# ADMINISTRATIVE & FISCAL SERVICES
## Operational Guidelines for Safely Returning to Montgomery College Campuses

**April 2021**

**Montgomery College**

**Administrative & Fiscal Services**

Operational Guidelines for Safely Returning to Montgomery College Campuses

(*subject to change based on business need, evolving situation, and risks*)

- **PURPOSE**
    - The purpose of this document is to provide operational guidelines for safely and thoughtfully returning to Montgomery College campuses and facilities
        - Maintaining healthy and safe campuses requires the commitment of our entire MC community who are all equally responsible for supporting, implementing, complying with, and providing recommendations to further improve COVID-19 safety protocols
        - You are your best defense against COVID-19
            - Everyone is individually responsible for taking every protective precaution outlined in the community health standards below to prevent the spread of this virus
        - Support the delivery of academic programs every semester in a way that is effective and safe for students, faculty, and staff
        - Ensure the lowest risk possible of spreading COVID-19 at Montgomery College and identify innovative ways to support the intent of traditional campus activities (facilitated by MC divisions and internal MC community members) in ways that reduce the risk of transmission of COVID-19

| RISK LEVEL | DESCRIPTION |
|---|---|
| Lowest Risk | Virtual-only activities, events, and gatherings. Faculty and students engage in virtual-only learning options, activities, and events. |
| More Risk | Small outdoor and in-person gatherings in accordance with Montgomery County guidelines that ensures individuals remain spaced at least 6 feet apart, wear face coverings, and do not share objects. Montgomery College community members only (no visitors). Small in-person classes, activities, and events. (e.g., hybrid virtual and in-person class structures or staggered/rotated scheduling to accommodate smaller class sizes). |
| Higher Risk | Medium-sized outdoor and in-person gatherings that ensures individuals remain spaced at least 6 feet apart, wear face coverings, and do not share objects. Montgomery College community members only (no visitors). |
| Highest Risk | Large-sized outdoor and in-person gatherings where it is difficult for individuals to remain spaced at least 6 feet apart and attendees are from outside the College community. Full-sized in-person classes, activities, and events. Students are not spaced apart, share classroom materials or supplies, and mix between classes and activities. |

*Modeled after the Centers for Disease Control and Prevention (CDC) risk of COVID-19 spreading chart:*
*https://www.cdc.gov/coronavirus/2019-ncov/community/large-events/considerations-for-events-gatherings.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fcoronavirus%2F2019-ncov%2Fcommunity%2Flarge-events%2Fmass-gatherings-ready-for-covid-19.html; https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html*

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- **SCOPE**
  - The scope of this document pertains to all Montgomery College campuses and College-owned or leased facilities
  - The College guidelines must be followed. If third party venues want to require additional conditions above the College's minimal guidelines, they can do so.
- **OPERATIONAL GUIDELINES**
  - Remote College Operations (working, teaching, and learning)
    - Most College operations will remain remote until further notice
    - Only authorized staff will be allowed in any College facility during remote operations
      - A very limited number of small lab classes, with intermittent attendance, will be approved to occur on Montgomery College campuses a minimal number of buildings per campus will host limited onsite learning activities consistent with the established Academic Affairs class schedule)
    - All College-sponsored travel, including student field trips, will be restricted until further notice (*See 9/15/20 CAT Recommendations for Spring 2021*)
    - Spring 2021 Updates
      - **Beginning March 29 2021**
      - Student study spaces and computer labs will be available for scheduled appointments (OIT and Facilities implications and planning) (VPPs are now considering March 29, 2021
      - Beginning March 29 (after spring break),
        - Continue remote work, limited on-site work for approved positions in phases/staggered shifts.
  - Community Health Standards (COVID-19 symptoms may appear from an average of two to fourteen days after exposure to the virus; symptoms include, but are not limited to, one or more of the following: fever, chills, cough, shortness of breath or difficulty breathing, sore throat, muscle aches, headache, loss of taste or smell, congestion, runny nose, nausea, vomiting, diarrhea)
    - All employees, students, contractors, and visitors must adhere to the following at Montgomery College facilities
      - Stay informed and protect yourself and those around you
        - The Centers for Disease Control and Prevention (CDC) website is one way to stay informed: https://www.cdc.gov/coronavirus/2019-ncov/index.html
        - Montgomery County Government website is another way to stay informed: https://www.montgomerycountymd.gov/covid19/

