

MCCC COVID-19 Plan for Returning to Campus

Mercer County Community College

Covid-19 Reopening Plan (Four Phases)

General Principles

- Triggers for each phase will be evaluated by the President's Leadership Team with guidance from state and local officials with safety being the primary factor in all decisions.
- CDC, NJ State Board of Health, and NAIS, as well as current research on COVID-19 and institutional reopening plans will be implemented
- The preservation of public health and safety should be the primary factor in all decisions made regarding the resumption of any on-campus activities.
- Prior to moving to each new phase, the effectiveness of current measures must be evaluated and modified, as necessary. The PLT will review concerns reported through HR, facilities, and other departments.
- At any point, the college can move backwards, reverting to a prior phase, if needed.

Methodology

- Task force is committed to offer data-driven recommendations.
- Task force was divided into two sub-committees – Instructional and Facilities
- Sub-committees were further subdivided into smaller sub-groups, focusing on current state and federal recommendations on matters related to campus safety, faculty capabilities, student needs, infrastructural capabilities, 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 surveys from students and faculty to drive data-driven decisions.
- Under the direction of sub-committee co-chairs, independent work was conducted by task force members and official sub-committee meetings were held via ZOOM a total of five times for each sub-committee.
- Shared information between sub-committees to ensure recommendations were aligned and considered all factors

General Infection Prevention

- All students, faculty, staff, and visitors must wear facial coverings while on campus. Because masks with valves do not provide adequate filtration, they will not be permitted. Students, faculty and staff are expected to provide their own facial coverings. Exceptions to wearing a mask will be made in compliance with the American with Disabilities Act.
- Only those engaged in activities that would normally require gloves, such as food preparation and patient care activities, shall wear them.

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- All campus access points will remain open in order to encourage smooth flow of foot traffic and prevent congregations and bottlenecks.
- All students, faculty, staff, and visitors are required to monitor their health prior to arrival on campus, including conducting at home temperature checks and symptom reviews. Anyone with a temperature at or above 100.4°F (38°C) or other symptoms must remain home for 24 hours after the resolution of symptoms without fever reducing medication.
- 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.
- The campus community should be educated about infection prevention guidelines through the use of video, signage, and verbal reminders when needed, but employees are not responsible for enforcement.
- In the event a person becomes ill while on campus, the person will be isolated to a low traffic area and offered emergency medical assistance if needed. If assistance is accepted, security and 911 emergency services will be activated. If the individual declines emergency medical assistance, he or she must leave campus promptly.
- Daily cleaning logs should be displayed in all rooms, including classrooms, conference rooms, and bathrooms.
- Each classroom should be equipped with a doormat.
- Increased signage on floors throughout campus, directing all stakeholders to stay to the right.
- Increased signage in public area outlining CDC guidelines on social distancing.

General Instructional

- 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 “Remote” and “Online” instruction should be widely disseminated.
- Mode of delivery for all course offerings (i.e., face-to-face, 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.
- Adjusting classroom capacities should be considered for all modes of instruction.
- Continued professional development offered through *MercerOnline* to ensure best practices are maintained for hybrid/remote/online course 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.
- 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.

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- Improved Wi-Fi capabilities in all classrooms.

Phases	Triggers	Facility Actions (A) and Instructional Actions (B)	Resources	Responsible Parties
ONE Limited staff. Classes remote.	Governor Murphy announces businesses may open but that colleges are not permitted to open for face to face teaching.	<p>A. An educational video is developed, and deployed, to inform the campus community of health and safety protocols.</p> <p>B. Campus staff return incrementally following strict social distancing and limiting the number of employees in any work area. Many employees continue to work from home.</p> <p>C. SOAR Orientations are held online (Appendix I).</p> <p>D. No extracurricular face to face student activities are held on campus and student life remains virtual.</p> <p>E. There are no athletics (Appendix G), theater (Appendix H), conference center, facility rentals.</p> <p>F. Tutoring services continue remotely.</p> <p>G. The testing center at WWC is open limited hours for students with testing accommodations, CLEP/Dantes, ESL, Aviation, admissions testing, and high school equivalency testing.</p> <p>H. Testing center at JKC is relocated for limited testing, as listed above.</p> <p>I. Library services are offered remotely, including chat and Google hangouts with librarians. The process begins to collect items that have been loaned out. (Appendix L)</p> <p>J. Mailroom/Receiving/Print staff sort and pick up items one day per week by time schedule (Appendix E).</p> <p>K. IT collects loaned computers for cleaning.</p> <p>L. Hand sanitizer stations are added next to all public copiers.</p>	<p>A. Educational video.</p> <p>B. 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.</p> <p>C. Student services to provide all orientation remotely.</p> <p>D. Support student organizations to connect virtually.</p> <p>E. Notifications made to community partners.</p> <p>F. Continue robust remote tutoring offerings, for all centers.</p> <p>G. May need to block new space for testing center use.</p> <p>H. May need to block new space for testing center use.</p> <p>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. (Appendix L)</p> <p>J. Continuation of current practice.</p> <p>K. Locations to be identified by IT</p> <p>L. Hand sanitizer stations installed by facilities.</p> <p>M. NJ Transit/ARC/Route 130</p> <p>N. Policies and equipment to support working from home. Area supervisors to</p>	<p>A. Marketing, Human Resources with input of Health Professions and Facilities. (Claffey, Paixao 6/5/20)</p> <p>B. <i>MercerOnline</i>, Faculty, HR (policies and equipment), IT (equipment), area supervisor (access/(Hernandez/6/5/20)</p> <p>C. Student Life Director/Staff in Student Life</p> <p>D. Student Services/Student Life</p> <p>E. Athletics, Kelsey Theatre, DLL</p> <p>F. Director/Staff in Student Life</p> <p>G. Testing center staff/Marketing</p> <p>H. Testing center staff (Schreyer)</p> <p>I. Director of Library Services</p> <p>J. Mailroom staff</p> <p>K. VP of IT/IT Staff</p> <p>L. Facilities (Marshall)</p> <p>M. NJ Transit/ARC/Route 130</p> <p>N. Bursar, Financial Aid, SES</p> <p>O. Financial Operations</p> <p>P. Athletics staff</p>

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		<p>M. All transportation to campus is stopped.</p> <p>N. One Stop/Bursar, Financial Aid, SES, Advisors, and Recruiters continue with robust remote operations (Appendix F).</p> <p>O. Financial Operations continue with full remote operations plan.</p> <p>P. Athletics staff continue to work remotely</p> <p><u>Instructional Recommendations</u></p> <ol style="list-style-type: none"> 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. 2. Visual (an Icon?) or other markers are provided at the point of registration to indicate which classes are online and which are remote. 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. 4. All courses that <i>cannot</i> be offered remotely, such as those requiring special equipment and spaces, are canceled. Students already registered for these classes are informed promptly and allowed automatic re-admittance to them, without fee or transcript penalty, as soon as face to face learning is permitted. They are notified of such in a timely manner. Classes that fit this category are indicated in Appendix C. 	<p>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>P. 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"> 1. Communicate changes with faculty, students and 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. 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. 3. See #2 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. 	<p><u>Instructional Recommendations</u></p> <ol style="list-style-type: none"> 1. SES, MercerOnline, Division EAs 2. SES, MercerOnline, (Singh, Schreyer) 3. SES, MercerOnline, IT 4. SES, Division EAs, Program Coordinators
TWO	Governor Murphy	<p>A. Educational video deployed to all students.</p> <p>B. Low traffic areas on campus, where sick persons may be isolated, are located.</p>	<p>A. Link emailed to all students/embedded in BB shells.</p>	<p>A. Marketing/MercerOnline</p> <p>B. HR/Marshall</p> <p>C. HR/Security</p>

