



COVID-19: Plan for the Resumption of Onsite Operations

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Introduction

As a result of the worldwide COVID-19 event, Mississippi Gulf Coast Community College (MGCCC) altered college operations beginning on March 23, 2020. Those altered operations included but were not limited to issuance of an emergency declaration by the MGCCC Board of Trustees, the movement of spring 2020 semester courses to an online environment, closure of the college dormitories, movement of employees into remote work and/or standby deployments, new and enhanced services to students, and ultimately complete closure of all locations to the public in response to a state-wide shelter in place order issued by Governor Tate Reeves. Throughout the event, MGCCC administration has continuously and consistently monitored and applied applicable guidance from federal, state, and local health and emergency management officials and held the health, safety and well-being of the college community as a sole priority. Doing so has resulted in a period of modified operations that has insured student success throughout the completion of the spring and summer 2020 semesters, continued the employment and pay of all MGCCC employees, and protected both the short- and long-term viability of the college. The same goals and objectives shall be held by college administration as the college prepares to re-initiate normal college operations in a post shelter in place environment wherein there is ongoing activity and lingering effects associated with COVID-19.

Purpose

The purpose of this plan is to set forth the process by which MGCCC will undertake a resumption of onsite operations in a post shelter in place environment wherein it is recognized that the COVID-19 event may not have concluded.

Strategy and Plan Modification

In concurrence with national guidance, the MGCCC Plan for Resumption of Onsite Operations shall be a phased plan. Each phase shall be defined and shall consist of a series of guidance and tentative dates of initiation. Additionally, a course of action applicable across all phases of the resumption of onsite operations plan shall be developed for when an MGCCC constituent (employee or student) is diagnosed the COVID-19 virus. That course of action is included herein as Appendix A. The MGCCC Plan for the Resumption of Onsite Operations is an active plan and may be modified as needed by the college administration as the COVID-19 event continues to unfold and further guidance is received from federal, state, and local sources. Modification may include but shall not be limited to modification of dates, modification of phases (including the addition of phases), modification of guidance with each phase, and modification of appendices. At a minimum, the plan will be reviewed and updated prior to the initiation of each phase.

Phase 1: Staff and Administration Return to Reporting Locations
Faculty and Students Limited to Need-Based Return Only
All Locations Closed to the Public
No Events Scheduled
No College Travel

Initiating Event: Lifting of statewide shelter in place orders

Initiating Date: April 27, 2020

Guidance	
Administration & Staff Employees in individual Office Spaces	Administration and staff employees who occupy individual office spaces shall return to work within those spaces. Every effort should be made to minimize visiting and socializing within individual offices. Doors are to be kept closed whenever possible and air conditioning within the space should be set to both maintain a level of comfort and continuous airflow whenever possible.
Administration & Staff in Common Office Spaces	Administration and staff employees occupying group or common office, or workspaces should be moved into individual spaces to the greatest extent possible. This may be achieved by moving individuals into vacant spaces such as conference rooms, break rooms, classrooms, buildings, etc. Once provided with an individual space, employees should adhere to the above guidance.
Non-Office Personnel	Non-office personnel such as housekeeping employees, maintenance and grounds workers, drivers, etc. shall not congregate in any fashion. Supervisors should develop a method wherein “clocking in and clocking out” as well as lunch and break schedules can be accomplished while minimizing individual contact.
Faculty	Faculty members should return onsite only in situations where: a) items must be retrieved from or delivered to campus in order for successful completion of spring 2020 classes, b) items must be retrieved from or delivered to campus for the initiation of summer term courses, or c) when labs or other type activity is needed for students to complete classes.
Students	Students shall only be on campus during this phase if it is necessary for completion of spring 2020 classes, proctoring of required college entrance and exit exams, retrieval of personal items from college housing, and/or book returns. Instructions on number of individuals in any classroom or lab, protocols for student entry/exit, etc. will be provided to students by the Division of Teaching and Learning at the time that the student is notified of the need to come to campus. Students occupying campus housing will be allowed scheduled re-entry to their rooms in order to collect remaining belongings as directed by