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- Use of the following does not satisfy the County's Face Covering mandate:
  o Wearing a face covering with a valve
  o Solely wearing a face shield
- Persons leaving their residences shall wear a face covering when they are likely to come into contact with another person, such as being within six feet of another person for more than a fleeting time
- Face Coverings must be worn unless a person is actively engaged in eating or drinking
- Wear a face covering in public settings and indoor spaces at all times (a face covering must cover the nose, mouth, and chin completely)
- Practice social/physical distancing and stay 6 feet away from those around you
- Both face covering and social distancing should be practiced at the same time
- Ensure proper hand hygiene and respiratory etiquette by accessing https://www.osha.gov/seasonal-flu/non-healthcare-workers (i.e., wash your hands with soap and water for at least 20 seconds and/or use alcohol-based hand sanitizer that contains 60-95% alcohol after using the restroom, touching door knobs/handles or railings, or using equipment/technology that others also touch or use)
- Cover your coughs and sneezes with a tissue, or cough and sneeze into your upper sleeve(s). Throw tissues into a "no-touch" wastebasket
- Clean your hands after coughing, sneezing, or blowing your nose
- Stay home to prevent spreading the virus if you have COVID-19 symptoms or have had contact with someone who has been exposed to or diagnosed with COVID-19 or has COVID-19 symptoms within the past two weeks
  o Employees and students should do self-assessments and symptom monitoring. https://www.montgomerycollege.edu/coronavirus/covid-assessment.html
- Follow the CDC guidelines as they are updated
  o https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/how-covid-spreads.html (How COVID-19 Spreads - updated October 5, 2020)
  o https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/contact-tracing.html (Interim Guidance for Case Investigation and Contact Tracing

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in Institutions of Higher Education (IHEs) – updated September 30, 2020)

- o https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/ihe-testing.html (Testing, Screening, and Outbreak Response for Institutions of Higher Education (IHEs) – updated September 30, 2020)

- If an individual begins to experience symptoms while on campus, he/she should keep his/her face covering on, inform a supervisor/faculty member, contact Public Safety at publicsafety@montgomerycollege.edu or 240-567-3333, and consult with a healthcare provider *(Public Safety should be the initial point of contact due to 24/7 operations per Donna Schena at the August 24, 2020 COVID-19 Leadership Check-in Meeting)*
  - o Find free community-based COVID-19 testing sites at https://www.hhs.gov/coronavirus/community-based-testing-sites/index.html

- If an individual tests positive for COVID-19, he/she will not be able to return to campus until at least after 14 days since symptoms first appeared, after there are no remaining symptoms, and at least after 24 hours with no fever without fever-reducing medications
  - o All three criteria must be met unless a written release is provided from the health care provider

- Faculty, staff, and students who are experiencing COVID-19 related symptoms are advised to contact a healthcare provider as soon as possible and follow healthcare guidance on self-isolation or quarantining

- o Maryland Department of Health Guidance (Preparing for and Responding to COVID-19 in Institutes of Higher Education)
  - o https://phpa.health.maryland.gov/IDEHASharedDocuments/COVID-outbreak-response_IHE_FINAL.pdf

- o Facilities (operation of MC buildings includes necessary sanitation, assessment, and maintenance of building systems, including water, plumbing, electrical, and heating, ventilation, and air conditioning (HVAC) systems)
  - o Information About Modification of Academic Spaces
    - Course schedule adjustments imposed to avoid clustering (Academic Affairs)
    - Courses scheduled by Academic Affairs on each campus shall be in facilities with filtration designed to American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE) standards