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<p>Limited staff. Some on campus teaching.</p>	<p>announces that 2-year colleges may reopen in the fall with limited instructional use and major social distancing measures in place.</p>	<p>C. Personal protective equipment is provided (gloves and masks) for security/facilities personnel who respond to medical emergencies.</p> <p>D. Limited rentals/Camps are permitted in athletics (Appendix G), the Theater (Appendix H) and Conference Center (see addendum plans).</p> <p>E. Library prepares staff. Later, Phase II: The Library has limited curbside services/specific instructions on website. (Appendix L)</p> <p>F. Mailroom/Receiving/Print, staff time increases to 5 days and mail and package sort/2 days per week (Appendix E).</p> <p>G. One Stop remains remote until the new area is available for use (Appendix F) Straw Poll Employees</p> <p>H. Finance Operations sees slight increase of staff on campus.</p> <p>I. Seating in cafeteria areas (student, faculty, JKC) adjusted for social distancing, forming two separate spaces with separating barrier, bringing in two (2) large whiteboards, and ensuring projectors are in working order for instructional use (Appendix C)</p> <p><u>Common Areas</u></p> <ul style="list-style-type: none"> • More frequent cleaning in common areas. • Signs in common areas reminding people to social distance and wear masks. <p>Rearrange seating areas where feasible to encourage social distancing</p> <p><u>Instructional Recommendations</u> All actions from Phase 1 are applied with the following additions:</p>	<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. Emergency Exit by PE building will be used for curbside pickup. (Appendix L)</p> <p>F. Communicate changes in mailroom/print shop/receiving to campus community.</p> <p>G. Facilities to assess area/HR straw poll</p> <p>H. Implementation of <i>Mobile Bank</i></p> <p>I. Facilities staff to remove tables and rearrange. Two (2) whiteboards moved into cafeteria</p> <p><u>Common Areas</u></p> <ul style="list-style-type: none"> • Cleaning company to continue enhanced cleaning procedures. • Facilities to spot check cleaning crew to ensure adherence to cleaning procedures. • Marketing to develop signage. <p><u>Instructional Recommendations</u></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. Schreyer/Price</p> <p>F. Facilities</p> <p>G. Bookstore staff/Facilities</p> <p>H. Schreyer/Deans/Flaherty/Simone</p> <p>I. HR for Poll Facilities/One Stop</p> <p>J. McCloskey/Staff</p> <p>K. Facilities, IT, Scheduler</p> <p><u>Common Areas</u></p> <ul style="list-style-type: none"> • Contracted cleaning company • Marketing • Security <p><u>Instructional Recommendations</u></p> <p><i>MercerOnline</i>, Faculty, Student Services, Marketing, Division Leadership, VPAA</p>
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		<ol style="list-style-type: none"> 1. All courses offered in any face to face capacity will follow strict safety protocols for social distancing. For a list of protocols see Appendix A. 2. The majority of classes remain online/remote, however, roughly 10% of classes that cannot be offered without face to face instruction (i.e. “priority courses”) will have on campus components as needed. These may include programs related to “essential services” such as lab sciences, Health, Funeral Service, Advanced Manufacturing, Fire Science, Funeral Service and Automotive Tech. Such courses are offered on a limited basis following recommendations of departmental and course coordinators. For list of “priority courses” and suggestions for how to offer them see Appendix C. 3. If any additional lecture-based classes are permitted by the Governor, priority is given to Developmental math and English and Public Speaking. Again, such courses are offered on a limited basis based on the recommendations program coordinator with support from their chair, dean and/or supervisor. Sample courses-with suggested times and locations for teaching, to facilitate social distancing-are listed in Appendix D. 		
THREE Broader open	Governor Murphy allows 2-year colleges to re-open more broadly, including facilities such as theater, athletics and conference centers.	<ol style="list-style-type: none"> A. The Conference Center resumes with small groups with a detailed plan implemented (Appendix J). B. Athletics resume with small group training and spacing (Appendix G). C. Theater activities resume on a limited basis (Appendix H). D. Student Life, including some extracurricular activities resume with strict social distancing measures (Appendix I). 	<ol style="list-style-type: none"> A. Notifications made to community partners B. Notifications made to community partners C. Notifications made to community partners D. Notification made to students E. Notifications made to community partners 	<ol style="list-style-type: none"> I. Marketing, DLL II. Athletics III. Kelsey Theatre IV. Marketing, SES, Security V. Marketing, Facilities, Security VI. Flaherty/Simone VII. IT Staff/Facilities VIII. IT Staff/Facilities IX. VP of FA/Staff

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<p><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>	<p>E. Limited campus rentals resume. External community users must submit an acceptable plan prior to use to ensure safety.</p> <p>F. The college will work with NJ Transit/ARC/Route 130 to implement social distancing plan (PPE for drivers) with second vehicles or limited number of riders.</p> <p>G. Hand sanitizer stations located next to all shared printers. Students are encouraged to wipe keyboards on computers prior to use</p> <p>H. Finance Operations sees additional increase in staffing on campus.</p> <p>I. Library is open with reduced hours for students and staff. (Appendix L)</p> <p><u>Instructional Recommendations</u></p> <p>All actions from Phases 1-3 will be enacted with the following augmentations:</p> <p>The majority of classes remain online/remote, however, roughly 15-30% of classes offer some face to face component or option. <i>Individual faculty members can submit a request to Academic Affairs to for consideration on a case by case circumstance to teach the entirety of their course load online/remote. A reasonable effort will be made for each accommodation in accordance with federal and state guidelines if applicable. For those courses that require direct contact, individual guidelines consistent with the CDC will be implemented including the use of gloves and proper disposal of gloves.</i> Each program coordinator, with support from their dean and/or supervisor, shall make the final call on which sections to offer, however, a list of <i>general</i> recommendations for courses that may be suitable for face to face offering--with suggested times and locations for</p>	<p>F. NJ Transit/ARC/Route 130. Consider accessibility issues for employees and students</p> <p>G. Locations to be identified by IT. Hand sanitizer stations installed by facilities. Communication signs</p> <p>H. Install dispensing wipes in computer labs (safe for computer use)</p> <p>I. Communications with staff. (Appendix L)</p> <p><u>Instructional Recommendations</u></p> <p>Communicate with students which classes continue remotely and which classes are on-campus</p>	<p><u>Instructional Recommendations</u></p> <p><i>MercerOnline, Faculty, Student Services, Marketing, Division Leadership, VPAA</i></p>
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		teaching that may help ensure adequate social distancing--are listed in Appendix D .		
FOUR Full open	Governor Murphy announces an end to pandemic restrictions and college instruction can resume in full.	<p>A. Continue to reinforce policy on not coming to campus if showing Covid-19 symptoms</p> <p>B. Continue cleaning procedures.</p> <p>C. Restock supplies.</p> <p>D. Face to face tutoring resumes.</p> <p>E. Library reopens to full use.</p> <p>F. Complete comprehensive review of campus COVID response and lessons learned is undertaken. Campus policies are updated as needed.</p> <p>G. Theater (Appendix H), Athletics, Fitness, Swimming Pool (Appendix G), and Student Life (Appendix I) resume with full operations.</p> <p>H. Mailroom, Print Shop, and Receiving all resume full operations (Appendix E).</p> <p>I. Transportation to campus resumes full services.</p> <p>J. Review student admission requirements for vaccination records.</p> <p><u>Instructional Recommendations</u></p> <p>In the event that the Governor makes such an announcement, classes return to their normal style of instruction <i>unless the faculty member teaching them is not willing to teach on campus for personal, health or safety reasons</i> (barring any information from the state this should be permitted for Fall 2020 only). Those professors' classes will remain online/remote</p>	<p>A. Federal/State/County guidelines</p> <p>B. No additional resources</p> <p>C. Funds for restocking or replacing supplies used during COVID response</p> <p>D. Resume tutoring on both campuses.</p> <p>E. Resume testing on both campuses.</p> <p>F. Surveys, review of meeting minutes, open forums</p> <p>G. No additional resources</p> <p>H. No additional resources</p> <p>I. NJ Transit/ARC/Route 130</p> <p>J. Local governmental resources</p> <p><u>Instructional Recommendations</u></p> <p>Continued communication between faculty and division leadership</p>	<p>A. HR, faculty, and staff</p> <p>B. HR, faculty, and staff</p> <p>C. PLT, Finance</p> <p>D. Tutoring staff</p> <p>E. Testing center staff</p> <p>F. PLT, campus community, HR, an Emergency Preparedness Coordinator</p> <p>G. Kelsey Theatre, Athletics, and DLL Staff</p> <p>H. Supervisor and Director</p> <p>I. Student Services</p> <p>J. Registrar, Security, Facilities, HR, Unions,</p> <p><u>Instructional Recommendations</u></p> <p><i>MercerOnline</i>, Faculty, Student Services, Marketing, Division Leadership, VPAA</p>

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Appendices

Appendix A: Safety Guidelines for Teaching

Summary:

Prior to the physical reopening of the college, whether fully or partially, there are a number of safety issues that will need to be addressed.

Recommendations

- MCCC should provide Personal Protective Equipment (PPE), including masks and face shields (and others as appropriate).
- Facial coverings must be worn during instruction by faculty and students (certain exceptions may be made for medical or other reasons).
- Office hours should be held online/remote only.
- We recommend daily, heavy disinfecting of all interiors halls and rooms and outside cleaning of all door handles and operational buttons.
- Daily cleaning should be verified with a checklist or visible marker on each door/space that was cleaned.
- Common areas, conference rooms, and bathrooms should be cleaned or fogged at night
- Doors:
 - Doorstops must be provided for each classroom.
 - Classroom doors should be propped open to reduce touching knobs and handles.
 - Disability access door buttons must be working and cleaned daily.
- Classrooms:
 - Wherever there are shared desk spaces (faculty and students) and shared computers (faculty) each classroom must contain spray, wipes, paper towels, and cleaners for use before each class.
 - Instructors must be given their own personal chalk, markers, and erasers whenever possible to reduce contamination.
 - The college will explore feasibility of broader Wi-Fi capability for classrooms through CARES ACT funding.
- Campus movement:
 - To facilitate safe movement for instructors and students, floor markings in hallways are needed to direct foot traffic to stay to the right.
 - Signage is needed to remind students to not congregate and to maintain social distancing practices.

