilized by campus visitors, if necessary. The goal will be to avoid visitors touching employee personal spaces (desk, keyboards, etc.).
- Hand sanitation stations will be located at entryway to business office suite. All visitors will be required to utilize before proceeding to office area. Visitors will be limited to 1 person per individual office.
- Students requiring replacement meal cards will be required to submit a request for a replacement either via email or phone. The card will be completed held in the business office for pickup or placed in the resident hall mail for distribution to the student.
- The Accountant III will be scheduled to work the late shift (8-6) for the first 2 weeks of the fall semester. Thereafter staff will work the late shift on a rotational basis. The last shift work applies whether the staff are on campus or working remotely.
- Staff will be encouraged not to use each other's phones, tools, equipment. All shared pencil/pen boxes will be removed. Inexpensive pens will be purchased to give out to individuals for no return.
- Staff will continue to work remotely whenever possible. The current schedule allows for each business office member to work 2 days on campus/3 days remote.
- All extra seating will be removed.

INFORMATION TECHNOLOGY SERVICES

Technology Issues:

- IT and Residence Hall staff will investigate the purchase of an on-line ordering app for Riverview Dining Hall. There are many apps available on-line that may be to be utilized (i.e. Build your own app at <https://appinstitute.com/> or Free on-line ordering app at <https://www.gloriafood.com/>).
- Students accessing study materials from the Library can access them by using a 3rd party proxy service. The MCCS has developed and awarded an RFP for system wide proxy service with analytics to EZProxy Hosted. Currently students can access the material on campus on our network, but when they are off campus, they would not be able to log on to the library pages for study topics without this software.
- Offsite testing for certain certifications. Currently system office is working on an RFP to implement lock down browser capability to ensure academic integrity. The MCCS says we should have something by this fall for all Community Colleges. Currently medical, automotive, and Trio uses onsite testing.

- Current learning management system is Brightspace. All courses generated in Jenzabar are imported to Brightspace for access by faculty and students.
- IT will continue to work on a laptop lending program for students who are unable to procure machines for themselves.
- Investigate and install softphone on selected employee laptops utilized at home. This will allow the employee to make and receive calls without exposing their home phone numbers. IT will provide training to employees who are provided college cell phones for twinning of their office phones to their cell phones.
- Investigate methods for video communication with students (Zoom, Microsoft teams)
- Work with instructors to obtain appropriate technology for remote learning/classrooms and to maintain social distancing:
 - Drafting: Web cam for video recording of lessons.
 - HEO/HEM: PA/Microphone system
- IT will update switching closets connected to critical power. This will keep phones and future security door locks working when power is out.
- IT will continue migration to on-line payments

IT Office Suite:

- The floor to the IT office will contain directional floor markings for social distancing outside the door. If individuals are returning electronic devices or laptops, the IT office will provide them with antibacterial wipes to sanitize the equipment before turning over to IT staff for review/repair. The IT trouble ticketing system will need to be used for all trouble calls.
- All visitors will be required to sign in for accountability and contact tracing purposes. Every effort will be made to communicate with student remotely. Signage will be posted with IT contact information.
- Sneeze/cough guards will be installed on all desks in the office. As an alternative plastic clear drop curtains may be installed around desks.
- Will remove additional furniture or chairs that users can use.
- Lysol and hand sanitizers will be available for wipe down of areas as they are used (door knobs, servers, desk phones, etc.). A checklist will be posted on items to wipe down.
- Our air sanitizer in the main office area would remain on for air circulation.
- When visiting other offices, IT will notify the person so that they can either step out of the room or mask themselves. If using the individuals' keyboard, mouse, etc. IT will wipe down the area before and after use.
- Staff will continue to work remotely whenever possible. The current schedule allows for each IT department member to work alternative schedules bi-weekly of 2 days on campus/3 days remote or 3 days on campus/2 days remote.

Outlying buildings protective measures:

- Wear masks and gloves for protective measures. Especially opening doors and working on a workstation.
- Campus wide all keyboards and mice will need protective coverings so users can wipe down after use or new user can wipe down before use. This will protect the keyboard for any chemicals that will get in the circuit boards.

- Put more digital signage around campus for uses can read. Looking into audio for the digital signage as well. They could listen and read it.
- Utilize Vigilance to alert maintenance for assistance (i.e. a person vomiting or emitting any bodily fluids).
- All printers and copiers will have sanitizing materials for use to include the mail machine. Only one person can be at a copier station at any given time.
- Have signs posted for all computer workstations labs to wipe down the workstation for before and after use.

RIVERVIEW DINING HALL

- A Plexiglas protection barrier will be placed in the opening to the kitchen/serving area. This Plexiglas barrier will contain an opening so that money, foodstuffs, etc. can be passed underneath.
- The door to the cooking area will remain closed at all times. There will be no entry allowed into this space other than the kitchen staff, maintenance personnel as needed, and the staff supervisor.
- There will be no food items available outside the Plexiglas barrier, the customer will need to request items from the kitchen staff.
- Kitchen staff will wear hair nets and gloves when preparing foods. Staff will wear cloth face coverings at all times while in the kitchen area.
- Masks will be required whenever the staff exits the kitchen area.