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- All other facilities proposed for use must have written approval from the Vice President of Facilities or designee for occupancy
    - Classroom/building occupancy limits will be reduced to 35% to 40% of normal occupancy to promote physical distancing
        - Room/space capacities will be posted inside applicable spaces and classrooms
    - Classroom layout must be modified to create more than 6 feet of distance between occupants
    - Seats must be removed or taped-off to prevent non-compliance
    - Students are required to wear face coverings to attend class (students will provide their own face covering, and Public Safety has a limited back-up supply if needed)
        - Students without an appropriate face covering should not be permitted to enter the classroom/lab
    - Institute hand hygiene protocols such as "sanitize in and sanitize out" for classrooms and other learning settings
    - Furniture removed or sectioned off in public spaces to minimize and discourage congregation
- Facilities
    - Staff will clean, disinfect, and sanitize frequently touched objects and surfaces in public and common areas every two hours
    - Staff will clean, disinfect, and sanitize classrooms after every class
        - Signage will be provided to indicate the classroom/lab has been cleaned, disinfected, and sanitized
        - At least ninety to one hundred and twenty minutes in between classes will be needed to clean, disinfect, and sanitize (September 9, 2020, CAT discussion)
        - Heating, ventilating, and air-conditioning systems will not be disabled
            - There is a very low probability that the COVID-19 virus can be transmitted via air handling systems in non-healthcare settings
            - It is still widely documented that the disease is most easily transmitted via direct person to person contact
            - In general, disabling of heating, ventilating, and air-conditioning systems is not a recommended measure to reduce the transmission of the virus
            - Please see the CDC website at https://www.ashrae.org/file%20library/technical%20resource

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s/covid -19/does-ashrae-s-guidance-agree-with-guidance-
from-who-andcdc.pdf

- The volume of fresh outside air that is introduced to the systems will be increased to the maximum extent possible
    o Preventive maintenance will be continued to ensure that air handler unit (AHU) equipment and filters are inspected regularly
- Potable water systems will be flushed every week in all facilities
- Disinfectant wipes and hand sanitizer distributors will be placed throughout MC buildings to ensure highest level of availability for self-protection
    o Disinfectant wipes will also be provided to employees to disinfect their own work spaces
    o Employees should clean and disinfect frequently touched objects and surfaces in personal workspaces
    o To allow for proper cleaning, employees should clear off desk/ work surfaces every night
    o Employees must complete the online Hazard Communication training in MC Learns to work on campus
- Plexiglass barriers will be placed where deemed necessary
    o Do not move barriers
- Follow movement protocols and signage created for student and employee traffic to reduce congestion, (i.e., one way traffic patterns, and doorways marked "Entrance Only" and "Exit Only")
    o There will be no facilities or athletic field rentals or community use through April 1, 2020 *(See 9/15/20 CAT Recommendations for Spring 2021)*
    o There will be no student-sponsored events hosted on College campuses through April 1, 2020 (*See 9/15/20 CAT Recommendations for Spring 2021*)

o Environmental Health and Safety
    o Employees who return to campus must take COVID-19 related training (available on MC Learns)
        - Coronavirus and COVID-19 for Employees - Required Training
        - Coronavirus and COVID-19 for Supervisors – Required Training
    o Third party contact tracing will occur through the County and State Health Departments
    o Re-opening check list – Face coverings, hand sanitizers, and cleaning supplies at strategic locations
    o COVID-19 Infection response – Situational Response Teams formed for all MC locations

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- Notification to: publicsafety@montgomerycollege.edu
- Classrooms and other areas that are confirmed to have had an occupant with the COVID-19 virus will be closed for a minimum of 24 hours before being disinfected
- If deemed necessary, Environmental Safety may close rooms for up to seven days before cleaning and sanitizing
- Increase fresh air circulation, use EPA registered disinfectant
- Employees must use PPE recommended in the Safety Data Sheet

- o Office Information Technology (OIT)
    - o With guidance from CAT, OIT will develop and update the Daily COVID-19 System Self-Assessment. Most recent update January 2021.
    - o Staff who are required to come to campus to diagnose, fix, image, and distribute technology or infrastructure equipment must take mandatory COVID-19 training and wear face coverings and gloves in applicable work situations, such as handling equipment that may not have been sanitized after use. IT Asset Management employees will continue to work daily at Standish Place to support the College's technology needs.
    - o Staff responsible for lab equipment will prepare any computers required for a limited number of courses and confirm network connectivity in each learning space with technology
    - o On some week nights and Sundays, staff will check all equipment to ensure operability after all classes have been completed for the week.
    - o Telephone operators will continue to come to campus on a rotating schedule to support MC's telephony needs
    - o Application support staff will continue to come to campus on an as-needed basis to support various departments such as Financial Aid, Advancement, OBS, etc.
    - o All other staff will continue to work remotely, unless called upon to assist with or to perform one of the above tasks
  - o Office of Business Services (Accounts Payable, Auxiliary Enterprises, Budget, Finance, Grants, Procurement, and Student Financial Accounts)
    - o Accounts Payable staff are currently operating remotely with the exception of essential personnel as business needs demand
        - Please direct all invoices, direct pay forms, employee expense reimbursement forms and inquiries to accountspayable@montgomerycollege.edu.
    - o Auxiliary Enterprises staff are currently operating remotely except for essential personnel as business needs demand

