PHASED REPOPULATION PLAN

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

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

REOPENING METHOD

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

Guiding Principles as We Reopen

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

What Every Employee Should Know

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

OVERVIEW OF PHASES

<table>
<thead>
<tr>
<th>Phase I</th>
<th>Phase II</th>
<th>Phase III</th>
<th>Phase IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>June 1, 2020</td>
<td></td>
<td>(TBD)</td>
<td>(TBD)</td>
</tr>
</tbody>
</table>

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

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

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

Phase IV: MCC will return to “normal” with in-person courses and all employees working on-site. Continue adhering to current state and local restrictions.
### Employees

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

<table>
<thead>
<tr>
<th>Phase I</th>
<th>Phase II</th>
<th>Phase III</th>
<th>Phase IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>Essential employees that must be on-site to complete their work will be on-site. Certain employees will have the option to return to campus under set conditions.</td>
<td>Additional employees will be asked to return to complete core functions on-site. Supervisors identify core-functions that must take place on a campus through an HR questionnaire.</td>
<td>Additional employees approved by campus leadership to return to campus will return to work on-site. Employees will maintain staggered schedules, 2 – 3 days a week, to limit exposure while preparing to return to work.</td>
<td>All employees are asked to return to complete their work on-site. Shifts may be staggered to maintain social distancing and the possibility of changed occupancy limits.</td>
</tr>
</tbody>
</table>

### Cleaning

- Overnight cleaning of spaces with EPA approved virucide for sanitation.
- Ramped up cleaning and disinfecting of office areas and public spaces throughout the day as scheduled.
- Classrooms and lab equipment cleaned by designated staff and lab employees between each class.
- All classrooms, labs, and offices will have disinfecting wipes and/or cleaning supplies provided.
- Employees will wipe down their workspace prior to leaving.

- Overnight cleaning of spaces with EPA approved virucide for sanitation.
- Ramped up cleaning and disinfecting of public spaces throughout the day as scheduled.
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- All classrooms, labs, and offices will have disinfecting wipes and/or cleaning supplies provided.
- Employees will wipe down their workspace prior to leaving.

- Return to a normal cleaning schedule. Follow local and state guidelines for additional cleaning measures.
- Employees will wipe down their workspace prior to leaving.
## Health Screens and Entering MCC Premises

<table>
<thead>
<tr>
<th>Phase I</th>
<th>Phase II</th>
<th>Phase III</th>
<th>Phase IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>All individuals must complete a health screening form prior to entry</td>
<td>Evaluate necessity of an approved roster</td>
<td>All campuses will be open to the public based on local and state guidelines</td>
<td></td>
</tr>
<tr>
<td>All individuals must be on an approved roster to enter MCC premises</td>
<td>Checking in prior to entering MCC premises will be evaluated based on local and state guidelines for contact tracing</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Each campus/building will have one entrance and all individuals must check in for contact tracing purposes</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Safety Measures

<table>
<thead>
<tr>
<th>Phase I</th>
<th>Phase II</th>
<th>Phase III</th>
<th>Phase IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>All individuals required to wear a face covering</td>
<td>Evaluate all individuals being required to wear a face covering based on local and state guidelines</td>
<td>Face coverings only required if mandated by law</td>
<td></td>
</tr>
<tr>
<td>MCC PD will provide face masks for those that do not have one</td>
<td>Students will be provided three face coverings free of charge</td>
<td>Social distancing required if mandated by law</td>
<td></td>
</tr>
<tr>
<td>Social distancing is required</td>
<td>Employees will be provided three face coverings free of charge</td>
<td>Follow local and state regulations on building/room occupancy</td>
<td></td>
</tr>
<tr>
<td>Follow local and state regulations on building/room occupancy</td>
<td>Social distancing is required as guided by state and local guidelines</td>
<td>Effectiveness of hand sanitizing stations evaluated</td>
<td></td>
</tr>
<tr>
<td>Hand sanitizer and hand sanitizer stations throughout the campus/building</td>
<td>Follow local and state regulations on building/room occupancy</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Handwashing signage posted</td>
<td>Hand sanitizer and hand sanitizer stations throughout the campus/building</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Handwashing signage posted</td>
<td>Social distancing is required as guided by state and local guidelines</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

- All campuses will be open to the public based on local and state guidelines.
- Social distancing is required as guided by state and local guidelines.
- Effectiveness of hand sanitizing stations evaluated.
### Vendors and Invited Guests

**Phase I**
- Essential vendors permitted on MCC premises with approval
- Vendors must follow all safety measures in place

**Phase II**
- Vendors and external customers permitted on MCC premises
- Vendors and external customers must follow all safety measures in place

**Phase III**
- Campuses are open to the public

**Phase IV**
- All campus tours and campus activities resume
- All instructional models may be deployed
- Student services functions allow for walk-ins as well as appointments

### Student Programming

**Phase I**
- All courses taught virtually unless there is an approved exception. Courses/labs/clinicals that require “hands on training” can be granted an exception.
- Students in approved courses/labs/clinicals are permitted on campus for their course/lab or to the designated facility for their clinicals.
- Students permitted on campus when invited for specific functions (pick up art supplies, pick up computers, etc.)
- All in-person student/community activities are canceled or moved to a virtual format

**Phase II**
- All courses taught virtually unless there is an approved exception.
- Students in approved courses/labs/clinicals are permitted on campus for their course/lab or to the designated facility for their clinicals.
- Students permitted on campus when invited for specific functions (pick up art supplies, pick up computers, etc.)
- Students and potential students permitted on campus by appointment for specific functions (counseling, financial aid, placement testing, etc.)
- All in-person student/community activities are canceled or moved to a virtual format

**Phase III**
- Campus tours resume following social distancing and/or other guidelines in place.
- In-person student/community activities will be evaluated.
- Courses being taught via a modified face-to-face instructional model.
- Evaluate student services functions being by appointment only.

