Guide for

Returning to the Workplace
# Allegany College of Maryland
## Guide for Returning to the Workplace

### Guiding Principles

- Workplace Expectations and Guidelines ................................................................. 2
- Symptom Monitoring Requirements ........................................................................... 5
- Phased Staffing and Teleworking ............................................................................. 6
- Staffing Options ........................................................................................................ 7

### Return to the Workplace

- Health and Safety Guidance ..................................................................................... 7
  - Personal Safety Practices ......................................................................................... 7
    - Facemasks ........................................................................................................... 7
    - Social Distancing ................................................................................................. 9
    - Handwashing ....................................................................................................... 9
    - Gloves ................................................................................................................ 9
    - Goggles/Face Shields ............................................................................................ 10
    - Personal Disinfection .......................................................................................... 10
    - Coughing/Sneezing Hygiene .............................................................................. 10
  - Guidance for Specific Workplace Scenarios ......................................................... 10
    - Working in the Office ......................................................................................... 10
    - Using Restrooms ................................................................................................. 11
    - Using Elevators .................................................................................................. 11
    - Meetings ............................................................................................................. 11
    - Meals .................................................................................................................. 11
    - Transportation ..................................................................................................... 12
    - Facilities Requests ............................................................................................. 12
  - Mental and Emotional Well-Being ......................................................................... 12

### Reopening Stages

- Enter/Exit Control ..................................................................................................... 13
- Instructional and Student Affairs ............................................................................. 14
- ACM and CDC Positive Test Protocols .................................................................... 19
Guiding Principles

- Allegany College of Maryland’s (ACM) procedures and protocols for responding to the COVID-19 pandemic will be rooted in safety for our employees, our students and for the public with whom we interact.

- The primary goals for ACM’s response to the COVID-19 pandemic are to protect public health and continue the institutions vital educational mission.

- ACM’s plans will be aligned and consistent with local orders and ordinances of the Cumberland City, Allegany County and the Maryland Strong: Roadmap to Recovery. ACM’s plans will also follow recommendations from the federal government, Centers for Disease Control (CDC) Considerations for Institutes of Higher Education, [https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html](https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html), as well as both the Maryland and Pennsylvania Health Departments.

- Reopening will occur in three stages: 1) Restricted Remote Operations; 2) Phased Return of Operations and 3) Return of Full Operations. These stages are broad in character and contemplate being multi-phased within each stage. The stages will progress in tandem with the Maryland Strong: Roadmap to Recovery and guidance from the Commonwealth of Pennsylvania.

- ACM recognizes that “The high touch, highly interactive, mobile, densely populated living and learning environment typical of most campuses is the exemplar of a congregate setting with multiple risk factors for ready transmission of COVID-19" (ACHA Guidelines, 2020). ACM will attempt to mitigate as many risk factors as reasonably possible but cannot mitigate all risk.

- Our knowledge and understanding of the COVID-19 virus continues to evolve, and our plans will be updated as appropriate and as more information becomes available.
Reopening Stages

Each of the reopening stages will have sub-phases with gradual steps of reopening. Changes will be determined by guidance and data from the CDC, state and local government and local health departments.

- **Stage 1 – Restricted Remote Operations (current status)**
  Faculty and students engage in virtual-only learning options, activities, and events. On-campus access to facilities are restricted to authorized essential personnel only. Priorities include positions that are needed for campus safety or reopening, and for work that cannot effectively be completed remotely and are critical to ongoing operations. Employees who can telework effectively, shall continue to do so during this stage. Facial coverings and social distancing are required for all employees on-campus as described in the guidelines below.

- **Stage 2 – Phased Return of Operations (Tentatively planned for June 15, 2020 or later implementation pending guidance from Maryland and Pennsylvania officials. This stage will likely remain in place for a considerable period.)**
  Small in-person classes, activities and events are permitted. Individuals remain spaced at least 6 feet apart and do not share objects. Employees who can telework effectively, shall continue to do so while restrictions are in place. Employees who are limited in the work they can do remotely, have been approved to teach face-to-face or that are necessary to increase department capacity and functionality will return in phased approach. A limited number of students will be allowed on campus for instruction and student services that cannot be delivered remotely. During the phasing process, each department will operate in a unique way that best fits their instruction, service or support. Facial coverings and social distancing are required for all employees, students and guests in campus facilities.

