

L A K E R S T R O N G

RETURN TO

# CAMPUS

S P R I N G ∨ 2 0 2 1

Issued: December 2020

Updated: February 22, 2021

**Laker Strong:** Moving forward  
for the Spring 2021 Semester

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## Overview

This plan contains information about Garrett College's plan for a safe, comprehensive and thoughtful Spring 2021 semester during the COVID-19 pandemic.

The College's goal for the Spring 2021 semester is to be a residential campus with face-to-face instruction as a major instructional delivery option and co-curricular interaction, activities and events that meet all local, state and national health guidelines. The College will continue operations that were utilized successfully in the Fall 2020 semester with the understanding that adaptations may be required as the pandemic continues.

## Core Concepts

- ◇ The College will proceed thoughtfully, carefully, and deliberately as the primary goal of the institution is to protect the health and safety of our campus community while meeting the mission of providing quality education.
- ◇ Be compassionate and flexible.
  - Accommodate those who are members of a vulnerable population or who live with someone who is a member of a vulnerable population.
  - Work with those who have childcare or other family responsibilities and be mindful of the anxiety felt by students and employees during this challenging time.
- ◇ College plans will be aligned and consistent with executive orders issued by the Governor of Maryland, local orders and ordinances of Garrett County and the *Maryland Strong: Roadmap to Recovery*. Garrett College's plans will also follow recommendations from the federal government, Centers for Disease Control (CDC) Considerations for Institutes of Higher Education, <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>.
- ◇ Garrett College recognizes that "The high touch, highly interactive, mobile, densely populated living and learning environment typical of most campuses is the exemplar of a congregate setting with multiple risk factors for ready transmission of COVID-19" (ACHA Guidelines, 2020). The College will attempt to mitigate as many risk factors as reasonably possible but cannot mitigate all risk.
- ◇ Be ready to adjust operational phases based on guidance from the CDC and from state and local health officials.
- ◇ Emphasize social distancing, handwashing, staying home when sick, and use of CDC-recommended face masks/coverings as required.
- ◇ Continue and build on the innovations and strategies developed in the last several months.
- ◇ Maintain open, responsive communication channels.

## Glossary of Commonly Used Terms

### **Asymptomatic**

A person who does not show any signs or symptoms of a disease. People with asymptomatic infection feel well. Because they feel well, they don't know they're infected, and they often continue their regular activities, which can easily transmit the virus to others.



**Case**

A person having a particular disease, disorder, or condition. A variety of criteria may be used to identify cases—for example, a physician diagnosis or a diagnostic test.

**Contact**

A well person who has been exposed to a case or a case's environment such that they had an opportunity to acquire the infection.

**Incubation period**

The interval between the time of invasion by an infectious agent and appearance of the first sign or symptom of the disease in question. For COVID-19, the incubation period is anywhere from 2-14 days.

**Infectious period**

Period of time during which a case is able to transmit a disease to others. The infectious period starts 2 days before someone develops symptoms.

**Isolation**

Condition in which a case is separated from others. Isolation occurs under conditions (for example, having a private bedroom and bathroom) that will prevent or limit the transmission of an infectious agent to those who are susceptible. Cases should be isolated for the entirety of their infectious period.

**Quarantine**

Condition in which a contact's activities are restricted. The contact is separated from others to prevent onward disease transmission to those who are susceptible. Contacts should be quarantined for the duration of their incubation period

**Signs of illness**

A health effect that can be observed externally, such as temperature, sweating, oxygen saturation, or heart rate. Signs are also abnormal findings on a physical examination that are observed or measured by a clinician (a physician or nurse). Some signs mean that the disease is becoming more severe or progressing.

**Symptoms of illness**

A health effect that is experienced or felt by the person and is not easily observable by others, such as fatigue or muscle aches. Some symptoms mean that the disease is becoming more severe or progressing.

## Operational Phases

Changes in phases will be determined by guidance and data from the CDC, state government and the local health department.

[Phase 1 – Emergency Operations \(as conditions warrant\)](#): Majority of employees will work remotely. On-campus access restricted to authorized emergency essential personnel only. Priorities include positions that are needed for campus safety, or some jobs that cannot be effectively completed from home and are critical to ongoing operations. Non-emergency essential employees who need to come to campus must be approved by their supervisor and the Office of Equity and Compliance prior to coming to campus. Require CDC-recommended facial masks/coverings, daily health self-assessments,

and social distancing for on-campus employees. Instruction and other activities will transition to a full remote environment.

## Phase 2 – Flexible Operations:

**Stage 1 (as conditions warrant):** Majority of employees will continue working remotely or on-call. Those employees that have been approved as emergency essential will continue to operate under current practices. Designated offices/departments will operate with a reduced number of employees who are limited in the work they can do remotely, have been approved to teach face-to-face courses that have been approved by MHEC and legal counsel, or are necessary to increase departmental capacity and functionality as needed. Employees who are not designated as emergency essential or who have not been scheduled to return to campus in this stage who need to come to campus must be approved by their supervisor and the Office of Equity and Compliance prior to coming to campus. Offices will operate by appointment only and offices should be staffed during those limited days and times to meet the needs of the institution and the students we serve. The College will implement new workspace habits to promote social distancing and redesigned work practices. CDC-recommended facial masks/coverings, daily self-assessments and social distancing are required for all employees, students and visitors in campus facilities. No external organizations or public use of facilities will be permitted, unless approved by the President on a case-by-case basis.

**Stage 2 (as conditions warrant):** Majority of employees will continue working remotely or on-call. Employees who have a legitimate need to work from campus may do so (with their supervisor's approval) without requesting access through the Office of Equity and Compliance, but those employees who can effectively telework must continue to do so. Designated offices/departments will continue with a reduced number of employees who are limited in the work they can do remotely, have been approved to teach face-to-face courses, or are necessary to increase departmental capacity and functionality as needed. Main campus offices (McHenry) will be open Monday through Friday from 8:30am-4:30pm (closed for service from 12-1 for lunch). The outreach centers (NOC, SOC, and CTTC) will have variable hours and the public is encouraged to call ahead before visiting these locations. Visitors will be allowed on campus as long as they follow stated protocols; however, the College strongly encourages individuals to schedule appointments (either virtual or in-person). No external organizations or public use of facilities will be permitted, unless approved by the President on a case-by-case basis. The College will continue utilizing workspace habits to promote social distancing and redesigned work practices. CDC-recommended facial masks/coverings, daily self-assessments and social distancing are required for all employees, students and visitors in campus facilities.

**Stage 3 (effective January 18, 2021):** Most offices will operate with limited face-to-face hours while continuing to make use of telework, flexible scheduling, and other measures to maintain social distancing and flexibility. All offices will be open Monday-Friday from 8:30am-4:30pm, with some areas having extended hours. With the start of the spring semester, in-person classes, activities and events are permitted with restrictions on capacities and utilizing social distancing, while strongly encouraging the use of virtual technology. Athletics and residential facilities will resume operations with appropriate control measures in place. No external organizations or public use of facilities will be permitted, unless approved by the President on a case-by-case basis. CDC-recommended facial masks/coverings, daily self-



assessments and social distancing are required for all employees, students and visitors in campus facilities.

**Phase 3 – Reduced Operations (as future conditions allow):** The College will continue expanded operations with most offices operating with limited face-to-face hours while continuing to make use of telework, flexible scheduling, and other measures to maintain social distancing and flexibility. All offices will be open Monday-Friday from 8:30am-4:30pm, with some areas having extended hours. In-person classes, activities and events are permitted with restrictions on capacities and utilizing social distancing. Athletics and residential facilities will resume operations with appropriate control measures in place. External organizations or public use of facilities may be permitted, with approval by the President on a case-by-case basis. CDC-recommended facial masks/coverings, daily self-assessments and social distancing are required for all employees, students and visitors in campus facilities.

**Phase 4- Return to Full Operations (as conditions allow when restrictions are lifted):** The College will return to a reimagined pre-COVID-19 environment. In-person classes, activities and events will resume without restrictions on capacities, distancing, or the sharing of materials/supplies. Students can mix between classes and activities. Offices resume all in-person operations. Facial masks/coverings, daily self-assessments and social distancing are no longer required.

## Health and Safety Expectations and Guidance

### Requirements

#### Education and Training

Education and understanding of COVID-19 is an important measure the College must take when bringing individuals back on campus. Prior to returning to campus, employees and students will be asked to review a short presentation on COVID-19, prevention and safety measures, what to do if you are sick, and campus-specific policies and protocols. Employees must review the presentation, available on the [College portal](#), and complete the acknowledgment form. A link to the [student training](#) will be made available on the College portal and website. Students will view a video, then digitally sign an acknowledgment that they have viewed the training and will adhere to the guidance and protocols implemented by the College.

#### Face Mask or Face Coverings

[CDC-recommended face masks or face coverings](#) are required to be worn by all employees, students, and visitors in all public settings and when in the presence of others, especially where other social distancing measures are difficult to maintain (e.g. common workspaces, meeting rooms, classrooms, narrow hallways, bathrooms, etc.). Use of a CDC-recommended face mask/covering is required when outdoors when social distancing measures are difficult to maintain.

Face masks/coverings should be [properly worn](#), meaning they should cover your nose and mouth, be secured under your chin, and fit snugly against the sides of your face. Face masks/coverings should not be placed around your neck or up on your forehead. Don't touch the mask, and, if you do, wash your hands or use hand sanitizer to disinfect.

Face masks/coverings should be put on before entering a College facility and removed only after exiting the facility (unless social distancing is difficult to maintain). Masks/coverings can be removed to eat or drink when an individual is stationary (either seated or standing still).

A new disposable or freshly laundered face covering must be worn each day. The College will be providing one branded, reusable mask to all students and employees.

Faculty are required to wear a CDC-recommended face mask/covering while providing instruction. If the mask/covering must be removed temporarily as part of instruction, faculty must be a minimum of 6 feet from any individual. Faculty may request a face shield if teaching Face-to-Face courses or request to use personally provided PPE through their supervisor. If face shields are used without a mask, they should wrap around the sides of the wearer's face and extend to below the chin, and the wearer must be a minimum of 6 feet from any individual.

Appropriate use of face masks/coverings is critical in minimizing risks to others near you. COVID-19 could spread to others even if you do not feel sick or show illness symptoms. Masks protect others, just as their masks protect you. The mask or face covering is not a substitute for social distancing.