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- BPlease direct general inquiries to Bradley Bridges, Director of Auxiliary Enterprises, at Bradley.bridges@montgomerycollege.edu.
  - Follett
    - All Follett Campus Stores are open for online purchases only. Retail areas are closed to College employees, students, and the general public
    - Hours of operations have been modified to Monday-Friday 9 a.m. to 4 p.m. for staff to fulfill the academic needs of the faculty and students
    - Curbside pick-up is available but must be scheduled in advance. Scheduling is available on the bookstore website during check-out. An exception basis for returns, exchanges, and urgent orders
      - However, permission must be granted in advance in consultation with Follett staff
    - All inquiries should be directed to Sokol Mato, Director of MC Campus Stores, at smato@montgomerycollege.edu
    - Follett staff are following CDC health and safety standards including:
      - Cleaning and sanitizing commonly used areas frequently
      - Complete daily self-assessment
      - Face coverings are required for all campus store staff while on duty
      - Six feet social distancing or greater is maintained
      - Staff are required to wash hands with soap every hour
  - Metz Culinary Management
    - The College's cafeterias and cafes are closed to employees, students, and the general public Br
    - Metz employees and contractors are permitted onsite access to College property on an as needed basis to prepare the campus for re-opening with prior approval from the Coronavirus Advisory Team
    - Metz and its subcontractor Gilly will have snack and beverage vending machines available to support employees and students with locations in the following buildings:

- Bioscience Education Center (BE)
- Gudelsky Institute for Technical Education (GU)
- Science Center West (SW)
- Cafritz Foundation Arts Center (CF)
- Health Sciences Center (HC)
    - This will be monitored in conjunction with the assessment conducted by HRSTM and overall College goals for health and safety
- Budget staff are currently operating remotely except for essential personnel as business needs demand
    - Please direct inquiries to budget@montgomerycollege.edu
- Finance and Grants staff are currently operating remotely except for essential personnel as business needs demand
    - Please use the outlook directory to contact via email the Finance Director or her staff for accounting or financial reporting concerns
- Procurement staff are currently operating remotely except for essential personnel as business needs demand
    - Please direct inquiries to procure@montgomerycollege.edu
- Student Financial Accounts staff are currently operating remotely except for essential personnel as business needs demand
    - Cashier offices are closed to employees, students, and the general public
    - The website has been updated to encourage online student payments through the College's payment network via the student MyMC portal
    - Please direct inquiries to acctrec@montgomerycollege.edu

- Human Resources and Strategic Talent Management (HRSTM)
    - Operations
        - HRSTM staff are working remotely
            - A select number of HRSTM employees are required to work on-site in the CT building periodically for a limited time to fulfill business needs, such as payroll, mail, etc.
            - The HRSTM main phone line has been transferred to a College-issued cell phone which is managed by a staff member
            - Inquiries or concerns should be directed to HRSTM@montgomerycollege.edu or by phone at 240-567-5353
    - Support for Remote Employees

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- A new e-newsletter, "Employee Matters" has been issued each week to keep employees informed and engaged.
- "Employee Connections," (employee peer resource groups) for employees to meet via Zoom to discuss, share and support one another based on variety of topics/needs related to working, managing, and coping within the COVID-19/remote environment.
- HR Internal Consultants are holding virtual office hours, providing employees an opportunity to "drop-in" to ask questions, obtain information, or share any concerns they may have.
  - Return-to-Campus
    - HRSTM, in partnership with unit administrators and supervisors, conducted an assessment tool to inform the development of the College's return-to-work plans
      - The process and data from the assessment resulted in the following
        - Determination as to which employees can continue to work remotely through 2020 and beyond
        - Identification as to which unit services and employee tasks that cannot be performed remotely
        - A sustained staffing approach to support the College's continuity of operations

| Phases | Academic Affairs | Student Affairs | Admin & Fiscal Services | Advance & Community Engagement | Offices of the President | Total |
|---|---|---|---|---|---|---|
| **Phase I – Initial Recovery Phase Activation: To begin when stay-at-home order is lifted in both the state and county** | 27 | 44 | 434 | 8 | 3 | 516 |
| **Phase II – Activation: At least two weeks after Phase I has been in place at MC and no restrictions re-imposed** | 62 | 6 | 8 | 0 | 0 | 76 |
| **Phase III – Activation: At least two weeks after Phase II has been in place at MC and no restrictions re-imposed** | 38 | 1 | 6 | 0 | 0 | 45 |
| **Phase IV – Activation: At least two weeks after Phase III has been in place at MC and no restrictions re-imposed** | 900 | 233 | 116 | 66 | 31 | 1,346 |
| **TOTAL** | 1,027 | 284 | 564 | 74 | 34 | 1,983 |

