

## Required Training

All employees must complete required training in MC Learns, under "Required Training." It consists of two parts: COVID-19 Safety short course and quiz, followed by a hand washing training module and quiz. This training is required for all MC employees, including those who are working remotely. The deadline for completion for those who are currently coming to an MC campus or other MC location is before their next scheduled arrival to their work location. This applies even if you are just coming to pick up items from the office or check on something and are not planning a long stay.

Job aids provided at the end of this training should be used by supervisors and managers as reminders posted in strategic locations. Review the information provided in these job aids during meetings. Have a "Safety Minute" to remind employees (and students) of the new workplace norms before the start of a shift, or a class.

## Job Specific Training

Additional training for specific employee groups in the Office of Facilities and Public Safety and Emergency Management will be communicated to supervisors.

## Self-Assessment

Employees, students, contractors, and visitors to any MC campus or off-site location, are required to complete a self-assessment every day when reporting to a physical college location. The purpose of the self-assessment is to remind us of the importance of watching for symptoms—and staying home when sick. Stay home if you have any illness, as COVID-19 symptoms are common to other illnesses. The health and well-being of our community is essential for fulfilling the College's mission.

Supervisors, faculty, and project managers (for construction sites) may ask anyone who is on-site to show their daily self-assessment check results once the online version is published. This is a necessary precaution for the well-being of the College community (see page 5).

## Face Covering

Anyone on MC campuses and work locations (including construction sites) must wear a face covering and follow the MC guidance for face covering. This guidance document must be reviewed by employees and their supervisor during a departmental meeting before coming to work.

The meeting may be on Zoom and this guidance document can be distributed as an email attachment. A sign-in sheet or other record of meeting attendance (such as Zoom meeting recording or hard copy of email distribution) must be kept by the supervisor and provided to the Office of Environmental Safety if requested (see pages 2-4).

## Response Actions for Possible COVID-19 Cases at MC

The potential for exposure at an MC campus or work location is very low due to the remote work, social distancing, hand washing, and face mask requirements that are already in place. It is the responsibility of every employee to follow these guidelines for their own protection and for the protection of others. The College has implemented all of the recommended best practices for the prevention of COVID-19 transmission.

## COVID-19 Response Team

A response team has been assembled at each campus to address concerns regarding possible cases of COVID-19 at MC. All concerns regarding a possible case of COVID-19 at MC must be communicated to: **environmentalsafety@montgomerycollege.edu** or call **Office of Public Safety and Emergency Management at 240-567-3333**. Public Safety will call the appropriate Environmental Safety staff for follow-up and notification.

**Provide the following basic information:** name, contact number, and name and contact details of supervisor or individual directing person's activities at the College. Employee health information is protected under HIPPA and will not be shared during the notification process.

After a case or concern is reported, someone from the College will contact you to investigate. They may ask you questions about your activities while on the campus or MC location, in order to notify others, and direct disinfection if necessary.

**Note:** *Employees have the right to privacy of their personal health information. Supervisors must refrain from making assumptions about employee's health conditions, their vulnerability to COVID-19, and asking employees for details about their personal health or the health of their family members. To report all concerns, send an email to [COVIDvulnerable@montgomerycollege.edu](mailto:COVIDvulnerable@montgomerycollege.edu).*

# COVID-19 Employee Cloth Face Cover Guidance

## Symptoms at Work

In case of symptoms experienced at work or in class, employees, contractors, visitors, and students must leave immediately and seek medical attention. If symptoms are severe and you need emergency medical attention, call 911 or the Office of Public Safety and Emergency Management (240-567-3333). This is not a frivolous matter and should not be misused. Employees who intentionally mislead their supervisors and colleagues may be subject to disciplinary actions.

## Guidance Statement

Montgomery College's operations are regulated by Maryland Occupational Safety and Health Administration (MOSH), which has established guidance related to face coverings and other respiratory protection. This guidance also includes the compliance requirements from the Centers for Disease Control (CDC), and Governor Hogan's Executive Order, effective on April 18, 2020, that face coverings must be worn on public transportation, or to enter retail or food service establishments.

