

M C L E N N A N

together

## Response to the COVID-19/Coronavirus Pandemic

**Dr. Johnette McKown, President  
McLennan Community College**

*As of March 31, 2021*



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# EMERGENCY OPERATIONS TEAM



**Johnette McKown**  
President

In March of 2020 when the COVID-19 pandemic emerged as a threat to the health and welfare of our nation, McLennan Community College students and employees accepted the challenge to complete the semester remotely. This was not easy. Our resiliency, talent from students and employees, and our focus on our core values, particularly “people matter,” provided the framework of our planning. This led us to our guiding principles for recovery:

- Supporting and providing the best quality of education to our students
- Caring for our employees throughout the transition
- Providing support to our community in a new landscape
- Staying relevant as an institution of higher education

As we have traversed these days, plans have been made, and plans continue to change, but we are moving forward as *McLennan Together*. We continue to reopen in phases, and our hope is to begin the instructional transition to a combination of face-to-face, hybrid, and online instruction. We also anticipate that our employees will all return to campus or will be here in a regularly schedule way to ensure safety with social distancing.

The Emergency Operations Core team will continue to review guidance from local, state, and national authorities, and we will continue to provide support to our community. While we have experienced difficult days which are not likely to dramatically change, we have learned that we can overcome more obstacles than we thought, and we have newly-discovered abilities that resulted from this pandemic. The McLennan Community College Board of Trustees and I appreciate all of you and look forward to a complete *McLennan Together* again. We can do this!