Any individual not wearing a face mask/covering will be required to leave campus immediately and will only be permitted to return with a face mask/covering. Failure to comply will result in corrective action in accordance with College policy.

### Symptom Monitoring and Daily Health Self-Assessment

Health researchers continue to work on understanding COVID-19 and how it spreads. The College has adopted best practices to keep each of us from contracting the virus and spreading it to others. Like many other institutions, we are asking individuals to stay away from campus if they are sick or experiencing specific symptoms.

According to the CDC, "One strategy to identify individuals with COVID-19 signs or symptoms is to conduct daily symptom screening such as temperature screening and/or symptom checking for students, faculty, and staff. These screenings are one of many strategies IHEs can use to help lower the risk of COVID-19 transmission".

Before coming to campus each day, all students, employees, and visitors are required to complete a Daily Health Self-Assessment (<https://www.garrettcollege.edu/daily-health>) in order to ensure a healthy work environment. This assessment is not meant to take the place of consultation with your health care provider to diagnose or treat conditions. If you are in an emergency medical situation, please call 911 or your local emergency number. **Individuals who are feeling ill or have tested positive, have been in close contact to a positive case, or are living with an individual that is isolating or quarantining due to COVID-19 must refrain from coming to campus.**

- ◇ An email address is required to receive receipt of completion. Faculty or supervisors can request to view the receipt to confirm that individuals have completed the assessment for the day.
- ◇ If an individual is visiting different college locations (for example, the McHenry campus and the CTTC), they are strongly encouraged to complete an assessment before entering each location. This assists with contact tracing should the College receive notice of a positive case.
- ◇ Individuals that do not have access to a computer or the internet can request or print a paper copy to complete each time before coming to campus. Paper copies should be collected,

scanned, and sent to [equitycompliance@garrettcollege.edu](mailto:equitycompliance@garrettcollege.edu) for retention. The original can be shredded after being sent.

- ◇ The information collected on the assessment will be maintained as confidential (separate from any personnel files) and will not be used for purposes outside of the College.

**If you take the daily health self-assessment and answer “yes” to any of the questions, you must refrain from coming to campus. Please contact the Office of Equity and Compliance for guidance by emailing [equitycompliance@garrettcollege.edu](mailto:equitycompliance@garrettcollege.edu) or calling 301-387-3037.**

## Reporting Illness, Testing and Positive Test Results

### Testing

The CDC, with regards to institutions of higher education, suggests testing might be needed for:

- ◇ Individuals with signs or symptoms consistent with COVID-19.
- ◇ Asymptomatic individuals with recent known or suspected exposure to COVID-19 to control transmission.

At this time, the College will not require testing of all students and employees before returning to campus.

Testing in and around Garrett County is currently available at the following locations:

- ◇ Garrett County Health Department-
  - Free COVID-19 PCR testing for individuals with or without symptoms. MEDCO building located in the McHenry Business Park at 46 Business Park Drive, Accident, Maryland, on Tuesdays and Thursdays from 9am to 3pm. Pre-registration available at <https://mako.exchange/scheduler/registration/?location=2409>
  - Garrett County Health Department Oakland Office- appointment only testing of patients with signs and symptoms of COVID-19 from 8:30 am to 3 pm on Monday through Friday. Since these patients are symptomatic, a rapid antigen test will be performed. If the rapid test is negative, it will be reflexed to a PCR test. Testing will be done through the window of the patient’s vehicle. To schedule an appointment, patients should call 301-334-7697.
- ◇ WVU Medicine Urgent Care (301-387-8718): Testing on site for symptomatic and asymptomatic patients.
- ◇ UPMC Urgent Care (240-488-4139): Testing on site (they come out to the car) for symptomatic patients only. Turnaround time 3-5 days.
- ◇ Oakland CVS: To schedule a test, go to [cvs.com/minuteclinic/covid-19-testing](https://www.cvs.com/minuteclinic/covid-19-testing).
- ◇ Garrett Regional Medical Center: Testing is available through the lab with a doctor’s order. No appointment is required.
- ◇ Allegany County Fairgrounds: Tests will be available to any person in the region beginning Wednesday, November 11th. This drive-through site at 11400 Moss Avenue in Cumberland, Maryland, will be in operation on Mondays from 2-7 pm, and Wednesdays and Fridays from 8 am – 2 pm. There is no out-of-pocket cost to get a test at the site, and appointments and doctors’ orders are not required.

For information about testing, please visit:

- Garrett College Coronavirus Resource Page: <https://www.garrettcollege.edu/corona-virus.php>
- Garrett County Health Department: <https://garretthealth.org/testing-info/>
- CDC's "Interim Considerations for Institutions of Higher Education Administrators for SARS-CoV-2 Testing": <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/ihe-testing.html>.

## Illness

### *Non-COVID related*

Individuals who are ill but it is not believed to be COVID-related should refrain from coming to campus until they are symptom-free for 24 hours with no fever and no use of fever-reducing medications, or are cleared by a medical provider (includes negative COVID test). Continue to monitor your symptoms and be sure to wear a face mask and socially distance when in public or encountering others. Individuals are encouraged to get tested for COVID-19 even if they don't believe they have the virus but have COVID-like symptoms.

### *COVID- related*

Below is guidance for individuals for what they should do in different COVID-related scenarios and when it is safe for them to return to campus:

**1. I was tested for COVID-19. Can I come to campus while I await my results?**

No. If an individual is tested for COVID-19, they must self-quarantine and refrain from coming to campus until their test results are received.

**2. I tested positive for COVID-19 but do not have any symptoms. When can I return to campus?**

If you continue to have no symptoms, your isolation period would end 10 days after the date of your positive test.

**3. I tested positive for COVID-19 and am experiencing symptoms. When can I return to campus?**

You will be cleared to return to campus at least 10 days after your symptoms first appeared and at least 24 hours with no fever without the use of fever-reducing medication and your other symptoms are improving.

**4. I have been in close contact with someone who tested positive and I do not live with this person. When can I return to campus?**

You will be required to quarantine for 14 days, even if you test negative. You can return to campus after 14 days, starting the day after your last exposure to the positive case, and as long as you aren't experiencing any symptoms. If you have received both doses of a COVID vaccine, quarantine may not be required but is dependent upon certain criteria. Please check with the Office of Equity and Compliance for guidance.

**5. I have been in close contact with a household member who tested positive and we only have one bathroom. When can I return to campus?**

You will be required to quarantine while the positive case fulfills their isolation period (a minimum of 10 days). After the positive case is released from isolation, you will need to quarantine for 14 more days, even if you test negative. You can return to campus after that 14 days and as long as you aren't experiencing any symptoms. If you have received both doses of a COVID vaccine, quarantine may not be required but is dependent upon certain criteria. Please check with the Office of Equity and Compliance for guidance.

**6. I have been in close contact with a household member who tested positive and we have several bedrooms and bathrooms in the house, where we can successfully isolate and quarantine without further exposure. When can I return to campus?**

If you are able to successfully isolate the positive household member for the entire duration of their infectious period (typically 10 days), then your 14-day quarantine period would start the day after separate isolation has begun, even if you test negative. You can return to campus after that 14 days and as long as you aren't experiencing any symptoms. If you have received both doses of a COVID vaccine, quarantine may not be required but is dependent upon certain criteria. Please check with the Office of Equity and Compliance for guidance.

**7. I live with an individual that is quarantining due to a suspected COVID-19 exposure (close contact). Can I come to campus?**

The college is requiring third-party exposures to refrain from coming to campus until their household member tests negative for COVID-19. If you are able to successfully quarantine the household member while they await their test results, then you could return to campus. If the household member tests positive, then you would follow the guidance provided in either item 5 or 6 above.

Please note that in December 2020, the CDC provided two additional options for quarantine that can reduce it to 7-10 days; however, the College will, in most cases, require a 14-day quarantine before an individual is cleared to return to campus.

### COVID Reporting Mechanisms

Each individual with a positive COVID-19 case, who is identified as a close contact, suspects they have been exposed, or who is experiencing symptoms is encouraged to notify the College by emailing [equitycompliance@garrettcollege.edu](mailto:equitycompliance@garrettcollege.edu) or calling 301-387-3037. The Office of Equity and Compliance is the designated office handling reports of confirmed or possible COVID-19 cases from a student, faculty/staff member, or member of the community who visited the campus. If you choose not to report your positive test results, local or state health departments may report this to the College on your behalf following a consultation.

Students are encouraged to contact their faculty members to inform them that they will not be attending class in person. If a student's classes are entirely online, then they do not need to disclose their status to their faculty if they are well enough to participate virtually. Should a student be symptomatic, they should work with their faculty to determine the best means to make-up any missed work.

If a student reports they are isolating or quarantining to a faculty or staff member, the employee should maintain the student's privacy and only divulge the information to the Office of Equity and Compliance. A college official will then follow up with the student regarding campus guidelines, resources, and protocols to be cleared to return to campus. The College official, in accordance with FERPA guidelines, will follow up with the individual who reported the concern to advise them of how the situation is being handled.

Employees should contact their supervisors to inform them that they will not be able to come to campus, and determine if any work can be completed from home or if sick and safe leave will be taken to cover the isolation or quarantine period.

For more information on reporting and the College's response to suspected or confirmed positive cases of COVID-19, please see the [College's Exposure Action Plan](#).

### Social Distancing

Keeping space between you and others is one of the best tools we have to avoid being exposed to the COVID-19 virus and slowing the spread. Since people can spread the virus before they know they are sick, it is important to keep your distance from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Individuals should follow these social distancing practices:

- ◇ Always stay at least 6-feet (about 2 arms' length) from other people.
- ◇ Do not gather in groups (gathering size is dictated by local and state guidance and subject to change).
- ◇ Stay out of crowded places and avoid mass gatherings.

### Personal Safety Practices

#### Handwashing

Washing your hands often is considered the best practice for common everyday tasks. Wash your hands 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 hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. The College has installed additional sanitizing stations across campus to make sanitizer readily available. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

#### Personal Disinfection

While custodial crews will continue to clean the buildings, including common areas and classrooms, based on CDC guidelines, additional care should be taken to wipe down commonly touched or used surfaces, including those in private offices.

