

# Mercer County Community College COVID-19 Fall 2021 Reopening Plan

## General Principles

- Triggers for each phase are evaluated by PLT with guidance from state and local officials.
- Preservation of public health & safety be the primary factor in all decisions made regarding the resumption of any on-campus activities.
- Prior to moving to the next phase, the effectiveness of current measures will be evaluated and modified, as necessary. PLT will review concerns reported through HR, facilities, etc.
- At any point, the college can move backwards, reverting to a prior phase, if indicated.
- Based on current data, CDC & NJ DOH guidance, and the current state of the pandemic, the Task Force recommends the College proceeds with moving through Phase Three of the Reopening Plan and progress towards Phase Four with the understanding that the College may need to revert backwards based on the state of the pandemic prior to the start of the Fall semester.

## Methodology

- Task force is committed to offer data-driven recommendations.
- Task force met as a group on seven (7) separate occasions via Microsoft Teams, focusing on current state and federal recommendations on matters related to campus safety, faculty capabilities, student needs, infrastructural capabilities, vaccination requirements, course flexibility, instructional tools & resources.
- Data bases of best practices published by the CDC, NJ State Board of Health, and NAIS, as well as current research on COVID-19 and institutional recommendations/reopening plans from around the country is maintained on Microsoft Teams website.
- Solicited, conducted and evaluated formal quantitative and qualitative surveys from students and faculty to drive data-driven decisions.

## General Infection Prevention

- MCCC shall continue to adhere to CDC guidance requiring face coverings. All persons should wear face coverings around other people. Exceptions to wearing a mask will be made in compliance with the American with Disabilities Act. Each stakeholder should provide their own personal protective equipment (PPE)- [Your Guide to Masks | CDC](#)
- COVID-19 vaccinations are highly recommended for all campus stakeholders.
- All persons will be educated on the proper usage of PPE, including the use of face coverings, hygiene and gloves.
- All access points on campus will remain open, with increased signage to direct foot traffic as well as increased signage on CDC guidelines on disease transmission prevention strategies.
- All employees and students will be required to self-monitor prior to arrival on campus. This includes continued use of the MCCC Symptom Tracker for on-campus access and contact tracing purposes. Increased signage on campus outlining CDC guidelines for self-monitoring and signs & symptoms of illness.
- All employees and students will be required to watch an educational video, reviewing the above guidelines and other important hygiene measures such as proper handwashing technique. Increased signage should be visible in bathrooms outlining CDC guidelines for proper hand washing.
- Daily cleaning logs should be displayed in all rooms, including classrooms, conference rooms, and bathrooms.
- Each classroom should be equipped with a mounted wipe dispenser.
- Increase/Maintain hand sanitizer stations at all entrances/exits, indoor hallways & other high traffic, strategic locations
- Increased signage throughout campus, including signage in parking lots.
- Increased signage in public area outlining CDC guidelines on social distancing.

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- In the event a person on campus becomes ill, standard emergency response procedures will be followed. The person will be isolated to a low traffic area and offered emergency medical assistance. If assistance is accepted, security and 911 emergency services should be activated. If person declines emergency medical assistance, he or she must leave campus promptly.
- Identification of isolation rooms in each building in the event that an individual reports symptoms after arriving on campus.

## COVID-19 Educational Recommendations

- The campus community will be educated through the use of video, signage, and verbal reminders when indicated. Increased signage on campus outlining CDC guidelines for infection prevention guidelines. All stakeholders should continue to self-monitor and remain off-campus if ill.
- Education of what to expect with vaccine and how to register for vaccine - [Getting Your COVID-19 Vaccine | CDC](#)
- As per CDC guidelines, face coverings will remain required for any on-campus activity - [Your Guide to Masks | CDC](#)
- Increased signage including CDC signage on why to get vaccinated (<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/vaccine-benefits.html>)
- Include student handbook/code of conduct in all Blackboard course shells
- Increased signage throughout campus on proper hand washing, signs & symptoms of COVID-19, proper face covering, and any other pertinent CDC recommendations