- **Stage 3 – Return of Full Operations (as future conditions allow when restrictions are lifted).**
  The College returns to a reimagined pre-COVID 19 environment. Full-sized in person classes, activities and events. Students are not spaced apart and they share classroom materials or supplies. They can mix between classes and activities. Offices resume all in-person operations.
Return to the Workplace

- **Workplace Expectations and Guidelines**
  - Before returning to the workplace, all employees are required to complete specified training modules on personal safety measures and office preparedness in Knowledge City. Links to the training will be provided to employees by Human Resources.
  - Employees who can telework effectively (as determined by the supervisor and vice president), should continue to do so while restrictions are in place. Where possible, employees will, with the approval of their supervisor, balance working from College locations and working remotely.
  - Employees who seek a workplace accommodation to work from home or any other type of accommodation due to having a high-risk medical condition as defined by the CDC for the COVID-19 virus should contact Human Resources for further instruction.
  - Face masks or face coverings must be worn by all employees, students, and visitors when in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g. common workspaces, meeting rooms, classroom, etc.). A new disposable or freshly laundered face covering must be worn each day. Failure to comply will result in corrective action.
  - Any person or employee not wearing a face covering or abiding to social distancing requirements will be required to leave campus immediately.
  - Employees should regularly wash their hands; no less than 10 times a day as a best practice. It is important to wash and sanitize hands each time before and after, touching face or face covering.
  - Employee desks should be cleared and cleaned daily. (Custodians do not clean personal desks, tables or other hard surfaces within private offices.)
  - Sanitation stations, including hand sanitizer, disinfectant wipes and other items will be placed throughout ACM facilities.
  - High traffic, common and frequented areas will be cleaned and disinfected nightly using methods recommended by the CDC.
  - Posters and other reminders for social distancing, cough/sneeze etiquette, proper hand-hygiene, as well as six-foot space indicators will be displayed throughout the campus.
  - Employees exhibiting COVID-19 symptoms of illness, will be asked to remain off campus (see Symptom Monitoring Requirements below).
  - If a positive case of COVID-19 is identified in an ACM facility, the appropriate cleaning protocols and contact tracing actions will be initiated in collaboration with the Allegany Health Department (see detailed protocol beginning on page 19).
Symptom Monitoring Requirements

Symptom monitoring is a critical mitigation technique to reduce the likelihood of virus spread. Employees who have been instructed to return to the workplace must conduct symptom monitoring checks every day before reporting to work. Prior to each on-campus workday, employees are expected to self-assess by answering symptom survey questions in order to be approved for work.

Employees can use the CDC online assessment:


Employees can also use the apple.com online assessment or download the app to a mobile phone:

https://www.apple.com/covid19

If one or more COVID-19 symptoms have been indicated, the employee will not be cleared to work on campus.

Currently, these symptoms include one or more of the following:
  o Fever or chills
  o Cough
  o Shortness of breath or difficulty breathing
  o Fatigue
  o Muscle or body aches
  o Headache
  o New loss of taste or smell
  o Sore throat
  o Congestion or runny nose
  o Nausea or vomiting
  o Diarrhea

For the most up-to-date symptoms identified by the CDC visit:


If one or more symptoms have been noted, please call your immediate supervisor, then contact the Allegany County Health Department, 301-759-5000, or your personal physician.
Per CDC guidelines, individuals may return to campus when symptom free for 72 hours with no use of medicine, and it has been more than 10 days since symptoms started or the individual can produce a negative COVID-19 test.

Employees who are scheduled to return to work on-site and have concerns about doing so due to a medical condition that places them in a higher risk group, those who are pregnant, or those who wish to seek ADA Reasonable Accommodations related to returning to the workplace must contact Human Resources.

- **Phased Staffing and Teleworking**

  ACM will phase in a return of staff over time in a coordinated process to ensure appropriate social distancing, availability of PPE (Personal Protective Equipment) and testing capabilities for COVID-19. Employees who can telework effectively (as determined by their supervisor and vice president), may continue to do so until restrictions are lifted.

  ACM will assess expanded staffing based on mission-critical operations, ability to control and manage specific work environments, and necessity to access on-site resources. These decisions, once approved, will be communicated through the respective dean or vice president.

  The need to reduce the number of people on campus (density) to meet social distancing requirements will continue for the foreseeable future. Support units that can continue to effectively work remotely will likely continue to do so until restrictions are eased for larger gatherings.