*Johnette McKown*



**Stephen Benson**  
Vice President,  
Finance & Administration



**Lisa Elliott**  
Director, Marketing &  
Communications



**Fred Hills**  
Vice President,  
Instruction and Student  
Engagement



**Frank Patterson**  
Director, Emergency &  
Risk Management

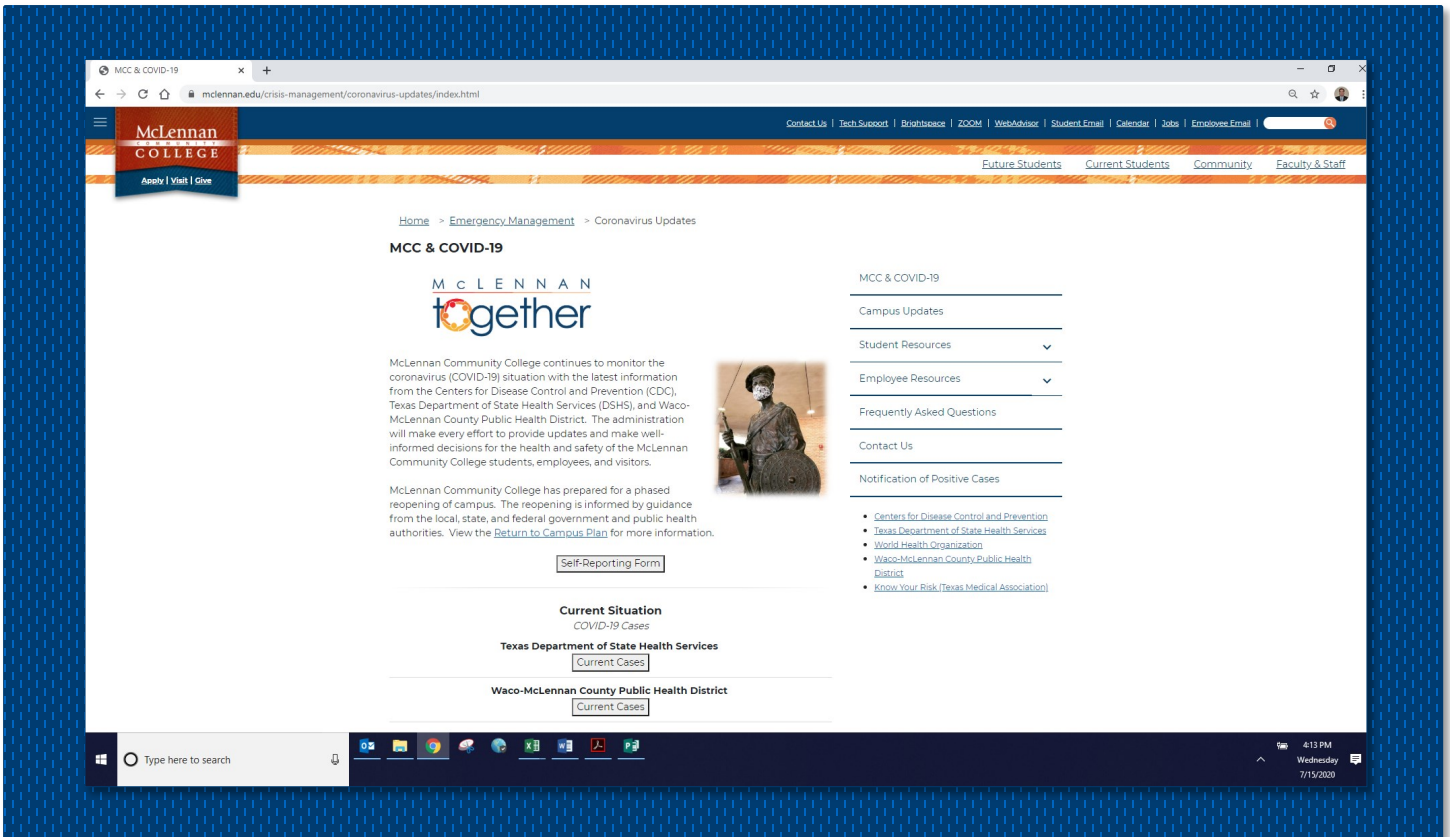
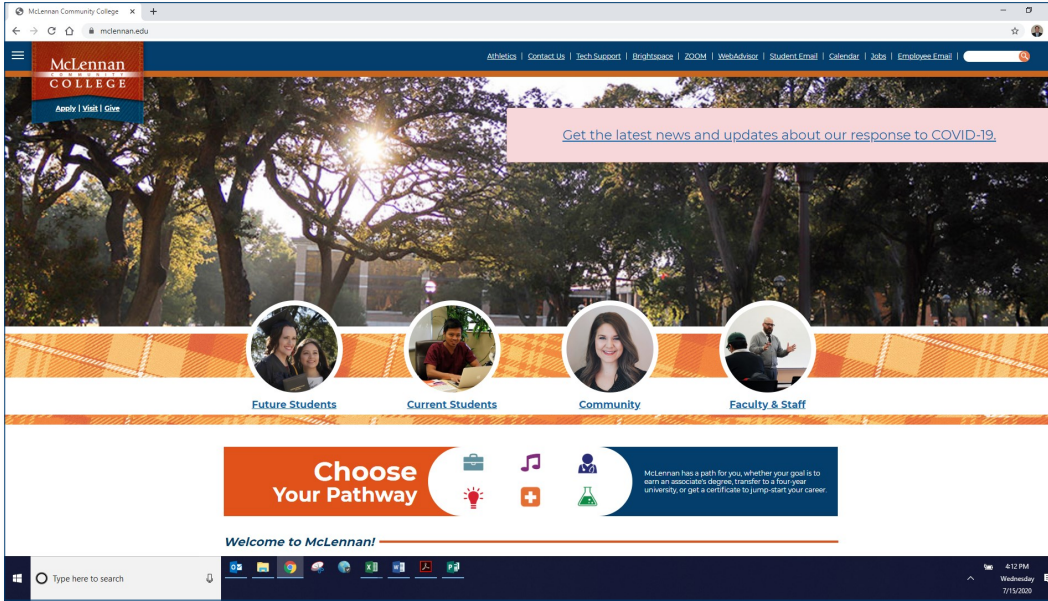