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Appendix B: Instructional Needs

Summary:

In any scenario, fall teaching and student learning will rely heavily on remote and online instruction. Tools and training that facilitate those efforts should be given top priority. Additionally, for any face to face instruction in the Fall 2020 semester faculty should be prepared to shift into the remote or online environment at a moment's notice and so prepare their courses, syllabi, and students with this in mind.

Recommendations

The recommendations below are a starting point, not an endpoint. We encourage the establishment of an ongoing interdisciplinary work-group to refine these recommendations. The Academic Affairs Leadership Team is establishing a Taskforce for the implementation of these recommendations. The taskforce is being established starting June 1st 2020

Support for Students

- At the point of registration, students with concerns about physical safety should not be encouraged to enroll in any courses that may include face to face meetings and should be notified that taking classes on campus will likely require wearing a face mask and other social distancing measures.
- At the point of registration, students should be informed of the possibility that face to face classes may shift to an online format and that fact should guide their thinking when selecting courses.
- Information should be widely disseminated to students to clarify the difference between “remote” and “online” instruction. That is:
 - *Remote Instruction - Instructors deliver course materials and assignments online, but the class meets at specific times (using a tool such as Zoom or Collaborate). The class is not designed to be online specifically. It is a version of the standard class moved to a different platform.*
 - *Online Instruction - Instructors deliver course assignments and materials online, but there are no weekly meeting times and the class is designed to be online from start to finish. This language has been utilized and broadened to include F2F and Hybrid definitions and is being posted as recommended.*

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- Students must have access to computers with webcam and reliable internet access. Our research shows that roughly 11% of students do not have these items. Some may qualify through their financial aid funds, but the college must ensure that if there is a delay in the processing of their aid, there is not a delay in their access to computers.
- For those students with no aid or other funds to cover computer costs, we recommend using CARES ACT RELIEF FUND where applicable to purchase computers for fall.
- In the event that certain online courses require additional materials, such as lab kits, food preparation kits, or software licenses, the College is making every effort to provide such costs if not otherwise covered by financial aid.
- Student support services such as testing, tutoring, transfer advising, and financial aid require a robust online presence. Financial Aid should have an updated website with easily-accessible online support for students such as online office hours.

Support for Faculty:

Instructional Technology

- Safe, reliable tools for remote conferencing are crucial. The Academic Deans will continue to work and assist with technical needs.
- Deans will work with faculty to determine the specific technological needs for each program and specialized courses that use labs, studios, etc. The college will make every effort to secure such tools

Professional Development

Professional development is vital to hybrid/remote/online teaching. Professional development includes both technical and pedagogical training in instructional tools and modes. Professional development for all types of online instruction might include:

- Web-based tutorials for discipline-specific best practices and pedagogies for hybrid/remote/online learning. This might include a bibliography of online resources accessible to all faculty. The particular needs of students with disabilities, ESL, and low-income students should be addressed in professional development resources.
- Ongoing faculty (FT and Adjunct) workgroups or communities of practice to address hybrid/remote/online pedagogy.
- The Center for Teaching and Learning should be reinvigorated to address professional development needs.
- Professional development must also support remote advising. This should include:

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- A dedicated website with advising resources.
- Online Student Planning training and support resources.

Instructional Design

- When funding is available, the college should hire an instructional designer not only to help develop content and shells but to provide ongoing support to instructors across the college as they change and fine-tune their work.
- If hiring an ID is cost-prohibitive, the college should consider instructional design consulting for targeted courses.

Improved and Updated Policies and Protocols

Multiple policies and procedures will be needed to manage either face to face or online/hybrid/remote instruction.

- A continuing workgroup should be convened to address the creation of appropriate policies and procedures.
- Divisions and departments should address specific instructional policies such as attendance.
- Suggested attendance language for online learning:
 - *Students taking hybrid and remote classes are expected to be visually present at the start of online meetings and will be marked absent if they do not appear or if they exit the session early. Students who miss four required sessions may be withdrawn.*
 - *In addition to completing all assignments, students taking traditional online classes are expected to sign in to the course at least every five days. Students who have not signed in for more than 8 days, or who have multiple 5-8 days periods of non-participation, may be withdrawn for lack of participation.*

Note: Some subjects and fields, such as health sciences, have stricter attendance policies related to licensing requirements. Policies for these classes should be revisited by faculty in those fields to ensure they encourage appropriate social distancing practices when necessary.

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Appendix C: Canceled and PRIORITY I Courses

Summary:

Some courses cannot be offered at all unless they are face to face because they rely on specialized teaching environments or hands-on training techniques. Although deans should contact instructors before canceling classes, the following courses fit that category:

The Academic Leadership Team will work closely with Faculty Chairs, Coordinators, and Instructors to build the Priority I course F2F schedules as recommended.

Courses to Cancel if No Face to Face Option Exists

- Art - 141, 146
- Automotive Tech - AUT 101, 110, 111, 112, 113
- Advance manufacturing
- Aviation - AVI 113, 114, 131, 213, 214, 216, 217, 250
- Biology - BIO 204
- Chemistry - CHE 201 + 293
- Communication 151, 254
- Health and Physical Education - HPE 105
- Hospitality - HOS 285 + 231
- Photography - 101, 202

Additional courses that instructors have recommended be canceled if they cannot be offered face to face include Accounting ACC 201 and 203, History HIS 213, and IST 033.

PRIORITY I Courses for Restart

If any face to face instruction is permitted on campus, the following courses should get priority provided the classes can be conducted in a way that meets social distancing requirements:

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- All courses related to externally accredited Health Professions
- Lab sciences
- Automotive Tech
- Funeral Service
- Fire Science
- Advanced Manufacturing
- Aviation
- Hospitality HOS 285 + 231

For courses in externally accredited health professions programs, instructional methods and timelines for restart should be determined by coordinators in conjunction with their supervisors.

Many lab sciences have viable fully remote options. Others can provide much of the instruction remotely and combine that with modified or alternative lab usage. Such hybrid options, which cut down on the number of students in labs on campus, should be prioritized.

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Appendix D: PRIORITY II and PRIORITY III Courses

Explanation: In the event that the college can support face to face instruction beyond the **Priority I** courses listed in Appendix C, certain courses should be prioritized for pedagogical reasons, but safety should remain the key factor in determining all offerings.

Recommendations

- For any face to face instruction in the Fall 2020 semester faculty should be prepared to shift into the remote or online environment at a moment's notice and so prepare their courses, syllabi, and students with this in mind.
- Enrollment for any face to face class should be capped at 18 or fewer students and held in spaces larger than normal to ensure maximum ability to maintain social distancing.
- Hybrid teaching options should be considered including the standard model with both a face-to-face and an online component, and a non-standard hybrid combining more flexible face-to-face meetings with remote instruction.
- The WWC Cafeteria and JKC Center City Cafe should both be divided to create two teaching spaces with whiteboards.
- We recommend no more than 10-30% of classes be offered face to face under any partial open scenario with the remainder being held remotely.
- We recommend faculty not move about the classroom and not put students into small group activities during face to face teaching.
- To reduce exposure to pathogens through shared computer consoles, we recommend that English composition classes not hold weekly lab classes.
- Many professors have indicated that it is preferable for their courses to be taught remotely from start to finish, even if they could technically be offered face to face, because any shift to remote instruction partway through the term would be unnecessarily disruptive. We recommend that this choice be supported.
- The courses listed here are suggestions. Final determination about specific offerings should rest with program and course coordinators in concert with their deans.
- If any **Priority III** classes are being offered, student clubs should also be allowed to meet provided they reserve a space for on-campus meetings that allows room for adequate social distancing.

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In the event that the college can support face to face instructional offerings, beyond the **Priority I** courses established in Appendix C, the following courses should be next to open:

PRIORITY II Courses

- Developmental Math
- Developmental English (including ALP) and ESL
- Communication 111, 112
- Honors classes
- Health and Physical Education 105
- Specialized teaching environment classes such as Hospitality, Television, Film, Fashion, Photography, Fine Arts, Radio, Theater, Music, and Dance should resume based on a thorough review of their ability to meet safety requirements.

In the event that the college can support additional face to face offerings **beyond Priority I and II**, we recommend the following:

PRIORITY III Courses

- Core English
- Core Math
- Limited sections of lecture-based courses in CMN, ENG, MAT, HIS, PHI, PSY, SOC, World Language, BUS, ACC, Criminal Justice, and other disciplines with agreement from deans.

Room Recommendations

NOTE: In addition to the Room Recommendations below, the Academic Affairs Leadership Team will be conducting a walk through of all MCCC classrooms detailing size, availability of Teaching/Learning items (ie. # Desks, Instructor area, CPU's, Projectors, Whiteboards, Chalkboards etc.).