	the Perkinson Campus administration. Guidance on book returns will be provided to students via standard college messaging methods. Maymester students may be onsite to check out books or purchase materials necessary for courses. Students may be allowed onsite for testing or other requirements such as criminal background checks necessary for program application and entry.
Common Areas	Employees must not congregate in common areas, lobbies, workrooms, breakrooms, etc. In the event that an employee is in such an area, the next employee should wait until the current employee leaves the area before entering.
Personnel Care and Protection	It is every employee's responsibility to care for and protect themselves as well as their co-workers. Employees and students should follow MGCCC's protocol for a safe environment found online on the college's Keep Working website, https://mgccc.edu/coronavirus/keep-working/ . Additionally, the college has adopted the Center for Disease Control (CDC) recommendations for individuals. Information can be found at https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf .
Social Distancing	<p>All employees must adopt the practice of social distancing when onsite at any location of the college. MGCCC has adopted the best practices on social distancing as recommended by the CDC. Students coming on site during this time will also be required to practice social distancing.</p> <p>Social distancing, also called "physical distancing," means keeping space between yourself and other people outside of your home. To practice social or physical distancing:</p> <ul style="list-style-type: none"> • Stay at least 6 feet (2 meters) from other people. • Do not gather in groups. • Stay out of crowded places and avoid mass gatherings. <p>In addition to <u>everyday steps to prevent COVID-19</u>, keeping space between you and others is one of the best tools we have to avoid being exposed to this virus and slowing its spread locally and across the country and world.</p>
Face Coverings	All MGCCC employees must wear face coverings when onsite and when social distancing measures are limited or impossible. Students coming on campus during this time will also be required to wear face coverings. MGCCC has adopted the best practices on face coverings as recommended by the CDC. Those recommendations may be found at https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html .
Facilities Cleaning	MGCCC housekeeping personnel received training on how to properly clean facilities prior to the time of the cessation of onsite operations.

	The instructions, methods and processes within that training remain in effect. Any new or revised information related to facilities will be provided to the Deans of Business Services and additional training developed as needed. The need for specialized cleaning instructions should the college encounter a diagnosed case of COVID-19 is addressed in Appendix A.
Employee Meetings	Employees shall not meet in groups larger than five, and then only in environments that allow for proper social distancing. Employees are encouraged to continue to use college technology resources such as MeetMe and WebEx to conduct meetings during Phase 1.
Reporting Issues	Employees experiencing any difficulties with this guidance or other COVID-19 related matters are encouraged to report those issues to their supervisor as soon as possible. In addition, the college's Office of Human Resources is prepared to assist employees as needed.
Illness	Employees experiencing illness should immediately advise their supervisor. Additional information pertaining to potential illness can be found on the college's Keep Working website.

**Phase 2: Staff and Administration Continue Reporting
Faculty and Students Return Only as Necessary
Locations Closed to the Public
No Public Events Scheduled, No College Events Scheduled
Essential In-District Travel Only**

Initiating Event: Start of summer 2020 terms

Initiating Date: May 26, 2020

Guidance	
Administration & Staff Employees in individual Office Spaces	Administration and staff employees who occupy individual office spaces work within those spaces. Continue efforts to minimize visiting and socializing within individual offices. Air conditioning within office spaces should be set to both maintain a level of comfort and continuous airflow whenever possible.
Administration & Staff in Common Office Spaces	Administration and staff employees occupying group or common office, or workspaces may return to their original spaces with special consideration given to high risk individuals or those concerned with their health and well-being.
Non-Office Personnel	Non-office personnel such as housekeeping employees, maintenance and grounds workers, drivers, etc. shall limit congregating activities when possible.
Faculty	Faculty members should return onsite only in situations where: a) items must be retrieved from or delivered to campus associated with the delivery of summer 2020 online classes, b) summer term classes are in person classes or have in person components such as labs, clinicals, etc., or c) other essential onsite needs exist.
Students	Students shall only be allowed on campus during this phase if it is necessary for completion of summer 2020 classes. Students will be screened upon facility entry. Instructions on number of individuals in any classroom or other facility and protocols for student entry/exit, etc. will be provided to students at the point of entry. Acquisition of books or materials, required services such as proctoring of required college entrance and exit exams, and some student supports will be allowed on campus. However, student services, such as registration, financial aid, etc., and learning support areas such as learning labs and libraries will continue remotely. Common areas will not be open to students.
Common Areas	Employees may use common areas of facilities, lobbies, workrooms, breakrooms, etc. but are not to congregate in those areas.
Personnel Care and Protection	It is every employee's responsibility to care for and protect themselves as well as their co-workers. Employees and students should follow