Employees will be responsible for keeping their workspaces clean and free of clutter. Clutter prohibits the proper cleaning of surfaces. Cleaning supplies will be made available to those employees who need to clear their space of clutter to allow for proper cleaning. Cleaning supplies for general office cleaning may be provided by request depending upon availability of resources. Employees should check their personal cleaning supplies to ensure they are using items with the proper alcohol content and that are disinfectants. Custodians will clean and sanitize offices weekly, primarily on Fridays.

Custodians will clean and sanitize offices that provide approved face-to-face services, daily or as needed.

As necessary, but not less than once a week, employees are to remove the trash from his/her office and place in a common receptacle in the building hallway. Trash bags will be provided to employees.

Students and visitors are expected to clean up after themselves and follow any stated cleaning/disinfection protocols.



## Cough/sneeze etiquette

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. Then throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

## Physical and Mental Health Services

### Students

#### *GRMC clinic*

Specialty Physicians of Garrett County, LLC, a subsidiary of Garrett Regional Medical Center, will hold an on-site clinic once a week for students. The clinic is located in the CARC, room 928, on Mondays from 10am- 4pm (days and times subject to change) to provide basic health services to students. More information is available on the College's [Student Health Services](#) page.

#### *Mountain Laurel services*

Mountain Laurel Medical Center, a local medical provider, is accepting new patients and is available for routine healthcare needs for students requiring medical care but unable to access their Primary Care Provider while living in Garrett County. Mountain Laurel is also available to any local students needing a Primary Care Provider or for any student experiencing a new medical problem.

Visits will be prioritized for those needing continuity of care for an ongoing medical problem that needs regular follow up appointments during the school year. However, Mountain Laurel Medical Center also has appointments for acute medical care needs throughout the week. For students unable to reach the locations in Grantsville and Oakland, Mountain Laurel offers telemedicine visits. Additional details, including the forms required to become an established new patient, are available on the College's [Student Health Services](#) page.

#### *Mental Health Counselor information*

Karl Glocker is a licensed professional counselor who can assist any student who is in crisis, offer therapeutic problem-solving, make referrals for personal counseling, and provide educational/outreach programs. In addition to his other qualifications, Karl is certified in Mental Health First Aid.

Karl can be reached via email: [karl.glocker@garrettcollege.edu](mailto:karl.glocker@garrettcollege.edu). His office is in Room 635 and he is available on Thursdays from 8:30 a.m. – 1:30 p.m. for in-person or virtual meetings.

### Employees

#### *Teladoc*

Teladoc provides confidential, convenient, and affordable healthcare 24/7/365. Teladoc's U.S. board certified doctors are available 24/7/365 to resolve many of your medical issues through phone or video consults. More information can be found at [www.teladoc.com](http://www.teladoc.com), or by calling (800) 835-2362.

#### *Deer Oaks EAP*

The Deer Oaks EAP is a free, confidential service provided to covered employees and their dependents. Deer Oaks provides assistance to employees and household members for a variety of mental health and other family issues such as financial, identity recovery assistance, daily living services and child and elder

care. There is also a legal plan option that covers many routine legal issues. More information can be found at <https://members.deeroakseap.com>, by calling (866) 327-2400, or by emailing [eap@deeroaks.com](mailto:eap@deeroaks.com).

## ADA Accommodations and COVID Health and Safety Related Requests

### Students

Disability Support Services is dedicated to helping students with documented disabilities access all of the educational opportunities and services offered by the College.

Those students who need reasonable accommodations should visit the [Disability Support Services webpage](#) for more information or contact Disability Support Services at 301-387-3749 or [ADA504@garrettcollege.edu](mailto:ADA504@garrettcollege.edu).

### Employees

Employees who are scheduled to return to work on-site and have concerns about doing so due to a medical condition that places them in a higher-risk group, those who are pregnant, live with or care for high-risk individuals, or those who wish to seek ADA Reasonable Accommodations related to returning to the workplace must contact Human Resources. Any reasonable accommodations granted for the fall 2020 semester will be carried over into the spring 2021 semester. More information on the process and access to the form can be found on the [HR Intranet page](#) (must be logged in to access).

### COVID-19 Health and Safety Related Requests

***Because of the nature of the COVID-19 pandemic, students, faculty and staff may wish to submit requests that do not fall under the usual structure of the Americans with Disabilities Act and/or Section 504 of the Rehabilitation Act of 1973 (ADA/504).***

To address these requests, a special online portal has been set up at this link: [COVID-19 Health and Safety Related Requests](#).

Additionally, ***The COVID-19 Health and Safety Related Requests Team*** has been formed to review these requests. This team is comprised of representatives from Academics, Disability Support Services, Student Affairs, IT, Facilities, Human Resources, and Equity and Compliance. The Team will address requests which would not be directly related to a disability of the applicant (student, staff, or faculty member), but are COVID-19 related.

Students, Faculty and Staff wishing to seek assistance through the ***COVID-19 Health and Safety Related Request Team*** should submit requests by using the [online request form](#). Additionally, faculty and staff may submit a request on behalf of a student using the [online request form](#).

**FOR FACULTY:** Instructional Faculty wishing to request a change in the instructional modality of their course(s) should first follow the process communicated by the Academic Affairs Office.

## Facilities

### General Cleaning and Sanitation

All high-touch points, including door-operating hardware, light switches, grab bars, and vending machine touch pads will be disinfected throughout the day. Hallways, lobbies, and common areas will be mopped or vacuumed each night.

Furniture that is disinfected by contact (disinfecting agent on a cleaning cloth applied to surface) will be used, when possible, in favor of furniture that is sanitized by spray for ease of cleaning and lack of residue left by spray. Furniture in common areas will be sanitized periodically through the day.

### Custodial Operations

Custodial operations will now take place during day and evening shifts, and according to 25Live (the College room-scheduling software) reservations. Weekends and remote campus locations may require changes in shifts.

### Guidance for Specific Areas

#### Classrooms / Labs

The College's goal is keeping our employees and students safe, while providing classroom setups for the maximum number of students.

Classrooms and labs will have maximum occupancies and social distancing guidelines, which de-densify the rooms. Desks and chairs, as well as the professors teaching stations, will be placed according to these guidelines.

Classroom chairs are to be occupied by filling the seats furthest from the door first, and exiting in reverse order. The time between classes has been extended (except for a few circumstances) to allow for ample time to enter and empty the classrooms with appropriate queuing.

Instructors will manage movement within labs and classes that require it. If used, laptops are to be left out on the desks for disinfecting.

Students and professors/instructors are required to properly wear face masks/coverings at all times in the classrooms. Professors should socially distance as much as possible.

There will be no food or drinks in classrooms or labs. All trash is to be removed from the classrooms by the user and placed in the receptacles in the hallway of each building.

A custodian will disinfect each classroom between classes, including furniture, high-touch surfaces, and equipment. Keyboards and some equipment will be sanitized with a spray, which may leave a residue after application. Ultraviolet light will be used when appropriate. Floors will be cleaned each night.

#### Common Areas

Most common areas will be open, limited to the open, available seating and adherence to 6-foot social distancing. Chairs will be placed according to these guidelines. These spaces will be disinfected throughout the day. However, users should be aware that areas and high-touch points may not be sanitized at the time of his/her desired use. Signage will be posted in common areas advising individuals of the use of face masks, adherence to social distancing, maximum occupancy, and the placement of furniture.

Some common areas across campus not conducive to social distancing will be closed; signage will be posted on these locations.

## Conference Rooms

Conference Rooms will have maximum occupancies and social distancing guidelines, which de-densify the rooms. The chairs will be placed according to these guidelines. Seats are to be occupied by filling the seats furthest from the door first, and exiting in reverse order.

Face coverings must be worn by all occupants while in the conference rooms.

When scheduling and approving conference rooms, users are to allow ample time between meetings so that ingress and egress can take place observing social distancing and not overlapping with the prior/next meeting.

Furniture, high-touch surfaces, and equipment will be cleaned and sanitized after each use. Floors will be cleaned each night or after each use, whichever is less frequent.

Signage will be posted in conference rooms advising individuals of the guidance stated above.

## Library/Learning Commons

Individuals within the Library/ Learning Commons are expected to abide by the control measures implemented by the College for health and safety. These measures include:

- ◇ Social distancing
  - Observe social distancing by maintaining 6 ft. between yourself and others.
  - Furniture and computer stations have been reconfigured/removed to meet social distancing guidelines. Furniture should not be moved from its original location.
- ◇ Signage
  - Signage regarding occupancy and social distancing has been placed throughout the building and individuals are expected to follow the guidance that is posted.
- ◇ Monitoring
  - Library staff, in addition to other campus staff, will monitor occupancy within the building to ensure the College is following state and local guidelines.
  - Staff will confront actions that go against College- protocol.
- ◇ No food or drink permitted
  - Individuals must refrain from eating and/or drinking while using the Library/Learning Commons.

Barriers have been installed at the circulation desk. Staff members will position themselves behind the barrier to assist patrons who are to queue directly in front of the barrier.

All study tables will be single use since the 6-foot social distancing cannot be maintained due to the size of the tables. Computer stations will be available where the 6-foot social distancing can be maintained, which is approximately every other station.

The longer tutoring tables in the Learning Commons area can be utilized by sitting at opposite ends when the 6-foot distance can be maintained. When instructors and students need to be within 6-feet of each other, fabricated barriers will be used.

Group Study rooms will have reduced occupancy and social distancing must be maintained. Signage will be posted on each door communicating the practices stated above.

## Offices

Offices that offer Face to Face (F2F) services have plexiglass-style barriers installed or furniture barriers placed to separate the employee from the customer. Properly worn CDC-recommended face masks/coverings are to be used when more than one person is in an office, even if there is plexiglass-style barrier.

## Restrooms

Social distancing will be strongly suggested for restrooms. If social distancing cannot be maintained inside the restroom, or the maximum occupancy is reached, users must wait outside of the room. Signage will be posted on each door communicating the practices stated above.

Restrooms will be closed periodically throughout the day for cleaning and sanitizing. Restrooms will be cleaned and sanitized each night. Note: All restrooms on main campus (except those in the CARC and Gym) have touchless flush valves. All soap and paper towel dispensers are touchless.

