



Midlands Technical College Return to Campus Plan

I. GUIDING PRINCIPLES

As we navigate and respond to the COVID-19 pandemic, Midlands Technical College protocols have the primary goal of protecting the safety and wellbeing of the MTC community, the public, and all MTC constituents, while continuing to achieve the College's critical mission of education and workforce development.

While the information contained in this Return to Campus Plan is designed to keep everyone as safe as possible, note that each of us is responsible for helping ensure that our students and colleagues are protected by strictly adhering to these protocols.

MTC's plans are consistent with the Executive Orders of the Governor of South Carolina and the guidelines and recommendations of our public health authorities, the South Carolina Department of Health and Environmental Control (DHEC), and the Centers for Disease Control and Prevention (CDC). Timelines are driven by DHEC and CDC recommendations.

Public health officials continue to learn more and to communicate their findings about the COVID-19 virus. MTC's policies, plans, and protocols will be revised as necessary as more information becomes available.

II. RETURN TO THE WORKPLACE

Per the CDC, "COVID-19 is mostly spread by respiratory droplets released when people talk, cough, or sneeze. It is thought that the virus may spread to hands from a contaminated surface and then to the nose or mouth, causing infection." Therefore, personal prevention practices such as social distancing, wearing face coverings, handwashing, staying home when sick, plus environmental cleaning and disinfecting are important practices to apply as we transition back into the workplace.

Workplace Expectations and Guidelines

All employees are expected to fully comply with the policies, protocols and guidelines outlined in this document. To offer the most protection for yourself and those around you, assume everyone including yourself, is infected with COVID-19 and strictly adhere to the guidelines to avoid transmission of the virus. Failure to comply with the policies and protocols may result in corrective action.

Requirement - Symptom Monitoring

Once employees have been returned to campus, they are expected to check for symptoms daily for the onset of new symptoms. If symptoms have developed, the employee should NOT report to campus but should notify HRM at 803.822.3500. Presently, COVID-19 symptoms include one or more of the following:

- > Fever
- > Muscle pain
- > Cough
- > Headache
- > Shortness of breath
- > Sore throat
- > Chills
- > New loss of taste or smell
- > Repeated shaking with chills

This list is not all possible symptoms. Other less common symptoms have been reported, including gastrointestinal symptoms like nausea, vomiting, or diarrhea.

If you have any symptoms, (1) do not report to campus (2) notify your supervisor (3) contact Human Resource Management (HRM) at 803.822.3500. According to CDC guidelines, you should self-isolate. Once you have reported your symptoms to HRM, do NOT report to campus until you have been advised to do so by a member of the HRM staff.

Timing

The MTC workforce will return to campus in three phases to allow for a gradual return that promotes social distancing. The appropriate Executive Council member will determine in which phase an employee returns to campus. Increases in on campus staffing will be controlled and monitored to minimize potential risks and to ensure the safety of MTC employees.

At least two weeks prior to the date you are to return, HRM will notify you by email. The notification will provide details about return to work requirements, new workplace protocols, and MTC's COVID-19 safety orientation requirement, daily symptom monitoring requirement, and COVID-19 status change reporting requirement.

During this phased staffing process, telecommuting/working remotely will continue to be available for a period of time. Previously approved telecommuting agreements will automatically be extended to the employee's scheduled phase return date. The return schedule is as follows:

PHASE I JUNE 15

PHASE II JUNE 29

PHASE III JULY 13

According to the CDC, older adults, 65 years and older and people of any age who have serious underlying medical conditions might be at higher risk for severe illness from COVID-19. Those at high-risk for severe illness from COVID-19 are people:

- > who live in a nursing home or long-term care facility

People of all ages with underlying medical conditions, particularly if not well controlled, including people:

- > with chronic lung disease or moderate to severe asthma

- > who have serious heart conditions

- > who are immunocompromised

Many conditions can cause a person to be immunocompromised, including cancer treatment, smoking, bone marrow or organ transplantation, immune deficiencies, poorly controlled HIV or AIDS, and prolonged use of corticosteroids and other immune weakening medications

- > with severe obesity (body mass index [BMI] of 40 or higher)

- > with diabetes

- > with chronic kidney disease undergoing dialysis

- > with liver disease

Employees who have concerns about returning to campus as scheduled due to an underlying health condition that places them at higher risk for severe complications, those who are pregnant, and those who are otherwise unable to return to campus will have an opportunity to notify his/her supervisor and HRM by completing an Inability to Return to Campus form available in the COVID-19 Safety Orientation. HRM will work with these employees on an individual basis to address their unique situations and concerns.

Staffing Options

Departments are to consider staffing options to maintain the required social distancing measures and to minimize the number of employees within buildings and work spaces. Alternate staffing options must be approved by the immediate supervisor.

Remote Work

To reduce the number of individuals on campus and the potential spread of the COVID-19 virus, those who can work remotely to fulfill some or all of their job functions may have the option to continue to do so for a period of time.

Alternating Days

Alternating work days for employees is an option and may be particularly useful where employees work in large common workspaces including cubicles.

Staggered Reporting/Departing

Staggering reporting and departure times by at least 30 minutes will reduce traffic in common areas, hallways, elevators, and exits and will further promote social distancing.

III. HEALTH AND SAFETY GUIDANCE – Preventive Personal Safety Practices

Cloth Face Coverings

Appropriate use of face coverings is critical in minimizing risks to others around you. You could spread COVID-19 to others even if you are not feeling sick as some infected persons never experience symptoms. The face covering is not a substitute for social distancing.