Montgomery College shall require all employees who report to work at assigned work locations (on-site) to wear cloth face covers while in College buildings, facilities, vehicles, and other workspaces where social distancing is not possible. The cloth face cover requirement shall apply to all College employees, interns, temporary employees, contractors, volunteers, and individuals engaged in business on behalf of the College. This guidance shall remain in effect until further notice. The current public health crisis related to the COVID-19 pandemic will be monitored closely to inform any decision to modify or terminate this policy.

**Note:** *If your departmental internal policy requires a National Institute for Occupational Safety and Health (NIOSH) respirator, please follow that policy as instructed.*

## Personal Protective Equipment as Required by MOSH/OSHA Regulations

Employees should follow their office's internal policies concerning the wearing of personal protective equipment including respirators, gloves, eye protection and face protection during specific tasks. Consult the Environmental Safety office for appropriate recommendations based on job hazard analysis, or exposure assessment.

## Purpose

Montgomery College is committed to the safety and health of our employees and others as employees provide students and the public with efficient, high-quality, and

compassionate continuation of services. The College requires that all employees wear cloth face covers while in College buildings, facilities, vehicles, and other worksites to protect the workforce, students, and the public with the goal of reducing potential COVID-19 exposures.

## Definitions

- **Cloth face cover:** Currently recommended by the CDC to prevent transmission of the virus between people in close proximity. Cloth face covers should be worn by everyone in all public settings where social distancing is infeasible. Examples include grocery stores, office buildings, vehicles, and other enclosed spaces containing two or more individuals.
- **Surgical mask:** A fluid resistant barrier designed to protect the wearer from large droplets, splashes, or sprays of bodily or other hazardous fluids.
- **Filtering facepiece respirator (e.g., N95):** Reduces the wearer's exposure to small particle aerosols and large droplets. Filtering facepiece respirators should be worn by employees in accordance with their department's directives, following fit testing and medical assessment.

## Cloth Face Cover Supply and Training

- The College shall provide cloth face covers and usage guidance to all employees. Training for how to wear a cloth face covering is included in the COVID-19 Safety short course listed under "Required Training" in MC Learns. Managers and supervisors will be responsible for ensuring all on-site employees have received at least one cloth face covering and this document. Supervisors must review the cloth face cover usage instructions below:
  - A cloth face covering may not protect the wearer, but it may keep the wearer from spreading the virus to others.
  - Face covers are not NIOSH approved respirators.
  - Always wash hands before wearing a cloth face cover and, after removing it.
  - Cloth face covers should be laundered or rinsed in hot soapy water and dried daily.
  - Store used face covers in a brown paper or plastic bag to prevent contact with other items and to minimize cross-contamination.
  - When putting on or taking off a face cover, employees should use the straps.
  - Do not touch the outside of the face cover. Wash hands after removing the face cover.
  - Wash hands after removing the face cover.
  - Surgical masks should be worn with the colored side facing out.

# COVID-19 Employee Cloth Face Cover Guidance

## Entering College Buildings

- All individuals entering any College building will be required to wear a cloth face cover for the duration of their stay in the building. Individuals not wearing a cloth face cover will not be permitted to enter any College building. This includes employees who are visiting a College office building to pick up items in the office for telework purposes.
- Employees may remove their cloth face cover while they are working alone in an office space with a door that is closed. These employees must put on their cloth face cover when entering common areas or in the presence of other persons. Employees who spend more than 15 minutes in their office without a mask should wipe down their keyboard, door handle and other commonly touched areas using disinfectant and paper towels provided by the College.

## Exceptions

The College shall require the use of cloth face covers unless the employee cannot wear a cloth face cover for reasons consistent with the Americans with Disabilities Act.

- Any employee who is unable to wear a cloth face cover due to a disability or medical condition should immediately contact HRSTM at 240-567-5353 or should complete the Employee Reasonable Accommodation Request Form at [info.montgomerycollege.edu/\\_documents/offices/human-resources/ada-request.pdf](https://info.montgomerycollege.edu/_documents/offices/human-resources/ada-request.pdf)
- If employees leave a face covering at home and need to retrieve it, they will not be compensated for the time spent retrieving forgotten items. Employees are expected to report to work fully prepared and equipped to work.