## Credit and Non-credit Instruction

### Instructional Delivery Methods

- ◇ Asynchronous online- classes do not require students and their professors to be on a computer at the same time giving students flexibility to work wherever, whenever.
- ◇ Synchronous remote—students and faculty will use Zoom or Teams to teach the class on the regularly scheduled day and time, but it will all be conducted virtually.
- ◇ Face-to-face/Switch—in this scenario, classes meet 2 days a week; Students will spend one of those days in class and the alternate day attending virtually while professors utilize new state-of-the-art technology installed in our classrooms. Faculty will determine these groups and allow students who don't want to come to campus at all to choose to attend virtually both days each week.
- ◇ Traditional Face-to-Face (F2F) — reserved for classes that require hands-on learning components such as labs and field courses, or classes that can meet in a classroom large enough to accommodate social distancing guidelines.

### Post-holiday start

Due to the current status of the pandemic, and the potential for exposure after the holidays, the College will implement a 10 to 14-day pause to the resumption of in-person instruction when feasible. This will allow for the mitigation of potential spread on campus and to catch any potential exposure before students return to campus. Credit and noncredit schedules are being assessed and students and instructors will be notified of any changes to course/program start or resumption dates.

### Spring Break

Course offerings for spring 2021 will follow the same modalities as the in the fall semester (outlined above); however, due to the continued COVID-19 pandemic, the College's senior leadership group has decided to cancel Spring Break for spring 2021 and finish the semester a week early. Updates to the Academic Calendar are available in the [2020-2021 College Catalog](#).

## Commencement

The College is currently planning a virtual commencement to recognize its graduates. Details will be forthcoming as the plan is developed based upon the pandemic situation.

## Contingency Planning

Plans have been developed for all courses that have a F2F component in the event that the College must temporarily shut down for cleaning (response to positive cases on campus) or the College must transition to a completely virtual environment. The Coordinator of Distance Learning has developed Blackboard shells for courses so that faculty can prepare courses to transition to a virtual platform in advance. Faculty who utilize a space on campus to deliver remote instruction should have an alternative worksite prepared if the campus must close.

## Attendance

Garrett's attendance policy is that students are required to attend each class session. Each faculty member has the freedom to enforce that requirement within their syllabi. However, as a public institution, we have a responsibility to adhere to public health directives of our county. We will closely collaborate with the guidance of the Garrett County Health Department.

Therefore, Garrett College has an obligation to assist contact tracing efforts should a student, faculty or staff member test positive for COVID-19. The result is that for academic year 2020-2021, faculty will be *required* to record attendance for students, whether they are attending face-to-face or remote and virtual. Credit faculty will maintain record of attendance in a gradebook or through other means. Noncredit faculty will record attendance on the roster provided and submit to CEWD on a scheduled basis.

The Office of Equity and Compliance may request these records for contact tracing purposes and ask that faculty/instructors maintain confidentiality regarding any request for records.

The CDC recommends a liberal attendance policy for students who claim illness (with or without a positive test). Students who attend class and are potentially ill are a greater risk to the overall public health. If a student is untruthful, they are only harming themselves. Requirements of documentation or doctor's notes may produce unnecessary visits and potential community exposure. Self-monitoring attestations to being symptom-free will be completed daily by Garrett College students and employees.

## Additional Faculty Guidance

Faculty are encouraged to institute virtual office hours to minimize exposure, especially if their office space is not conducive to social distancing. If faculty regularly collect paperwork, it is recommended to use a bin that students can drop papers into and can be sealed off for 24-48 hours.

## Athletics-Detailed Plan can be found in [Appendix A](#)

Garrett College Athletics will continue to follow guidelines provided by the NJCAA and MDJUCO. Information regarding athletic offerings is provided in the detailed plan, located in [Appendix A](#).

## Dining and Catering Services

Laker Café, operated by Goehringer's Catering will follow all recommendations and guidance issued by the Maryland Department of Health for food service establishments.



## Services options

### Carry-out and Pre-order

Goehringer's Catering, the food service provider located in Laker Café, has developed an on-line ordering option, available at: <https://goehringers-catering-dba-lakers-cafe.square.site/>. Individuals are strongly encouraged to place their orders through this service to decrease the number of individuals in the café at a given time.

### Catering

Goehringer's Catering is able to offer catering services for the spring semester. Catering options include boxed meals (recommended), or catering staff-served buffets. Goehringer's follows all guidelines recommended by the Maryland Department of Health.

## Social Distancing

Barriers have been installed between cashier and customers, as well as at the food pickup point. Floor dots have been placed on the floor in the queuing area for social distancing guidelines.

Large tables have been removed and replaced with seating for single customers. Customers are to ensure that 6-foot social distancing is maintained when eating.

## Cleaning and Sanitation

A custodian will be stationed in the café, as needed, at lunch and dinner times. The Café operator and college staff will periodically clean and disinfect the café area, but customers should be aware that some areas, tables, and/or chairs may not be sanitized at the time of desired use. The entire café will be cleaned and disinfected each evening.

The Café operator will continue to be responsible for routinely sanitizing the tables and chairs, as well as the counters / pass-through areas.

## Residence Halls- Detailed plan can be found in Appendix B

The College will open the Spring 2021 semester with a reduced capacity in our residence halls, providing each student with their own sleeping space. With the reduced capacity, housing will be provided for approximately 124 students. Detailed information on occupancy, exposure actions, cleaning and sanitation and more can be found in Appendix B.

## Guidance for Different Scenarios

### Meetings

Convening in groups increases the risk of viral transmission. When feasible, meetings should be held in whole or part using the extensive range of available collaboration tools (e.g., Zoom, Microsoft Teams, telephone, etc.) In-person meetings are limited to the restrictions of local, state, and federal orders and must not exceed 50 percent of a room's capacity, assuming individuals can still maintain 6-feet of separation for social distancing requirements. Furniture has been removed or rearranged to support social distancing practices between attendees.

During Phases 2 and 3, individuals are strongly encouraged to communicate with colleagues, students and supervisors as needed by email, telephone, text or other available technology rather than face-to-face.

Providing or consumption of communal food is strongly discouraged at meetings. "Working lunches" are also discouraged but can be done if proper safety protocols are followed.

### College-provided Transportation

Transportation in close confines poses more risk than students transporting themselves. Health and safety practices must be followed to mitigate risk when using college transportation. The College has determined that for most situations, we can safely provide transportation for approved situations as long as the guidance and practices stated below are followed and the College is able to conduct face-to-face programs/activities (subject to change based on local/state guidance).

Instructors/Coaches will communicate options to students within the scope of each program/activity. If a program/activity does not provide college transportation and a student doesn't have a vehicle/transportation, students should work with their instructor/coach, or appropriate staff, to determine an alternative.

Students who opt to utilize College-provided transportation will be asked to complete a waiver of liability. The same waiver will be used for students who choose to self-transport. Students who are uncomfortable with riding in college transport will be allowed to self-transport at their own risk/cost. If a student chooses to self-transport, there will be no college reimbursement for costs. Students are strongly discouraged from carpooling; however, the College will not restrict this and asks students to follow proper health and safety practices.

Employees who use college transportation for the completion of job duties are expected to follow the health and safety guidance/practices below as they apply.

### Health and Safety Guidance/Practices

#### *Social Distancing and Other Controls Measures*

The College will be implementing reduced occupancy in the vehicles used to provide transportation to implement social distancing. For example, a 12-passenger van that could hold 11 passengers plus the driver will be reduced to 6 passengers and the driver.

Other strategies implemented include:

- ◇ Eliminating seating directly behind the driver if possible.
- ◇ Staggered seating within the vehicle to provide distance between passengers as much as possible.
- ◇ Drivers must drive the same vehicle through the course of use.
- ◇ Passengers must ride in same vehicle for the entire trip and sit in the same space if possible.
- ◇ Fill spaces with those furthest from the entry point getting in first to eliminate climbing over/passing by other passengers.

#### *Face Masks/Coverings*

Properly worn, CDC-recommended face masks/coverings will be required by all individuals using College transportation.

### *Health Screenings/Assessments*

Participants must complete the daily health self-assessments required when individuals come to campus. The driver can request to see the completion receipt before allowing a participant to enter the vehicle.

### *Handwashing*

Washing your hands often is considered the best practice for common everyday tasks. Wash your hands with soap and water for a 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 hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Sanitizer will continue to be provided for field courses.

### *Food and drinks*

No food or drink should be consumed within the vehicle.

### *Ventilation*

Drivers and passengers are encouraged to open windows when possible. Individuals should not use the recirculated air option.

### *Cleaning/Disinfection*

Facilities personnel will clean and disinfect vehicle interiors after each use. Keys, key packets, and the vehicle's exterior touch points will also be disinfected after each use. The instructor/driver will wipe down high-touch surfaces regularly during use.

The scheduling of vehicles will need to incorporate cleaning time. When scheduling a vehicle, be sure to note the time the vehicle is being picked up so Facilities can have it ready, versus listing the actual leave time of the trip.

MTDI vehicles will be cleaned and disinfected by instructor after each different user. Facilities will provide the proper disinfecting agent.

### Travel

This section refers to travel that is different from your everyday activities, away from your local community. COVID-19 cases and deaths have been reported in all 50 states, and the situation is constantly changing. Because travel increases your chances of getting infected and spreading COVID-19, staying home is the best way to protect yourself and others from getting sick. The CDC, Maryland Governor's Office and Department of Health state that traveling increases the risk of contracting the COVID-19 virus and all non-essential travel should be avoided. It is strongly encouraged anyone who has traveled from out of state to immediately get tested and quarantine for 14 days (or until a negative test result is received).

If you plan to travel, please exhibit an abundance of caution to protect yourself and others during and after your trip. Recommendations as listed on the CDC site for travel guidance include:

- ◇ Clean your hands often.
  - Wash your hands with soap and water for at least 20 seconds, especially after you have been in a public place, after touching surfaces frequently touched by others, after blowing your nose, coughing, or sneezing, and before touching your face or eating.

- If soap and water are not available, bring and use hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub your hands together until they feel dry.
- ◇ Avoid touching your eyes, nose, or mouth.
- ◇ Avoid close contact with others.
  - Keep 6-feet of physical distance from others.
- ◇ Wear a face mask/covering in public.
- ◇ Cover coughs and sneezes.
- ◇ Pick up food at drive-through, curbside restaurant service, or stores.

At the College, we ask that all individuals consider their travel plans and follow mitigation protocols in ensuring the safety of all employees and students upon their return. Please use your best judgement when returning to school or work. If you suspect that you have been exposed to COVID-19 while traveling, or have an increased risk of exposure during that time, please work with your instructors or supervisor to determine if you should, for students, alter your academic mode of instruction or, for employees, work remotely or take additional leave immediately after.