Room	Suggested Classes
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Cafeteria 1	- Developmental classes = 10 sections
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Cafeteria 2	- English 101/102/131 = 12 sections
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SC 104 - Honors classes = 12 sections

LA 210 (40) - English 101/102/131 = 12 sections

AD 130 (40) - Developmental classes = 10 sections

AD 133 (40) - Math = 12 sections

BS 206 (40) - Other Liberal Arts & Communication = 12 sections

BS 209 (40) - Other BSTEM = 12 sections

BS 212 (40) - Other BSTEM = 12 sections

CM 107 (186) - CMN 111/112 = 12 sections

CM 108 (68) - Other Liberal Arts & Communication = 12 sections

CM 109 (113) - Other Liberal Arts & Communication = 12 sections

CM 110 (186) - Other Liberal Arts & Communication = 12 sections

MS 204 (60) - [Set aside for lab sciences recitation as needed]

Center City Cafe (85) - If possible split to create two teaching spaces for Liberal Arts classes.

KC 224 (39) - Developmental classes = 10 sections

KC 131 - Learning Center (48) - Core English and Math = 12 sections

KC 311 - Learning Center (70) Other Liberal Arts & Communication = 12 sections

Kerney Hall (200) If possible split to create multiple teaching spaces.

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Appendix E: Reopening Plan – Mailroom, Print Shop, Receiving

In anticipation of our phased re-opening, here is our plan for the shipping/receiving as well as the operations in the mail room:

Phase 1 (current operations): Mail is sorted by our personnel two days a week and placed into bins located on the receiving dock that is located in the rear of the maintenance building. Each department has been assigned a time slot on Mondays to pick up incoming mail and drop off outgoing mail. The outgoing mail is taken to the post office on Tuesdays by our staff. Packages are also being received multiple times a week and being distributed as normal.

Phases 2 + 3 (should happen before faculty/staff are back on campus and if we start the semester with remote learning): Mail and Packages sorted daily. Packages will be distributed daily to each department. Mail would still be picked up at the receiving dock so we do not have overflow in any of the mail rooms across campus. This would increase to twice a week since we are sorting each day. By increasing the time our staff is on campus from 2-3 days a week to 5 times a week we will be able to avoid any build up of packages and mail as we get closer to full re-opening.

Phase 4: (full operation): The shipping/receiving department and mail room will be staffed fully. Personnel will wear masks and follow all CDC social distancing guidelines. Mail and packages will be distributed to each department on campus

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Appendix F: Reopening Plan – One Stop

One stop will remain virtual in all phases until there is full occupancy of the campus and we have developed a rather robust virtual process to assist our students.

Only back office personnel and supervisors will access campus on a need to basis, one or two associates a day.

We have developed a rather robust online system.

All meetings and other services will be virtual thru TEAMS.

When the One Stop area is ready for occupancy then a plan for transporting files and personal belongings will have to be developed.

At that time the college's safety regulations will have to be enforced.

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Appendix G: Reopening Plan – Physical Education Building

Purpose: To identify best practices in opening up the MCCC PE Building safely, in accordance to federal, state, and local regulations and guidelines.

Considerations

· Guidelines on safe re-entry of colleges and public recreation and the fluidity of recommendations based on state and county Covid-19 cases per population standards.

- Social distancing requirements (size of area, number of people allowed to gather in a space at a single time)
- Cleaning and disinfecting guidelines
- Person Protective Equipment requirements & availability
- Education for staff on safety protocol
- Symptom Screening (temperature/ medical history/ symptom questionnaire)

Cleaning and Disinfecting of Community-Used Facilities

- 1) CDC Guidelines for Cleaning and Disinfecting Community Facilities a. <https://www.cdc.gov/coronavirus/2019-ncov/community/organizations/cleaning-disinfection.html>
 - a. These guidelines are focused on community, non-healthcare facilities such as schools, institutions of higher education, offices, daycare centers, businesses, and community centers that do, and do not, house persons overnight.
 - b. OSHA Control and Prevention of Covid-19 a. <https://www.osha.gov/SLTC/covid-19/controlprevention.html#health>

Areas/Facilities used in PE Building

1. Athletic Department Offices
2. Athletic Training Room
3. Pool
4. Locker rooms
5. Rentals
6. Athletic Department/offices
7. Fitness Center
8. Gymnasium

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9. Athletic Fields (turf field, grass field areas, softball field, baseball field, tennis courts)
10. Outdoor restrooms

Openings based on safe distancing, number of occupants at one time, and ability to properly disinfect during/after use, and Governor Murphy

Phase 1

- Remote learning continued
- Athletic staff continue working from home
- Preparation for return to campus
- Develop Action Plan for Re-entry of athletics and recreation
- Areas = athletic department offices, athletic training room, pool, athletic fields, locker rooms, fitness center
- Develop policy for return of athletic facility rentals

Resources

NATA: Pre-Return and Return to Campus Preparation and Communication Plan

https://www.nata.org/sites/default/files/icsm_return_to_campus_packet_covid19.pdf

CDC: <https://www.cdc.gov/infectioncontrol/tools/index.html> CDC: <https://www.cdc.gov/infectioncontrol/guidelines/isolation/index.html> CDC:

<https://www.cdc.gov/hai/pdfs/ppe/ppeslides6-29-04.pdf>

NSCA: Covid-19 Taskforce Return to Training <https://www.nsca.com/education/tools-and-resources/covid-19-return-to-training/>

ACHA: Guidelines for Reopening Institutions of Higher Education in the Covid-19 Era

https://www.acha.org/documents/resources/guidelines/ACHA_Considerations_for_Reopening_IHEs_in_the_COVID-19_Era_May2020.pdf

NCAA: Core Principles of the Resocialization of Collegiate Sport <http://www.ncaa.org/sport-science-institute/core-principles-resocialization-collegiate-sport>

Phase 2

1. Athletic Department Offices open
 - a. Social distancing restrictions
 - b. PPE requisitions
 - c. Disinfecting surfaces

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- d. Hand sanitizing stations
- e. Review of the facilities (indoor/outdoor)

Phase 3: Pool opening

No evidence of COVID-19 transmission through chlorinated pool water <https://www.cdc.gov/coronavirus/2019-ncov/php/water.html>

- There is no evidence that the virus that causes COVID-19 can be spread to people through the water in pools, hot tubs, spas, or water play areas. Proper operation and maintenance (including disinfection with chlorine and bromine) of these facilities should inactivate the virus in the water.
- While there is ongoing community spread of COVID-19 of the virus that causes COVID-19, it is important for individuals as well as owners and operators of these facilities to take steps to ensure health and safety:
- Everyone should follow local and state guidance that may determine when and how recreational water facilities may operate
- Individuals should continue to protect themselves and others at recreational water venues both in and out of the water – for example, by practicing social distancing and good hand hygiene.
- Hand sanitizing station in pool area
- In addition to ensuring water safety and quality, owners and operators of community pools, hot tubs, spas, and water play areas should follow the interim guidance for businesses and employers for cleaning and disinfecting their community facilities.
- MCCC Pool has 6 lanes, therefore regulate that only 6 swimmers may be in pool at 1 time, each swimming in their own lane.
- Regularly monitor chlorine and pH levels, adjust chemicals as needed
- Consider hyper-chlorinating pool at the end of the day (“shocking”), within CPO guidelines
- No sharing of equipment (kickboards, fins, goggles, paddles); if there is community equipment available, equipment must be cleaned and disinfectant immediately after a single use in accordance to CDC and NJ Health Department regulations
- No use of shared locker room at this time, patrons can shower on pool deck, practicing safe distancing of minimum 6 feet apart.
- Restroom open for bathroom use only – open only men and women restrooms located in PE Building foyer closes to gymnasium
 - 2 people allowed in at same time, 6 ft apart (safe distancing)
 - Signage posted stating patrons must wear facemask when entering and using bathroom
- Consideration of safe introduction of swim classes – follow state regulations for the opening of community swimming pools and guidelines for allowing swim classes.
- Limiting class sizes
- Lifeguards
 - Educate on transmission and prevention of Covid-19 and safety protocols, including proper hygiene and cleaning/disinfecting of equipment
 - Wearing PPE face masks
 - Medical emergency considerations
 - Drowning emergency and person-to-person contact between lifeguard and victim