## Campus Considerations

- Each area of student service (i.e., bookstore, library, One-Stop, fitness center/pool, student IDs, etc.) develop an online sign-up system for appointments. This can include texting appointments when it is their appointment time
- Increase outdoor seating, with laminated signage on each table with signage addressing social distancing/face covering requirements, etc.
- Bookstore & library continue curbside pickup.
- Improved WiFi capabilities throughout the campus
- Identified transition spaces in each building
- Increased vending machines dispensing face coverings, gloves or other PPE strategically placed in each building/walkways
- Increased food options in vending machines
- Kelsey Theatre & Conference Center will closely follow the NJ Executive Order for capacity

## General Instructional Recommendations

- Faculty should continue to collaborate with Course/Program Coordinator, Division Dean and/or VPAA to determine specific needs for each course/program.
- Standard definitions of “Hybrid”, “Remote” and “Online” instruction should be widely disseminated.
- Mode of delivery for all course offerings (i.e., in-person, hybrid, remote, online) should be clearly communicated to students at point of registration. Mode of delivery should be clearly included in all course offerings regardless of mode.
- Continued professional development offered through *MercerOnline* to ensure best practices are maintained for hybrid/remote/online course offerings, as well as in-person offerings.
- Continued faculty development & support offered through *MercerOnline* on online resources used for advisement including Student Planner, Microsoft Teams, ZOOM, Blackboard Collaborate, and others.
- Division meetings, office hours, student appointments, advisement, and other meetings should be held remotely whenever possible.

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- Assessment and continued development of current attendance policies for instruction shall be determined at the course/program/division level, with input solicited from HR if/when needed.

Phases	Triggers	Facility Actions (A) and Instructional Actions (#)	Resources	Responsible Parties
One – limited staff on campus, all instruction remains remote	Governor Murphy allows businesses to re-open.	<ul style="list-style-type: none"> <li>A. Educational video developed to inform the campus community of health and safety protocols. Educational video deployed to all employees.</li> <li>B. Incremental return of campus staff. Strict social distancing, limiting the number of employees in a work area. Many employees continue to work from home.</li> <li>C. SOAR Orientations online.</li> <li>D. No extracurricular face to face student activities on campus. Continue to support virtual student life.</li> <li>E. No athletics, theater, conference center, facility rentals.</li> <li>F. Tutoring services continue remotely.</li> <li>G. Testing center at WWC open limited hours for students with testing accommodations, CLEP/Dantes, ESL, Aviation, admissions testing, and high school equivalency testing.</li> <li>H. Testing center at JKC relocated for limited testing, as listed above.</li> <li>I. Library services offered remotely, including chat and Google hang-outs with librarians. Process begins to collect items that have been loaned out.</li> <li>J. Mailroom/Receiving/Print staff sorting and pick up one day per week by time schedule</li> <li>K. IT collects loaned computers for cleaning.</li> <li>L. Hand sanitizer stations located next to public copiers.</li> <li>M. All transportation to campus stopped</li> <li>N. One Stop/Bursar, Fin Aid, SES, Advisors, Recruiters continue with robust remote operations</li> <li>O. Financial Operations continue with full remote operations plan</li> </ul>	<ul style="list-style-type: none"> <li>A. Develop and produce educational video. Distribute link to video for all employees.</li> <li>B. Continue to support Blackboard, Microsoft Suite products, and remote proctoring programs. Policies and equipment to support working from home. Area supervisors to determine staffing needs and alternate schedules.</li> <li>C. Student services to provide all orientation remotely.</li> <li>D. Support student organizations to connect virtually.</li> <li>E. Notifications made to community partners.</li> <li>F. Continue robust remote tutoring offerings, for all centers.</li> <li>G. May need to block new space for testing center use.</li> <li>H. May need to block new space for testing center use.</li> <li>I. Continue to schedule librarians to monitor chat feature. Need increased drop boxes for library returns and storage areas to allow time between return and re-shelving.</li> <li>J. Continuation of current practice.</li> <li>K. Locations to be identified by IT</li> <li>L. Hand sanitizer stations installed by facilities.</li> <li>M. NJ Transit/ARC/Route 130</li> </ul>	<ul style="list-style-type: none"> <li>A. Marketing, Human Resources with input of Health Professions and Facilities.</li> <li>B. <i>MercerOnline</i>, Faculty, HR (policies &amp; equipment), IT (equipment), area supervisor</li> <li>C. Student Life Director/Staff in Student Life</li> <li>D. Student Services/Student Life</li> <li>E. Athletics, Kelsey Theatre, DLL</li> <li>F. Director/Staff in Student Life</li> <li>G. Testing center staff/Marketing</li> <li>H. Testing center staff/Marketing</li> <li>I. Director of Library Services</li> <li>J. Mailroom staff</li> <li>K. VP of IT/IT Staff</li> <li>L. Facilities</li> <li>M. NJ Transit/ARC/Route 130</li> <li>N. Bursar, Financial Aid, SES</li> <li>O. Financial Operations</li> </ul> <p><b><u>Instructional Recommendations</u></b></p> <ul style="list-style-type: none"> <li>1. SES, <i>MercerOnline</i>, Division EAs</li> <li>2. SES, <i>MercerOnline</i>, IT</li> <li>3. SES, <i>MercerOnline</i>, IT</li> <li>4. SES, Division EAs, Program Coordinators</li> </ul>