MTC employees are required to wear a face covering or face mask when working on campus while in the presence of others and in public settings such as common work spaces, meeting rooms, hallways, classrooms, etc.

Your face covering protects them and their face covering protects you. A face shield is also acceptable.

The face coverings recommended are not surgical masks or N-95 respirators. Those are critical supplies that must continue to be reserved for health care workers and other medical first responders, as recommended by the CDC. Cloth face coverings and disposable masks are for use in non-health care environments.

Use the Face Covering to Protect Others

- > Wear a face covering to protect others in case you're infected but don't have symptoms
- > Keep the covering on your face the entire time you're in public
- > Don't put the covering around your neck or up on your forehead
- > Don't touch the face covering, and, if you do, clean your hands

Wear Your Face Covering Correctly

- > Wash your hands before putting on your face covering
- > Put it over your nose and mouth and secure it under your chin
- > Try to fit it snugly against the sides of your face
- > Make sure you can breathe easily

Take Off the Face Covering Carefully

- > Avoid touching the eyes, nose, and mouth when removing your face covering
- > Untie the strings behind your head or stretch the ear loops
- > Handle only by the ear loops or ties
- > Fold outside corners together
- > Place covering in the washing machine
- > Wash your hands with soap and water

Social Distancing

Maintaining adequate space between you and others is one of the best ways to avoid being exposed to and/or spreading COVID-19. Recent studies suggest that COVID-19 may be spread by people who are not showing symptoms. Therefore, social distancing is important for everyone, especially to help protect people who are at higher risk for severe complications related to COVID-19. While in the workplace, employees are expected to adhere to these social distancing practices:

- > Stay at least 6 feet (about 2 arms' length) from other people at all times
- > Avoid gathering in groups where social distancing can't be maintained
- > Stay out of crowded places and avoid mass gatherings
- > Follow directional and instructional signs

Supervisors are expected to ensure staff demonstrate self-enforcement of social distancing protocols in all areas. All MTC employees should practice social distancing protocols in common areas and where individuals are likely to interact. Our collective safety must be a team effort.

Handwashing

Wash your hands often with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face.

If soap and water are not readily available, use a 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

According to the CDC, gloves are recommended when you are cleaning or caring for someone who is sick. In most other situations, like running errands, wearing gloves is not necessary. Instead, practice everyday preventive actions like keeping social distance (at least 6 feet) from others, washing your hands with soap and water for 20 seconds (or using a hand sanitizer with at least 60% alcohol), and wearing a cloth face covering.

Intensify Cleaning/Disinfection

Operation's cleaning teams have intensified cleaning and disinfecting according to their cleaning protocol and consistent with CDC guidelines. To help protect yourself and others, (1) avoid use or sharing of items that are not easily cleaned, sanitized, or disinfected (2) wipe down commonly used and shared surfaces before and after use such as copiers, printers, computer, coffee makers, light switches, door knobs, etc. and (3) increase circulation of outdoor air as much as possible by opening windows and doors if doing so does not pose a safety risk to those using the workspace.

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. Immediately discard the tissues in the trash and wash your hands with soap and water for at least 20 seconds or if soap and water are not available, use sanitizer that contains at least 60% alcohol.

Workplace Preparation

Hand sanitizing stations have been installed across the campus. Some common spaces may be unavailable and/or provide limited seating to promote social distancing. Safety and directional signs have been posted throughout the workplace. Employees are expected to follow signs on traffic flow through buildings, elevator usage, restrooms, and similar common use spaces.

IV. HEALTH AND SAFETY GUIDANCE - Responsive

Employees who feel ill or have symptoms not due to a pre-existing underlying chronic health condition are required to stay home. Supervisors have a responsibility to immediately direct an employee to go home if the employee is experiencing symptoms of COVID-19. The supervisor is then to notify HRM at 803.822.3500 so that appropriate actions can be timely initiated.

Confirmed or suspected cases of COVID-19 will be managed according to the College's Exposure Protocol. Actions outlined in the protocol include, when appropriate, coordinating with DHEC to determine course of action and follow-up based upon CDC guidance, coordinating additional cleaning and sanitizing, making appropriate internal notifications to supervisors and/or staff who may have had an exposure, and managing the return to work process.

V. WORKPLACE SCENARIOS

Use of Restrooms

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

Use of Elevators

Practice social distancing when using the elevator and limit the number of occupants by waiting for the next elevator or use the stairs. If you are using the elevator, wear your mask or face covering and avoid touching the elevator buttons with your exposed hand/fingers, if possible. Wash your hands or use alcohol-based hand sanitizer that contains at least 60% alcohol.

Meetings

Face-to-face meetings are discouraged as well as unnecessary travel between campuses. Meetings should continue to be held virtually using Zoom, WebEx, Microsoft Teams, and other available collaborative tools.

Non-Essential Travel

Non-essential travel of any kind is discouraged, however, the Executive Council member may grant exceptions at his/her discretion.

Use of College Vehicles

Use of college vehicles that must be signed out is suspended until further notice.

VI. MENTAL HEALTH RESOURCES

- > State Health Plan Telehealth Behavioral Health Visits
- > MTC Employee Assistance Program (EAP)
- > CDC Stress and Coping Information
- > Department of Mental Health
Coping Resources
- > MyPDP learning modules - MyPDP is located under the Employee Services section of the MyMTC homepage

WELCOME BACK TO THE MTC CAMPUSES!

Should you have questions or concerns, please contact your supervisor or HRM at 803.822.3500 or via email at HRAdmin@midlandstech.edu.