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- Triage and first aid
- Cardiac arrest
- Clearing all patrons of pool required when responding to emergency situation, need to have protocol in place of how patrons can safely exist pool area while keeping appropriate safe distance
- Signage of procedures clearly written and visibly displayed
 - Pool use rules following social distancing
 - Hygiene protocol
 - Equipment use
 - Shower use on pool deck
 - Bathroom usage
 - Exiting pool safely if there is an emergency
- Rentals/Camps
 - Dependent on number allowed to in group gatherings
 - Small groups allowed as of date
 - 7-10 individuals allowed for group gatherings, keeping minimum 6 feet apart
 - Facemasks
 - Hand sanitizing station
 - Information about safe distancing, preventing the spread of Covid-19 (hygiene, hand- washing, not attending if feeling sick), include information on how Covid-19 is spread (airborne and surface contact)
 - Consider type of rental
- Turf field and grass fields (Soccer and Lacrosse) allow larger space to follow social distancing guidelines
 - Can limit based on the center line to divide turf into 2 half fields
 - Tennis courts ok to use, single play with 2 individuals playing each other on each court
 - Baseball and softball no full team play until full athletic participation given clearance and Mercer team participation regulated by NJCAA and campus return
 - Defensive practice situations allowed, following social distancing protocols
 - Batting type drills where one person is hitting balls to defensive players, no base runners. Hit balls in directions in which defensive players will not come into contact with one another when playing the same ball.
 - Batting practice
 - Baseball – live BP with pitcher, using portable back stop, no catcher and batting cages okay limited to 2 people using at a time, 6 ft apart
 - Softball – live BP with pitcher, no catcher or catcher is behind minimum 6 ft from batter. Can have front toss stations, as long as minimum 6 ft apart or use batting tees.
- Gymnasium
 - Depend on group size, following social distancing recommendations (no more than 10 individuals at this time)

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- No team competition, individuals must have safe distance between each other during participation
- No spectators during initial phase to re-open
- Other considerations
- Contact with equipment and equipment sharing, including the ball that is use
- Update contract agreement to include policy on Covid-19 prevention, requirements for group gatherings and steps required if individual tests Covid-19 positive or has symptoms (staying home, 14 day minimum quarantine, informing MCCC)
- No shared water bottles
- Restrooms – making sure cleaned and disinfected minimum of 2x daily
- Use only restrooms in PE Building Foyer (closes to gymnasium)
- Outdoor restrooms – case to case consideration dependent on rental agreement
- Fitness Center
 - Follow state regulations for fitness gyms
 - Limit to 7-10 individuals at one time in fitness center
 - Modified hours of operation to allow for cleaning/disinfecting
 - Use only machines (cardio and strength machines), no free weights
 - Implement quality and regular cleaning/disinfecting schedule throughout the day
 - Individuals must clean machine after each use
 - Staff sprays each machine 2x hour with disinfectant
 - Hand sanitizer available (stations)
 - Signage posted about hygiene, staying home if sick, symptoms of Covid-19, cleaning protocol Locker rooms remain closed until PE Building fully operational.
- Athletics
 - Follow NJ State and NJCAA guidelines
 - National Junior College Athletic Association Guidelines:
 - Region XIX, the second largest of the 24 Regions within the National Junior College Athletic Association (NJCAA), is comprised of 31 two-year colleges located in New Jersey, Delaware and eastern Pennsylvania. Region XIX currently sponsors 20 sports, featuring 4,000+ student-athletes, who account for over 96,000 credit hours annually.
 - Region XIX exists to promote and foster two-year college athletics on a Regional and National level. To that end, the members of Region XIX feel very strongly that athletics not only serve as a catalyst to attract students to their institutions, it cultivates a sense of collegiality and spirit on their respective campuses that cannot be underestimated.
 - History has shown that community colleges see an influx of students during economic downturns. In addition, given the uncertainty of the COVID-19 pandemic, studies are showing that larger numbers of students will opt for more cost-efficient and “closer to home” college options, thus creating the potential for enrollment growth at our institutions, as students choose to stay home and attend their local community college vs. going away to a four-year institution.

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- Region XIX continues to closely monitor the evolving situation related to COVID-19 in order to evaluate the pandemic's impact on our member institutions. Our first priority remains the health and safety of our student-athletes, coaches, staff, officials and the communities we serve, as we evaluate and plan for the fall semester
 - The NJCAA has provided its member institutions with four possible scenarios for the Fall semester, with a decision expected by mid-June:
 - Fall Sports begin on August 1st, as normal
 - Fall Sports begin on September 1st, and all championship dates remain the same
 - Fall Sports begin on October 1st, all championships are moved to December.
 - Fall sports will be played in the Spring
- Region XIX has developed a "Return to Play" re-entry committee to investigate and develop best practices and risk mitigation measures, in conjunction with providing Region XIX members with resources from national organizations such as the CDC, NCAA, NJCAA, ACHA and NATA to help colleges to make informed decisions.
- Region XIX, realizing that budgets will be tight in 2020-21, is examining a number of potential cost-cutting measures for member schools for the upcoming year, which include:
 - A credit to all schools for sport fees from spring 2020 toward the Spring 2021 season, which would save programs \$200 per sport offered in the spring.
 - Condensing the three annual Region meetings to save on travel, meals and lodging. In addition, Region leadership is exploring virtual meeting options to eliminate travel.
 - Setting a maximum number of games in each sport, under the NJCAA threshold
 - Developing regionalized or conference scheduling to limit travel, in those sports where it is feasible.
 - Limiting postseason play to a specific number of teams.
- The Region XIX membership continues to meet weekly to share national and institutional updates, along with vetting various safety precautions, risk mitigation measures, cleaning protocols and scheduling models.
- The Mercer County CC plan congruent with the NJCAA
- Guidelines in place for small group rentals will apply to athletic and will commence following the standard in the outline listed below:
 - Education
 - Presentation to student-athletes and coaches to include:
 - What is Covid-19
 - Symptoms
 - Prevention and controlling the spread of Covid-19
 - Testing/Screening
 - What to do if you feel symptoms or test positive
 - Clearance criteria to return to play

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- Documentation on information provided with signature and date
- Screening protocol
 - Follow CDC and State screening protocol guidelines (TBD)
 - Qualified personnel to conduct screening protocols
 - Quarantine requirements if individual has tested Covid-19 positive
 - Stay at home self-quarantine 14 d (what about group of student-athletes living together)
- Informing the public
 - Not required to inform public that individual is Covid-19 (HIPPA), but should have policy in place that outlines recommendations for individuals who are test positive with Covid-19. To include:
 - HIPPA information and informed consent waiver
 - Information explaining why it is beneficial for an individual to inform if tested positive as will allow institution to inform those at risk of a possible contact exposure to Covid-19
 - Confidentiality statement
 - Guidelines on Self-Quarantine, symptoms, follow up care with doctor, re-testing with a negative result before clearance to return
- Other considerations
 - Social distancing and size of groups participating at one time
 - Divide team into smaller groups (no more than 7 per group) and stagger practice times so each group practices at different time from one another
 - Cleaning and disinfecting equipment, apparel (laundry)
 - Promote proper hygiene practices
 - No communal water bottles
 - Locker room usage
- Athletic Training
 - Appropriate social distancing
 - Safe number of people allowed in ATR one time
 - AT examinations/assessment (less than 6 feet, person-to-to person contact)
 - PPE Physicals
 - Logistics of onsite physicals (social distancing)
 - Screening
 - Personal Protection Equipment
 - Hand sanitizer
 - Disinfecting surfaces after each use
 - Disinfect equipment and tools after each us
 - No shared water bottles

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- Disinfecting water coolers and ice chest after use
- Empty whirlpool after each use, disinfect

Phase 4

Team Athletic competition congruent with the national level standards

- Follow NJ State and NJCAA guidelines
- Opening of all Physical Education facilities Indoor/Outdoor with Maximum level use
- Locker rooms - Remain closed until entered into safe return phase/protocol of full occupation use of community facilities
- Follow proper cleaning and disinfecting guidelines
- Signage posting of proper prevention protocol of handwashing, safe distancing, no sharing of item

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Appendix H: Reopening Plan – Kelsey Theatre

Phase I – No outside theatre rentals, no large gatherings, Kelsey Audience area remains closed

- Kelsey Theatre Box Office: separate area, only 1 occupant
- Managers office: separate area, only 1 occupant
- Administrative Assistant office: separate area, only 1 occupant
- Tomato Patch/Project Secretary's office: separate area, staggered office hours for this shared office, enhanced cleaning procedures.
- Back Office/Workroom: Shared area – copier and other areas enhanced cleaning procedures
- Technical Theatre Coordinator's office and Costume Shop: Separate area – only 1 occupant

Phase II - Kelsey Theatre Audience Area opens

- If needed for face-to-face instructor of lecture classes all of the following procedures must be followed:
 - a. Before and after every class in the theatre all railings, door handles, armrests, in the theatre are wiped down with disinfectant, and worksheet initialed
 - b. Before and after every class in the lobby all railings, door handles, benches, tables are wiped down and worksheet initialed.
 - c. Before every class in the bathroom all toilet seats, doors, light switch are wiped down with disinfectant. Before/after every performance all ticket scanners must be wiped down.
- Water fountains and snack machines- off limits
- Hand sanitizer stations need to be added outside bathrooms and inside theatre. Wipe stations need to be by every door to theatre and bathrooms.
- Limit seating to every other seat and every other row – this reduces capacity to 96 seats only 4 of which are wheelchair accessible.
- Every class member must wear a facemask and maintain social distance or will be asked to leave.
- Preferable every class member would have temperature scanned at door – and if over 100.4 not allowed
- Investigate use of disinfectant spray for upholstered seats.