NOTE: Pre-Phase I: Preparation Phase Planning for return to campus stay-at-home order continues

_As of April 20, 2021_

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- On August 26, 2020, over 500 individual memos were sent to each employee that was expected to return to working onsite in some capacity, whether regularly or intermittently
  - o The memo outlined the health and safety protocols instituted by the College and provided clear instructions to employees regarding expectations for compliance
  - o A follow-up memo was sent to all managers and supervisors on August 28, 2020, reminding them to communicate directly with their employees regarding the details and expectations related to schedule, location, and duties while working onsite
- Due to time limitations, RTC Health & Safety Welcome kits will not be issued to the employees returning during Fall 2020
  - o Raptor masks with postcards were sent to the home address of all regular employees – except for Facilities and Public Safety staff -- the week of September 28 – October 2, 2020
  - o Facilities and Public Safety staff have been working onsite and have already received their Raptor masks
- A follow-up RTC assessment is planned for October – November, 2020, with the date dependent upon the completion of the academic schedule for Spring 2021.
  - o Employee Remote Work and Return-to-Campus Survey
    - HRSTM, in partnership with the Office of Institutional Research and Effectiveness (OIRE), conducted a survey of all employees.
      - o The purpose was to gauge their remote work experiences and to provide a venue for providing feedback as to where more communication, training, and/or support is needed to keep them engaged while working remotely and to feel safe in the workplace when returning on-site
      - o A total of 2,265 employees completed the survey
      - o The preliminary report of the survey shows high levels of confidence in the College's decisions and actions (over 90% strongly agree and agree) when it comes to:
        - o Appropriate action and response to COVID-19
        - o Keeping employees well informed about the impact of COVID-19 as things change and evolve
        - o Decision making regarding the reopening of campus and facilities
        - o Technology equipment, training, and resources
        - o Resources and strategies for working remotely

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- o Communication, direction, and engagement with supervisors and colleagues
- o When it comes to returning to work onsite, the primary concerns that employees expressed were:
  - o Getting exposed to COVID-19 at work (90.4%)
  - o Losing the work/life balance that remote work gives me (32.4%)
  - o Not being able to return due to health concerns (26.9%)
  - o Leaving family members at home who need assistance (23.5%)
- o A compilation and analysis of the open-ended questions are currently underway
  - o The full report was received from OIRE on September 30, 2020 and was reviewed by the President's Executive Council (PEC) at their meeting on October 19, 2020.
    The results of the survey were shared with the College community and can be found by accessing the following link:
    https://info.montgomerycollege.edu/_documents/offices/human-resources/rtc-worksite-survey-synopsis.pdf
  - o T
- o A follow-up survey of employees is being planned. This will be updated early 2021
- o Vulnerable Populations
  - HRSTM, in partnership with the Office of Information Technology, developed an online process for employees to confidentially and securely report themselves as a vulnerable population or at high risk for COVID-19 complications or as an individual who resides with or is a primary caretaker of someone who is vulnerable or high risk
    - o As verification, employees are required to provide a letter or form from their health care provider certifying the condition of the employee or their household member/dependent in accordance with CDC guidelines
  - As of August 1, 2020, over 240 employees have reported that they fall under these categories
    - o Staff: 154 (64%)
    - o Faculty: 71 (29%)
    - o Administrators: 11 (5%)
    - o Department Chairs: 5 (2%)