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		<p><u>Instructional Recommendations</u></p> <ol style="list-style-type: none"> <li>1. All classes, including those students who were allowed to enroll assuming they would be face to face, are administered via online or remote instruction.</li> <li>2. Visual (an Icon?) or other markers are provided at the point of registration to indicate which classes are online and which are remote.</li> <li>3. Students are notified of the change in instructional method and given clear, specific indication of who they can talk to resolve any advising questions, including an actual email and phone number.</li> <li>4. All courses that <i>cannot</i> be offered remotely, such as those requiring special equipment and spaces, are canceled. Students already registered</li> </ol>	<p>N. Policies and equipment to support working from home. Area supervisors to determine staffing needs and alternate schedules.</p> <p>O. Policies and equipment to support working from home. Area supervisors to determine staffing needs and alternate schedules.</p> <p><u>Instructional Recommendations</u></p> <ol style="list-style-type: none"> <li>1. Communicate changes with faculty, students &amp; staff. Enhanced training is provided for faculty (adjunct and full time) who are building skills in online and remote teaching. Students require adequate access to computers with webcam and reliable internet.</li> <li>2. An explanation will be posted prominently on the registration page and on MyMercer explaining the difference between remote and online learning. The same information will also be posted in bold print on the mccc.edu home page and in all promotional materials.</li> <li>3. See #2</li> <li>4. Students already registered for these classes are informed promptly and allowed automatic readmittance to them, without fee or transcript penalty, as soon as face to face learning is permitted.</li> </ol>	
Two- Limited and controlled	Governor Murphy allows schools and colleges to re-open.	<ol style="list-style-type: none"> <li>A. Educational video deployed to all students.</li> <li>B. Identify low traffic areas on campus to isolate sick persons.</li> </ol>	<ol style="list-style-type: none"> <li>A. Link emailed to all students/embedded in BB shells.</li> </ol>	<ol style="list-style-type: none"> <li>A. Marketing/MercerOnline</li> <li>B. Facilities/bldg staff</li> <li>C. HR/Security</li> </ol>