Kelsey Theatre Stage and Backstage

- Only the Professor and technician would be allowed on stage, no one allowed backstage
- One technician to run projector and microphone – face mask must be worn
- Microphone must be wiped down after every professor

Kelsey Theatre Shop

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- Limited to four (4) people in shop at any given time (signage posted)
- Face coverings should be worn (signage posted)

Phase III - Kelsey Theatre Events Begin slow resumption

- Small events only to feature safe social distancing Audience kept at 25% capacity
 - a. Musical revues, small 4 person events, staged readings, solo events, student monologue and solo dance productions
 - b. Dressing room may accommodate only 2 people in each – dressing room bathrooms to be for emergencies only
- Backstage and Onstage Area Procedures
 - a. All performers under the age of 18 must have signed permission by their parent/guardian to participate. All other performers must sign that they perform at their own risk.
 - b. Before and after every rehearsal and performance backstage all door handles, light switches, dressing room counters and chairs, faucets and toilet seats must be wiped down with disinfectant. And worksheet initialed
 - c. Before and after every rehearsal and performance the green room door, refrigerator door, Keurig, faucet and paper towel dispenser must be wiped down. No community food or drink is allowed, only wrapped individual portions.
 - d. Before and after every rehearsal and performance the shop bathroom door, faucets, paper towel dispenser, toilet seat must be wiped down. The water faucet in the shop must be wiped down.
 - e. Wipes and hand sanitizer stations must be on both sides of stage and near dressing rooms and shop.
 - f. Any prop that are touched by more than one person are wiped down, or duplicate
 - g. Before and after every rehearsal and performance all onstage furniture must be wiped down including all door handles and any other set piece.
 - h. All of the performance must take place at least 6 feet away from the first row of seats
 - i. Any acting that takes place in the house must be limited to the exit door areas if possible.
 - j. All backstage crew need to wear masks and gloves.
 - k. All cast and crew members must have their temperatures taken every rehearsal and performance call, anyone with an elevated temperature must be sent home.
 - l. It is recommended that every cast includes 1 male and 1 female swing to understudy and go on if a cast member has an elevated temperature or is otherwise unable to perform.
 - m. Live orchestras need to be positioned so that they are socially distant. All wind instruments must be pointed away from other orchestra members – or canned music needs to be used instead.
 - n. Only 2 crewpersons in Light Booth
 - o. Only 1 crewperson in Sound Booth.
 - p. Backstage crew should maintain social distancing at all times.
 - q. During strike all microphones, the sound board, light board, headsets, follow spots, catwalk door handles and railings, follow spot chairs, prop closet lock and door must be wiped down, the curtain pull rope must be sprayed. All costumes must be cleaned and sanitized.
- Advanced Audience Areas Procedures

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- a. Before and after every performance in the theatre all railings, door handles, armrests, in the theatre are wiped down with disinfectant, and worksheet initialed
- b. Before and after every performance in the lobby all railings, door handles, benches, tables are wiped down and worksheet initialed.
- c. Before every performance in the bathroom all toilet seats, doors, light switch are wiped down with disinfectant. The same will be done after intermission and after the performance. Initial worksheet.
- d. Before/after every performance all ticket scanners must be wiped down.
- e. Before/after every performance all water fountains and snack machines must be wiped down
- f. After every performance all used usher vests are to be put in sealed hamper to be washed and sanitized. All used assisted listening headsets are sanitized.
- g. All box office clerks and anyone using a shared computer must wipe down all surfaces at the end of your shift – and acknowledge on worksheet.
- h. Discontinue collecting lightly used playbills to reuse– offer online playbill as an option
- i. No refreshments will be sold by groups or student club.
- j. There will not be a gala reception after opening night. Friends and family waiting for performers must do so in the parking lot.
- k. Hand sanitizer stations need to be added outside bathrooms and inside theatre. Wipe stations need to be by every door to theatre and bathrooms.
- l. Limit seating to every other seat and every other row – this reduces capacity to 113 seats only 4 of which are wheelchair accessible.
- m. Every patron must wear a facemask and maintain social distance or will be asked to leave.
- n. Every employee must wear a facemask and gloves
- o. Every patron will have temperature scanned at door – and if over 100.4 not allowed in
- p. Lobby must be limited to only 25 people at any given time. In order to facilitate bathroom usage during intermission the house left door will be the entrance to lobby, the house right door will be the exit from the lobby. One usher to be stationed at each door – when one person leaves lobby another may be permitted to enter. This will necessitate a much longer intermission.
- q. Anyone not following the rules will be asked to leave
- r. Consider use of Ultra Violet lights to sanitize the lobby and theatre every night.
- s. Look into restricting Sunday matinees to senior citizens and those that are immune-compromised
- t. Install Plexiglas behind row D and in front of row E so that people using the aisle are not breathing on the audience
- u. Install Plexiglas at entrance doors so that ushers can be protected
- v. Continued use of disinfectant spray for upholstered seats.

Phase IV – Resume Kelsey Theatre Events/Camps with Enhanced cleaning and social distancing per Governor Orders

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Appendix I: Reopening Plan – Department of Student Life & Leadership

Phase 1 - SOAR Orientations delivered remote (website)

- ACTIVITIES

- Make it Monday: Every Monday we will host a virtual event to get those creative juices flowing!
 - Bob Ross Paint Day/Evening
 - Craft Day/Evening featuring various crafting ideas
 - Carol Baskin Flower Crown Making (Wear animal print!)
- Trivia Tuesday: Every Tuesday we will host fun interactive games or trivia!
 - Game Show Day/Evening
 - Online Gaming
- Whip-it-Up Wednesday
 - Healthy cooking lessons with Oh How Healthy, LLC
 - Cupcake or Cookie Decorating
 - Chopped Challenge (food network)
- Thoughtful Thursday: Every Thursday we will host a virtual event with a variety of topics
 - Virtual Lunch & Learns
 - Coffee & Conversations (not specific topics, just used as a check-in)
 - Covid Convo Couch (with Student Body President and MCCC Success Coach to discuss a variety of topics)
 - Quarant-Clean (day to day cleaning tasks)
 - Self-Care Workshop
 - Presidential Election Debate Watch Party
 - World Webinar
 - Women's Strength Summit
 - Documentary Heaven
 - TED talks
 - Stratocam
 - Adulting 101 topics to include investing, coping skills, entrepreneurship, etc.
 - Upcycle

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- Fun Friday: Every Friday we will host a fun, social event!
 - Open Mic/Talent Show
 - Spoken Word
 - Movie Watch Party
 - Virtual Tours/Field Trip
 - Netflix Binges
 - Marie's Crisis Cafe NYC - Jazz Music
 - 25 Days of Doodling
 - TikTok Challenge
- On-Going
 - Yoga, Zumba, Meditation/Mindfulness
 - Resume Workshops
 - Job Portals
 - Food Pantry Information
 - Spiritual Opportunities/Prayer Line
 - Mercer Spirit Day - Show your Viking Spirit
 - Inspirational Quotes
 - Culture and Diversity events to recognize theme month
 - Social Media Campaign
 - #remotelife Check-In
 - Send us your best covid memes
 - Tell us how your feeling with a GIF
 - Challenge or Interactive post of the day
 - Tag another MCCC student and win amazon gift card (a way to gain more followers)

Phase 2

- The staff plan will consist of having two staff each day so we can social distance.
- We will set up the office using the conference room space as work space. It is a fairly large space; so that will give plenty of room to spread out.

Phase 3 Hybrid; Events would consist of smaller in-person events (under 10 participants) and virtual events as well.

- Zumba and Yoga more often to ensure smaller groups for social distancing
- Meditation/Mindfulness
 - 30 minute meditation in SC104. Multiple times and days through-out the week so students can remain 6 ft apart.