**Phase IV**
- All in-person student/community activities are canceled or moved to a virtual format.
- Essential vendors permitted on MCC premises with approval.
- Vendors must follow all safety measures in place.

- Vendors and external customers permitted on MCC premises.
- Vendors and external customers must follow all safety measures in place.

- Campuses are open to the public.
- Essential vendors permitted on MCC premises with approval.
- Vendors must follow all safety measures in place.

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- Campuses are open to the public.
### Meetings and Gathering Areas

<table>
<thead>
<tr>
<th>Phase I</th>
<th>Phase II</th>
<th>Phase III</th>
<th>Phase IV</th>
</tr>
</thead>
<tbody>
<tr>
<td>All meetings are conducted virtually&lt;br&gt;Refrain from using common areas as much as possible&lt;br&gt;Wipe down all surfaces in common areas before and after use&lt;br&gt;Do not move furniture or technology as it is positioned for social distancing&lt;br&gt;One person per elevator&lt;br&gt;Use stairs when possible</td>
<td>Limited face-to-face meetings permitted with prior approval&lt;br&gt;Social distancing guidelines must be followed&lt;br&gt;Selection of an appropriately sized conference room required&lt;br&gt;Refrain from using common areas as much as possible&lt;br&gt;Wipe down all surfaces in common areas before and after use&lt;br&gt;Do not move furniture or technology as it is positioned for social distancing&lt;br&gt;One person per elevator&lt;br&gt;Use stairs when possible</td>
<td>Face-to-face meetings permitted, but virtual meetings are encouraged&lt;br&gt;Social distancing guidelines must be followed&lt;br&gt;Selection of an appropriately sized conference room required&lt;br&gt;Evaluate usage of common areas&lt;br&gt;Continue to wipe down all surfaces before and after use&lt;br&gt;Evaluate furniture and technology positioned for social distancing&lt;br&gt;Evaluate one person per elevator&lt;br&gt;Continue to use stairs when possible</td>
<td>Face-to-face meetings permitted&lt;br&gt;Local and state guidelines on social distancing must be followed&lt;br&gt;Common areas open, but could have limited seating based on state and local guidelines&lt;br&gt;Allow for more than one person per elevator</td>
</tr>
</tbody>
</table>

### Interviews and New Employee Orientation

<p>| Conducted virtually | Face-to-face interviews may resume with social distancing protocols&lt;br&gt;New employee orientation resumes with social distancing and reduced sizes | Face-to-face interviews may resume&lt;br&gt;New employee orientation continues as normal |</p>
<table>
<thead>
<tr>
<th>Travel</th>
<th>Phase I</th>
<th>Phase II</th>
<th>Phase III</th>
<th>Phase IV</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No MCC sponsored travel</td>
<td>Essential MCC sponsored travel with approval from a member of the Executive Cabinet and Chancellor</td>
<td>MCC sponsored travel permitted with approval from a member of the Executive Cabinet Evaluate permitting air travel</td>
<td>MCC sponsored travel permitted</td>
</tr>
<tr>
<td></td>
<td>No air travel permitted</td>
<td>No travel to COVID-19 hotspots permitted</td>
<td>No travel to COVID-19 hotspots permitted</td>
<td></td>
</tr>
<tr>
<td>Corporate Training and On-site Training</td>
<td>Limited programs permitted to function following local and state guidelines Approved on a case by case basis</td>
<td>More programs will reopen following state and local guidelines Approved on a case by case basis</td>
<td>Programming resumes with safety measures in place that follow state and local guidelines</td>
<td>All corporate and on-site training resumes</td>
</tr>
<tr>
<td>Athletics</td>
<td>All athletics suspended</td>
<td>Athletic practices permitted following the social distancing guidelines from NJCAA and Region 16 Evaluate athletic games and travel based on NJCAA, Region 16 and local and state guidelines</td>
<td>Athletics fully resume as permitted by NJCAA, Region 16 and state and local regulations</td>
<td></td>
</tr>
</tbody>
</table>
Campus Police Checkpoints for Phases I and II

Penn Valley – Campus Center door near the courtyard
Penn Valley Health Sciences Institute – Main door on the first floor
Maple Woods – Vet Building – Main door on the first floor
Blue River – Public Safety Institute main entrance
Business and Technology – Campus Center
Administrative Center – Main entrance off Broadway
Broadway Plaza – Back entrance on the east side of the building
Long View – Business Building – East door

Additional Resources

MCC COVID-19 website: https://mcckc.edu/coronavirus
If you are sick: https://www.cdc.gov/coronavirus/2019-ncov/ if-you-are-sick/index.html
For more information on the Families First Coronavirus Response Act: https://www.dol.gov/agencies/whd/pandemic/ffcra-questions

Key Terms

Essential Vendors: contractors performing functions essential to the current and future operations in preparation for reopening and future planning.
Vendors: contractors performing functions to support the operations of the college
External Customers: visitors of students or employees
Students: current or future enrolled students at the college
Virtual: Synchronous communication/instruction via zoom or some other platform
Face-to-face: In-person communication/instruction