**Phil Rhodes**  
Vice President,  
Research, Effectiveness &  
Information Technology

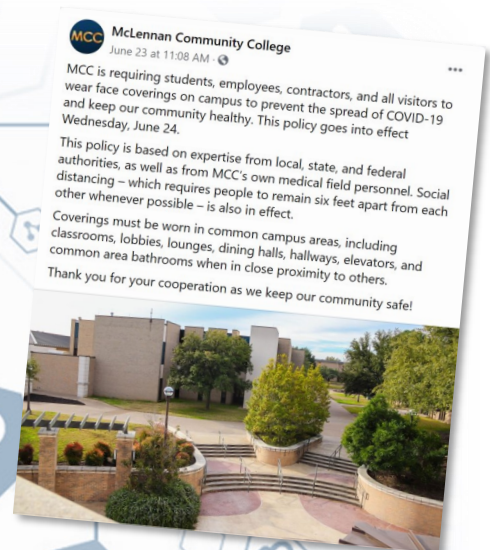
# COVID-19 WEBPAGE



At the start of the COVID-19 pandemic, McLennan Community College developed a dedicated webpage to provide up-to-date information for students, employees, and visitors to the College. The site is updated regularly. [MCC & COVID-19](#)



# SOCIAL MEDIA SAMPLES



# SOCIAL MEDIA SAMPLES

**MCC** McLennan Community College @McLennanCC · Jun 9  
Are you a student looking for Cares Act info? Start on our website here: [mclennan.edu/crisis-managem...](https://www.mclennan.edu/crisis-managem...)

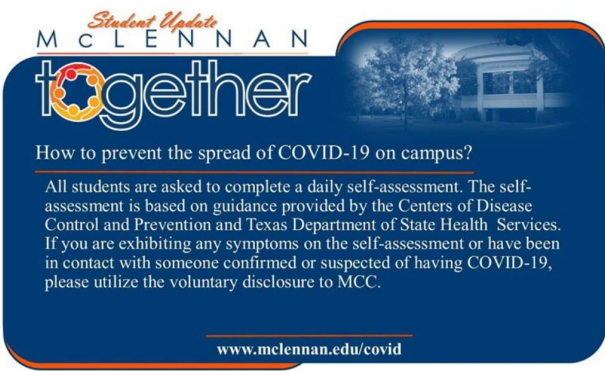


**MCC** McLennan Community College @McLennanCC · Apr 6  
Today is #WorldPhysicalActivityDay -- we encourage students to stay active while still maintaining social distance.



**MCC** McLennan Community College  
2d · 🌐

Preventing the spread of COVID-19 is a top priority at MCC. Check out the Student Resources page for your self-assessment information: <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html?>



*Student Update*  
**M C L E N N A N**  
**together**

How to prevent the spread of COVID-19 on campus?

All students are asked to complete a daily self-assessment. The self-assessment is based on guidance provided by the Centers of Disease Control and Prevention and Texas Department of State Health Services. If you are exhibiting any symptoms on the self-assessment or have been in contact with someone confirmed or suspected of having COVID-19, please utilize the voluntary disclosure to MCC.

[www.mclennan.edu/covid](https://www.mclennan.edu/covid)

**MCC** McLennan Community College  
June 22 at 9:03 AM · 🌐

If you were not eligible to receive CARES Act financial help. Then, you may be eligible to receive COVID-19 financial help through the **McLennan Community College Foundation**. Please apply below and click submit. Your application will automatically be sent to [scotten@mclennan.edu](mailto:scotten@mclennan.edu).

Start here: <https://www.mclennan.edu/foundation/scholarships-and-resources/emergencygrant.html>



**MCC** McLennan Community College  
April 10 · 🌐

Students: You may access free Wi-Fi in Parking Lot E on campus in front of the Highlands gym. Log-in with your username and password, and the network name is "MCC." It is active from 7 a.m. to 9 p.m., and MCC police are patrolling the area.

And remember, today and tomorrow is our Spring Holiday. Courses will resume in our online format on Monday!



A self-assessment form was developed for students, employees, and visitors to ensure everyone is monitoring the symptoms of COVID-19. These forms walk the user through a series of questions and instructions based on the answers. [Student Self-Assessment Form](#) / [Employee Self-Assessment Form](#) / [Visitor Self-Assessment Form](#)

## Student Self-Assessment Form

McLennan  
COMMUNITY  
COLLEGE

### COVID-19 Student Self-Assessment Form

#### Exposure

Have you been within six feet of a person with a lab-confirmed or suspected case of COVID-19 or had direct contact with his/her mucus or saliva in the past 14 days?

Yes  No

Does this person live with you?