  Expanded staffing will be tightly controlled and coordinated to mitigate potential risks and ensure the safety of faculty, staff, and students as well as the communities we serve. No unit or department should increase staffing levels beyond current needs to support critical on-site operations without approval from their respective dean or vice president. Once decisions to expand on-site staffing in certain areas have been made, staff should follow the protocols detailed in this guide for returning to work on-campus.

  As staffing on-site increases and operations expand, officials will closely monitor and assess the potential spread of the virus, as well as existing procedures to mitigate it. If localized outbreaks emerge, tighter restrictions and reduced staffing may need to be implemented again.
• **Staffing Options:**

Once staff members have been instructed to return to work on-campus, there are several options departments should consider to maintain social distance measures and reduce population density within workspaces, offices and buildings. Supervisors/departments will work with their dean or vice president to implement one or more of these options.

Remote Work: Those who can work remotely to fulfill part, or all their work responsibilities may continue to do so to reduce the number of individuals on-campus and the potential spread of the COVID-19 virus. These arrangements must be approved by the immediate supervisor and can be done on a full or partial day/week schedule, as appropriate.

Alternating Days: In order to limit the number of individuals and interactions among those on campus, offices or departments should schedule partial staffing on alternating days. Such schedules will help enable social distancing especially in areas with large common workspaces.

Staggered Reporting/Departing: The beginning and end of the workday typically brings many people together at common entry/exit points of buildings. Staggered reporting and departure times by at least 30 minutes will reduce traffic in common areas to meet social distancing requirements.

**Health and Safety Guidance**

• **Personal Safety Practices**

Facemasks/Cloth Face Coverings: Face masks or face coverings must be worn by everyone on campus when in the presence of others and in public settings where other social distancing measures are difficult to maintain (e.g. common workspaces, meeting rooms, classroom, etc.). Masks/face coverings must be worn by any staff in a reception/receiving area. Masks/face coverings must be used when inside of any ACM facility where others are present, including walking in narrow hallways where others travel, break rooms, conference rooms, and other meeting locations. Failure to comply will result in corrective action.

Appropriate use of face masks or face coverings is critical in minimizing risks to others near you. COVID-19 could spread to others even if you do not feel sick or show illness symptoms. Masks protect others, just as their mask protects you. The mask or cloth face covering is not a substitute for social distancing.
ACM is planning to provide each employee with two cloth face coverings and one for each student. A cloth face covering must only be worn one day at a time and must be properly laundered before using again. Having a week's supply of cloth face coverings can help reduce the need for daily laundering. Disposable masks may also be used but must only be worn for one day and then properly discarded.

See details regarding mask use and care below:

<table>
<thead>
<tr>
<th>Type and Intended Use of Face Coverings/Masks</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type</strong></td>
</tr>
<tr>
<td>Cloth Face Covering</td>
</tr>
<tr>
<td>Disposable Mask</td>
</tr>
<tr>
<td>Medical-Grade Surgical Mask</td>
</tr>
<tr>
<td>N95 Respirator</td>
</tr>
<tr>
<td><strong>Description</strong></td>
</tr>
<tr>
<td>Home-made or commercially manufactured face coverings that are washable and help contain wearer's respiratory emissions</td>
</tr>
<tr>
<td>Commercially manufactured masks that help contain wearer's respiratory emissions</td>
</tr>
<tr>
<td>FDA-approved masks to protect the wearer from large droplets and splashes; helps contain wearer's respiratory emissions</td>
</tr>
<tr>
<td>Provide effective respiratory protection from airborne particles and aerosols; helps contain wearer's respiratory emissions</td>
</tr>
<tr>
<td><strong>Intended use</strong></td>
</tr>
<tr>
<td>Required for campus community use in non-healthcare settings (office spaces, general research/work settings, shops, community areas where 6' social distancing cannot be consistently maintained. Must be replaced daily. (While likely necessary for ingress and egress, not required when working alone in an office).</td>
</tr>
<tr>
<td>These masks are reserved for healthcare workers and other approved areas with task-specific hazards determined by OESO.</td>
</tr>
</tbody>
</table>

- **Use and care of face covering/mask**

  Putting on the face covering/disposable mask:
  - Wash hands or use hand sanitizer prior to handling the face covering/disposable mask.
  - Ensure the face covering/disposable mask fits over the nose and under the chin.
  - Situate the face covering/disposable mask properly with nose wire snug against the nose (where applicable).
  - Tie straps behind the head and neck or loop around the ears.
  - Throughout the process, avoid touching the front of the face covering/disposable mask.
Taking face covering/mask off the face:
- Do not touch your eyes, nose, or mouth when removing the face covering/disposable mask.
- When taking off the face covering/disposable mask, slip your finger into the strap and pull the strap away from the ear or untie the straps.
- Wash hands immediately after removing.