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<p>small groups on campus</p>	<p>Social Distancing Protocols upheld</p>	<p>C. Provide standard personal protective equipment (gloves and masks) for security/facilities personnel who respond to medical emergencies.</p> <p>D. Limited rentals in athletics and conference center (see addendum plans)</p> <p>E. Library opens for student use. Continue to encourage use of remote library services. Stacks closed to browsing. Consider curbside services.</p> <p>F. Mailroom/Receiving/Print, staff time increase to 5 days and mail and package sort/2 days</p> <p>G. Bookstore opens to students with limits on number of people inside.</p> <p>H. Transportation on a limited basis from NJ Transit/Route 130</p> <p>I. One Stop remains with remote operations until the new area is available for use</p> <p>J. Financial Operations slight increase of staff on campus</p> <p>K. Seating in cafeteria areas (student, faculty, JKC) adjusted for social distancing.</p> <p><b>Common Areas</b></p> <ul style="list-style-type: none"> <li>Enhanced cleaning in common areas.</li> <li>Signs in common areas reminding people to social distance and wear masks.</li> </ul> <p>Rearrange seating areas where feasible to encourage social distancing</p> <p><b>Instructional Recommendations</b> All actions from Phase 1 are applied with the following additions:</p> <ol style="list-style-type: none"> <li>All courses offered in any face to face capacity will follow strict safety protocols for social distancing. For a list of protocols see <b>Appendix A</b>.</li> <li>The majority of classes remain online/remote, however, <b>roughly 10%</b> of classes that cannot be offered without face to face instruction (i.e. <b>“priority courses”</b>) will have on campus components as needed. These may include programs related to “essential services” such as</li> </ol>	<p>B. Campus evaluation to ascertain isolation areas in co-joined buildings with elevator access.</p> <p>C. Source appropriate equipment. Consider whether emergency response personnel should be fitted for N95 masks</p> <p>D. Notifications made to community partners.</p> <p>E. Will need to consider whether Emergency Exit by PE building can be used for curbside service.</p> <p>F. Communicate changes in mailroom/printshop/receiving to campus community.</p> <p>G. Bookstore staff to monitor number of people entering/exiting. May need assistance to set-up queues outside bookstore.</p> <p>H. NJ Transit/Route 130</p> <p>I. Facilities to rearrange seating areas</p> <p>J. Staff</p> <p>K. Facilities staff to remove tables and rearrange.</p> <p><b>Common Areas</b></p> <ul style="list-style-type: none"> <li>Cleaning company to continue enhanced cleaning procedures.</li> <li>Facilities to spot check cleaning crew to ensure adherence to cleaning procedures.</li> <li>Marketing to develop signage.</li> </ul> <p><b>Instructional Recommendations</b></p> <p>Communicate with students which classes continue remotely and which classes are on-campus</p>	<p>D. Div LLL, athletics staff, theater staff</p> <p>E. Director of Library Services/Facilities</p> <p>F. Facilities</p> <p>G. Bookstore staff/Facilities</p> <p>H. Facilities</p> <p>I. Facilities/One Stop</p> <p>J. Staff</p> <p>K. Facilities</p> <p><b>Common Areas</b></p> <ul style="list-style-type: none"> <li>Contracted cleaning company</li> <li>Marketing</li> <li>Security</li> </ul> <p><b>Instructional Recommendations</b></p> <p><i>MercerOnline, Faculty, Student Services, Marketing, Division Leadership, VPAA</i></p>
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<p>Three – Broader Open</p>	<p><b>Governor Murphy allows 2-year colleges to re-open more broadly, including facilities such as theater, athletics and conference centers.</b> <i>(It is reasonable to assume significant public health precautions will remain in place, including social distancing, increased cleaning services, and wearing facial covering will be recommended)</i></p>	<ul style="list-style-type: none"> <li>A. Conference Center resumes with small groups with a detailed plan to be implemented</li> <li>B. Athletics resume spacing (Detailed safety plan on file to be implemented)</li> <li>C. Theater activities resume on a limited basis with a detailed plan to be implemented</li> <li>D. Student Life- some extracurricular activities resume with strict social distances</li> <li>E. Limited campus rentals resume. External constituents will submit a detailed plan prior to use</li> <li>F. Resumption of transportation to campus with limited ridership. NJ Transit/ARC/Route 130 implements social distancing plan with second vehicles or max riders. Safety protocols implemented</li> <li>G. Hand sanitizer stations located next to shared printers</li> <li>H. Computer labs cleaned in between classes by student users</li> <li>I. Financial Operations additional increase in staffing on campus</li> </ul> <p><u><a href="#">Instructional Recommendations</a></u></p>	<ul style="list-style-type: none"> <li>A. Notifications made to community partners</li> <li>B. Notifications made to community partners</li> <li>C. Notifications made to community partners</li> <li>D. Notification made to students</li> <li>E. Notifications made to community partners</li> <li>F. NJ Transit/ARC/Route 130. Consider accessibility issues for employees and students</li> <li>G. Locations to be identified by IT. Hand sanitizer stations installed by facilities</li> <li>H. Install dispensing wipes in computer labs (safe for computer use)</li> <li>I. Communications with staff</li> </ul> <p><u><a href="#">Instructional Recommendations</a></u></p>	<ul style="list-style-type: none"> <li>A. Marketing, DLL</li> <li>B. Marketing, Athletics</li> <li>C. Marketing, Kelsey Theatre</li> <li>D. Marketing, SES, Security</li> <li>E. Marketing, Facilities, Security</li> <li>F. HR/CITA</li> <li>G. IT Staff/Facilities</li> <li>H. IT Staff/Facilities</li> <li>I. VP of FA/Staff</li> </ul> <p><u><a href="#">Instructional Recommendations</a></u></p> <p><i>MercerOnline, Faculty, Student Services, Marketing, Division Leadership, VPAA</i></p>