	<p>MGCCC's protocol for a safe environment found online on the college's Keep Working website, https://mgccc.edu/coronavirus/keep-working/. Additionally, the college has adopted the Center for Disease Control (CDC) recommendations for individuals. Information can be found at https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention-H.pdf.</p>
Social Distancing	<p>All employees and students must adopt the practice of social distancing when onsite at any location of the college. MGCCC has adopted the best practices on social distancing as recommended by the CDC.</p> <p>Social distancing, also called "physical distancing," means keeping space between yourself and other people outside of your home. To practice social or physical distancing:</p> <ul style="list-style-type: none"> • Stay at least 6 feet (2 meters) from other people. • Do not gather in groups. • Stay out of crowded places and avoid mass gatherings. <p>In addition to everyday steps to prevent COVID-19, keeping space between you and others is one of the best tools we have to avoid being exposed to this virus and slowing its spread locally and across the country and world.</p>
Face Coverings	<p>MGCCC employees and students should wear face coverings when onsite during this phase. MGCCC will re-evaluate recommendations for face coverings and issue further guidance as needed. MGCCC has adopted the best practices on face coverings as recommended by the CDC. Those recommendations may be found at https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html.</p>
Facilities Cleaning	<p>MGCCC housekeeping personnel received training on how to properly clean facilities prior to the time of the cessation of onsite operations. The instructions, methods and processes within that training remain in effect. Any new or revised information related to facilities will be provided to the Deans of Business Services and additional training developed as needed. The need for specialized cleaning instructions should the college encounter a diagnosed case of COVID-19 is addressed in Appendix A.</p>
College Events	<p>College events remain suspended during Phase 2. The college community is encouraged to engaged in virtual events when feasible.</p>
Employee Meetings	<p>Employees shall not meet in groups larger than 10, and then only in environments that allow for proper social distancing. Employees are encouraged to continue to use college technology resources such as MeetMe and WebEx to conduct meetings during Phase 2.</p>

Reporting Issues	Employees experiencing any difficulties with this guidance or other COVID-19 related matters are encouraged to report those issues to their supervisor as soon as possible. In addition, the college's Office of Human Resources is prepared to assist employees as needed.
Illness	Employees experiencing illness should immediately advise their supervisor. Additional information pertaining to potential illness can be found in Appendix A and on the college's Keep Working website.

Phase 3: All Locations Open to the Public for: Student Service and Support Operations, Business Operations, and Instructional Activities and Support

**Staff, Administration, Faculty and Students Reporting
Limited College Events Scheduled
No Public Events Scheduled
Essential Travel Only**

Initiating Event: Completion of summer terms and preparations for fall term.

Initiating Date: July 6, 2020

Guidance	
Employees	All college employees return to work as directed by their supervisors. Employees who occupy individual office spaces work within those spaces. Employees occupying group or common office, or workspaces may return to their original spaces with special consideration given to high risk individuals or those concerned with their health and well-being. Non-office personnel such as housekeeping employees, maintenance and grounds workers, drivers, etc. shall limit congregating activities when possible. All employees shall <u>continue efforts to minimize visiting and socializing within individual offices.</u>
Students	Students are allowed on campus. Students shall be prepared at a minimum for the following: <ul style="list-style-type: none">• to sign a college pledge/waiver upon initiation of classes,• to receive and follow specific guidance from different areas of the college depending upon the location attended, activities participating in, etc.,• to undertake individually mandated and/or random screening which may be conducted prior to facility entry,• to adhere to instructions on number of individuals in any classroom or other facility,• to adhere to student entry/exit, social distancing, congregating or other such instructions by officials of the college,• to adhere to personal hygiene and/or other safety and health guidelines provided to them by the college,• to provide and wear face coverings as directed, and• to recognize that common areas will not be open to students.
Student Services Operations	All student services and support operations are available onsite with remote services available to compliment on site operations. Each unit shall promote social distancing, the utilization of hand sanitizer, use of