Care, storage and laundering of face covering/mask:
- Keep the face covering/disposable mask stored in a paper bag when not in use.
- Cloth face coverings may not be used more than one day at a time and must be washed after use. Cloth face coverings should be properly laundered with regular clothing detergent, before the first use and after each subsequent use. Cloth face coverings should be replaced immediately if soiled, damaged, or visibly contaminated.
- Disposable masks must not be used for more than one day, or if soiled or visibly contaminated, and should be placed in the trash.

- **Social Distancing:** Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing the spread. Since people can spread the virus before they know they are sick, it is important to stay away from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Staff at work on-site should follow these social distancing practices:
  - Always stay at least 6 feet (about 2 arms’ length) from other people.
  - Do not gather in groups.
  - Stay out of crowded places and avoid mass gatherings.

- **Handwashing:** Washing your hands often is considered the best practice for common everyday tasks. Wash your hands with soap and water for a least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. Best practice states the employee should wash their hands 10x per shift. If soap and water are not readily available, use hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.
- **Gloves**: Healthcare workers and others in high-risk areas should use gloves as part of PPE (Personal Protective Equipment). However, according to the CDC, gloves are not necessary for general use and do not replace good hand hygiene.

- **Goggles/Face Shields**: Staff does not need to wear goggles or face shields as part of general activity on campus. Good hand hygiene and avoiding touching your face are generally sufficient for non-healthcare environments.

- **Personal Disinfection**: While custodial crews will continue to clean the buildings including common areas and classrooms based on CDC guidelines, additional care should be taken to wipe down commonly touched or used surfaces, including those in private offices. Before starting work and before you leave any room in which you have been working, you must wipe down all work areas with EPA-registered 60% alcohol solution. This includes any shared-space location or equipment (e.g. coffee makers, desks, tables, light switches, doorknobs, etc.)

- **Coughing/Sneezing Hygiene**: If you are in a private setting and do not have on your face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

- **Guidance for Specific Workplace Scenarios**

  **Working in the Office:**

  If you work in an open environment, be sure to maintain at least 6 feet distance from co-workers. If possible have at least one workspace separating you from another co-worker. You must always wear a face covering while in a shared workspace/room.

  Departments should assess open work environments and meeting rooms to institute measures to physically separate and increase distance between employees, other coworkers, students and visitors, such as:
o Place visual cues such as floor decals, colored tape, or signs to indicate that individuals should stand while waiting in line.
o Place one-way directional signage for large open workspaces with multiple through-ways to increase distance between employees moving through the space.
o Consider designating specific stairways for up or down traffic, if building space allows.

If you work in an office, no more than one person should be in the same room unless the required 6 feet of distancing can be consistently maintained. If more than one person is in a room, masks/face coverings should be worn at all times.

**Using Restrooms:** Use of restrooms should be limited based on size and to ensure at least 6 feet distance between individuals. Wash your hands thoroughly afterward to reduce the potential transmission of the virus.

**Using Elevators:** No more than one person may enter an elevator at a time, so please use stairs whenever possible. If you are using the elevator, wear your mask or face covering and avoid touching the elevators buttons with your exposed hand/fingers, if possible. Wash your hands or use hand sanitizer with at least 60% alcohol upon departing the elevator.

**Meetings:** Convening in groups increases the risk of viral transmission. When feasible, meetings should be held in whole or part using the extensive range of available collaboration tools (e.g. Zoom, Microsoft Teams, Bright Space, telephone, etc.)

In person meetings are limited to the restrictions of local, state, and federal orders and must not exceed 50 percent of a room's capacity, assuming individuals can still maintain 6 feet of separation for social distancing requirements. Departments should remove or rearrange chairs and tables to add visual cue marks in meetings rooms to support social distancing practices between attendees.

During this time on-site, you are encouraged to communicate with your colleagues and supervisors as needed by email, telephone, text or other available technology rather than face-to-face.
Meals: Before and after eating, you should wash your hands thoroughly to reduce the potential transmission of the virus.

If dining on-campus, you should wear your mask or face covering until you are ready to eat and then replace it afterwards. Eating establishments must meet requirements to allow at least 6 feet of distance between everyone, including lines and seating arrangements. Individuals should not sit facing one another. Staff are encouraged to take food back to their office area or eat outside, if this is reasonable for your situation.