EMPLOYEE LOUNGE/COPY MACHINE/POSTAGE MACHINE AREA

- The postage machine will remain in the employee lounge to cut down on traffic to the business office suite. The employee lounge has been rearranged to separate the copy machines and postage machines. Employee lounge area occupation will be limited to no more than 2 individuals to maintain social distancing guidelines. The table, chairs and sofa in this area have been removed and placed into storage.

BOOKSTORE

- We will continue to work with Follett to establish safe working conditions while providing service to our students on-campus and remotely. Plan development is ongoing as conditions occur.
- Social distancing protocols will be established for on-campus bookstore use.
- Students and bookstore manager will be required to wear a face mask.
- Students will be requested to place book orders online for a scheduled pick up time.
- Limited occupation capacities for the bookstore will be established,
- Signage will be posted that indicate the guidelines for on-campus access to the bookstore.
- Hand sanitizers will be placed outside the store for students to use before entering.
- No-touch credit card processing will be investigated.
- To prevent browsing in the bookstore, barriers will be established so that students can not enter unauthorized locations in the bookstore. The service will be more for pick up only.
- A Plexiglass barrier will be installed to limit face-to-face contact between students and the bookstore manager.

APPENDIX A: Infectious Response Team

<i>Name</i>	<i>Title</i>	<i>Work/Home</i>	<i>Cell Phone</i>
Susan Mingo	President	454-1001/ [REDACTED]	[REDACTED]
Melvin Adams	Dean of Enrollment Management and Student Services, Campus Safety Committee Chair	454-1032/ [REDACTED]	[REDACTED]
Darin McGaw	Dean of Academic Affairs	454-1003/ [REDACTED]	[REDACTED]
Desiree Thompson	Dean of Finance	454-1021/ [REDACTED]	[REDACTED]
Tina Erskine	Director of Human Resources, Communications and Public Relations	454-1002/ [REDACTED]	[REDACTED]
Dick Ramsey	Director of Facilities, Vice-Chair Campus Safety Committee	454-1067/ [REDACTED]	[REDACTED]
Nichole Cote	Associate Dean of Student Affairs and Retention	454-1012/ [REDACTED]	[REDACTED]
Rob Finn	IT Specialist III	454-1011/ [REDACTED]	[REDACTED]
Karen Gookin	Director of Housing	454-1054	[REDACTED]
Robyn Leighton	Assistant to the President	454-1024/ [REDACTED]	[REDACTED]