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- Open Air Movie in the Quad
 - Students bring their own blanket, or beach towel, social distance and watch a movie together in the MCCC Quad.
- Paint Jam in SC 104
 - Painting (or Drawing) We set up tables and workstations 6 ft apart, each student has their own supplies; no sharing.
- Weekly Craft Stations
 - For example, Halloween Week - each student will receive a pumpkin, bubble stickers and markers to decorate a pumpkin. Staff can get pumpkins from a local farm -contactless. Students sit 6 ft apart and receive all their own supplies. No sharing. Boxed lunches.
- Lunch & Learns in SC104
 - One presenter, students spaced 6 ft apart. Enjoy lunch (pre-made boxed lunches so it's all individual) and learn about an important topic.
- Bingo in Cafeteria
 - Use the entire cafeteria to properly space everyone out. Have fun rounds of bingo. Each student will receive their own bingo stamper and cards. No sharing. Boxed lunches.
- Game day SC104
 - Trivia, Games where answers can be called out. Students spaced 6 ft apart. Boxed lunches
- Webinars (Online seminars)
 - Attendees dial in by phone or web and follow slides on the screen. Live Q & A.
- Campus Clean-Up
 - Each student will receive a bag and gloves and provide the campus with a fabulous service! A clean-up!
- Community Service Drive - Collection of non-perishable food to be donated to a local food pantry. Boxed set up around the school. Students can donate with no contact to other students or staff.
- Meet-Ups
- Book Club, Discussions of topics with a Shared Passion, etc. Spaced 6 ft apart in SC104 students and staff can have discussions about a topic or a book that was read
- Breakfast Briefing
- SGA, Success Coach, MCCC students chat over a pancake breakfast. Discuss concerns, have questions answered, connect.
- Any event - SGA meetings, karaoke, talent shows - that usually bring in larger groups will be held via Zoom. This way, students can still participate in those bigger events virtually and take part in the smaller events in person. I feel this is a good mix while keeping safety and health as our number one priority.

Phase 4: Hosting all in-person events.

- If the Fall Semester is all in-person and the virus is gone or a vaccine is finalized; we will continue in the manner we normally would.
- The events would consist of health and wellness programs, networking events, leadership training, community service projects, culture and diversity seminars, social functions, civic duty events and social/current issues forums.

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- Some examples to included, but not limited to; Constitution Day, Voter Registration, Mental Health Fair, Food & Clothing Drives, Hispanic Heritage Month, De-Stress Fest, LEAD Leadership events, Yoga & Zumba, Club Day/Fall Festival, Karaoke, Cultural Theater Trip (pending if NYC venues are open), SGA and Senate Meetings, Club & Advisor Trainings, Culture and Diversity Speaker.

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Appendix J: Reopening of the Division of Life-Long Learning

Submitted by: F. Christian Mdeway, Dean for the Division of Lifelong Learning

Jessica Mulkey, Events Manager - The Conference Center at Mercer County Community College

In Response to the Return to Campus Taskforce Subcommittee – Facilities

I. SCOPE

- To set expectations for employee behaviors that will help to mitigate risk at work
- To provide employees/perspective clients/students with information and resources regarding health

II. OBJECTIVE

- Implementation and installation of signage and markers throughout the Division to encourage CDC guidelines for social distancing
- Manage shift-changes and stagger personnel to allow time for thorough disinfection by facilities/vendor in common areas and work space to promote 'social distancing'

III. Establish Protocols for Disinfection Measures

- Disinfection measures need to be put in place and further supported through acknowledgement upon completion as part of a routine. i.e. Daily / Time stamped check list placed in appropriate areas to encourage safety and well being
- HVAC Filters must be cleaned, disinfected or replaced on schedule
- Surfaces in their workspace should be cleaned and disinfected.

IV. Implementation of Phased Reentry

- Reentry: Part 1
 - i) In conjunction with the Governors directive for a 'healthy' return in respect to smaller reentry groups. i.e. When identified, groups of 10/20 individuals would be admitted to the DLL-Conference Center for event bookings a liaison/coordinator would be stationed to help direct 'parties' utilizing the facility to further ensure safety protocol
- Reentry: Part 2
 - i) In conjunction with the Governors directive for a 'healthy' return in respect to larger groups up to 50-100 individual for an upgraded reentry under the same protocol as identified in Phase IV – A.
- Reentry: Part 3
 - i) In conjunction with the Governors directive for a 'healthy' return in respect to a full return, under the same protocol as identified in Phase IV – A.

V. CONFERENCE CENTER SAFETY FOOD SERVICE

- Kitchen Staff
 - i) Personnel will utilize masks, gloves at all times as part of the daily operations of food preparation. They will follow all prep sanitation and health guidelines prior to and after the shift. Kitchen personnel will be scheduled based on the 'social distance' guidelines in conjunction with the Phase IV reentry categories to determine service.

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- ii) Food servers will utilize masks, and white gloves at all times as part of the daily operations for service to clients. They will follow all prep sanitation and health guidelines prior to and after the shift. Service personnel will be scheduled based on the 'social distance' guidelines in conjunction with the Phase IV reentry categories to further determine service.
- iii) Understanding and Education Employees to COVID-19

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Appendix K: Facilities (Integrating the Plan)

- 1) Stabilize the physical location and staffing/equipment for a “landing Zone” for people who may be exhibiting signs of infection. This will need to be done for both campuses. The plan calls for “care in place” under most all incidents (so we do not drag the sick all over the campus) but we still need to build a hot spot/HQ for problem cases.
- 2) All Task Force members are working to determine what to do with people who are on campus, showing signs of illness, and who only have public transportation as a means of travel.
- 3) It is requested that Mail service/pick-up be expanded to two (2) days per week. We have to be mindful of the quarantine intervals for mail and packages.
- 4) We need to plan for the Cafeterias at both campuses. There is a request (pencil) that we split the WW Cafeteria into one large room and two medium rooms. These medium rooms will need to be outfitted with whiteboards and are intended for class rooms.
 - The College has adopted a “soft” 10 sq. foot per person standard for social distancing in classrooms and recreational/lounge areas.
 - Furniture placement and floor markers/reminders will be crucial in all rooms and areas. This will mean furniture moves and additional storage needs.
- 5) Need clarification (and workable resolution) to door hold opens. The plan calls for door stops and or removal of the automatic door closers. The Fire Marshal will need to be consulted and we will have to explore what is being approved under the current circumstances- The new world in the wake of COVID-19...
- 6) We need to provide a robust guideline with check list protocols for the CBM cleaning arrangements.

There needs to be hand sanitizer equipment, sanitizing wipes and a proper means of disposal set up at each public and group use copiers.

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Appendix K: MCCC Libraries

Based on Best Practices Taken From: NEW JERSEY LIBRARIES: FROM SURVIVING TO THRIVING

This is a living document and as such will be reviewed and revised throughout the reopening process to ensure it is in compliance with state, county, and MCCC directives.

Phase 1 – LIBRARIES CLOSED TO THE PUBLIC

This phase will allow the libraries to comply with strict public safety and health directives as directed by college administration.

Safety & Security

- Close libraries to prevent or minimize human-to-human contact and the transmission of disease.

Library Operations

- Close building to the public.
- Allow patrons to retain items checked out until further notice. Update due dates.
- Conduct regular building walk-throughs and checks by security or other personnel.
- Require staff to stay home.
- Schedule essential staff (determined by library administration) on-site or remote work based on the needs of the organization. Schedule other staff to work-from-home based on organizational needs.
- Communicate to staff and patrons regularly and frequently.
- Extend due dates, card expirations, hold pickup dates etc. until further notice.
- Waive or circumvent fines & blocks on customer accounts.
- Select and get purchasing approval for social distancing materials: acrylic panels, added cleaning/sanitizing materials, self-checkout equipment, signage, pick-up lockers, etc.
- Obtain approval for modified space usage (dedicated curbside pick-up parking, space to hold quarantined materials, location to place pick-up lockers, etc.)
- Curbside services for pickup of library materials fully developed and ready for implementation.
 - Establish pre-set hours for pickup.
 - Limit number of items for pickup.
 - Limit number of people who may pick-up items at one time.
 - At WW work with security to designate one 30-minute parking slot for curbside pickup

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and also discuss the possibility of patrons collecting materials from lockers located by the JKC and WW Security Desks.

- Review that all purchase acquisitions have been received for the start of Phases 2 and Phase 3.

Services, Programming & Customer Support

- Promote digital/remote offerings.
- Provide programming via live-streaming or pre-recorded videos.
- Provide patron support via phone, chat platform, email or other virtual means.
- Work with faculty to assist them in selecting OER for their courses.

Intra-department assistance:

- Follow college protocols for library staff to access the WW or JKC libraries, as needed.
- Facilities: Approve use of the Security LB storage room for quarantined materials or choose an alternate location if needed.
- Security staff at WW and JKC determines a location for lockers holding materials for patron pickup chosen.
- WW Security approves one 30 minute parking slot for library curbside pickup.
- IT is working to get licenses for Netops to use in the open computer labs.

Phase 2 – LIBRARIES OPEN TO STAFF

This phase will allow library staff to begin returning to work **and to work on preparations for initial opening operations and services to the public**. Libraries closed to the public. Before beginning Phase 2, assess the outcomes of Phase 1 and determine if revisions are needed.

Safety & Security

- Prepare the library for the return of staff and patrons and receipt of deliveries.
- Determine maximum number of people allowed in the library, WW and JKC.
- Require employees to wear masks and maintain social distancing.
- Provide sanitizing products for staff and for the public.
- Require staff to clean areas of shared workspace after their shift or time spent in eating space in the staff room (public desk stations, shared computers).
- Coordinate special cleaning procedures with college maintenance crews in all areas of the library, including disinfecting of keyboards, touchscreens, tables and other public touch surfaces.