For more information, please visit the following CDC and State of Maryland resources:

- ◇ [Considerations for Travelers- Coronavirus in the US](#)
- ◇ [COVID-19 Travel Recommendations by Country](#)
- ◇ [Cruise Ship Travel](#)
- ◇ [State and Local Travel Restrictions](#)
- ◇ [MD Department of Health Traveler Resources](#)

## Student Affairs

### Student Services

Student Services supports the educational progress of our students. They are an integral part of the educational experience at Garrett College. Each student support service area will establish a mitigation protocol and follow it for their office. Virtual options of services for students will be offered where possible.

Students are strongly encouraged to use existing resources for guidance including the Garrett College website, student portal, etc.

Calling or emailing the office of the desired student service is recommended. Contact information can be found on the [website](#). If an in-person meeting is warranted, a strong emphasis will be for students to schedule appointments for services in order to minimize “drop-ins” and waiting area risks. Strict social distancing and group size limitation protocols will be followed.

### Student Activities

For Spring 2021, all group activities will follow state and local guidance. Plans are underway to offer student enrichment activities that can follow mitigation protocols of group size and social distancing.

## Student Clubs

For meetings and events occurring on or after January 26, 2021, individuals must submit a request through Brandon Jackson ([brandon.jackson@garrettcollege.edu](mailto:brandon.jackson@garrettcollege.edu)). Groups are strongly encouraged to host meetings/practices virtually or in smaller groups in spaces that allow for physical distancing. Brandon will work with the individual to review the following:

- ◇ Determine if the group can hold face-to-face meetings/events. \*Please note that in the College's Phase 2 and 3 operations, virtual meetings and events are strongly encouraged.
  - If face-to-face is approved, choose a location that meets social distancing protocols.
  - Assist in plan development following the appropriate social distancing protocols.
- ◇ Events will be scheduled based on College operations and the capacity guidelines on the date of the reservation request.
- ◇ Face masks are required if clubs are meeting in person, even with social distancing.
- ◇ Meetings should be conducted with 6-feet of physical distancing in mind and the option of virtual participation for members who are not comfortable attending a face to face meeting is recommended. Any meetings with a requirement that members attend should have a virtual option.
- ◇ Room capacity reductions will restrict the number of members who can be in a space for face-to-face meetings.
- ◇ Groups should make sure members and guests know that if they are sick, they should not attend face-to-face activities, events, or meetings.
- ◇ Groups should provide information to all members regarding appropriate action steps if a member reports being ill/sick and/or may have been exposed to COVID-19.
- ◇ Bring sanitation wipes/spray for your attendees to disinfect surfaces. High touch areas are to be cleaned before, after, and periodically throughout the event. The advisor is responsible for identifying high touch areas prior to the start of the event with the assistance of their Community Outreach Coordinator.

Currently, all on-campus events and activities may be scheduled through the last day of in-person classes for the semester, which is Wednesday, May 12<sup>th</sup>. This is subject to change based upon campus operations.

The hosting student organization is responsible for following and enforcing all applicable guidelines. Meetings or events found in violation may result in loss of reservation privileges for the remainder of the semester and/or referral to the Department of Student Life.

## Exposure Action Plan

The purpose of the Exposure Action Plan is to provide a clear process and specific action steps that Garrett College (GC) will follow when the College is made aware of confirmed or possible COVID-19 case(s) from a student, faculty/staff, or member of the community who visited the campus and whose presence might compromise the public health of the College.

The COVID-19 Leadership Team will carefully monitor infection rates and other appropriate indicators at the College and in our community, in coordination with local public health officials. If decisions are

required related to campus closure or other necessary actions, the GC COVID-19 Leadership Team will make a recommendation to the College President for approval and execution.

The full [Exposure Action Plan](#) is available on the College's COVID Resource page, available at <https://www.garrettcollege.edu/corona-virus.php>.

## Resources:

This section includes links to information that was used to develop this plan as well as resources for the campus community.

### College Resources

- ◇ [COVID Resource page](#)
- ◇ [COVID Dashboard](#)
- ◇ [Exposure Action Plan](#)
- ◇ [“When Can I Come to Campus?” Guidance Document](#)
- ◇ [Daily Health Self-Assessment](#)
- ◇ [COVID Health and Safety Related Requests Form](#)
- ◇ [Student COVID Training](#)

### Plan development Resources

- ◇ ACHA Guidelines [“Considerations for Reopening Institutions of Higher Education in the COVID-19 Era”](#)
- ◇ CDC: [“Considerations for Institutions of Higher Education”](#)
- ◇ CDC: [“Interim Considerations for Institutions of Higher Education Administrators for SARS-CoV-2 Testing”](#)
- ◇ OpenSmartEDU [“COVID-19 Planning Guide and Self-Assessment for Higher Education”](#)
- ◇ [\*Maryland Strong: Roadmap to Recovery\*](#)

### General Community Resources

- ◇ [Garrett County Health Department](#)
- ◇ [Maryland Department of Health](#)
- ◇ CDC [“Coronavirus \(COVID-19\)”](#)



## Appendix A: Garrett College 2020-2021 Athletics Plan (updated 2/19/2021)

This plan addresses how Garrett College will offer Athletic programming for the Winter-Spring 2021 season. With the current unknowns regarding COVID-19, this plan is subject to change based upon local, state, and NJCAA guidelines, as well as, College operations.

### General Requirements and Guidelines

#### Student-Athlete Self-Quarantine Requirement

Athletes returning to campus on January 15, 2021, are being asked to self-quarantine before their return from, January 2- January 14, 2021. The wrestling team has been approved to return January 8, 2021 and should self-quarantine from January 2 until they return on the 8<sup>th</sup>.

- ◇ During this time, student-athletes should monitor for symptoms and limit their exposure.
- ◇ If a student-athlete has travelled to areas that have high cases of COVID-19, attended gatherings, or suspect they have been exposed to COVID-19, they are encouraged to quarantine for 14 days or be tested prior to their return (must quarantine while awaiting test results).
- ◇ If a student-athlete has symptoms, is a close contact to a positive case, or lives with someone who is a close contact or has tested positive, the student-athlete must refrain from returning to campus until they have been cleared.
- ◇ Athletes are strongly encouraged to get a COVID test 3-5 days prior to their return to campus.
  - Athletes must continue to quarantine while awaiting results and after results are received.
  - If a student-athlete tests positive, they cannot return to campus until their isolation period is over and they are cleared by the Office of Equity and Compliance.

After arriving on campus, student-athletes should continue to quarantine until practices begin.

- ◇ Athletes will practice individually for the first 5 days (January 15-19, 2021). Small groups of 6 will be allowed in the gym for athletic practices per sport at a time. The same will be done in wrestling room.
- ◇ After the 5 days, athletes will be paired with the same person for the next 5 days based on housing and or sport. Basketball will merge small groups into full teams. Wrestlers will be paired and continue to be with the same person for the remainder of season.

#### Check in and Screening

Each sport will have a check-in time before an Athletics activity is scheduled to occur.

The check-in will include:

- ◇ A temperature check using a temporal thermometer.
- ◇ A COVID-19 screening questionnaire.
- ◇ Sign off/approval by an Athletic Trainer.

These records will be held as confidential and maintained with Athletic Training and Athletic Staff in a secure location.

Should a student-athlete arrive presenting symptoms, they will be asked to leave. they will be asked to leave and to follow the College's guidance as indicated in the section below regarding [illness and symptoms](#).

## Reporting Illness, Testing and Positive Test Results

### Testing

The CDC, with regards to institutions of higher education, suggests testing might be needed for:

- ◇ Individuals with signs or symptoms consistent with COVID-19.
- ◇ Asymptomatic individuals with recent known or suspected exposure to COVID-19 to control transmission.

The CDC does not recommend entry testing of all returning students, faculty, and staff.

The College will implement a testing protocol as required by any athletic association for any sport to compete in the spring 2021 season.

For information about testing, please visit the Garrett County Health Department's page at <https://garretthealth.org/testing-info/>.

### Illness and Symptoms

#### *Non-COVID related*

Individuals who are ill but it is not believed to be COVID-related should refrain from coming to campus until they are symptom-free for 24 hours with no fever and no use of fever-reducing medications, or are cleared by a medical provider (includes negative COVID test). Continue to monitor your symptoms and be sure to wear a face mask and socially distance when in public or encountering others. Individuals are encouraged to get tested for COVID-19 even if they don't believe they have the virus but have COVID-like symptoms.

Athletics require an athlete to be fever-free for 48 hours prior to return.

#### *COVID-related*

1. Awaiting COVID-19 test results
  - a. If an individual is tested for COVID-19, they must self-quarantine and refrain from coming to campus until their test results are received and are negative.
2. Positive for COVID-19
  - a. Do not have any symptoms.
    - i. If you continue to have no symptoms, your isolation period would end 10 days after the date of your positive test.
  - b. Experiencing symptoms.
    - i. You will be cleared to return to campus at least 10 days after your symptoms first appeared and at least 24 hours with no fever without the use of fever-reducing medication and your other symptoms are improving.
3. Close Contact or Exposure to a Positive COVID-19 Case\*
  - a. Do not live with the positive case

- i. You will be required to quarantine for 14 days, even if you test negative. You can return to campus after 14 days, starting the day after your last exposure to the positive case, and as long as you aren't experiencing any symptoms.
  - b. Positive household member in home with one bathroom
    - i. You will be required to quarantine while the positive case fulfills their isolation period (a minimum of 10 days). After the positive case is released from isolation, you will need to quarantine for 14 more days, even if you test negative. You can return to campus after that 14 days and as long as you aren't experiencing any symptoms.
  - c. Positive household member in home with several bathrooms and bedrooms
    - i. If you are able to successfully isolate the positive household member for the entire duration of their infectious period (typically 10 days), then your 14-day quarantine period would start the day after separate isolation has begun, even if you test negative. You can return to campus after that 14 days and as long as you aren't experiencing any symptoms.
- 4. Live with an individual that is quarantining due to a suspected COVID-19 exposure (close contact)\*.
  - a. The college is requiring third-party exposures to refrain from coming to campus until their household member tests negative for COVID-19. If you are able to successfully quarantine the household member while they await their test results, then you could return to campus. If the household member tests positive, then you would follow the guidance provided above.