APPENDIX B: Essential Functions and Employees

ESSENTIAL FUNCTIONS & EMPLOYEES				
EMPLOYEE	FUNCTION	PROCESS	DURING RECOVERY EFFORT	BACKUP
Student Services				
Anne Donahue	Acceptance Decisions	Record Acceptance Decision	Manual Process	Elisa LaPointe
Anne Donahue	Acceptance Decisions	Communicate with Applicant	Manual/Remote Process	Elisa LaPointe
Anne Donahue	Degree Verifications	Verifying Student Degrees	Remote Process	Donna Geel/Mel Adams
Anne Donahue	Enrollment Verifications	Verifying Student Enrollment	Remote Process	Donna Geel/Mel Adams
Anne Donahue	Graduation Petition	Process Student Petitions	Remote Process	Elisa LaPointe/Donna Geel
Anne Donahue	Graduation Verification	Verify List of Graduates	Remote Process	Elisa LaPointe/Donna Geel
Anne Donahue	Transfer Credit	Transfer credit determination	Manual/Remote Process	Mel Adams
Anne Donahue	Probation and Suspension-SAP	Review, letters, and decisions	Manual/Remote Process	Donna Geel
Anne Donahue	Probations	Record Probation Decisions	Remote Process	Donna Geel
Call Center	Communication	Receiving Phone Calls		
Diana St. Pierre	Test Scores	Receipt and Review of Student Scores	Manual/Remote Process	Anne Donahue/Elisa LaPointe
Diana St. Pierre	Applications Processing	Receive/Record Application	Manual/Remote Process	Anne Donahue/Elisa LaPointe
Diana St. Pierre	Matriculation Processing	Record Document Receipt	Manual/Remote Process	Anne Donahue/Elisa LaPointe
Diana St. Pierre	Housing Application Processing	Receive/Record Application	Manual/Remote Process	Anne Donahue/Elisa LaPointe
Diana St. Pierre	Admissions Communication	Receive and Review Calls, Emails	Remote Process	Nichole Cote
Linda Fitzsimmons	Aid Packaging	Prepare Aid Packages	Manual/Remote Process	Amanda Tirrell
Linda Fitzsimmons	Aid Packaging	Send Aid Letters	Remote Process	Amanda Tirrell
Linda Fitzsimmons	Aid Packaging	Deliver Aid to Students	Remote Process	Amanda Tirrell
Linda Fitzsimmons	Reporting	Federal and State Reporting	Remote Process	Amanda Tirrell
Linda Fitzsimmons	Satisfactory Process	Probation and Suspension	Remote Process	
Mel Adams	Reports	Enrollment Status Reports	Remote Process	Nichole Cote/Diana St. Pierre
Karen Gookin	Housing Placement	Receiving Phone Calls/Communication	Remote Process	Nichole Cote
Karen Gookin	On Call Rotation		On Campus	Ben Collins/Nichole Cote
Ben Collins	On Call Rotation		On Campus	Karen Gookin/Nichole Cote
Nicole Nygren	Tutoring	Receive and Deliver Tutoring	Remote Process	Linda Shattuck
Nicole Nygren	Accessibility Resources	Receive Phone Calls/Emails	Remote Process	Mel Adams
Nichole Cote	Student Conduct and Response		Remote Process	Mel Adams
Nichole Cote	Probation, Suspension, Appeals	SAP, Fresh Start, Suspension Appeals, Outreach, Decisions	Remote Process	Mel Adams
Business Office				
Ashley Macdonald	Accounts Payable	Record Invoice	Remote Process	Leigh-Ann Hanson
Ashley Macdonald	Accounts Payable	Write Checks	Remote Process	Leigh-Ann Hanson
Ashley Macdonald	Purchasing	Create Purchase Order	Remote Process	Leigh-Ann Hanson
Ashley Macdonald	Student Accounts	Receive and Post Student Payment	Remote Process	Heather Smale
Ashley Macdonald	Student Accounts	Post Student Financial Aid	Remote Process	Heather Smale
Ashley Macdonald	Student Accounts	Disburse Student Refunds	Remote Process	Heather Smale
Ashley Macdonald	General Ledger	Month-end Closing Procedures (BOA, ICC's, Cash Reconciliations)	Remote Process	Heather Smale
Ashley Macdonald	Sales Tax	Process Monthly Sales Tax	Remote Process	Leigh-Ann Hanson
????	Mail	Obtain Mail From Post Office/Leave At Post Office?	????	????
Registrar's Office				
Donna Geel	Communication/Email	Communication with Faculty/Students	Remote Process	Anne Donahue
Donna Geel	Grades	Post Grades	Remote Process	Anne Donahue
Donna Geel	Registration	Term Registration and Drop/Add	Remote Process	Anne Donahue
Donna Geel	Transcripts	Process Transcript Request	Remote Process	Anne Donahue
Donna Geel	New Student Registration	Decisions on Placement	Remote Process	Mel Adams
Donna Geel	New Student Registration	Schedules and communication with students	Remote Process	Anne Donahue
Portal	Grades	Communicate Grades to Students	Remote Process	Anne Donahue
Library and Learning Resources				
Elizabeth Phillips	Circulation	Provide online library resources and services	Remote Process	John Leavitt
Information Technology				
Rob Finn	Help Desk	Receive and Complete Work Orders	Remote Process	Ryan Prescott
Rob Finn	Help Desk	Assure Campus Technology Available and Ready for Off-Campus Use	Remote Process	Ryan Prescott
Rob Finn	Help Desk	Assure Adequacy of VPN Systems	Remote Process	Ryan Prescott
Rob Finn	Help Desk	IP Services Available for End Users (Portal, Website, Office 365)	Remote Process	Ryan Prescott
Rob Finn	Help Desk	Have Laptops Available for Staff/Faculty Off-Campus Use, If Needed. Install VPN, EX7	18 Laptops Available for Use - Installation of Needed Software in Progress. Est. Completion by 3/13/2020	Ryan Prescott
Rob Finn	Telephones	Add Voicemail Box to 1000 Line to Answer if Closed. 1000 Line Can Also be Twinned to One Line.	Set Up Before Final Exit of Building.	Ryan Prescott
Rob Finn	Emails	All Individual Emails Will Need to be Out-of-Office Notifications Directly to Available Services.	Each Individual Will Need to Set Up.	Ryan Prescott
Rob Finn	Cell phones	Individuals with Cell Phones That Have Capacity to Twin Cell to Desktop Phone.	Each Individual Will Need to Set Up. Rob to Provide Instructions.	Ryan Prescott
Rob Finn	Generators	Switching Closets Need to be Wired to Generators to Assure That Switches Remain Up to Assure That Network Connectivity is Available.	Rob Finn Will Obtain Pricing to Set This Up and Move This Project Forward as a Preliminary Step in Readiness.	Ryan Prescott
Rob Finn	Residence Halls	Wireless Access Available, Data Jack in Each Room for Internet Access	Remote Process	Ryan Prescott
Rob Finn	Conference Capacity	College Has 7 Pro Zoom Licenses (R. Finn, R. Prescott, D. McGaw, M. Adams, S. Mingo, N. Sawyer, and Board Room). Under Each License We Have the Capacity to Host Over 100 People.	Remote Process	Ryan Prescott
Rob Finn	Computer updates	Individual Machines Require Manual Start-Up in Order For Updates/Patches to Install.	On-Campus Activity Only. Cannot Be Performed Remotely.	Ryan Prescott
Rob Finn	Vigilance Cloud	Training for Faculty/Staff on Use of Mobile App.	Training to Occur on Professional Development Day, 3/20/2020	Ryan Prescott
????	Rave	Notifications to Students/Others	Remote Process	????
Human Resources/Public Relations				
Robyn Leighton	Benefits	File Workers Comp Claims	Remote Process	Tina Erskine
Robyn Leighton	Hiring	Receive Application	Remote Process	Tina Erskine
Robyn Leighton	Payroll	Set Up New Employees	Remote Process	Amanda Tirrell
Robyn Leighton	Payroll	Enter Payroll Data	Remote Process	Amanda Tirrell
Robyn Leighton	Payroll	Submit Payroll for Check Writing	Remote Process	Amanda Tirrell
Robyn Leighton	Payroll	Check Delivery	Send to Home Address from ADP	Amanda Tirrell
Tina Erskine	Hiring	Record Hiring Decision	Remote Process	Robyn Leighton
Tina Erskine	Public Relations	Communicate PR Articles to Local News	Remote Process	Robyn Leighton
Maintenance				
Bob Merrill	Snow Removal, Water Monitoring	Campus Grounds and Water Monitor Locations		Dan Corbett
Floyd Holmes	HVAC Systems, Plumbing in Buildings	Campus Buildings as Needs Arise		Richard Ramsey