- If you are eating in your work environment (break room, office, etc.), maintain 6 feet distance between you and others. Individuals should not sit facing one another. Only remove your mask or face covering in order to eat, then put it back on. Departments should remove or rearrange chairs and tables or add visual cue marks in employee break rooms to support social distancing practices between employees. Wipe all surfaces, including table, refrigerator handle, coffee machine, etc. after using in common areas.

Transportation: If you must take public transportation or ride in an ACM bus or van, put on a face covering or mask before entering the bus or van, and avoid touching vehicle surfaces with your hands. Upon disembarking, wash your hands thoroughly with soap and water, or use hand sanitizer with at least 60% alcohol as soon as possible and before removing your mask. If you are using an ACM vehicle other than a bus or van, only one person per vehicle is permitted. The Transportation Department will disinfect and clean the common touch areas inside and on the outside of the vehicle after each use, so it is important to schedule vehicles in advance.

Facility Requests: Facility work orders remain the best way to request special cleaning or other needed services, as they allow easy contactless communication and follow-up on requests.

- Mental and Emotional Well-being:

The outbreak of coronavirus may be stressful for you or your family. Fear and anxiety, in addition to social isolation and the challenges created from teleworking, can be overwhelming and cause strong emotions. It’s vital for your emotional and mental well-being to find coping mechanisms to assist you and your family in dealing with these emotions.
Employee Assistance Program: (EAP) is available to offer emotional support during this stressful period for both you and your family.

For those covered under ACM provided health insurance, MDLive Behavioral Health provides support right in the comfort of your own home.

Visit www.allegany.edu/wellness for additional resources to support you in your wellness program.


Additional help can be found at cdc.gov.

For additional help or information, please contact Human Resources.

Enter/Exit Control

Entry to buildings will be regulated and monitored. You must not hold or prop open exteriors doors for any other person. Only enter a door marked with an “entry” sign and only exit a door marked with an “exit” sign.

Departments and building coordinators should identify usable building access points and coordinate arrival and departure times of staff to reduce congestion during typical “rush hours” of the business day. Staff arrival and departures should be scheduled in 30-minute increments to reduce personal interactions at building access point, hallways, stairs/elevators, etc.

Once you have been instructed to return to the workplace, you should report to work or depart work through the designated access and time to limit the number of people entering and exiting buildings at any one time.

Visitors and guests must make an appointment prior to entering the worksite during this time. Visitors will also be required to wear face coverings when in campus buildings.

Violation of these guidelines may result in the immediate revocation of building access privileges, as well as corrective action.
Instructional and Student Affairs (ISA)

As we face this unprecedented pandemic, ACM Instructional and Student Affairs is committed to maintaining the safety of our students and our employees. CDC guidelines and mitigation best practices will be consulted regularly. As such, this will be a working document responsive to changes in scientific research and government guidance.

Guiding Principles for ISA

- Medically high-risk students and employees will be given scheduling and instructional delivery accommodations when possible.
- Minimization of public grouping, including reduced classroom capacity numbers in order to maintain social distancing.
- Instructional delivery options will be chosen by programs that best mitigate risk while also providing the best avenue for achieving student learning objectives and program learning outcomes.
- As a public institution, we have a responsibility to adhere to public health directives. We will closely collaborate with the guidance of the local health department. We will assist contact tracing efforts.
- This plan will work in conjunction with directives from program accrediting bodies and the federal government.
- As much as possible, required employee campus meetings should be conducted through any virtual means available: telephone, conference call, Zoom, Teams, or others. Exceptions could occur if social distancing of a small group can be done.

Instructional Delivery Options

For academic year 2021, instructional delivery considerations will be offered that provides program/division/student learning outcomes, while also offering the greatest mitigation to students and faculty. The priority is given to reduce the classroom grouping and risk at any given time, while still being cognizant of academic accommodations and the learning needs of our students. Consideration should also be given to instructors and students that are at-risk.
ACM instructional options are as follows:

- **F2F**—face-to-face instruction. Typical of a traditional didactic classroom. This will occur for small enrollment classes, labs, and clinicals. Mitigation protocols still followed.

- **F2FA**—new—a face to face course that is livestreamed through Zoom, Teams, or Virtual Classroom during its scheduled time. Half of the class attends f2f while other half watches live, next class period students rotate. Mitigation protocols still followed.

