Return to Campus Guide

July 13, 2020

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Message from the President

We hope this guide finds you and your family in good health. Our community has been through a lot over the last few months, and all of us are looking forward to resuming our normal habits and routines. While many things have changed, one thing has remained the same: our commitment to your safety.

This guide is a supplement to the Responsible Restart Plan by providing information for preventing exposure to the coronavirus (SARS-CoV-2), the virus that causes COVID-19. Mohawk Valley Community College’s plans will also follow recommendations from the State, SUNY, Centers for Disease Control and Prevention, and MVCC’s Crisis Team. Recognizing that the pandemic is an ever-evolving situation, this guide will be revised accordingly. All students and employees are expected to comply fully with the policies, protocols, and guidelines set forth in this guide. We all share in the responsibility for protecting the health of our community and each member of our community will be expected to review and acknowledge these principles and guidelines prior to returning to campus.

If we each implement the measures set forth in this guide, the combined effect will reduce the risk of spreading COVID-19 on campus. Because our knowledge and understanding of the COVID-19 virus continue to evolve, our policies and plans will be updated at mvcc.edu/restart as appropriate or as more information becomes available.

We thank you for your patience in adhering to these procedures put in place, which serve to protect our students, faculty, staff, and facilities.

Randall J. VanWagoner, Ph.D.

Responsibilities for Individuals

The COVID-19 pandemic requires multiple layers of protection to serve as safeguards for our community. When used together consistently, the holes (or weaknesses) in any single layer of protection may be reduced by the strengths of multiple layers of protection. The more layers of effective interventions that are implemented, the less likely your activities will contribute to the spread of COVID-19:

1. **Masks/Face Coverings.** As a general rule, masks/face coverings must be used at all times on MVCC property, whether indoors or outdoors, when six feet of social distancing is not feasible, to slow the spread of COVID-19 and help prevent asymptomatic carriers from unknowingly transmitting it to others. However, when in an enclosed area with other individuals for more than ten minutes, face coverings are to be worn at all times, regardless of the amount of social distancing.

2. **Physical Distance.** Staying six feet away from other individuals significantly reduces the likelihood of transmitting the virus.

3. **Cleaning and Disinfecting.** Cleaning and disinfecting equipment and office spaces is extremely important, but alone is not sufficient to stop the spread of COVID-19.

4. **Handwashing.** Frequent handwashing with soap and water is essential to prevent the spread of the virus. While none of these interventions are perfect, when used in combination with a broader range of safety practices, the risk of COVID-19 transmission is significantly reduced.
Face Coverings
All individuals should ensure that a distance of at least six feet is maintained among individuals while on campus, inclusive of employees, students, and visitors to the extent possible and when seated in a classroom setting or meeting, unless safety or the core activity (e.g., moving equipment, using an elevator, performing a transaction) requires a shorter distance or individuals are of the same residence. Any time individuals come within six feet of another person who does not reside in the same residence (i.e., roommate), acceptable face coverings must be worn. Individuals should be prepared to put on a face covering if another person unexpectedly comes within six feet. Face coverings are worn to protect others in the event someone is unknowingly transmitting the virus. The College will provide face coverings to all employees, students, and MVCC affiliates, and they may also elect to use their own face coverings. Cloth face coverings must only be worn for one day at a time, and must be properly hand washed or laundered before subsequent use. Face coverings may vary (e.g., masks or neck gaiters are acceptable). At a minimum, cloth face coverings should:
- Fit snugly but comfortably against the side of the face
- Be secured (e.g., with ties or ear loops)
- Cover the nose and mouth
- Allow for breathing without restriction
- Be able to be laundered without damage or change to shape

While the College will certainly enforce the use of face coverings and masks, please contribute to a campus community of self and peer enforcement of this fundamental and critical requirement. Everyone should feel empowered to request that someone wear a face covering to protect themselves and others.

Use and Care of Face Coverings
When putting on a face covering/disposable mask, people should:
- 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. Try to avoid adjusting the mask during the day and wash hands/use sanitizer after any adjustments.

When taking off a face covering/disposable mask, people should:
- Avoid touching their eyes, nose, or mouth
- Loop their finger into the strap and pull the strap away from the ear, or untie the straps.
- Wash hands before and after removing mask.

Care, storage and laundering:
- People should keep face coverings/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 hand washed or laundered with regular soap or clothing detergent before first use and after each shift.
• Cloth face coverings should be replaced immediately if soiled, damaged (e.g. ripped, punctured), or visibly contaminated.
• Disposable masks must not be used for more than one day and should be placed in the trash after your shift or if they are soiled or damaged (e.g., stretched ear loops, torn or punctured material), or visibly contaminated.

