



# Facilities/Operations Work Group Operating Principles

July 14, 2020

The Facilities/Operations Committee put together this proposal with the objective of addressing places, people, and process in mind, as outlined in the Governor's Workplace Safety Plan. Our committee focused on the highlighted portions of the Governor's Plan. According to CDC's 2017 Pandemic Mitigation guidelines, respiratory illnesses typically spread throughout colleges rapidly with freshman being the main facilitators of spread. When it comes to places, we're focusing on access and screening, capacity requirements, cleaning and hygiene and personal protective equipment. When addressing people, we're focused on our students, faculty, staff and visitors, gathering sizes, social distancing and personal protective equipment. From the processes end, we're addressing the testing, tracing and isolating.

## Monroe Community College

- Encourage those with increased risk of severe illness or over the age of 65 to continue working remotely, and avoid gatherings of greater than 10 or other situations of potential exposures, including travel.
- Allow those who can work effectively from home to be the last to return and/or delay their return to the campus.
- Encourage single occupancy in work rooms.
- Procure sufficient disinfectant products and cleaning supplies so employees can frequently clean their own workspaces and;
- Ensure that Facilities is provided PPE and guidelines on appropriate techniques (as per CDC guidelines) for cleaning and disinfecting common, non-clinical spaces.

## Access and Screening for Phase 1

- Each campus will have a single point of entry.
- MCC ID scanners are being placed at all entry points.
- Face coverings will be required of all persons while on campus. Face shields will be provided to faculty for use in instructional settings and for individuals unable to use face coverings for medical reasons. Both face shields and face masks will be made available to faculty and staff at points of entry

## Social Distancing

- Reduction of class/lab sizes to comply with 6-foot distancing rule. Based on SUNY guidance, we are implementing a minimum of 40 sq. foot per person.
- Facilities and Public Safety and will also work on signage, plexiglass barriers, and placement of sanitizing dispensers.
- Common areas where individuals are likely to congregate will be closed or modified to comply with social distancing guidelines (ex.'s Café, Marketplace, game room, seating areas).

## Cleaning and Hygiene

In response to the COVID-19 virus, and for the reopening of the institution, the Custodial Operations Department will regularly and routinely clean and disinfect per the CDC guidelines. The Facilities sanitizing staff will work 2, 8 hour shifts Monday - Friday. Specific steps that will be taken include:

- All open restrooms, classrooms and labs will be cleaned and disinfected nightly to include the floor and touch points such as surfaces, door knobs, and light switches.
- Common spaces and touch points throughout the institution will be cleaned and disinfected periodically during the hours of operation in addition to nightly.
- Spray bottles with disinfectant have been made available to offices that see a lot of face-to-face traffic.
- Disinfectant wipes have been supplied to many spaces that require wiping down of touch points on a routine basis by the staff and students.
- Hand sanitizing stations will be strategically placed and restocked as needed.
- All restrooms will have stocked soap to encourage hand washing.
- Per CDC Guidelines issued May 21, 2020, areas used by a sick person will be closed off until proper cleaning and disinfecting occurs. Whenever possible, Facilities will wait at least 24 hours before beginning cleaning and disinfecting affected area.

## Protective Measures

- Physical barriers and direction of pedestrian traffic will be established where appropriate.
- Plexiglass or other appropriate physical barriers will be provided at locations where there will be regular face-to-face interaction with students and the public.
- Functional spaces will be reviewed to determine necessary modifications in order make spaces usable in socially distance environment.

## Testing, Tracing and Isolation

- Before returning to a campus, all employees and students will fill out a screening questionnaire designed by medical professionals to help decide if a test needs to be done, what test will be used, and if a quarantine or precautionary quarantine needs to be taken.
- Monroe Community College will coordinate with the State and local Department of Health regarding expanded testing for our faculty, students, and staff.
- The entire Health Services staff has successfully completed the Johns Hopkins COVID-19 Contact Tracing Course, and is in regular communication with the Monroe County Department of Public Health.
- MCC will ensure that separate housing is available for quarantine or precautionary quarantine.