

# Report and Recommendations for Reopening Campus

## STAGE 2B

### Triggers

- No evidence of cases of COVID-19 being spread within the institution.
- Given the latest guidance from health officials concerning the risk of infections balances against the College's ability to fulfill its mission in an online and remote environment, the President's Cabinet deems it prudent to operate in this stage.

### Possible Activities/Controls

Key activities can commence if the below Actions/Controls can be effectively implemented. Vice Presidents will identify specific activities that can occur during this stage and supervisors within the division will work to ensure implementation of such activities within the Actions/Controls detailed below. Expanded activities under 2B should be reviewed and approved by a Vice President.

As the College determines classes, services, and activities, etc. will resume, it is the expectation that all employees who are needed to return to work on campus, either on a regular schedule or on an as-needed basis, will do so. If employees decline to return or express concerns about returning, their supervisor should immediately contact Michelle Fredenrich.

Example of such activities may include continuation of prior activities with the addition of the following:

- Additional classes that are more effectively delivered face-to-face that the College is

not offering in prior stages. When a portion of a class can be effectively delivered online while another portion is more effectively delivered face-to-face, the course should be hybrid, with face-to-face delivery for only the portions of the course not well-suited to online delivery. Academic Affairs shall determine which courses or portions of courses can be most effectively delivered online. These decisions should be made on a course by course basis not a section by section basis.

- Off-site delivery of essential classes only if the site partner is implementing a risk mitigation plan with controls that provide for student and employee safety in a manner equivalent to or greater than HCC's plan at this stage.
- Healthcare clinical sites may operate if risk mitigation controls are consistent with industry standards.
- Employees not assigned to regularly scheduled essential campus activities should primarily continue to work remotely. Those not assigned to regularly scheduled essential activities may enter campus to perform an essential task with the approval of a direct supervisor.
- The College may consider larger events and rentals in accordance with all state and federal regulations and guidance.
- The fitness center and pool may reopen for classes and rentals with appropriate controls.

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- Business travel may take place within the State of Maryland. Business travel outside the State of Maryland must be approved by a Vice President.
- College Store may reopen to enable students to purchase textbooks with appropriate controls.
- Student Center services may reopen with appropriate controls.
- Globe Café may reopen with appropriate controls.
- Early Learning Center may continue to operate in compliance with the laws of the State of Maryland.
- College athletics and recruitment activities may operate based on guidelines from NJCAA.
- Employee and student ID Cards may be distributed.

### Actions/Controls

The controls detailed below will only be effective if everyone fully complies and remains vigilant of safety protocols.

#### 1. Physical Distancing

- All persons on campus (students, employees, and visitors) must practice physical distancing consistent with CDC recommendations. Physical distancing is defined as staying at least 6 feet from other people in both indoor and outdoor spaces.

#### 2. Personal Protective Equipment (PPE)

- All persons on campus (students, staff and visitors) will wear a face mask at a minimum in accordance with CDC guidelines as of the date of this publication, including but not limited to:
- Wear masks with two or more layers to stop the spread of COVID-19.

- Wear the mask over your nose and mouth and secure it under your chin.
- Masks should be worn by people two years and older.
- Masks are available from Central Services upon request.

#### 3. Administrative Controls

- All classes that can be delivered effectively online should still be delivered online only.
- Face-to-face classes will be held only for classes that cannot be delivered effectively online. When a portion of a class can be effectively delivered online while another portion must be delivered face-to-face, the course should be hybrid, with face-to-face delivery for only the portions of the course that cannot be effectively delivered online. Academic Affairs shall determine which courses or portions of courses cannot be effectively delivered online. These decisions should be made on a course by course not section by section basis.
- For any class that meets face-to-face, the number of people in the room must comply with physical distancing providing for a minimum of 6 feet between individuals during the educational experience up to capacities identified under state and federal guidelines.
- Direct supervisors must grant permission for an employee to enter campus in advance of the employee working on campus. Supervisors are responsible for building and room coordination to ensure compliance with administrative controls. Access shall only be granted within defined screening hours unless there is an emergency. Vice Presidential approval is no longer required.

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- Prior to entering campus employees must identify exact buildings and room numbers that will be accessed via the online screening form. This information is critical to ensuring proper sanitation takes place.
- All individuals will be screened before entry into buildings. Everyone must display a valid screening wristband upon building entry.
- Hours of access for faculty and staff shall be identified based upon screening and sanitation resources. Any access after-hours requires the approval of the director of public safety.
- Visit <http://www.harford.edu/about/covid-19-resources.aspx> for resources related to COVID-19 response.
- Any student or employee who tests positive for, or believes they may have been exposed to COVID-19, should email [covid@harford.edu](mailto:covid@harford.edu). The information provided will be kept private and confidential and be used only by the College's trained contact tracers, in consultation with the Harford County Health Department, for contact tracing purposes. Affected campus buildings will be sanitized in accordance with CDC guidelines before reopening.
- The employee or student should await further direction from the COVID Response Team prior to returning to campus.
- Supervisors who have been notified that an employee or student has tested positive for, or may have been exposed to COVID-19, should contact the COVID Response Team by emailing [covid@harford.edu](mailto:covid@harford.edu) for guidance and next steps regarding the student or employee returning to campus and any additional remediation that may be necessary.

## 4. Engineering Controls

- Workspaces will be altered for areas where employees and students are working or learning to facilitate physical distancing. (Examples: Protective barriers installed on desks, furniture rearranged, etc.)
- Disinfection/sanitation of high-touch common areas such as door handles and railings will occur routinely in areas accessed by employees and students in accordance with CDC guidelines. Employees should disinfect shared areas (preferable) or request disinfection by Campus Operations.
- Refer to the "Resources Required to Implement Plan" section for details on materials.
- All entering buildings should use stairways instead of elevators when possible.
- Signage will be posted to ensure students and employees are aware of controls and procedures (Examples: building ingress and egress signs, and floor emblems for distancing in lines.)