Social Distancing
Keeping space between yourself and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and to slow its spread. Since people can spread the virus before they know they are sick, it is important that they stay away from others when possible, even if they have no symptoms. Social distancing is important for everyone—and required by the College—especially to help protect people who are at higher risk of getting very sick. Everyone on campus is expected to follow social distancing practices. They should:
• Stay at least six feet (about two arms length) from other people whenever possible
• Not gather in groups
• Stay out of crowded places and avoid large gatherings
• Engage in noncontact methods of greetings that avoid handshakes
• Stagger breaks and meal times during the day
• Use designated areas and maintain at least six feet of separation for meals

Handwashing
Everyone should wash their hands often with soap and warm water for at least 20 seconds, especially after they have been in a public place or after blowing their nose, coughing, sneezing, or touching their face. It is also suggested that everyone wash their hands as they enter and leave various on-campus spaces and before eating. People should also avoid touching their eyes, nose, and mouth. If soap and water are not readily available, people can use a hand sanitizer that contains at least 70% alcohol. They should cover all surfaces of their hands and rub them together until they feel dry.

Cleaning
Custodial crews will clean common areas, lobbies, restrooms, classrooms, and conference rooms daily based on CDC guidance. Several times daily, custodians will provide additional cleaning of high-touch points (stairwell and room door handles, elevator buttons, etc.). Individuals will be expected to clean areas of tables, surfaces, or labs with which they made contact and wipe down personal workspaces. Before starting activity in a space, and before leaving any room in which they have been working, individuals must wipe down all areas with cleaning agent. This includes any shared-space location or equipment (e.g. copiers, printers, computers, A/V and other electrical equipment, coffee makers, desks and tables, conference tables, light switches, door knobs, etc.).
People should avoid using others’ phones, desks, offices, or other tools and equipment and should clean and disinfect them before and after use.

Options include but are not limited to:
• Bleach solution containing five tablespoons (1/3 cup) bleach per gallon of water
• 70% ethanol or isopropyl alcohol
• Disinfectant provided by MVCC custodial services
Follow label directions for safe and effective use. Follow contact time (surface visually wet).

Building Access
The State requires that every employee is screened every day and that entrances and exits are intentionally managed. The College will have checkpoints at all College locations with multiple points on the Utica Campus. Building entrance and exits to each building will be limited. Where practical, some doors will be designated and marked “entrance” or “exit” only. All affiliates on campus are asked to follow these directives.

Office Environments
All MVCC employees, affiliates, and students working or learning on premises must maintain social distancing practices (e.g., be sure to maintain at least six feet distance from co-workers).
• Density is determined by usable floor(workspace with adequate distance or physical separation.
• The College will identify maximum occupancy for each space including breakrooms and conference rooms and post signage to guide behavior.
• Occupants must wear a face covering when six feet of social distancing is not feasible or unless eating and seated in designated locations.
• When in an enclosed area with other individuals for more than ten minutes, face coverings are to be worn at all times, regardless of the amount of social distancing.
• Safe social distancing and individual responsibility are required for shared spaces such as kitchens and break/conference rooms.
• Refrigerators, microwaves, coffee machines, etc. may be used, but they are an individual responsibility for cleaning after use, and hand cleaning before and after use is required.
• While daily cleaning of high contact touch points will be completed by custodial staff (with additional cleaning of high touch points such as stairwell and room door handles and elevator buttons), everyone is responsible for their own work and/or learning environments including equipment that they use.
• Cleaning cloths and approved disinfectants will be made available in each office area. Individuals can bring their own supplies provided they meet the following requirements:
  • Contain at least 70% ethanol or isopropyl alcohol, or
  • Are common use, all purpose disinfectant wipes (e.g. Lysol, Clorox, etc.)
Meetings
Convening in groups increases the risk of viral transmission. Virtual meetings should be the norm at this time using the extensive range of available collaboration tools (e.g., Zoom, Google Hangouts, telephone). In-person meetings are limited to the restrictions of local, state, and federal orders and should maintain a minimum of six feet of separation for social distancing requirements. The College will provide guidance on maximum capacity per room. Departments should remove and/or rearrange chairs and tables or add visual cue marks in meeting rooms to support social distancing practices between attendees. During time on-site, individuals are encouraged to communicate with colleagues and supervisors as needed by email, telephone, video conferencing, or other available technology rather than face-to-face.

Restrooms
Use of restrooms will be limited based on size to ensure at least six feet distance between individuals. Individuals should wash their hands thoroughly afterward to reduce the potential transmission of the virus. Electric hand dryers will be disconnected and paper towels provided.

Water Fountains
Use of a personal water bottle to obtain water from a drinking fountain or refillable water bottle station is allowed. Drinking water directly from fountain spigots is prohibited.

Elevators
Individuals should limit density to a maximum of one person per elevator. While using the elevator, face coverings must be worn, and individuals should press elevator buttons with another object, their knuckle, their elbow, etc., if possible. Everyone should wash hands or use hand sanitizer with at least 70% alcohol upon departing the elevator. Elevators are an area designated for more frequent cleaning.