	<p>face coverings, and the cleaning of surfaces periodically. Student Services and Support operations include:</p> <ul style="list-style-type: none"> • Enrollment Service Centers • Assessment Centers
Business Operations	<p>All business operations are available onsite with remote services available whenever possible. Each unit shall promote social distancing, the utilization of hand sanitizer, use of face coverings, and the cleaning of surfaces periodically. Business operations include:</p> <ul style="list-style-type: none"> • Business Services • Police Departments • Bookstores • Maintenance and Grounds <p>Cleaning plans, social distancing plans, maintenance plans, entry/exit plans and identification of needed modifications shall be undertaken for all facilities.</p>
Instructional Operations	<p>All instructional operations will be undertaken in the HyFlex format to allow for a rich array of student and faculty choice for the learning environment. The Division of Teaching and Learning will be leading faculty in the implementation of this learning format and will provide to faculty and students the necessary guidelines for implementation. Such may include but are not limited to classroom occupancy, scheduling, social distancing, the use of face coverings, and the provision of cleaning supplies and usage of those supplies. In addition, the Division of Teaching and Learning will provide necessary guidelines for implementation to other instructional personnel.</p>
College Housing	<p>MGCCC has created specific guidelines for living on campus during this time. Students will be provided with housing instructions prior to the date of move in and at check in.</p>
Teams and Athletics	<p>Specific guidelines for athletic teams, participation/performance groups and events shall be developed and will be distributed as needed.</p>
Common Areas	<p>Employees may use common areas of facilities, lobbies, workrooms, breakrooms, etc. but are not to congregate in those areas. Common areas are closed to student unless approved by the appropriate college official in advance of use.</p>
Personnel Care and Protection	<p>Employees and students should follow MGCCC's protocol for a safe environment found online on the college's Keep Working website, https://mgccc.edu/coronavirus/keep-working/. Additionally, the college has adopted the Center for Disease Control (CDC) recommendations for individuals. Information can be found at https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/.</p>

Social Distancing	<p>All employees and students must adopt the practice of social distancing when onsite at any location of the college. MGCCC has adopted the best practices on social distancing as recommended by the CDC.</p> <p>Social distancing, also called “physical distancing,” means keeping space between yourself and other people outside of your home. To practice social or physical distancing:</p> <ul style="list-style-type: none"> • Stay at least 6 feet (2 meters) from other people. • Do not gather in groups. • Stay out of crowded places and avoid mass gatherings. <p>In addition to <u>everyday steps to prevent COVID-19</u>, keeping space between you and others is one of the best tools we have to avoid being exposed to this virus and slowing its spread locally and across the country and world.</p>
Face Coverings	<p>MGCCC employees and students are required to wear face coverings when onsite. MGCCC will re-evaluate recommendations for face coverings and issue further guidance as needed. MGCCC has adopted the best practices on face coverings as recommended by the CDC. Those recommendations may be found at https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html.</p>
Facilities Cleaning	<p>MGCCC housekeeping personnel have received training on how to properly clean facilities. Any new or revised information related to facilities will be provided to the Deans of Business Services and additional training developed as needed. The need for specialized cleaning instructions should the college encounter a diagnosed case of COVID-19 is addressed in Appendix A.</p>
College Events	<p>Limited college events may be scheduled when achievable under social distancing guidelines and pre-approved by college administration. Public events are not to be scheduled.</p>
Meetings	<p>Employees and/or students shall meet only in environments that allow for proper social distancing. Employees and students are encouraged to continue to use college technology resources such as MeetMe and WebEx to conduct meetings when feasible.</p>
Reporting Issues	<p>Employees experiencing any difficulties with this guidance or other COVID-19 related matters are encouraged to report those issues to their supervisor as soon as possible. In addition, the college’s Office of Human Resources is prepared to assist employees as needed. Students should report any issues of this nature to the Dean of Student Services and Enrollment Management at their location.</p>
Illness	<p>Employees experiencing illness should immediately advise their supervisor. Students experiencing illness should immediately advise</p>

	<p>their instructor, a college Dean or any other college official that they may deem readily available and feel comfortable reporting to. Additional information pertaining to potential illness can be found in Appendix A and on the college's Keep Working website.</p>
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Phase 4: All Locations Resume Full Operations Under Guidance