Yes  No

If you answered "YES" to either of these questions,  
**DO NOT COME TO CAMPUS.**

#### Severe Symptoms

Are you struggling to breathe or fighting for breath even while inactive or when resting?

Yes  No

Do you feel as though you might collapse every time you stand or sit up?

Yes  No

If you are experiencing any of these severe symptoms, call 911.

**DO NOT COME TO CAMPUS.**

If you marked "YES" to any of the questions or are experiencing any of the symptoms listed, complete the Self-Reporting Form at [www.mclennan.edu/covid](http://www.mclennan.edu/covid).

#### Symptoms

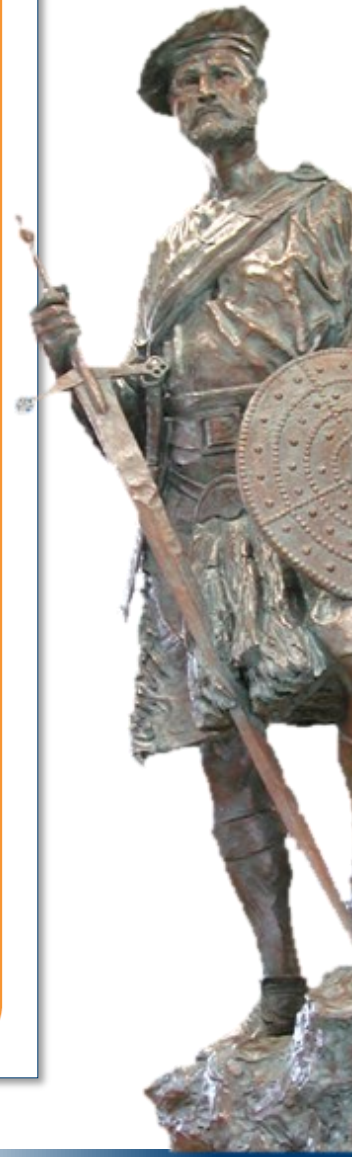
Are you experiencing any of the following symptoms?

- Cough
- Fever (100° or above)
- NEW cough
- NEW shortness of breath or difficulty breathing
- NEW chills
- NEW muscle aches
- Sore throat
- Headache
- Diarrhea
- NEW loss of taste or smell


If you are experiencing any of these symptoms,

- Contact a physician.
- Stay home and **DO NOT COME TO CAMPUS.**
- Remain at home until:
  - you have been fever free for at least 24 hours (that is one full day without fever and without the use of fever-reducing medication).
  - other symptoms have improved (for example, when your cough or shortness of breath have improved).
- Seek immediate medical care if symptoms become more severe (for example high fever or difficulty breathing).

This applies regardless of whether you have been tested for COVID-19.



## Employee Self-Assessment Form



### COVID-19 Self-Assessment Form

Disclaimer - Employees should not discuss personal medical history with supervisors. Calls to supervisors are to notify them that the employee will be out sick.

#### Exposure

Have you been within six feet of a person with a lab-confirmed or suspected case of COVID-19 or had direct contact with his/her mucus or saliva in the past 14 days?

Yes  No

Does this person live with you?

Yes  No

If you answered "YES" to either of these questions, **DO NOT COME TO WORK.** Call your supervisor.

#### Severe Symptoms

Are you struggling to breathe or fighting for breath even while inactive or when resting?

Yes  No

Do you feel as though you might collapse every time you stand or sit up?

Yes  No

If you are experiencing any of these severe symptoms, call 911. **DO NOT COME TO WORK.**

If you marked "YES" to any of the questions or are experiencing any of the symptoms listed, call your supervisor and complete the Self-Reporting Form at [www.mclennan.edu/covid](http://www.mclennan.edu/covid).

### Symptoms

Are you experiencing any of the following symptoms?

- Cough
- Fever (100° or above)
- NEW** cough
- NEW** shortness of breath or difficulty breathing
- NEW** chills
- NEW** muscle aches
- Sore throat
- Headache
- Diarrhea
- NEW** loss of taste or smell


If you are experiencing any of these symptoms,

- Notify your supervisor and contact a physician.
- Stay home and **DO NOT COME TO WORK.**
- Remain at home until:
  - you have been fever free for at least 24 hours (that is one full day without fever and without the use of fever-reducing medication),
  - other symptoms have improved (for example, when your cough or shortness of breath have improved),
- Seek immediate medical care if symptoms become more severe (for example high fever or difficulty breathing).