Public Transportation
Everyone who takes public transportation or uses MVCC shuttles must wear a face covering while on the bus/shuttle and avoid touching surfaces with their hands to the maximum extent possible. Upon disembarking, individuals should wash their hands or use hand sanitizer with at least 70% alcohol as soon as possible and before removing their mask. Vehicle capacity for MVCC shuttles will be set to ensure appropriate distancing and in consultation with public health experts and regulatory guidance.

Symptoms Monitoring
The College has developed a reporting tool to support daily self-monitoring and/or verification of symptom-free status. For now, we are relying on every individual to develop this essential daily habit. Individuals may not report to campus unless they are free of ALL symptoms potentially related to COVID-19 or have been evaluated and cleared by a doctor or nurse.
At this time, these symptoms include one or more of the following:

- Cough
- Shortness of breath or difficulty breathing
- Fever
- Chills
- Repeated shaking with chills
- Runny nose or new sinus congestion
- Muscle pain
- Headache
- Sore throat
- Fatigue
- New GI symptoms
- New loss of taste or smell

Students and employees who have any symptoms should immediately notify the Health Center at (315) 792-5452 or covidscreening@mvcc.edu. Individuals who test positive will be contacted by a health care worker to provide guidance regarding self-isolation, monitoring of symptoms, and general health advice. They will also be asked a series of questions as part of our contact tracing process to help determine if others may have been exposed in the workplace/learning environment. If an individual undergoes testing either under their own direction or the direction of their primary care, he/she must notify the College Nurse above. Individuals who may have had meaningful exposure to a COVID-19-positive person will be notified without being told the identity of the patient. The individual will be advised to self-quarantine for a period determined by the time of the initial exposure. Individuals are required to stay at home while they are sick or experiencing any of the symptoms above unless otherwise directed.

**Noncompliance with Guidelines**

Failure to comply with these guidelines places our community at risk for spreading the virus which could endanger community health and result in further disruption of educational activities. In consultation with the County Health Department and SUNY, the College President has the authority to shut down facilities and activities that are noncompliant with these health and safety precautions. Every member of our community is empowered to request compliance with guidelines set forth here and in other College communications. Those who encounter noncompliance with guidelines, may notify the College through the Department of Public Safety.

Noncompliance with current COVID-19 workplace safety guidelines may result in suspended facility access and/or disciplinary action. Human Resources must be consulted regarding any non-compliant employee action, and The Office of the Vice President for Student Affairs must be consulted regarding disciplinary actions for non-compliant students.
Acknowledgement and Attestation

All individuals must complete this acknowledgement and attestation to help us minimize the spread of COVID-19 on campus. Should you choose not to complete this requirement, you are not allowed on campus and are subject to corrective action, up to and including termination and dismissal.

I understand the College will, in addition to its standard cleaning practices, be taking the following health and safety measures:

• Deep cleaning and disinfecting of common areas;
• Ensuring hand sanitizer stations are located in all buildings, subject to availability of hand sanitizer;
• Checking ventilation for proper airflow to reduce the possibility of airborne transmission of the virus; and
• Building occupancy management to reduce density and facilitate physical distancing

I have read MVCC’s Return to Campus Guide and commit to following the guidelines to fulfill my responsibility for protecting the health of our community.

• I will check my temperature daily and stay home if my temperature is higher than 100.0 degrees Fahrenheit.
• I will stay home if I have any of the following:
  • Fever
  • Chills or shivers
  • Muscle pains or aches (not due to exercise)
  • Cough (worse than usual if you have a daily cough)
  • Shortness of breath or trouble breathing
  • Headache (worse than usual if you have headaches)
  • Scratchy or painful sore throat
  • New loss of taste and smell
  • Nausea/vomiting/diarrhea/stomach cramps
  • Dizziness and lightheadedness
  • Sneezing, runny nose, or congestion (worse than usual if this is common for you)
  • Fatigue that is unusual or more severe than normal
  • Eyes are unusually red or painful
  • A member of my household has a confirmed COVID-19 infection or I have been in close contact with someone who had a confirmed COVID-19 infection.
• I will practice good hand-washing hygiene (washing after touching your eyes, nose or mouth; washing after blowing your nose, or sneezing or coughing into your hand; washing after touching contaminated surfaces; washing after using a disinfectant product; washing before preparing food or eating and after; washing frequently and for 20 seconds with soap and water, and utilize hand sanitizer if hand washing facilities are not available.
• I will practice physical/social distancing (six ft.) on and off campus, when on College business.
• I will stay home if I have been exposed to anyone suspected to have COVID-19 or confirmed to have COVID-19.
• I will wear a face covering when six feet of social distancing is not feasible or unless I am eating and seated in a designated location.
• I understand when outside and six feet of social distancing not feasible, I must put on my face covering.

I acknowledge and agree to the previous requirements and understand that my failure to live by these requirements could lead to corrective action up to and including termination or dismissal from Mohawk Valley Community College.

Name: __________________________________________
M#: __________________________
Date: __________________________

Please sign this attestation online at mvcc.edu/attest or if you don’t have computer access return completed form to HR via interoffice mail.