\*CDC encourages a 14-day quarantine for close contacts; however, in certain situations, the College has the discretion to reduce quarantine under the criteria stated below. Please consult the Office of Equity and Compliance for quarantine guidance.

- ◇ 7 days with testing; symptom monitoring for 14 days.
  - Negative PCR test collected on day 5,6 or 7;
  - Negative rapid antigen test collected on day 7; or
- ◇ 10 days without symptoms or testing; symptom monitoring for 14 days.

### Student-Athlete Specific Clearance

Student athletes are required to have primary insurance. They will be required to follow up with the school health practitioner, primary care physician, and/or an urgent care type of facility before returning if symptoms persist or meet the COVID-19 symptoms listed by the CDC. The student athlete must provide a note for full clearance for participation to return to sport.

### Reporting Mechanisms

Each individual with a positive COVID-19 case, who is identified as a close contact, suspects they have been exposed, or who is experiencing symptoms is encouraged to notify the College by emailing [equitycompliance@garrettcollge.edu](mailto:equitycompliance@garrettcollge.edu) or calling 301-387-3037. Student athletes should also notify the Athletic Trainer. The Office of Equity and Compliance is the designated office handling reports of confirmed or possible COVID-19 cases from a student, faculty/staff member, or member of the community who visited the campus. If you choose not to report your positive test results, local or state health departments may report this to the College on your behalf following a consultation. Individuals

will be released from isolation/quarantine based upon the specifics of their situation, as outlined in the [“Reporting Illness, Testing, and Positive Test Results”](#) section of this document.

Students should notify and work with their faculty/instructors to address any work that will be missed while they are out.

Employees should notify and work with their supervisors to address any issues/concerns.

## Health and Safety Protocols

### Personal Safety Practices

#### *Handwashing*

Washing your hands often is considered the best practice for common everyday tasks. Wash your hands with soap and water for a 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 hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. The College has installed additional sanitizing stations across campus to make sanitizer readily available. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

#### *Personal Disinfection*

While custodial crews will continue to clean the buildings including common areas and classrooms based on CDC guidelines, additional care should be taken to wipe down commonly touched or used surfaces, including those in private offices.

Employees will be responsible for keeping their workspaces clean and free of clutter. Clutter prohibits the proper cleaning of surfaces. Cleaning supplies will be made available. Custodians will clean and sanitize offices weekly, primarily on Fridays.

Custodians will clean and sanitize offices that provide approved face-to-face services, daily or as needed.

As necessary, but not less than once a week, employees are to remove the trash from his/her office and place in a common receptacle in the building hallway. Trash bags will be provided to employees.

Students are expected to clean up after themselves and follow any stated cleaning/disinfection protocols.

#### *Cough/sneeze etiquette*

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. Then throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

## Exposure Action Plan

The purpose of the Exposure Action Plan is to provide a clear process and specific action steps that Garrett College (GC) will follow when the College is made aware of confirmed or possible COVID-19 case(s) from a student, faculty/staff, or member of the community who visited the campus and whose presence might compromise the public health of the College.

The COVID-19 Leadership Team will carefully monitor infection rates and other appropriate indicators at the College and in our community, in coordination with local public health officials. If decisions are required related to campus closure or other necessary actions, the GC COVID-19 Leadership Team will make a recommendation to the College President for approval and execution.

The full Exposure Action Plan is available on the College's COVID Resource page, available at <https://www.garrettcollege.edu/corona-virus.php>.

### General Cleaning and Sanitation Guidance

In accordance with normal protocols, athletes are to be trained on proper personal hygiene and the disinfecting of equipment. Disinfectant wipes are provided in the athletics weight room. Trainers and coaches are to monitor athletes to ensure adherence to proper cleaning procedures. Equipment should be sanitized before and after use by each different athlete. Equipment will be sanitized by custodial staff each week. Training facilities will be cleaned by custodial staff daily. Athletics staff will utilize a tracking system to document when equipment and facilities were cleaned and sanitized. Records will be maintained and provided for review as requested.

The sanitation of equipment related to specific sports (bats, balls, gloves, etc.) is the responsibility of the coaches, who will be provided the proper sanitizing agent.

- ◇ Mats will be cleaned after each practice with KenClean by the wrestling staff. Cleaning pads will be laundered after each use.
- ◇ Balls will be wiped down using the cleaner Halt with microfiber towels (to be washed daily) and put back on racks.
- ◇ Laundry (uniforms, towels) for athletes is washed on a per-use basis. Athletes will have clean practice uniforms that will be collected back at the end of each practice to be washed by the athletic staff before the next practice. Towels will be washed on a daily basis.

Chairs, tables, and IT equipment used for athletic events will be cleaned and disinfected by custodians or athletics personnel after each use. Athletics will be provided the proper cleaning agents, and PPE if necessary, to sanitize the items.

- ◇ Spring use of equipment will be cleaned by athletic staff before it is put away; in between games athletic staff will properly clean all equipment being shared.
- ◇ Staff will use cleaning agents and UV wand.

The gym floor will be cleaned after each team practice. For example: Volleyball and Women's Basketball will practice the same day at different times. The court(s) being used by the first team practicing will be cleaned prior to the start of second team practicing by the athletic staff.

All high-touch points, including door-operating hardware, light switches, grab bars, and vending machine touch pads will be disinfected 4-6 times throughout the day. Hallways, lobbies, and common areas will be mopped or vacuumed each night. Doors will be propped open when feasible to reduce contact with high-touch points.

The family restroom (room 977) will be made available for use. Cleaning will be completed by Facilities in the evenings after each scheduled use.

The staff locker room will be designated for athletic staff to use. Cleaning will be completed by Facilities in the evenings after each scheduled use.

Teams will have access to the locker room on the assigned day of practice only. Teams will use the locker room in small groups that are assigned to work together at practice.

No access to water fountains. Participants will be given a clearly marked water bottle with their name and will be responsible to bring their water bottle to practice.

### Athletic Offerings

**Spring 2021 (January 8<sup>th</sup> – TBD as guidelines are put in place for Region XX and NJCAA)**

Programs approved to practice and compete:

- ◇ Men's Basketball (Jan 22, 2021 return)
- ◇ Women's Basketball (Jan 23, 2021 return)
- ◇ Baseball (Jan 26, 2021 return)
- ◇ Wrestling (Jan 8, 2021 return)
- ◇ Golf (January 26, 2021 return)

All indoor sports will start official practice after January 22, 2021 with the exception of wrestling. Outdoor sports will begin when spring semester starts officially.

### Facility Access and Guidance

Athletes will enter the side doors of CARC Gym dependent on time of day and activities:

- ◇ AM practices and weight lifting will access the door located on the South side of the building nearest the athletic weight room.
- ◇ PM practices for Men's Basketball, Women's Basketball, and Baseball, will access the door located on the North side of the building. They will enter the door on the north side of the west court.
- ◇ Wrestling practice will enter the northeast side of the gym and enter in the door located on the Northeast side of the gym.

Athletic programs will be restricted to Monday- Sundays at various times.

The gate will remain closed between the CARC Aquatics Complex and Gym to restrict access between the facilities.

Individuals are required to wear CDC-recommended face masks/coverings when in the facility and not participating in a physical activity, unless safe to do so (i.e. a coach with a recruit). Individuals without a face covering will be asked to leave and will be permitted to return with a mask/covering.

Individuals will observe social distancing practices (i.e. maintain 6-feet between themselves and others) to the best of their ability. Social distancing will be maintained through use of small groups dependent on housing or sport. Groups will be only in rotation with the same athletes for all activities. Small groups can interact with contact only with their designated group for the first week of practice. Full team practices will begin the second week after return.

- ◇ Example: In the gym for basketball, no more than four (pod) at one station at any time, plus the coach. Masks will be worn at all times.
- ◇ Example: 2 basketballs at a hoop, must stay at that hoop, must be cleaned after workout. Masks will be worn at all times except high intensity activity and competition. Masks will be worn on bench when not competing. Coaches will wear a mask.

Indoor sports will receive clean practice gear including a mask that will be washed daily by the athletic staff.

Wrestling athletes will be paired with the same partner for duration of season. Wrestlers will shower before and after practice and wear clean practice gear each day. Practice gear and mask will be washed daily by the athletic staff. Masks will be worn at all times except high intensity activity and competition. Masks will be worn on bench when not competing. Coaches will wear a mask.

Equipment and facilities will be sanitized between different team usage. Teams that overlap practice times will use courts on opposite end of gym or lower divider to separate the courts and space.

Outdoor sports (baseball) will social distance in dugout and down the fence line. Visiting teams will be asked to do the same. Masks will be worn when not on the field as defense or offense. Coaches will wear a mask.

Officials for all sports will complete the COVID questionnaire and have a temperature check upon arrival. Officials will not be permitted to bring a guest.

Expectations, rules and guidelines will be clearly displayed. Individuals will observe all other stated College policies and protocols.

## Facility-specific Guidelines

### *Gym Activities*

#### Intersession (January 15-January 25, 2021)

Indoor sports will split gym space at designated time daily.

- ◇ Varsity and JV basketball – Monday –Friday 11-2 / Saturday 10-12/Sundays TBD
- ◇ Women’s Basketball – Monday-Friday 2-4pm / Saturday 12-2/ Sundays TBD
- ◇ Wrestling – Monday- Friday 4-7pm/ Saturday 10am / Sundays TBD (Daily practice is dependent on assistant coach availability around work and facility)

#### Spring 2021 Semester (January 26- May, 2021)

Indoor sports will split gym space at designated time daily.

- ◇ Varsity and JV basketball – Monday -Thursday 3pm/Friday 10am/ Saturday 10am / Sundays TBD
- ◇ Women’s Basketball – Monday-Thursday 5pm/Friday 12pm/ Saturday 12pm/ Sundays TBD
- ◇ Wrestling– Monday- Friday 4-7pm/ Saturday 10am / Sundays TBD (Daily practice is dependent on assistant coach availability around work and facility)
- ◇ Baseball – Monday-Sunday – Practice times will be determined based on gym availability until field conditions are adequate. Cage time will be split with softball (TBD)



All practice times are subject to change based on class schedules/Game Events. Wrestling practices will be held in new Wrestling Room when it is ready.