Teaching and Learning				
Tatiana Osmond	Instructional Technology	Curriculum Development, LMS Maintenance	Remote Process	Elizabeth Phillips
Stephanie Allard	Instruction, Advising, Committee Work	Classroom & Lab Instruction	Classroom Instruction & Advising Online, Lab Instruction Rescheduled, Committee Work Suspended	N/A
George Chmielecki	Instruction, Advising, Committee Work	Classroom & Lab Instruction	Classroom Instruction & Advising Online, Lab Instruction Rescheduled, Committee Work Suspended	N/A
Todd Cushing	Instruction, Advising, Committee Work	Classroom & Lab Instruction	Classroom Instruction & Advising Online, Lab Instruction Rescheduled, Committee Work Suspended	N/A
Nickey Dubey	Instruction, Advising, Committee Work	Classroom & Lab Instruction	Classroom Instruction & Advising Online, Lab Instruction Rescheduled, Committee Work Suspended	N/A
Scott Fraser	Instruction, Advising, Committee Work	Classroom & Outdoor Instruction	Classroom Instruction & Advising Online, Outdoor Instruction Rescheduled, Committee Work Suspended	N/A
Rhonda French	Instruction, Advising, Committee Work	Classroom Instruction	Classroom Instruction & Advising Online, Committee Work Suspended	N/A
Bion Holbrook	Instruction, Advising, Committee Work	Classroom & Lab Instruction	Classroom Instruction & Advising Online, Lab Instruction Rescheduled, Committee Work Suspended	N/A
Kevin Howland	Instruction, Advising, Committee Work	Classroom & Lab Instruction	Classroom Instruction & Advising Online, Lab Instruction Rescheduled, Committee Work Suspended	N/A
Greg Johnson	Instruction, Advising, Committee Work	Classroom & Lab Instruction	Classroom Instruction & Advising Online, Lab Instruction Rescheduled, Committee Work Suspended	N/A
Linda Levesque	Instruction, Advising, Committee Work	Classroom Instruction	Classroom Instruction & Advising Online, Committee Work Suspended	N/A
Artie Mahar	Instruction, Advising, Committee Work	Classroom & Lab Instruction	Classroom Instruction & Advising Online, Lab Instruction Rescheduled, Committee Work Suspended	N/A
Randy McCormick	Instruction, Advising, Committee Work	Classroom & Lab Instruction	Classroom Instruction & Advising Online, Lab Instruction Rescheduled, Committee Work Suspended	N/A
Molly McDonald	Instruction, Advising, Committee Work	Classroom Instruction	Classroom Instruction & Advising Online, Committee Work Suspended	N/A
Cindy Moholland	Instruction, Advising, Committee Work	Classroom & Lab Instruction	Classroom Instruction & Advising Online, Lab Instruction Rescheduled, Committee Work Suspended	N/A
Gil Murphy	Instruction, Advising, Committee Work	Classroom & Lab Instruction	Classroom Instruction & Advising Online, Lab Instruction Rescheduled, Committee Work Suspended	N/A
Ron O'Brien	Instruction, Advising, Committee Work	Classroom & Lab Instruction	Classroom Instruction & Advising Online, Lab Instruction Rescheduled, Committee Work Suspended	N/A
Kelly Peters	Instruction, Advising, Committee Work	Classroom Instruction	Classroom Instruction & Advising Online, Committee Work Suspended	N/A
Greg Smith	Instruction, Advising, Committee Work	Classroom Instruction	Classroom Instruction & Advising Online, Committee Work Suspended	N/A
Travis Stepan	Instruction, Advising, Committee Work	Classroom Instruction	Classroom Instruction & Advising Online, Committee Work Suspended	N/A
Liz Sullivan	Instruction, Advising, Committee Work	Classroom Instruction	Classroom Instruction & Advising Online, Committee Work Suspended	N/A
Scott Wheelock	Instruction, Advising, Committee Work	Classroom & Lab Instruction	Classroom Instruction & Advising Online, Lab Instruction Rescheduled, Committee Work Suspended	N/A
Senior Team				
Employee	Position			Backup
Susan Mingo	President			Darin McGaw
Darin McGaw	Dean of Academic Affairs			Susan Mingo
Desiree Thompson	Dean of Finance			Ashley Macdonald
Mel Adams	Dean of Enrollment Management & Student Services			Nichole Cote
Nichole Sawyer	Dean of Workforce & Professional Development			Susan Mingo
Tina Erskine	Director of HR, Development and Communication			Robyn Leighton
Richard Ramsey	Manager of Facilities			Susan Mingo
Robyn Leighton	Executive Assistant to the President/HR Coordinator			Tina Erskine

