



PHASED REPOPULATION PLAN

The health and safety of the MCC community is at the forefront of the planning process. MCC is implementing measures to ensure everyone's health and safety while they are at an MCC campus or building.

As the guidelines and executive orders surrounding COVID-19 are ever changing, MCC is committed to remaining flexible and will revise and review plans as necessary. MCC has created a four-phased repopulation plan with transition between phases being implemented as conditions permit. Phases will be updated as the guidelines and executive orders change.

REOPENING METHOD

MCC will be reopening in four phases. Based on guidance from the CDC, local health departments, and any executive orders, MCC will review and revise the four phases. In every phase, MCC will follow the guidance of the CDC and state and local health departments for best practices on cleaning and returning to work.

Guiding Principles as We Reopen

- ▶ Ensuring the safety of all employees and students is paramount
- ▶ Providing quality teaching, learning and support services for students during this transition is vital
- ▶ Following local, state, and federal guidelines will always be the first consideration

What Every Employee Should Know

- ▶ If an employee is sick or has symptoms of illness contact your supervisor, stay home and seek medical care if needed.
- ▶ MCC will continue to maintain a flexible workplace as guided by the CDC and local health departments.
- ▶ Face coverings and social distancing are required through Phase II and may be required in Phase III and Phase IV. Individuals not abiding by all protocols in place will be asked to leave by MCC PD.
- ▶ Everyone entering MCC property must check in with the MCC PD and enter through the assigned entrance(s) through Phase II and may be required to do so in Phase III.
- ▶ Some elements of this plan may not apply to essential personnel.

OVERVIEW OF PHASES



Phase I

This is the most restrictive phase. Only essential employees and certain labs will be allowed on MCC premises with heightened cleaning and safety protocols in place.



Phase II
June 1, 2020

Still only a limited number of employees and students will be allowed on campus, but additional hands-on labs will open. The heightened cleaning and safety protocols will remain in place.



Phase III
(TBD)

Courses will be transitioned to a modified face-to-face instructional model, and employees will be transitioned to work on-site in a staggered schedule.



Phase IV
(TBD)

MCC will return to "normal" with in-person courses and all employees working on-site. Continue adhering to current state and local restrictions.



Employees

Employees who believe they are eligible for extended leave coverage under the Families First Coronavirus Response Act should contact Brandi Fockler at Brandi.Fockler@mcckc.edu and/or visit <https://www.dol.gov/agencies/whd/pandemic/ffcr-questions>.

Cleaning

| Phase I | Phase II | Phase III | Phase IV |
|--|--|--|---|
| <p>Essential employees that must be on-site to complete their work will be on-site</p> <p>Certain employees will have the option to return to campus under set conditions</p> | <p>Additional employees will be asked to return to complete core functions on-site</p> <p>Supervisors identify core-functions that must take place on a campus through an HR questionnaire</p> | <p>Additional employees approved by campus leadership to return to campus will return to work on-site</p> <p>Employees will maintain staggered schedules, 2 – 3 days a week, to limit exposure while preparing to return to work</p> | <p>All employees are asked to return to complete their work on-site</p> <p>Shifts may be staggered to maintain social distancing and the possibility of changed occupancy limits</p> |
| <p>Overnight cleaning of spaces with EPA approved virucide for sanitation</p> <p>Ramped up cleaning and disinfecting of office areas and public spaces throughout the day as scheduled</p> <p>Classrooms and lab equipment cleaned by designated staff and lab employees between each class</p> <p>All classrooms, labs, and offices will have disinfecting wipes and/or cleaning supplies provided</p> <p>Employees will wipe down their workspace prior to leaving</p> | <p>Overnight cleaning of spaces with EPA approved virucide for sanitation</p> <p>Ramped up cleaning and disinfecting of public spaces throughout the day as scheduled</p> <p>All classrooms, labs, and offices will have disinfecting wipes and/or cleaning supplies provided</p> <p>Employees will wipe down their workspace prior to leaving</p> | <p>Overnight cleaning of spaces with EPA approved virucide for sanitation</p> <p>Ramped up cleaning and disinfecting of public spaces throughout the day as scheduled</p> <p>All classrooms, labs, and offices will have disinfecting wipes and/or cleaning supplies provided</p> <p>Employees will wipe down their workspace prior to leaving</p> | <p>Return to a normal cleaning schedule.</p> <p>Follow local and state guidelines for additional cleaning measures</p> <p>Employees will wipe down their workspace prior to leaving</p> |



Health Screens and Entering MCC Premises

Phase I

All individuals must complete a health screening form prior to entry
All individuals must be on an approved roster to enter MCC premises
Each campus/building will have one entrance and all individuals must check in for contact tracing purposes

Phase II

Phase III

Evaluate necessity of an approved roster
Checking in prior to entering MCC premises will be evaluated based on local and state guidelines for contact tracing

Phase IV

All campuses will be open to the public based on local and state guidelines

Safety Measures

All individuals required to wear a face covering
MCC PD will provide face masks for those that do not have one
Social distancing is required
Follow local and state regulations on building/room occupancy
Hand sanitizer and hand sanitizer stations throughout the campus/building
Handwashing signage posted

Evaluate all individuals being required to wear a face covering based on local and state guidelines
Students will be provided three face coverings free of charge
Employees will be provided three face coverings free of charge
Social distancing is required as guided by state and local guidelines
Follow local and state regulations on building/room occupancy
Hand sanitizer and hand sanitizer stations throughout the campus/building
Handwashing signage posted

Face coverings only required if mandated by law
Social distancing required if mandated by law
Follow local and state regulations on building/room occupancy
Effectiveness of hand sanitizing stations evaluated