### *Weight Room*

Athletic teams will be permitted to use the weight room on scheduled practice days only. There will be a limit of 6 individuals, plus coach. To meet social distancing requirements, a 36-square-foot protocol was implemented.

All equipment must be sanitized after each use by each individual. Participants must bring their own water bottle.

The family restroom (room 977) will be made available for use. Cleaning will be completed by Facilities in the evenings after each scheduled use. Additional cleaning may include use of the UV Wand by the athletic staff.

### *Hitting Cages*

There will be a limit of 3 participants and 1 coach at any one time. Limited access must be arranged in accordance with the specific stated days listed above.

The family restroom in the Gym (room 977) will be made available for use since there are no restroom facilities at the hitting cages.

### *Baseball Fields*

A schedule for use will be determined at a later date.

If inclement weather and the need for shelter arises during competition:

- ◇ Baseball – Garrett will move into the maintenance bay (as available) and socially distance until it is safe to resume play. Visiting team will be asked to return to their bus/vans until it is safe to resume play.

### *Treatment and Therapy*

Will be offered by appointment only with athletic trainers. Masks will be worn when being taped, stretched, evaluated, and in therapy or treatment area by student athletes. Pre-practice taping will be completed in gym.

Treatment and taping tables will be cleaned after each use using the cleaner PEROXY4D and microfiber towels (to be washed daily). UV wands will be used as needed.

### Travel

Spring Travel protocol will be determined at a later date as per Garrett, NJCAA, and CDC Guidelines for team travel.

Competition travel will be assessed prior to the scheduled event and is subject to change. All travel must meet the College's travel guidance (available through the Office of Equity and Compliance) before being approved.

## Home Events

The following guidance will be followed for home events:

- ◇ Masks are required to be worn at all times by coaches, support staff and game day workers. Student-athletes must also wear masks when not actively participating in competition on the sidelines.
- ◇ Student-athletes and coaches that are on the sidelines will be required to socially distance.
  - Benches, dugouts, etc... will be marked off with social distancing indicators.
  - Bleachers will be out on one side of the gym so chairs can be socially distanced. Chairs are assigned to the player for the duration of the event. Chairs are cleaned following the event.
  - Baseball Field:
    - When approaching the umpire on the field, player should stay behind the foul line.
    - When approaching home plate, the umpire will stay in the grass and not enter the dirt.
    - Only one person is permitted in the press box.
    - Third base – dugout will be distanced and will have chairs down the fence line spaced out to about  $\frac{3}{4}$  down the fence.
    - First Base line – dugout distanced and will have chairs on the outside of the first base side fence spread out.
- ◇ Pre-Event Screening will occur for both home and away teams.
  - Every student-athlete and coach will be required to have their temperature tested and be screened before being allowed to participate in a home competition.
- ◇ There will be a “no touch rule” including refraining from high fives and team celebration – no team or coach handshakes pre or post-game.
- ◇ Teams travel roster and bench size should be reduced to rostered players and coaches only, based on state and local guidelines of allowable group size. This is subject to change based upon operational phases.
- ◇ Event Staff will be required to:
  - Use required PPE in all situations involving bodily fluids, including blood, saliva, vomit, etc.
  - No spitting, eating, or gum chewing in the facility/on the field.
  - No touch rule- coaches should avoid high fives, handshake lines, and other physical contact with athletes, coaches, opposing players, umpires/refs, and fans.
- ◇ Cleaning: Personal work space should be cleaned with an appropriate cleaner upon arrival and departure. Any equipment and personal items should have proper separation and should not be shared. If shared, proper sanitation should be administered between users.
  - One designated person will clean baseballs and run to the umpire. They will have sanitized with them.
  - Floors and Mats: Floors will be cleaned at halftime during basketball events. During wrestling events, mats will be cleaned halfway through the event.
- ◇ Game Day Management:
  - Reduce staff where applicable to maintain 6’ or more of social distancing.

- Temperature checks as well as the signs and symptoms checklist must be done before staff can work the event. Will follow same procedures as student-athletes, coaches, and daily staff.
- ◇ Umpires and Officials
  - Must not report to GC if exhibiting signs and symptoms of COVID.
  - Thermal scan temperature and COVID screening upon arrival to venue.
  - Wear face mask (as able).
  - Maintain social distancing and avoid contact with players / coaches / staff on and off the field (as able).
  - Hand sanitizer and wipes should be available at places that athletes/officials congregate.
  - No unnecessary touching i.e. high fives, handshakes, fist bumps.
  - Disposable water bottles available to referees.
  - Waiver/assumption of risk for officials to sign pre-season.

### Visiting Teams

The following guidance will be followed by visiting teams:

- ◇ Teams and referees coming to Garrett College (GC) will be provided with a one-page document of what precautions are being taken by Garrett College. This document will also list the amenities available or the restrictions in place for them.
- ◇ All teams have been given the Region XX Pre-event symptoms/temp checklist to complete before departure and prior to arriving. Should a team arrive without this sheet completed by their AT/designated staff, they will be asked to wait in the entrance for 5-10 minutes, socially distanced, and GC's AT/designated staff will screen and take temp and record.
- ◇ Masks are required to be worn at all times by coaches, support staff and game day workers. Student-athletes must also wear masks when not actively participating in competition on the sidelines.
- ◇ Teams are to come dressed to play. Bracing is encouraged this year. Any taping/bracing that can be done at home prior to leaving is encouraged.
- ◇ Visiting teams should bring their own individual water bottles for each student-athlete/coach as cups and water coolers will not be provided and access to building water fountains is restricted.
- ◇ Guidelines suggest that travel teams provide their own athletic trainer. GC will have our athletic trainer available to visiting student-athletes in adherence to the guidelines provided.
  - Student-athletes should seek out the athletic trainer immediately upon arrival to schedule treatment time and to limit interactions with other student-athletes.
  - Visiting teams must notify the athletic trainer with a list of needs and identify athletes requiring treatment prior to arrival at GC.
  - Student-athletes that need care must follow strict social distancing practices and wear a mask.
- ◇ Team areas will have hand sanitizer and disinfectant available for use; however, we recommend that visiting teams bring their own.
- ◇ Use of locker rooms shall be prohibited, with the exception of wrestling.
  - Teams will be required to conduct team meetings on the sidelines/benches with masks and social distancing, and come dressed and ready to play in the contest.

- For wrestling- visiting team athletes will go to shower immediately following their last match. Only two wrestlers will be allowed at a time in the assigned locker room for their team.
- Home team will not shower at gym.
- ◇ There will be a “no touch rule” including refraining from high fives and team celebration – no team or coach handshakes pre or post-game

### Spectators

Due to the difficulty of regulating occupancy, and ensuring compliance with the College’s COVID-19 protocols, no spectators will be permitted at Garrett College facilities during the Spring 2021 athletic season at this time.

- ◇ Spectators are defined in the Maryland Department of Health *Amended Directive and Order Regarding Community, Recreational, Leisure, Cultural and Sporting Gatherings and Events* as, “a person at a sports facility who is not (a) at the facility for the purpose of engaging in sporting or other customary operations, or (b) a member of the media.”
- ◇ All sporting events will be livestreamed when the technology to do so is available.
- ◇ In accordance with Region XX (20) guidance, this includes outdoor sporting events/contests.

### Concessions

To mitigate the potential spread of the virus, no concessions will be offered during the Spring 2021 athletic season.

### Tournaments

Due to the COVID-19 pandemic and high demand for staffing and resources that a tournament requires, the College will not host any tournament events in the Spring 2021 semester.

## Appendix B: Garrett College Spring 2021 Housing Plan (updated 12/14/2020)

### Unit Capacity and Considerations

We will open the Spring 2021 semester with a reduced capacity in our residence halls. We will be providing each student with their own sleeping space. With the reduced capacity, housing will be provided for approximately 124 students.

#### **Semi-suite Units**

Garrett Hall will change all rooms from doubles to singles. Students will still share a bathroom with one other student. (reduces capacity by 30 students). Garrett Hall room rates will not be changed.

Laker Hall doubles will be changed to singles, where each student will have their own room with their own bathroom. (reduces capacity by 18 students). Laker Hall “double rooms” will now pay the Laker Hall single rate.

#### *Bathroom usage and maintenance:*

Shared bathrooms among residents within a unit will require a team approach by residents to maintain cleanliness.

#### *Kitchen/dining concerns:*

Residents in Laker Hall have a kitchen. Staff will develop guidance on how residents interact with unit-mates in these areas, including the proper cleaning of utensils and countertops.

Residents in Garrett Hall typically rely on campus dining facilities as no kitchen space is provided within the unit.



#### **Apartment Units**

Laker Hall singles will be unaffected, as each student already has their own sleeping space. Residents will continue to share a bathroom with one other person.

#### *Bathroom usage and maintenance:*

Shared bathrooms among residents within a unit will require a team approach by residents to maintain cleanliness, as illustrated below. Depending on unit layouts, assigning a bathroom to each resident within the unit may enhance cleanliness.

### *Kitchen/dining concerns:*

Staff will develop guidance on how residents interact with unit-mates in these areas, including the proper cleaning of utensils and countertops.

### *Living space concerns:*

Similar to the kitchen space, residents should consider establishing rules for interaction in this shared space.



### Opening and Move-In

Instead of having one large move-in day, the College will stagger student move-in over several days. Residence Life may approve early requests prior to the scheduled move-in days.

In an effort to cut down contact/exposure during move-in day, the following strategies will be implemented:

- ◇ Going to a “drive thru” approach where students receive their Room Condition Report (RCR) and keys while still in their vehicle. There would then be a place for them to drop off their completed RCR.
- ◇ Students will be permitted to bring one additional person to help move items into the room. All others must remain in the parking lot with their vehicle.
- ◇ Residential students will be required to complete and return a “COVID Resident Student Acknowledgment” stating they understand the risks of living on-campus in the COVID environment and assume all risk in doing so.
- ◇ Pre-screening - All students and their one guest is asked to complete the [Daily Health Self-Assessment](#) prior to coming to campus. Staff may request to see the receipt that the self-assessment has been completed prior to allowing the individual to enter the building.
  - *Residential students are strongly encouraged to get a COVID-19 test 3-5 days before their scheduled move-in date.*
- ◇ Face masks are required for all who enter the halls, while in the building, and when encountering others.
- ◇ Keep all entrances of buildings propped open to keep foot traffic from bottlenecking near the elevator.