APPENDIX C: CDC Guidance for Cleaning and Disinfecting

Workstation: Start and end of the day. Please use sanitizing/disinfecting wipes to wipe down areas you touch such as desk, computer, keyboard, mouse, printer, phone, and office supplies. *Please remember to wipe down these areas when you use them during the day. Also clean and disinfect PPE as required. Please follow directions on wipes (e.g. using gloves, allowing to dry).*

Schedule for Disinfecting and cleaning areas;

- Rooms will allow at least one-half hour between uses to meet cleaning and disinfecting protocols.
- Restrooms will be cleaned and disinfected on a routine basis, for example, Riverview Hall Dining Restrooms will be cleaned every hour on the half hour. Use of restrooms will be assigned to students on campus according to their program area or locale on campus.
- Offices spaces will be cleaned and disinfected during scheduled lunch breaks. If time does not permit this the employee in that station will be asked to leave their area for the short period of time it takes to complete CDC recommended cleaning and disinfecting protocols (average 10-15 minutes).
- Signage in the restrooms will remind individuals about good hygiene and physical distancing.

Cleaning And Disinfecting Your Facility

Everyday Steps, Steps When Someone is Sick, and Considerations for Employers

How to clean and disinfect

Wear disposable gloves to clean and disinfect.

Clean

- **Clean surfaces using soap and water.** Practice routine cleaning of frequently touched surfaces.



High touch surfaces include:

Tables, doorknobs, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc.



Disinfect

- Clean the area or item with soap and water or another detergent if it is dirty. Then, use a household disinfectant.
- **Recommend use of EPA-registered household disinfectant.** Follow the instructions on the label to ensure safe and effective use of the product.

Many products recommend:

- Keeping surface wet for a period of time (see product label).
- Precautions such as wearing gloves and making sure you have good ventilation during use of the product.

- **Diluted household bleach solutions may also be used** if appropriate for the surface. Check to ensure the product is not past its expiration date. Unexpired household bleach will be effective against coronaviruses when properly diluted.

Follow manufacturer's instructions for application and proper ventilation. Never mix household bleach with ammonia or any other cleanser.

Leave solution on the surface for **at least 1 minute**

Bleach solutions will be **effective** for disinfection **up to 24 hours**.

To make a bleach solution, mix:

- 5 tablespoons (1/3rd cup) bleach per gallon of water
- OR
- 4 teaspoons bleach per quart of water

- **Alcohol solutions with at least 70% alcohol.**



Soft surfaces

For soft surfaces such as **carpeted floor, rugs, and drapes**

- **Clean the surface using soap and water** or with cleaners appropriate for use on these surfaces.



CS316270A 05/15/2020

cdc.gov/coronavirus

APPENDIX D: Underlying Medical Conditions

Underlying medical conditions that may increase the risk of serious COVID-19 for individuals of any age.

- Blood disorders (e.g., sickle cell disease or on blood thinners)
- Chronic kidney disease as defined by your doctor. Patient has been told to avoid or reduce the dose of medications because kidney disease, or is under treatment for kidney disease, including receiving dialysis
- Chronic liver disease as defined by your doctor. (e.g., cirrhosis, chronic hepatitis) Patient has been told to avoid or reduce the dose of medications because liver disease or is under treatment for liver disease.
- Compromised immune system (immunosuppression) (e.g., seeing a doctor for cancer and treatment such as chemotherapy or radiation, received an organ or bone marrow transplant, taking high doses of corticosteroids or other immunosuppressant medications, HIV or AIDS)
- Current or recent pregnancy in the last two weeks
- Endocrine disorders (e.g., diabetes mellitus)
- Metabolic disorders (such as inherited metabolic disorders and mitochondrial disorders)
- Heart disease (such as congenital heart disease, congestive heart failure and coronary artery disease)
- Lung disease including asthma or chronic obstructive pulmonary disease (chronic bronchitis or emphysema) or other chronic conditions associated with impaired lung function or that require home oxygen
- Neurological and neurologic and neurodevelopment conditions [including disorders of the brain, spinal cord, peripheral nerve, and muscle such as cerebral palsy, epilepsy (seizure disorders), stroke, intellectual disability, moderate to severe developmental delay, muscular dystrophy, or spinal cord injury].

APPENDIX E: Cleaning, Disinfection and PPE Inventory

<i>Product</i>	<i>Usage</i>	<i>Quantity</i>	<i>Vendor</i>
Chase Home Value Spray Disinfectant	Spray Disinfectant	40	Dollar General
Lysol Disinfectant Spray	Spray Disinfectant	40	Maine Paper and Janitorial
Clorox Healthcare Multi-Surface Wipes	Disinfecting Wipes	50	Amazon
Clorox Disinfecting Wipes	Disinfecting Wipes	40	Maine Paper and Janitorial
Seventh Generation Disinfecting Wipes	Disinfecting Wipes	30	Amazon
Clorox Bleach	Disinfecting	4	Local
H2Orange2 Cleaner/Sanitizer	Cleaner & Sanitizer	4	Maine Paper and Janitorial
Coveralls Isolation Gowns	Clothing and Personal Protection	200 484	MCCS Bulk Purchase
Face Shields	Clothing and Personal Protection	300	MCCS Bulk Purchase
Goggles		50	
Vinyl Gloves	Clothing and Personal Protection	10,928	MCCS Bulk Purchase
Cloth Face Mask		6,000	Maine Paper and Janitorial

NOTE:

All disinfecting cleaners are listed on the CDC N-List as approved for Covid-19 disinfecting and cleaning.