Initiating Event: Beginning of Fall 2020 Semester

Initiating Date: August 16, 2020

Guidance	
Website	The college website shall serve as the primary information source for the college community.
Plans	<p>Individual departments, divisions, or functional areas of the college shall develop individualized plans for the safe and efficient operation of the area. Examples include but are not limited to:</p> <ul style="list-style-type: none">• Residence Hall Plan,• Dining Hall Plan,• Health Screening Plan,• Student Safe Operations Plan, and• Enrollment Services Plan. <p>Plans are to be reviewed and modified as needed and/or as identified as needing modification by the college Readiness Assessment process.</p>
Employees	<ul style="list-style-type: none">• Employees should monitor the College Updates, Keep Teaching, Keep Learning, and Keep Working sections of the college website for information.• Employees should closely monitor college email for college updates and information related to any modification of operations that may be necessary.• Employees should address any concerns or questions they may have with their supervisors.• Employees shall limit congregating activities when possible and shall continue efforts to minimize visiting and socializing within college facilities.• Employees are encouraged to continue to use college technology resources such as MeetMe and WebEx to conduct meetings when feasible.
Students	<p>Students shall be prepared at a minimum for the following:</p> <ul style="list-style-type: none">• to sign a college pledge/waiver upon initiation of classes,• to receive and follow specific guidance from different areas of the college depending upon the location attended, activities participating in, etc.,• to undertake individually mandated and/or random screening which may be conducted prior to facility entry,

	<ul style="list-style-type: none"> • to adhere to instructions on maximum number of individuals in any classroom or other facility, • to adhere to student entry/exit, social distancing, congregating or other such instructions by college officials, • to adhere to personal hygiene and/or other safety and health guidelines provided to them by the college, • to provide and wear face coverings as directed, and • to recognize that common areas will not be open to students.
External Constituents	External constituents such as contractors, vendors, guests, etc. shall adhere to all guidance, rules, and direction provided by the college and/or college personnel in order to be on-site at any location of the college.
Groups	The gathering of groups at the college shall be limited to the extent possible. This includes student groups, employee meetings, etc. Personal protection guidance and facility use capacity guidance must be strictly adhered to for any group activity. <u>Group activity must be pre-approved by the location Vice President.</u>
Travel	College travel, both internal and external, shall be limited to essential travel only. Travel requests must be pre-approved by the appropriate Vice President.
Events	<p>College Events: College events may only be held with the pre-approval of the appropriate Vice President. If approved the event must follow all applicable guidance.</p> <p>Public Events: Public events at college locations shall be limited at this time. Special consideration may be given by college administration if requested.</p>
Facilities	<ul style="list-style-type: none"> • Employees may use common areas of facilities, lobbies, workrooms, breakrooms, etc. but are not to congregate in those areas. Common areas are closed to student unless approved by the appropriate college official in advance of use. • Facilities shall be cleaned according to protocols provided to college housekeeping staff during regular training sessions. • Environmental systems within facilities shall be maintained at optimum performance levels. • Facilities shall be arranged, modified, and set up in such a way as to adhere to capacity and social distancing guidelines. • Facilities shall have individualized plans for use when necessary.
Personnel Care and Protection	<ul style="list-style-type: none"> • The college has developed a Health Screening Plan. Employees and students may undergo health screenings consisting of a questionnaire response and a temperature check at any time when at a college location. • The college has adopted the Center for Disease Control (CDC) recommendations for individuals.

	<p>https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/</p> <ul style="list-style-type: none"> • All employees and students must adopt the practice of social distancing when onsite at any location of the college. MGCCC has adopted the best practices on social distancing as recommended by the CDC. https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/social-distancing.html • MGCCC employees and students are required to wear face coverings when onsite. MGCCC has adopted the best practices on face coverings as recommended by the CDC. https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/diy-cloth-face-coverings.html
Reporting Issues	<p>Employees experiencing any difficulties with this guidance or other COVID-19 related matters are encouraged to report those issues to their supervisor as soon as possible. In addition, the college's Office of Human Resources is prepared to assist employees as needed. Students should report any issues of this nature to the Dean of Student Services and Enrollment Management at their location.</p>
Illness	<p>Employees should immediately report coming into contact with an infected person, being tested, or a positive test to their supervisor and not return to the workplace until cleared to do so. Students experiencing illness should remain at home and immediately complete the COVID-19 self-reporting form. https://mgccc.edu/mississippi-gulf-coast-community-college-covid-19-self-reporting-form/</p>