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- As of October 15, the number has risen to 265 reports filed
- HRSTM is collecting employee self-reports on an on-going basis
    - HRSTM anticipates that the number of employees will increase as the College moves to return more people to working on the campus once conditions are safer
    - Information about the application process may be found on the COVID-19 Employee Assistance page of the HRSTM website
  - Proper Personal Protection Equipment (PPE) must be worn at all times (contingent upon position)
    - PPE inventory for identified personnel has been acquired and a reliable supply chain secured for the semester
  - Last "essential worker" compensation will be pay schedule 38 - August 22, 2020-September 4, 2020
    - Regular pay resumes pay schedule 40 - September 5, 2020-September 18, 2020, and moving forward *(Originally effective August 31, 2020 per Liz Greaney/Krista Leitch Walker August 20, 2020, discussion with DeRionne Pollard; modified to align with pay schedule per August 25, 2020, discussion with Donna Schena)*
  - In accordance with CDC guidelines, County regulations, and the College's Employee Code of Conduct, employees will be required to wear face coverings while working on campus or any College location
    - Instructions for supervisors, including guidance for dealing with non-compliance, are currently being developed
  - A survey was conducted of all MACC chief human resources officers to gather data related to the conditions and other impacts Maryland community colleges are experiencing due to the COVID-19 pandemic and remote operations.
    The survey report can be found via this link:
    https://www.dropbox.com/s/6ccxuxiptyrjj9i/MACC-HR%20COVID%20%26%20Remote%20Survey%20-%20September%202020%20-%20FINAL.pdf?dl=0

  - Public Safety
    - Initial point of contact for reporting COVID-19 confirmed cases
      - Email Public Safety at publicsafety@montgomerycollege.edu or call 240-567-3333
    - Faculty, staff, students, contractors, and visitors need to check in with Public Safety first upon arriving to campus

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- Check in locations will be fluid, based on building needs, and communicated by signage and other communications
- Current anticipated check in locations based on areas identified
  - Rockville Campus
    - Gudelsky Institute for Technical Education (GU)
    - Science West (SW)
  - Takoma Park/Silver Spring Campus
    - Health Sciences Center (HC)
    - Cafritz Arts Center (CF)
  - Germantown Campus
    - Bioscience Education Center (BE)
  - Develop an Ambassador program to help with crowd control, "hall monitoring", hand out face coverings, supportive role/not enforcement, etc.)
  - Prepare contingency plans for a surge in infections within community through the College's Continuity of Operations Plan (COOP) and Emergency Management practices
  - Assist with student ID issuance needs
  - Aid in social distancing and face covering compliance
  - Continue to monitor critical key metrics regarding COVID-19 from Montgomery County and the State of Maryland (and relay key changes in local health conditions that may impact the MC community)

- **COMMUNICATION TO MC COMMUNITY**
  - Report all positive COVID-19 cases using the Public Safety email system, specifying the campus (and additional location information as relevant to protecting health/safety)
  - Use the template/formatted letter to email pertinent information collegewide
  - Communicate directly with those who were potentially exposed
  - Update website to reflect additional information on the ticker to include campus and building/ location
  - Be poised to shift communications strategies if large volume of cases makes individual reporting too strenuous
  - Signage and reminders about community health protocols
  - Flyers (i.e., COVID-19 Requirements for Onsite Work)
  - Web-based platform for self-screening and symptom assessment
  - Education of MC community on symptoms (website, training)
  - Daily prompts to community members to check for a list of symptoms
  - Zoom Town Hall Information Sessions
  - COVID-19 possible exposures or other concerns, must be reported to Public Safety at publicsafety@montgomerycollege.edu or call 240-567-3333.
    - All reports are confidential

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- o Response actions will be initiated by Environmental Safety
- o Shuttle and transportation information
  - o No Service until further notice
- o How to get textbook and course materials
- o MC Coronavirus Website
  - o https://www.montgomerycollege.edu/coronavirus/
  - o Employee Matters Newsletter

- **FUTURE INFORMATION**
  - o Continue to monitor COVID-19 trends and activity in surrounding area
  - o Implement ongoing evaluations and monitoring of employee, student, contractor/vendor, and visitor behavior and continue to adjust approaches, communication, messaging, or education needs to help continue to guide appropriate behaviors and norms
    - o Behaviors include cooperation with prevention measures such as physical distancing, facial coverings, hygiene, etc.
  - o Update guidelines based on decisions made by MC leadership, as more is learned from our experiences with reopening Montgomery College campuses, and/or as additional recommendations are made or modified by the CDC, Montgomery County Department of Health, and other public health agencies
  - o Operational considerations for responding to a suspected or confirmed cases of COVID-19 are outline in MC's COVID-19 Situation Response Plan