Preventive Steps for Work

- Workstation:** When you start your day and leave at the end of the day, please use sanitizing/disinfecting wipes to wipe down areas you touch such as desk, computer, keyboard, mouse, printer, phone, and office supplies. *Please remember to wipe down these areas several times a day.*
- Shared Workspace:** Please use sanitizing/disinfecting wipes after touching copiers screens, postage machine, or other shared equipment.
- Everyday Steps:**
 - Use cloth coverings inside WCCC buildings along with 6 feet of physical distancing and when outside and 6 feet physical distancing is not possible.
 - Limit close contact (social distancing) with others as much as possible (6 feet).
 - Wash your hands frequently or use hand sanitizer.
 - Avoid touching your eyes, nose, and mouth.
 - Stay home when you are sick.
 - Cover your cough or sneeze with a tissue, then throw the tissue in the trash. Wash or use hand sanitizer.
 - Clean and disinfect frequently touched objects and surfaces.
- Watch for Symptoms:**
 - Stay home and speak to your healthcare provider if you develop any of these symptoms:
 - Fever or
 - Cough or
 - Shortness of breath
 - If you develop emergency warning signs for COVID-19 get medical attention immediately.
 - Emergency warning signs include*:
 - Trouble breathing
 - Persistent pain or pressure in the chest
 - New confusion or inability to arouse
 - Bluish lips or face

**This list is not all inclusive. Please consult your medical provider for any other symptoms that are severe or concerning.*

 - Stay home when you are sick.
 - Contact your immediate supervisor, if you are sick.
 - Immediate supervisor will contact the Director of Human Resources for follow up.

Keep Our Workplace Safe.

Community Commitment

To ensure the health, safety, and wellbeing of all, we need to start working differently and we must work together. We make the commitment to:

- take care of our community and each other
- read and understand all communications
- self-certify your health daily
- follow the processes and guidelines for social distancing
- participate in cleaning and disinfecting your work areas
- practice proper handwashing and sanitizing
- Cough and sneeze into tissues or your elbow
- Ask questions and focus on your health

Your Health in Mind

Your health is our top priority as we prepare to return to our workplaces. Following guidance from the US CDC and the Maine CDC, we've developed several resources including a care kit, training, processes and communications.

Workstation and Office Cleaning

Regular workstation cleaning helps to reduce germs. Please clean workstations throughout the day with cleaning wipes. At the beginning and end of each day, please wipe down your desk and equipment.



Common areas will be cleaned daily. Please make sure common areas are free of clutter.

What We've Done

To ensure you return to a safe work environment, we've implemented the following:

- Cleaned and disinfected all workstations, accessible offices, common spaces, classrooms, hallways, and residence hall areas.
- Instituted daily cleaning procedures for accessible areas and areas used by staff.
- Established hand sanitizer stations throughout buildings.
- Implemented social distancing.
- Designed measures to control the flow of people entering and exiting the buildings.
- Designed materials that illustrate and designate social distancing.

Handwashing



Regular hand washing is one of the best ways to prevent the spread of germs.

CDC recommends washing hands often with soap and water for 20 seconds.

Handsanitizing

In high traffic areas where employees will not have access to soap and water, hand sanitizer stations can be found throughout the building.



Self-Certify Survey

If you have symptoms, do not come to work. Prior to starting the workday or entering the building, all employees will complete a COVID-19 daily survey that includes symptom, travel, and temperature.



Social Distancing

Workstations and office areas continue to be evaluated to ensure social distancing of 6 feet.



Cloth Face Masks

Cloth face masks are required:



- when in a college building and common space.
- when outside of a college building and social distancing is not possible.

Face Shields Masks

Face shields may be required to supplement social distancing and for specific employees and activities.



Breaks and Meals



Riverview Hall dining has limited access. The employee lounge is accessible, but we ask that you clean items you've used or touched (microwave, fridge, copier, and mail machine). Following social distancing guidelines, capacity is limited to two individuals in the employee lounge.

Symptoms at Work

If you experience symptoms at work.



- Notify supervisor immediately and leave campus, if safe to do so. If not, leave campus and call supervisor.
- If you are not able to leave campus, please go to the designated room(s) and follow the information located by the phone.



Stay home if...

• You have COVID-19 symptoms or are feeling sick.

• You have a sick family member at home.

APPENDIX G

Washington County Community College
Division of Workforce and Professional Development
Proctoring and Exam Plan in Response to COVID-19 Pandemic

Washington County Community College (WCCC) recognizes the need to facilitate various exams related to regional, national, industry, and industry specific credentials. Sessions may be held at various off-campus sites, and online and video proctored testing will be utilized and explored wherever applicable.

To ensure the health and safety of all students and staff the following policy and procedure will guide the examination session.