- **Online class**—at least 80% all required course activity is conducted online. A maximum of 20% of the course activities may be scheduled on site, e.g., proctored exams at specified testing locations. No mitigation required except for times student may be on campus.

- **Blended**—hybrid, 30-79% is conducted F2F on site. The remaining portion of the required activities are facilitated online to reinforce, complement, and elaborate on the classroom instruction. Mitigation protocols followed for F2F.

- **Flex Course**—designed as an online course and delivered to provide all the following additional attendance/learning options for students: face-to-face in a traditional classroom, synchronous live broadcasts of classroom sessions, and recordings of classroom sessions. Mitigation protocols followed for F2F.

- **DL or telecourse**—offered simultaneously at multiple campus sites. Live and synchronous over our DL system. Mitigation protocols still followed for both sending and receiving sites.

F2FA and Flex offer the greatest accessibility and accommodations for our students: medically high-risk students can attend all sessions at a distance and still be “live” with their instructors and fellow students. Those needing academic accommodations should consult with Academic Access and Disability Resources (ADR@allegany.edu) and their instructor to choose which instructional delivery best fits their learning needs. Both methods allow us to reduce classroom sizes by half while still providing a face-to-face experience that surveys show our students value at ACM.

For all instructional methods that include a F2F component, the wipe down of desks and tables must occur between classes. In order to achieve this, each classroom will be provided with a container of sanitizing wipes. As the students enter the instructor is responsible for directing students to take a sanitizer sheet and wipe down their desk, table and/or chair which they will be using for the class period, and which will already be appropriated distanced.
On-campus Labs and Clinicals

By their very nature labs and clinicals at ACM are hands-on and collaborative learning experiences. Hands must be on an auto engine, a microscope, a petri dish sample, to test a person’s ACL, to massage a muscle, and to remove plaque from a tooth.

Where possible, mitigation strategies to maximize the use of virtual simulations and virtual labs will be done in preference to a mannequin. Least preferred, and higher-risk, is a “live” patient.

Where possible, all mitigation efforts must be followed in the lab, clinic or clinical setting.

- Reduce student lab or clinic group size through instructional delivery choices.
- Rotate smaller student groups through labs or clinics.
- Maintain social distancing, where possible.
- Hand hygiene protocols will be followed upon entering the lab or clinic.
- Persons who are sick, have symptoms, or been exposed to the COVID-19 virus should NOT participate in lab/clinical activities or be on campus.
- Protocols for removing personal protective equipment (PPE) at any time will be established and communicated by the faculty.
- Instructional faculty, staff, and students will use standard cleaning procedures following all instructional activities as identified by the lab or clinical coordinator.
- Each lab session will be designed to promote six feet of social distancing recommendations when possible and appropriate. For activities that require two students to be in close proximity (less than six feet), an increased use of PPE will be required as deemed appropriate by the instructor.

Each clinical program and lab will have clearly identified mitigation techniques that will be clearly communicated to students. Students are required to adhere to these protocols.

The Allied Health programs procedures for mitigation will be provided.
Offsite clinicals

Students should comply with ACM standards as well as guidance and directives of our valued community partners—hospitals, rehabilitation centers, senior living, and public school systems. Program directors and clinical faculty will review protocols with students.

Attendance

ACM’s attendance policy is that students are required to attend each class session. Each faculty member has the freedom to enforce that requirement within their syllabi (Section U, Academic Regulations). However, as a public institution, we have a responsibility to adhere to public health directives of our county. We will closely collaborate with the guidance of the Allegany County Health Department.

Therefore, ACM has an obligation to assist contact tracing efforts should a student, faculty or staff member test positive for COVID-19. The result is that for academic year 2020/2021, faculty will be required to record attendance for students, whether they were attending face-to-face or remote and virtual. Faculty will utilize the attendance function in Brightspace.

Furthermore, it is suggested that student semester seating assignments occur for face-to-face sessions. Should a positive test happen, this would aid in contact tracing through identifying potential exposure.

The CDC recommends a liberal attendance policy for students who claim illness (with or without a positive test). Students who attend class and are potentially ill, are a greater risk to the overall public health. If a student is untruthful, they are only harming themselves. Requirements of documentation or doctor’s notes may produce unnecessary visits and potential community exposure. Self-monitoring attestations to being symptom-free will be completed daily by ACM students and employees.
Student Services

Student services support the educational progress of our students. They are an integral part of the educational experience at ACM. Each student support service area will establish a mitigation protocol and follow it for their office. Virtual options of services for students will be offered where possible.