Vendors and Invited Guests

| Phase I | Phase II | Phase III | Phase IV |
|--|----------|--|--|
| <p>Essential vendors permitted on MCC premises with approval</p> <p>Vendors must follow all safety measures in place</p> | | <p>Vendors and external customers permitted on MCC premises</p> <p>Vendors and external customers must follow all safety measures in place</p> | <p>Campuses are open to the public</p> |

Student Programming

| | | | |
|---|---|--|---|
| <p>All courses taught virtually unless there is an approved exception. Courses/labs/clinicals that require "hands on training" can be granted an exception</p> <p>Students in approved courses/labs/clinicals are permitted on campus for their course/lab/clinical or to the designated facility for their clinicals</p> <p>Students permitted on campus when invited for specific functions (pick up art supplies, pick up computers, etc.)</p> <p>All in person student/community activities are canceled or moved to a virtual format</p> | <p>All courses taught virtually unless there is an approved exception</p> <p>Students in approved courses/labs/clinicals are permitted on campus for their course/lab or to the designated facility for their clinicals</p> <p>Students permitted on campus when invited for specific functions (pick up art supplies, pick up computers, etc.)</p> <p>Students and potential students permitted on campus by appointment for specific functions (counseling, financial aid, placement testing, etc.)</p> <p>All in-person student/community activities are canceled or moved to a virtual format</p> | <p>Campus tours resume following social distancing and/or other guidelines in place</p> <p>In-person student/community activities will be evaluated</p> <p>Courses being taught via a modified face-to-face instructional model</p> <p>Evaluate student services functions being by appointment only</p> | <p>All campus tours and campus activities resume</p> <p>All instructional models may be deployed</p> <p>Student services functions allow for walk-ins as well as appointments</p> |
|---|---|--|---|



Meetings and Gathering Areas

Phase I

All meetings are conducted virtually
 Refrain from using common areas as much as possible
 Wipe down all surfaces in common areas before and after use
 Do not move furniture or technology as it is positioned for social distancing
 One person per elevator
 Use stairs when possible

Phase II

Limited face-to-face meetings permitted with prior approval
 Social distancing guidelines must be followed
 Selection of an appropriately sized conference room required
 Refrain from using common areas as much as possible
 Wipe down all surfaces in common areas before and after use
 Do not move furniture or technology as it is positioned for social distancing
 One person per elevator
 Use stairs when possible

Phase III

Face-to-face meetings permitted, but virtual meetings are encouraged
 Social distancing guidelines must be followed
 Selection of an appropriately sized conference room required
 Evaluate usage of common areas
 Continue to wipe down all surfaces before and after use
 Evaluate furniture and technology positioned for social distancing
 Evaluate one person per elevator
 Continue to use stairs when possible

Phase IV

Face-to-face meetings permitted
 Local and state guidelines on social distancing must be followed
 Common areas open, but could have limited seating based on state and local guidelines
 Allow for more than one person per elevator

Interviews and New Employee Orientation

Conducted virtually

Face-to-face interviews may resume with social distancing protocols
 New employee orientation resumes with social distancing and reduced sizes

Face-to-face interviews may resume
 New employee orientation continues as normal



Travel

| | Phase I | Phase II | Phase III | Phase IV |
|--|-------------------------|---|---|--------------------------------|
| | No MCC sponsored travel | Essential MCC sponsored travel with approval from a member of the Executive Cabinet and Chancellor No air travel permitted No travel to COVID-19 hotspots permitted | MCC sponsored travel permitted with approval from a member of the Executive Cabinet Evaluate permitting air travel No travel to COVID-19 hotspots permitted | MCC sponsored travel permitted |

Corporate Training and On-site Training

| | | | | |
|--|---|--|--|--|
| | Limited programs permitted to function following local and state guidelines Approved on a case by case basis | More programs will reopen following state and local guidelines Approved on a case by case basis | Programming resumes with safety measures in place that follow state and local guidelines | All corporate and on-site training resumes |
|--|---|--|--|--|

Athletics

| | | | | |
|--|---|---|--|---|
| | All athletics suspended No MCC sponsored athletic travel, games or practices | Athletic practices permitted following the social distancing guidelines from NJCAA and Region 16 Evaluate athletic games and travel based on NJCAA, Region 16 and local and state guidelines | | Athletics fully resume as permitted by NJCAA, Region 16 and state and local regulations |
|--|---|---|--|---|



Campus Police Checkpoints for Phases I and II

Penn Valley – Campus Center door near the courtyard

Penn Valley Health Sciences Institute – Main door on the first floor

Maple Woods – Vet Building – Main door on the first floor

Blue River – Public Safety Institute main entrance

Business and Technology – Campus Center

Administrative Center – Main entrance off Broadway

Broadway Plaza – Back entrance on the east side of the building

Long View – Business Building – East door

Additional Resources

MCC COVID-19 website: <https://mccckc.edu/coronavirus>

Jackson County COVID-19 website: <https://www.jacksongov.org/1187/Jackson-County-COVID-19-Resource-and-Rec>

Kansas City, MO COVID-19 website: <https://www.kcmo.gov/city-hall/departments/health/coronavirus>

Missouri COVID-19 website: <https://health.mo.gov/living/healthcondiseases/communicable/novel-coronavirus/>

CDC COVID-19 website: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

If you are sick: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/index.html>

Symptoms of COVID-19: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

For more information on the Families First Coronavirus Response Act: <https://www.dol.gov/agencies/whd/pandemic/ffcra-questions>

Key Terms

Essential Vendors: contractors performing functions essential to the current and future operations in preparation for reopening and future planning.

Vendors: contractors performing functions to support the operations of the college

External Customers: visitors of students or employees

Students: current or future enrolled students at the college

Virtual: Synchronous communication/instruction via zoom or some other platform

Face-to-face: In-person communication/instruction