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- Prepare materials management plan based on professional recommendations. A starting point is the [advice from the Northeast Document Conservation Center](#).
 - Initially place returned materials under 72 hour quarantine using the Security LB storage room and using the quiet study room in the JKC library, unless the materials are
 - scanned utilizing UV wands to shorten the materials quarantine time.
- Provide distance markers where lines form.
- Reconfigure public spaces to allow for social distancing--remove furniture, spread out seating, public computers etc.
- Cordon off book stacks

Library Operations

- Libraries remain closed to the public.
- Determine a schedule for opening the libraries.
- Determine which library employees, full and part-time, are called back on an as-needed basis or for specific tasks.
- Schedule staff in the building in phases and on a staggered basis. Keep same teams together.
- Space employee desks and workstations so they are a minimum 6 ft. apart.
- Plan for rolling return dates of materials following [recommended quarantine guidelines](#).
- Work with faculty to select OER to meet instructional needs.
- Prepare quarantine areas for deliveries from LLNJ and the Mercer County Public Library System.
- Install equipment for curbside pick-up/returns
- Setup material quarantine area.
- For curbside pick-up, create an online form for requesting, responding and noting that resources will be on hold for 48 hours beyond the scheduled pick-up time, if an extension is requested. Then the items will be returned to their location.
- **Near the end of Phase 2, begin** curbside pick-up /returns
- Prepare for public/social distancing
 - Install acrylic panels
 - Move furniture in to locations for suitable social distancing
 - Install social distancing signage
 - Set-up computer lab for limited student use including software installation.
 - Everything completed and set by the last day of phase 2.
- Begin exchanging resources with MCL and with statewide and national ILL partners (dependent on when these outside organizations resume services and are able to comply with MCCC campus access requirements).

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Services, Programming & Customer Support

- Promote digital/electronic/remote offerings.
- Provide programming via live-streaming or pre-recorded videos.
- Provide customer support via phone, chat platform, email or other virtual means.
- Finalize protocols for accessing reserve textbook collection:
 - students must submit reserve requests 24 hours in advance, except weekends response time is 48 hours. No JIT requests will be honored.
 - library staff will make scanned copies of pages in compliance with copyright.
 - **(Still unclear how to do this)** *Determine with IT how scanned copies once delivered cannot be printed and will expire after a certain date.*
- Promote start of curbside library services on college website
- Develop process/procedures for start of Phase 3 services, and have ready to implement and post (in library and/or on library website) when Phase 3 begins:
 - Computer lab use
 - Reference desk assistance
 - Text book access
 - Access to materials in library stacks
 - Student laptop use for attending remote class sessions
 - Keyed access to restrooms

Intra-department assistance:

IT: *(Still unclear how to do this)* Request assistance to make scanned copies of reserve information so that it will not print and will expire after a certain date.

IT: Install Netops software to allow remote student assistance in library computer labs.

Phase 3 – LIBRARIES OPERATE WITH LIMITED SERVICES AND PATRON ACCESS

This phase will allow the libraries to resume some operations and public services using cautionary steps. Before beginning Phase 3, assess the outcomes of Phase 2 and determine if revisions are needed.

Safety & Security

- Require staff to wear masks and maintain social distancing.
- Continue special cleaning schedules as defined in Phase 2.
- Continue placing returned materials under 72 hour quarantine using the Security LB storage room and the quiet study room in the JKC library, unless the materials are scanned utilizing UV wands to shorten the materials quarantine time as in phase 2.

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- Limit number of people in the library, at both WW and JKC libraries, using recommendations from health officials, CDC and college administrative directives.
- Require anyone who must enter the libraries to wear masks.
- WW library restrooms are locked, and have a key available by request for access at the library circulation desk.
- Limited lounge seating available.
- Prepare furniture arrangement for Phase 4 operation, keep roped off until actual Phase 4 start.

Library Operations

- Open buildings to students and faculty with reduced hours of operation. Library access preference given to students and faculty, if necessary.
- Re-evaluate the need for more on-site employees and schedule staff in the department in phases and on a staggered basis. Keep same teams together.
- Continue a telework option for select employees to limit the number of people on site.
- Draft a plan for a broader opening of the library to the public in preparation for Phase 4.
- Host staff meetings using distancing recommendations and using distancing virtual resources (even within a location).
- Determine part-time staff schedule
- Review need for continued curbside services
- Continue scheduling staff in phases and on staggered basis.
- Work with faculty to select OER to meet instructional needs.
- Review TEACH Act copyright regulations to remain compliant when scanning print resources.
- Resume book/materials purchasing, cataloging and processing.
- Continue materials management plan developed in Phase 2.
- Resume regular deliveries/pickup route with the Mercer County Public Library System (MCL). [when available]
- Resume deliveries/pickup route for statewide deliveries. [when available]
- Quarantine resources from MCL and ILL on shelves in back hallway by the West parking lot exit.
- After being in quarantine, prepare books for patron pickup, or re-shelving.
- Keyed access to restrooms

Services, Programming & Customer Support

- Encourage and provide customer support via phone, chat platform, email or other virtual means to access digital/electronic/remote materials.
- Offer and encourage self-checkout.
- Library staff retrieve books from the stacks
- Encourage continued use of digital materials.
- Encourage continued use of curbside or lobby pickup.
 - Follow pre-set hours for pickup.
 - Limit number of items for pickup.

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- Limit number of people who may pick-up items at one time.
- Encourage patrons to request and receive print collection resources via curbside or lobby pickup utilizing the form for curbside pickup that instructs patrons how the service works.
- Implement protocols for accessing reserves and reserve textbook collection.
- Provide access to public computers by appointment only and offer assistance using remote desktop tools such as Netop Vision. Preference given to students and faculty first.
- Resume patron ability to place book holds from MCL. [when available]
- Open computer lab by appointment only and the completion of the online form in advance.
- Assist patrons with questions while using a computer by using remote desktop tools such as Netop Vision. Preference given to students and faculty first.
- Begin in-class library instruction (following college classroom policies) at both WW and JKC, but not in LB106.
- Begin limited in-library reference help.
- Laptops available for use by students enrolled in MercerOnline courses, scheduled in advance.
- Limited in library textbook availability begins.
- Limited quick printing available on a first come first serve basis at both campus libraries, subject to library capacity.
- Limited lounge seats available carefully arranged to observe social distancing requirements that may be in effect.

Intra-department assistance:

Security staff, at WW and JKC, has a place for lockers holding materials for patron pickup.

WW Security approves one 30-minute parking slot for library curbside pickup.

IT will reset end times on open lab computers at WW and at JKC.

Phase 4 – LIBRARIES OPERATE IN A “NEW NORMAL”

This phase is the new normal at the libraries. Full services available, libraries are open full hours. Major social distancing equipment (i.e. acrylic panels, pick-up lockers) may be removed and procedures are more relaxed if government and college guidelines allow this, though some reduced level of social distancing may still be in place. Before beginning Phase 4, assess the outcomes of Phase 3 and determine if revisions are needed.

Safety & Security

- All institutional requirements for safety and security are observed by college staff and patrons as the library is open for newly revised services.
- Full review of library’s Phase 1, 2, and 3 process/procedures. Revised Phase 1, 2, and 3 process/procedures written and readily available for quick use should the future need arise.
- All library staff back to work in the library.
- Resume library instruction in LB106 and at JKC (following college classroom policies)

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- Open stacks to the public and use signs or floor tape to indicate one-way or one-person-at-a-time access for aisles.
- Open quiet study area while observing seating distancing in place as required,
- Determine if curbside pick-up service should continue.
- Utilize library electronic book return chute at WW.

Library Operations

- Open buildings to patrons under hours of operation best suited to meet student and faculty needs. Hours are determined by faculty and librarians in consultation with security and other administrative offices.
- If needed, continue scheduling staff in phases and on a staggered basis to maintain distancing requirements that may still be in effect.
- Host staff meetings using distancing recommendations and using distancing virtual resources (even within a location).
- Part-time staff returns under scheduling needed to support library operations.
- Self-checkout is fully operational at both campus libraries.
- Under this phase, the libraries operate under the MCCC defined new normal. However, such operations will maintain preparations, at the ready, in case of another prolonged period of public health or other extended disruption.

Services, Programming & Customer Support

- Open stacks and collections to students and faculty.
- Offer and encourage patron self-checkout.
- Encourage continued use of digital materials.
- Encourage continued use of curbside delivery, if assessed as still needed.
- Provide customer support via phone, chat platform, email or other virtual means.
- Prepare for unanticipated disruptions in service due to health or other institutional disruptions.
- Library instruction begins in LB106 following college classroom guidelines.
- Group study rooms available for use with only a limited number of people in each room at any one time based on government and college guidelines.
- Textbooks available for student use.