Students are strongly encouraged to use existing resources for guidance: the ACM website, Navigate, the Student Handbook, etc. Calling or emailing the office of the desired student service is recommended. If an in-person meeting is warranted, a strong emphasis will be for students to use our Navigate platform to make prior appointments for services in order to minimize “drop-ins” and waiting area risks. Strict social distancing and group size limitation protocols will be followed.

Student Activities

For Fall 2020, all large group activities will follow guidance as provided by the States of Maryland and the Commonwealth of Pennsylvania. Student Government Association plans are underway to offer student enrichment activities that can follow mitigation protocols of group size and social distancing.

Student Housing

We value the safety and health of our students and staff in housing. We recognize housing presents unique risks. Plans are under development for on-campus housing students, staff and facilities.

Athletics

We also value the health and safety of our student-athletes, trainers, coaches, and fans. We recognize that participating in athletic programs presents a unique risk to our students. Plans are under development for athletic events, and for guidance to student athletes.
ACM and CDC Positive Test Protocols

The following decision tree from the CDC will be consulted by ACM Leadership and COVID-19 TEAM in order to determine which set of mitigation strategies may be most appropriate for their current situation.

Center for Disease Control Guidance—adapted to ACM
When a confirmed case has been on campus, regardless of community transmission

The local health department will confirm positive cases and communicate the results to ACM to begin contact tracing. ACM may need to implement short-term building closure procedures, regardless of community spread, if an infected person has been on campus. If this happens, CDC recommends the following procedures, regardless of level of community spread:

- **Coordinate with local health officials.** Once learning of a COVID-19 case in someone who has been on campus, ACM will immediately reach out to local public health officials. These officials will help administrators determine a course of action for the college.

- **Work with local public health officials to determine cancellation of classes and closure of buildings and facilities.** ACM administrators will work closely with local health officials to determine if closure of any campus buildings and facilities is needed. In some cases, ACM administrators, working with the local health officials, may choose to only close buildings and facilities that were entered by the individual(s) with COVID-19. This initial short-term suspension of a class or an event/activity (e.g., club meetings; on-campus sports, theater, and music events) allows time for the local health officials to gain a better understanding of the COVID-19 situation impacting the college. The local health officials will help ACM determine appropriate next steps, including whether an extended duration is needed to stop or slow further spread of COVID-19.

**Communication with students, staff, and faculty.** In coordination with local health officials, ACM officials will communicate responsive actions and decisions concerning the possible COVID-19 exposure.

- Please remember that anyone can have or get the coronavirus. It is not associated with any race, age, ethnicity, or gender.
- In a circumstance where there is a confirmed COVID-19 case that has been on campus, it is critical to maintain confidentiality of the student or staff member as required by the Americans with Disabilities Act and the Family Education Rights and Privacy Act, as applicable.
ACM will clean and disinfect thoroughly.

- Areas used by the employee, student or visitor who tested positive will be closed off. Outside doors and windows will be opened to increase air circulation in the area. Cleaning and disinfection will then begin.
- ACM custodial staff will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the COVID-19 patient focusing especially on frequently touched surfaces.
- If surfaces are dirty, they will be cleaned using a detergent or soap and water prior to disinfection.
- Hospital level disinfectants will be used.

Class suspension and event/activity cancellation. Temporarily suspending classes and activities is a strategy to stop or slow the further spread of COVID-19 in communities.

- When classes are suspended, ACM administrators will work closely with local public health officials to determine if buildings and facilities may stay open for staff or faculty that are not ill while students temporarily stop attending in-person classes.
- ACM administrators will seek guidance from local health officials to determine when students, staff, and faculty should return to buildings and what additional steps are needed for the ACM community.
- In addition, 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.

Implementation strategies to continue education and other related support for students.

- ACM’s goal will be to prioritize continuity of education by the following:
  - Review COVID-19 continuity plans, including plans for the continuity of teaching and learning (i.e. COVID-19 Instructional Continuity Plan). Implement e-learning plans and distance learning options as feasible and appropriate.
  - Ensure continuity plans address how to temporarily postpone, limit, or adapt educationally related activities (clinics, clinicals, and labs) in a manner that protects the safety of students, faculty, patients, and community partners.
  - BrightSpace (LMS), Zoom, and Teams will be used to support efficient transition of classes from in-person to distance-based formats. This may include using strategies such as faculty check-ins, recorded class meetings or lectures, and live class meetings.
Other student support services will be provided such as virtual tutoring sessions, virtual advising sessions, virtual TRIO sessions, virtual Disability Services meetings, virtual financial aid sessions.