- If an employee refuses to wear a mask unrelated to the ADA, they will not be permitted to complete their on-site duties. Their refusal to wear a mask will trigger a health and safety evaluation and the employee may be required to use their leave for that period of time.

## Dining on Campus

If dining on campus, you should wear your mask or face covering until you are ready to eat and then replace it afterward. Eating establishments must meet requirements to allow at least six feet of distance between each customer, including lines and seating arrangements. Individuals should not sit directly facing one another. Staff are encouraged to take food back to their office area or eat outside if this is reasonable for your situation.

## Failure to Follow Guidance

If the College determines that this guidance is not being adhered to by employees, it may result in appropriate disciplinary actions in accordance with HR Policy 34002.

## Additional Guidance

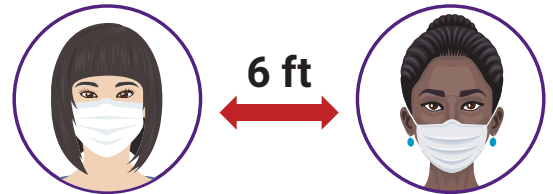
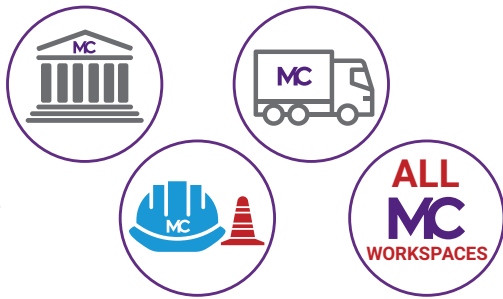
- Montgomery College Environmental Safety respirator standard operating procedure
- CDC Guidance on Proper Use and Maintenance of Cloth Face Coverings
- Maryland Occupational Safety & Health Fact Sheet

Questions about this guidance may be directed to [environmentalsafety@montgomerycollege.edu](mailto:environmentalsafety@montgomerycollege.edu) or HRSTM at 240-567-5353.

# MC Employee Cloth Face Cover Guidance



Cloth face covers must be worn in MC buildings, worksites, vehicles, and other MC workspaces.



Continue to practice social distancing while wearing masks.



Cloth masks should be positioned to fully cover the nose, mouth, and chin.



Cloth masks should be washed or laundered with hot water and detergent at the end of the day.



Wash your hands before putting on your face cover and after removing it.



Avoid touching your face while putting on, removing, or wearing your face cover. Touch only the ear loops to remove it.



Masks can only be removed when alone in an enclosed space such as in an office with the door closed or when driving alone in a personal vehicle.

# MC Employee Self-Assessment Questionnaire

## **You MUST ASK YOURSELF these questions each day prior to coming to any MC campus or off-site location**

We want to make sure that our employees have the safest work environment possible. In light of the ongoing COVID-19 pandemic, we are requiring employees to assess their own health before reporting to work. Please honestly complete the form below prior to each shift on campus or at any College location.

### **1. Are you currently experiencing any of the following symptoms?**

- Fever (a temperature 100.4 F or higher) or feel feverish today
- Chills
- New cough
- Shortness of breath or difficulty breathing
- New sore throat
- New muscle aches
- New headache
- New loss of taste or smell
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

### **2. In the past two weeks, have you had contact with someone who has been diagnosed with COVID-19 or has symptoms of COVID-19?**

## **If you answer “yes” to either question, please DO NOT REPORT TO CAMPUS OR ANY COLLEGE LOCATION.**

Instead, please contact Rowena D'Souza in Human Resources and Strategic Talent Management at [rowena.dsouza@montgomerycollege.edu](mailto:rowena.dsouza@montgomerycollege.edu). Ms. D'Souza and/or her team will provide further instructions and will ensure the appropriate information is kept confidential.