6) Operational Equipment for Exam Sessions

- a) Personal Protective Equipment (PPE)
 - i) Surgical/Face mask
- b) Hand sanitizer

7) Facility Space

- a) Building requirements
 - i) Select the largest possible room available and appropriate to conduct the exam session.
 - ii) Hand sanitizer, cleaning supplies, and touchless trash cans to be available in the exam room.
 - iii) Limit access to buildings to a single entrance
 - iv) Remove desks and chairs as necessary to limit occupancy based on 6 foot physical distance and room square footage allowance
 - v) Ensure ventilation is maximized whenever possible
 - (1) Air handling systems running at maximum efficiency
 - vi) Windows and doors open to maximize cross ventilation

8) Personnel

- a) Proctor
- b) Students – Will not exceed established social distancing guidelines and recommended room capacity.

9) Rules & Regulations

- a) Any student or evaluator/proctor who develops symptoms will be immediately dismissed from the exam session.
 - i) All involved staff and students should self-screen for temperature and CDC indicated signs of COVID19 prior to the exam session.
 - ii) No faculty, staff, or student will attend the exam session if they are experiencing CDC indicated signs of COVID19 or have been issued quarantine directions/orders.
- b) Social distancing protocols
 - i) Minimum of six (6) feet distance between people will be adhered to at all times
 - ii) Occupancy limits based on 6-foot physical distance and room square footage allowance; recommended room capacity must be followed
 - iii) Surgical or cloth masks will be worn at all times

10) Pre-Screening Process:

- i) Students will be screened for current CDC indicators of COVID19 and/or other respiratory diseases the day of the test date, using the Screening App.
- ii) Students with any CDC indicators for COVID19 will be turned away from the examination area.

- (1) Please reference the current CDC standards at <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>
- (2) The student will be turned away from the exam if a fever is detected during screening
- (3) Students that do not clear the assessment due to signs of COVID19 will not be permitted to retest until:
 - (a) At least 72 hours since resolution of fever without the usage of fever reducing medications
 - (b) Improvement in respiratory symptoms
 - (c) At least seven (7) days have passed since symptoms first appeared
 - (d) WCCC has scheduled an available exam session following the above criteria.

Policy Last Reviewed and Updated: June 29, 2020

APPENDIX H

Screening Tool

WCCC COVID-19 SCREENING TOOL

To prevent the spread of COVID-19 on our campus, please complete the following questionnaire and adhere to these guidelines:

- Wash or sanitize your hands prior to entering the building and throughout your workday
- Wear a cloth face mask
- Maintain social distancing of at least 6 feet and limit contact to only employees and areas that are essential to complete the work
- If you cannot enter the campus based on the questions, below, please be sure to notify your WCCC contact, immediately.

First and Last Name:	Location Visiting:
Date:	Purpose of Visit:
Phone Number: (<u> </u>) - <u> </u> - <u> </u>	

Section 1

<i>Please check Yes or No to the following questions and explain where needed.</i>	Yes	No
1. In the last 10 days, have you gotten a positive result from a COVID-19 test that tested saliva or used a nose or throat swab (not blood)? If Yes, STOP, do not enter campus. You can stop answering questions. If No, please go to next question.		
2. To the best of your knowledge, in the past 14 days, have you been in close contact (within 6 feet for at least 10 minutes) with anyone while they had COVID-19? If Yes, STOP, do not enter campus. You can stop answering questions. If No, please go to next question.		
3. To the best of your knowledge, in the past 14 days, have you been in close contact (within 6 feet for at least 10 minutes) with anyone while they had COVID-19 symptoms , please see list on section 2 of this form. If Yes, STOP, do not enter campus. You can stop answering questions. If No, please go to next question.		
4. Are you living with anyone who is sick, quarantined, or isolating? If Yes, STOP, do not enter campus. If No, please go to next question.		
5. Have you Traveled outside of Maine or the United States to an area identified by the CDC as increasing epidemiologic risk for COVID-19 within the last 14 days? Where have you traveled and what dates did you travel? _____		
5 b. If Yes to question 5, have you received a negative result from a COVID-19 test administered after you returned to Maine? If Yes , please do to question 5 d and then, to section 2. If No, please go to next question—5 c.		
5 c. If No to question 5b, have you quarantined for at least 14 days and not exhibited any of the symptoms in section 2, below? If YES, please go to next question. If NO, STOP, do not enter campus.		

Please see back of page for section two.

Section 2

Do you currently have any of the following symptoms? <i>Please check Yes or No.</i>	Yes	No
Temperature above 100.4 degrees F (If Yes, STOP, do not enter campus.)		
Fever or Chills		
Cough		
Sore Throat		
Loss of Taste or Smell		
Muscle Pain or Body Aches		
Diarrhea		
Nausea or Vomiting		
Shortness of Breath/Difficulty Breathing		
Headache		
Congestion or Runny Nose		

If **Yes**, to more than **two** or the temperature over 100.4, **STOP, do not enter campus.**

Thank you for helping to reduce the spread of COVID-19.

Date sent to Human Resources:
Person completing the form:

APPENDIX I

Educational Spaces and Social Distancing by Room

ST. CROIX HALL

Gym: If we face the river in the gym we get six rows facing the river with 6 foot tables alternating chairs and get four tables wide so that would be a total of 24 chairs on one side of the gym we would need a divider in the middle. The dimensions are 60' x 100'.



Seminar Room A seats up to six students.