- ACM will also provide:
  - Faculty assistance in converting face-to-face lessons into online lessons and train faculty to do so.
  - Students and faculty triage technical issues if faced with limited IT support.
  - ACM will attempt to address potential lack of students’ access to computers and the Internet at home or in temporary housing.

When there is minimal to moderate community transmission, ACM may need to implement additional strategies in response to prevent spread at the College, while continuing to use the strategies that were implemented when there was no community transmission. **Consideration will be given to if, and when, to stop, scale back, or modify other support services on campus.** These decisions will be communicated to the students, faculty, and staff.

- Prioritize continuity of safe housing.
  - ACM will work in close collaboration with local public health officials to make all decisions related to on-campus housing.
  - If cases of COVID-19 have **not** been identified among residents of on-campus community housing,
    - Students may be allowed to remain in on-campus housing. In this situation, ACM will educate housing residents on the precautions they should take to help protect themselves when there is community spread of COVID-19.
    - Residents should follow more specific recommendations provided by local health officials.
    - Any on-campus resident who may have been in close contact with a confirmed case of COVID-19 should follow instructions provided by local public health officials, including possible temporary relocation to alternate housing for self-quarantine and monitoring for symptoms.
  - If cases of COVID-19 **have** been identified among residents of on-campus housing, ACM will work with local public health officials to take additional precautions.
    - Individuals with COVID-19 may need to be moved to temporary housing locations. These individuals will need to self-isolate and monitor for worsening symptoms according to the guidance of local health officials.
    - **Close contacts** of the individuals with COVID-19 may also need temporary housing so that they can self-quarantine and monitor for symptoms. Consultation between ACM and the local health officials to determine when, how, and where to move ill residents.
Residents identified with COVID-19 or identified as contacts of individuals with COVID-19 should not necessarily be sent to their permanent homes off-campus. Sending sick residents to their permanent homes could be unfeasible, pose logistical challenges, or pose risk of transmission to others either on the way to the home or once there. ACM will work with local public health officials to determine appropriate housing for the period in which they need to self-isolate and monitor for symptoms or worsening symptoms.

ACM staff remaining to support students in on-campus housing will receive necessary training to protect themselves and residents from spread of COVID-19. ACM Staff will be trained on how to respond if a resident becomes ill. Adequate cleaning and personal hygiene supplies will be provided.

Continuity of meal programs.

Metz and the café will comply with all state and CDC mandates for food service including social distancing, occupancy levels, facial coverings and other mitigation protocols.

Metz will identify strategies for modifying food service offerings to the ACM community that will be developed.

Metz will consider ways to distribute food to students, particularly those who may remain on campus, while classes or other events and activities are dismissed.

If there is minimal to moderate or substantial community spread of COVID-19, strategies will be developed to avoid food distribution in settings where people might gather in a group or crowd. Metz will consider options such as “grab-and-go” bagged lunches or meal delivery.

If on-campus housing residents have been relocated to temporary alternative housing, ACM officials will consider how meals can be provided to these students. ACM will work with local public health officials to determine strategies for providing meals to residents with COVID-19 or who are being monitored because of contact with persons with COVID-19.

Metz will ensure any staff remaining on campus to support food services receive necessary training to protect themselves and those they serve from spread of COVID-19.
When there is substantial community transmission

Additional strategies will be considered. There will be close consultation with local public health officials to identify additional actions to those implemented when there is no, minimal, or moderate transmission.

Disclaimer

Due to global, national, and local public health concerns, Allegany College of Maryland recognizes that some of its activities, services programs, learning experiences, and recreation inevitably present a higher risk of transmission of contagious illnesses because of proximity to others, travel, and/or the inherent risk of the activity itself. Faculty and staff who participate in high exposure activities risk infection for illnesses such as Covid-19.

ACM recognizes that “The high touch, highly interactive, mobile, densely populated living and learning environment typical of most campuses is the exemplar of a congregate setting with multiple risk factors for ready transmission of COVID-19” (ACHA Guidelines, 2020). ACM will attempt to mitigate as many risk factors as reasonably possible but cannot mitigate all risk.

It is important for each faculty and staff member to know the risks, to be aware of safety precautions, and to comply with institutional standards/directives.