

# Student Affairs Health and Safety Guidelines

## Purpose

These guidelines align with the overarching [Montgomery College COVID-19 Health and Safety Plan](#). This document is intended to guide and inform employees within Student Affairs while focusing on supporting the health and wellness of the MC community as we operate in a remote environment and as we phase back to campuses and other physical locations.

## Employee Guidance

All employees who have reason to return to campus must abide by all guidelines established within the Montgomery College COVID-19 Health and Safety Plan.

Personal Health and Safety Expectations	
<b>Responsible Units/Groups:</b> Employees/Students/Guests	<ul style="list-style-type: none"><li>• Comply with preventative measures: face covers, social distancing guidelines, hand hygiene, respiratory etiquette (i.e., cover cough/cover sneeze)</li><li>• Comply with guidelines for building entry for authorized employees</li><li>• Stay at home, if sick (with any illness)</li></ul>

Employees requesting access to an MC location that are not already on the approved access list, need to work with their supervisor/manager to obtain approval through their administrator. Employees accessing a physical location must complete the required COVID-19 training through MC Learns. Supervisors/managers are expected to verify their direct reports have completed the required COVID-19 training through MC Learns before supporting their request to access campus.

Before each arrival at a physical location, employees are required to complete the [MC Health Self-Assessment](#). Employees will be asked to share the results of this screening reflecting they meet the criteria established to enter an MC property. This result is designated by a green checkmark.

## Supporting Students

Supporting students' health and wellness during this difficult and challenging time is a priority for Student Affairs. Throughout this time, Student Affairs worked to maintain established supports and resources in a remote format and continued to adapt to our new environment by creating and offering additional programming.

Supports for Student Mental Health and Wellbeing	
Established Functions moved to Remote Format	<ul style="list-style-type: none"><li>• Advocacy for MC Foundation support of students</li><li>• Behavioral Intervention Teams</li><li>• Counseling and Advising appointments</li><li>• Disability Support Services appointments</li><li>• Financial Aid Advising</li><li>• Worked with local agencies to assist in supporting student</li></ul>

	wellbeing <ul style="list-style-type: none"> <li>• Referrals to community agencies for immediate support</li> </ul>
New Supports and Activities	<ul style="list-style-type: none"> <li>• Communication campaign to reach students who stopped attending classes</li> <li>• New partnerships with local agencies to support students with academics and mental health</li> <li>• Online meditation sessions</li> <li>• Online student support groups</li> <li>• Virtual events to enhance student engagement and provide brave spaces to discuss the pandemic and social justice issues</li> <li>• Virtual health and fitness events</li> </ul>

Student Affairs will continue to support students through intentional programming and by promoting our community relationships.

As MC begins to phase back to campus, the focus will be on providing health and wellness support to students within the guidelines established by Montgomery College and the Centers for Disease Control (CDC). Plans for in-person events will be submitted to the Student Affairs Health and Safety Workgroup for review before being forwarded to the Coronavirus Advisory Team.

All Student Affairs employees should be aware of the reporting procedures for a positive COVID-19 test result received by a student or employee who has been at any of MC's physical locations. These steps and the MC statistics for positive on-campus cases can be found [here](#). The Office of the Dean of Student Affairs will support students who have tested positive by connecting the students to internal and external resources based on their level of need. Employees will be supported by Human Resources and Strategic Talent Management.

### Student Affairs Health and Safety Workgroup

The Student Affairs Health and Safety Workgroup is responsible for ensuring Student Affairs is keeping the health and safety of employees and students at the forefront of all decisions. This work is accomplished by reviewing requests for on-campus events before review by the Coronavirus Advisory Team, reviewing existing policies and procedures (i.e. Student Code of Conduct, operating procedures, etc.) and by establishing and promoting support resources.

#### Workgroup Members:

- Alice C. Boatman, Acting Associate Dean of Student Affairs – TPSS
- Brandon Fowler, DSS Counseling Faculty – RV
- Debra Bright, Associate Dean of Student Affairs – RV
- George Montgomery, Student Conduct Program Coordinator – RV
- Judy Taylor, Director of Student Financial Aid – CW
- Katie Goldstein, Counseling Faculty – RV
- Marcus Peanort, Associate Dean of Student Affairs – GT
- Melissa Gregory, Senior Associate Vice President for Student Affairs – CW
- Quiana Council, Campus Student Financial Aid Director – TPSS
- Stephanie Will, Mental Health Services Program Manager – CW