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		<b>All actions from Phases 1-3 will be enacted with the following augmentations:</b>	Communicate with students which classes continue remotely and which classes are on-campus	
Four – Full Open	Pandemic response restrictions end.	<ul style="list-style-type: none"> <li>A. Continue to reinforce policy on not coming to campus if acutely ill.</li> <li>B. Continue cleaning procedures.</li> <li>C. Restock supplies.</li> <li>D. Face to face tutoring resumes</li> <li>E. Library reopens to full use.</li> <li>F. Complete comprehensive review of campus COVID response and lessons learn. Adapt campus policies as needed.</li> <li>G. Theater, Athletics, Fitness, Swimming Pool Student Life resumes with full Operations</li> <li>H. Mailroom, Print Shop, Receiving resumes full Operations</li> <li>I. Transportation to campus-full services</li> </ul>	<ul style="list-style-type: none"> <li>A. No additional resources</li> <li>B. No additional resources</li> <li>C. Funds for restocking or replacing supplies used during COVID response</li> <li>D. Resume tutoring on both campuses.</li> <li>E. Resume testing on both campuses.</li> <li>F. Surveys, review of meeting minutes, open forums</li> <li>G. No additional resources</li> <li>H. No additional resources</li> <li>I. NJ Transit/ARC/Route 130</li> </ul> <p><b><u>Instructional Recommendations</u></b></p> <p>Continued communication between faculty &amp; division leadership</p>	<ul style="list-style-type: none"> <li>A. HR, faculty, and staff</li> <li>B. HR, faculty, and staff</li> <li>C. PLT, Finance</li> <li>D. Tutoring staff</li> <li>E. Testing center staff</li> <li>F. PLT, campus community, HR, an Emergency Preparedness Coordinator</li> <li>G. Kelsey Theatre, Athletics, &amp; DLL Staff</li> <li>H. Supervisor and Director</li> <li>I. Student Services</li> </ul> <p><b><u>Instructional Recommendations</u></b></p> <p><i>MercerOnline, Faculty, Student Services, Marketing, Division Leadership, VPAA</i></p>