Lecture Hall seats up to 14 people as long as the people on the outside end of the divided rows and realize they will need to get up and move 6 feet to allow someone in the center to move



RIVERHALL

Assembly Room seats up to 14 to 16 students in the Assembly Room as long as everything else is cleaned out.



Polar Den seats up to nine if set up in this manner as shown below, it would be very tight and almost to close if it were set up as it normally is facing the two white boards.



Plumbing /Heating Classroom: If we put a barrier in front of the teacher's station this classroom in the plumbing shop will seat nine people. These desks would be spread out and only one student per table but we would need a clear barrier between the instructor and the students from the ceiling to the floor and 16 feet long.

Welding Shop Classroom: If we put a barrier in front of the teacher's station this classroom in the welding shop will seat nine people. These desks would be spread out and only one student per table but we would need a clear barrier between the instructor and the students from the ceiling to the floor and 16 feet long.

Engine Specialist Shop: If we put a barrier in front of the teacher's station this classroom in the engine specialist shop will seat nine people. These desks would be spread out and only one student per table but we would need a clear barrier between the instructor and the students from the ceiling to the floor and 16 feet long.



Room #433 seats up to five students at a time.

COVID-19 Operations



Room #432 seats up to five students at a time.

Medical Assisting Classroom/Lab seats up to six students facing the way they are facing now in this classroom or nine students if you turned the classroom and set the tables up looking the long way.



Room #403: Science Lab: The science / biology lab seats up to six people at desks and three others at lab workstations for a total of six or nine people in this classroom.



Room #301: Fish Bowl seats up to nine students facing the same direction the classroom is set up right now. Air quality would be very poor in this space with that many students.



Room #302 seats up to four people.



Room #307: Adventure Recreation seats up to seven people in the classroom facing forward towards the whiteboard.



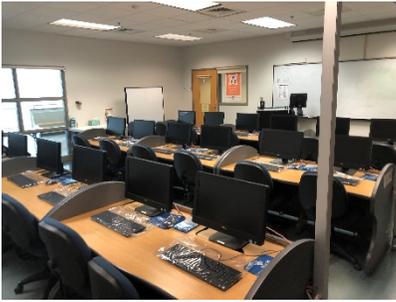
Room #316: Computer Lab seats up to nine people in with Plexiglas dividers and students knew that they needed to pass between students in a row with social distancing in mind. Three rows of three.



Room #317: Computer Lab seats up to nine people in with Plexiglas dividers and students knew that they needed to pass between students in a row with social distancing in mind. Three rows of three.



Library Computer Lab seats five people in the computer lab off the library and also have separate entrance and exits.



Room #115: Multimedia Room seats up to 6 to 8 people in this classroom space depending on desks arrangement.



Howland Hall

Howland Hall 101: Power Sports Classroom and Shop are seats up to five people.



Howland Hall 102: Heavy Equipment Shop seats up to fourteen people depending on equipment and layout.



Howland Hall 109: Heavy Equipment Classroom seats up to seven people depending on equipment and layout.



Howland Hall 115: Classroom seats up to five people.



Howland Hall 117: Drafting Classroom seats up to five people.



APPENDIX J
Maine Community College System
Face Covering Protocols

The Maine Community College System has implemented a variety of precautionary measures aimed at reducing the risk of transmission on campus of the virus that causes COVID-19. One significant precautionary measure advocated by public health officials and adopted by MCCC is the requirement to wear a disposable or cloth face covering. The following protocols govern the wearing of face coverings on Maine Community College System property.

I. Where a Face Covering is Required

A face covering is required to be worn over the nose mouth and chin indoors in all public and shared spaces, and outdoors whenever it is difficult to maintain a distance of six feet from another person.

Until further notice, exceptions to the face covering requirement are:

1. When alone in an office with a door or a bedroom in campus housing;
2. When eating or drinking in a space where eating and drinking is permitted and only for the duration necessary to consume the food and/or beverage. Physical distancing (a minimum of 6 feet) is required during this activity; and
3. Children under 5 in a daycare setting and all other children under 2 years of age.

Physical distancing is not a substitute for wearing a face covering in locations where a face covering is required.

Any person not wearing a face covering, or an acceptable face covering, where required will be asked to put one on or leave the location where a face covering is required.

II. Type of Face Covering Required

A face covering must be a disposable or cloth mask made of multiple layers of tightly woven fabric that fits snugly around the face, covers the nose, mouth and chin and secures with ear loops or ties behind the head.

Homemade and commercially manufactured masks that meet this definition are acceptable forms of face coverings.

Examples of face coverings that are not acceptable include:

1. Bandanas;
2. Neck gaiters; and
3. Masks with a valve or vent

III. Requests for Accommodations

Persons with a documented disability who have been determined by a medical professional to be unable to wear a disposable or cloth face covering should contact the college prior to coming to campus to determine whether a reasonable accommodation is available. Employees contact Tina Erskine, Director of HR, at (207) 454-1002 and students contact Elizabeth Sullivan, Accessibilities Specialist, at (207) 454-1093.

IV. Off Campus

All members of the campus community are encouraged to wear a disposable or cloth face covering in public settings off campus as required by Maine law, and to follow other recommendations of public health officials. Because we truly are in this together, taking these steps will help to minimize the risk of transmission on campus and benefit all students, employees and their families.