- ◇ Campus Facilities staff will be on hand to provide cleaning and sanitation throughout move-in with a focus on high-touch areas.
- ◇ Opening Hall Meeting will be held virtually.

### COVID-Specific Protocols

Protecting the health and safety of the campus community requires us all to do our part to help stop the spread. To keep the campus operational and stop the spread, it is important that each individual abide by the College's COVID protocols:

- Staying home when sick;
- Wear a CDC-recommended face mask/covering at all times while on-campus, including in the presence of others and outdoors when socially distancing is not possible;
- Completing the [Daily Health Self-Assessment](#) before coming to campus each day;
- Social distance - maintain at least 6-foot distance between yourself and others and avoid social gatherings;
- Observe the occupancy and visitor restrictions outlined for the residence halls;
- Adhere to isolation and/or quarantine requirements if directed to do so;
- Abide by any other stated protocols included in the *Laker Strong* or the *Exposure Action Plans*.

Students who fail to abide by the College's COVID requirements and best practices are subject to the Student Code of Conduct. Residential students who do not wear facial masks/coverings and/or violate the guest visitation restriction can be removed from housing.

### Cleaning Protocols

All unoccupied residence hall rooms and common areas will be cleaned and sanitized before students arrive for the spring semester.

Furniture and high-touch surfaces in the common areas, including door-operating hardware, vending machine touchpads, laundry machine touch-points, and elevator push buttons and grab bars, will be cleaned and sanitized 4-6 times throughout the day.

Common area floors will be cleaned at least once per day.

Laundry rooms will be cleaned and sanitized each day/week.

### Common Areas

#### Laker Hall

The 2<sup>nd</sup> floor social lounge will have the pool table covered/ no pool equipment rented out. Furniture will be removed/placed to allow for proper social distancing.

The 3<sup>rd</sup> Floor study lounge will either have all furniture removed, or drastically reduced to allow for proper social distancing.

The College will clearly post guidelines to be followed including acceptable capacity, social distancing, face masks and sanitation guidelines.



The College will enhance its regularly scheduled cleaning efforts, including thorough daily cleaning of heavily touched surfaces (machine controls, change stations, etc.). Disinfecting stations will be provided as feasible.

### Garrett Hall

The 1<sup>st</sup> floor lounge will have furniture removed or arranged for social distancing.

The communal kitchen space will be open for use; however, no communal cookware/silverware will be provided. Students are expected to clean up after themselves when using this space.

The College will clearly post guidelines to be followed including acceptable capacity, social distancing, face masks and sanitation guidelines.

The College will enhance its regularly scheduled cleaning efforts, including thorough daily cleaning of heavily touched surfaces (machine controls, change stations, etc.). Disinfecting stations will be provided as feasible.

### Laundry Rooms

The College will clearly post guidelines to be followed including acceptable capacity, social distancing, face masks and sanitation guidelines.

The College will enhance its regularly scheduled cleaning efforts, including thorough daily cleaning of heavily touched surfaces (machine controls, change stations, etc.). Disinfecting stations will be provided as feasible.

### Mail Room and Package Delivery

The College will clearly post guidelines to be followed including acceptable capacity, social distancing, face masks and sanitation guidelines.

The College will enhance its regularly scheduled cleaning efforts, including thorough daily cleaning of heavily touched surfaces (machine controls, change stations, etc.). Disinfecting stations will be provided as feasible.

### Elevators

The use of the elevator is strongly discouraged; however, the College has adjusted acceptable capacity which will be clearly posted.

The College will clearly post guidelines to be followed including acceptable capacity, social distancing, face masks and sanitation guidelines.

The College will enhance its regularly scheduled cleaning efforts, including thorough daily cleaning of heavily touched surfaces (machine controls, change stations, etc.). Disinfecting stations will be provided as feasible.

### Residence Life Office

Residence Life staff may keep the office spaces locked to prevent free-flowing foot traffic, but enable staff to access offices for appointments and other necessary reasons. Social distancing practices (floor markers, barriers) have been implemented for the health and safety of students and staff.

The College will clearly post guidelines to be followed including acceptable capacity, social distancing, face masks and sanitation guidelines.

### Guests, Visitation and Travel

The guest policy for the halls is being temporarily halted so no outside guests will be allowed into the halls. Those students who bring outside guests into the halls are subject to the Student Code of Conduct.

Residential students will be asked to limit visiting each other within the halls.

- ◇ The maximum number of people in a Laker suite will be 8 people.
- ◇ The maximum number of people in a Garrett room will be 3 people.

Students are strongly encouraged to limit travel outside of the immediate area for the semester to limit contact with others and exposure to areas with a high number of cases of COVID-19.

### Isolation and Quarantine

**Students are strongly encouraged to have a minimum of 10-14 days of food and other necessities (clean clothing, medical prescriptions, etc.) on hand in the event they need to isolate or quarantine. While the College will do its best with its limited personnel and resources, it cannot guarantee that food, transportation, and other services will be available.**

### Quarantine-Significant Exposure

If a student is ill with COVID-like symptoms or it is determined a student or students may have had significant exposure to COVID-19 (identified as a “close contact” - within 6ft of a known case for 15 cumulative minutes or longer), they will be required to self-quarantine for a minimum of 14 days.

Quarantine spaces will be single occupancy. Individuals may be permitted to quarantine in their personal rooms where they don't have to share bathroom or potentially expose others. Depending upon the situation, a student who needs to quarantine may be moved to another room, moved to a location off-campus, or asked to go home.

### Isolation- Positive Case(s) in the Halls

Individuals who test positive for COVID-19 are required to isolate for a minimum of 10 days.

### Off-Campus Isolation

Should a residential student test positive and need to be isolated off campus, staff will work with the Director of Equity and Compliance, the Health Department, and the Department of Social Services (DSS).

Limited space is available off-site with a local lodging provider. The Director of Equity and Compliance would contact DSS or the county EOC, who would work the case by contacting the local lodging provider, securing the room and arranging payment.

DSS would notify Community Action to coordinate feeding and meals and transportation needs through GTS if necessary.

The cleaning protocols would be up to the lodging provider as to the room and the person's movements within the hotel (which will be limited).

Should more students test positive than can be housed at the contracted off-site location, the College may require individuals to go home to serve out their isolation period.

### *On-Campus Isolation*

The College will have limited isolation and/or quarantine spaces reserved on campus. Facilities will be single occupancy unless positive cases are being co-horted together.

### **Movement to isolation or quarantine**

The College will take all necessary precautions when moving students to isolation and quarantine rooms that will minimize additional transmission. This includes the wearing of appropriate PPE and increased sanitation/disinfection.

College staff will make provisions for students to access/gather academic materials, study aids, mental health support, clothing, entertainment, electronic equipment, medications, laundry, trash pick-up, and food delivery, etc. While the College will do its best with its limited personnel and resources, it cannot guarantee that food, transportation, and other services will be available.

### **Isolation or quarantine at home**

Residents identified with COVID-19 or identified as close contacts of individuals with COVID-19 will not necessarily be sent to their permanent homes off-campus; however, if on- and off-campus resources have been exhausted, students may be required to go home. Residential students, especially those who live a long distance from the campus or who have high-risk individuals in their household, are strongly encouraged to develop plans in advance of moving onto campus in case they are required to isolate or quarantine at home.

### **Monitoring**

Campus monitoring procedures and security protocols are in place to determine if individuals in quarantine or isolation break campus protocols. Students in isolation/quarantine who break isolation or quarantine protocols are subject to the Student Code of Conduct.

### **Thresholds for lifting isolation and quarantine**

Each individual with a positive COVID-19 case, who is identified as a close contact, suspects they have been exposed, or who is experiencing symptoms is encouraged to notify the College by emailing [equitycompliance@garrettcollege.edu](mailto:equitycompliance@garrettcollege.edu) or calling 301-387-3037. The Office of Equity and Compliance is the designated office handling reports of confirmed or possible COVID-19 cases from a student, faculty/staff member, or member of the community who visited the campus. If you choose not to report your positive test results, local or state health departments may report this to the College on your behalf following a consultation. Individuals will be released from isolation/quarantine based upon the specifics of their situation, as outlined in the [“Reporting Illness, Testing, and Positive Test Results”](#) section of this document.

### **Residence Hall Shutdown**

The College may arrange a temporary shutdown of housing, and possibly campus if the College receives notice of a number of positive cases in housing, on-campus, or within the community. Shutdown timing will be based upon the number of cases, exposure, and cleaning/sanitation requirements.

The College will work with the Garrett County Health Department to determine actions that need to be taken.

Residential students should have a plan in place for transportation home and other needs if the college shuts down before moving on campus.

## Programs and Services

### Walmart Trips

Trips to Walmart will be suspended for the spring semester. Individual requests will be handled on a case-by-case basis. Staff can reach out to SING for assistance.

### Medical Services and Transport

In collaboration with the Garrett Regional Medical Center, the College will have an on-site clinic, located in the CARC, staffed at least once per week for medical services. Mountain Laurel will be offering telehealth services four days per week. More information about Student Health Services is available on the College's website at <https://www.garrettcollege.edu/student-health-services.php>.

Due to the COVID-19 pandemic, the College will not be providing transportation related to medical services, which includes trips to Mountain Laurel or transportation from the hospital.

### Student Programs

In order to observe social distancing and to protect the health and safety of the campus community, Student Life will take appropriate steps with regard to student programs, which include:

- ◇ More outside events or smaller group activities.
- ◇ Share campus information and events through online or virtual networks (Regroup).
- ◇ Encourage regular virtual check-ins between staff and residents.
- ◇ Canceling non-essential in-person activities and moving to virtual programs and events that support community building and skill development.
- ◇ Connect residents to the greater campus community through video conferencing platforms.

## Training

### *Residential Students*

- ◇ COVID-19 basic understanding
- ◇ COVID-related policies and procedures for residence halls

### *Res Hall Staff and Security*

- ◇ COVID-19 basic understanding (completed through Employee Compliance Training)
- ◇ COVID-related policies and procedures for residence halls
- ◇ Move-in procedures
- ◇ Confirmed case response

### *Facilities*

- ◇ COVID-19 basic understanding (completed through Employee Compliance Training)
- ◇ COVID-related policies and procedures for residence halls
- ◇ Re-opening procedures
- ◇ Maintenance response procedures
- ◇ Custodial procedures
- ◇ Confirmed case response