This applies regardless of whether you have been tested for COVID-19.



## Visitor Self-Assessment Form



### COVID-19 Visitor Self-Assessment Form

#### Exposure

Have you been within six feet of a person with a lab-confirmed or suspected case of COVID-19 or had direct contact with his/her mucus or saliva in the past 14 days?

Yes  No

Does this person live with you?

Yes  No

If you answered "YES" to either of these questions, **DO NOT COME TO CAMPUS.**

#### Severe Symptoms

Are you struggling to breathe or fighting for breath even while inactive or when resting?

Yes  No

Do you feel as though you might collapse every time you stand or sit up?

Yes  No

If you are experiencing any of these severe symptoms, call 911. **DO NOT COME TO CAMPUS.**

If you marked "YES" to any of the questions or are experiencing any of the symptoms listed, complete the Self-Reporting Form at [www.mclennan.edu/covid](http://www.mclennan.edu/covid).

### Symptoms

Are you experiencing any of the following symptoms?

- Cough
- Fever (100° or above)
- NEW** cough
- NEW** shortness of breath or difficulty breathing
- NEW** chills
- NEW** muscle aches
- Sore throat
- Headache
- Diarrhea
- NEW** loss of taste or smell

If you are experiencing any of these symptoms,

- Contact a physician.
- Stay home and **DO NOT COME TO CAMPUS.**
- Remain at home until:
  - you have been fever free for at least 24 hours (that is one full day without fever and without the use of fever-reducing medication),
  - other symptoms have improved (for example, when your cough or shortness of breath have improved),
- Seek immediate medical care if symptoms become more severe (for example high fever or difficulty breathing).

This applies regardless of whether you have been tested for COVID-19.





# SELF-REPORTING FORM

An online self-reporting form has been developed for students and employees for reporting they are exhibiting any of the symptoms described on the self-assessment form or if they have come in contact with a known or suspected COVID-19 case. Information obtained from the self-reporting is used to assist students and employees with school/work commitments through the testing and/or recovery process.

## Self-Reporting Form

### COVID-19 Webpage

MCC & COVID-19

M C L E N N A N together

McLennan Community College continues to monitor the coronavirus (COVID-19) situation with the latest information from the Centers for Disease Control and Prevention (CDC), Texas Department of State Health Services (DSHS), and Waco-McLennan County Public Health District. The administration will make every effort to provide updates and make well-informed decisions for the health and safety of the McLennan Community College students, employees, and visitors.

McLennan Community College has prepared for a phased reopening of campus. The reopening is informed by guidance from the local, state, and federal government and public health authorities. View the [Return to Campus Plan](#) for more information.

[Self-Reporting Form](#)

**Current Situation**  
COVID-19 Cases

Texas Department of State Health Services  
[Current Cases](#)

Waco-McLennan County Public Health District  
[Current Cases](#)

MCC & COVID-19

Campus Updates

Student Resources

Employee Resources

Frequently Asked Questions

Contact Us

Notification of Positive Cases

- Centers for Disease Control and Prevention
- Texas Department of State Health Services
- World Health Organization
- Waco-McLennan County Public Health District
- Know Your Risk (Texas Medical Association)



### Self-Reporting Form

Online Survey Software | Qualtrics

mclennan.co1.qualtrics.com/fe/form/SV\_9FIKYG5D85IivQN

McLennan COLLEGE

McLennan Community College (MCC) is committed to the health and safety of all employees, students, and the community. The College is asking employees and students to utilize the form below to voluntarily disclose whether they are currently experiencing any of the symptoms listed below or have been in contact with someone suspected of having COVID-19.

The information provided will be kept confidential in accordance with HIPAA and FERPA requirements, and will be used to assist in tracking and understanding the impact of employees and students on campus. Please note your responses will not affect your status as a student or employee at MCC.

I am a:

Student

Employee

Supervisor submitting this on behalf of an employee

All fields in the form are required for submission.

First Name

Last Name

MCC ID

Phone Number

Email Address

County of Residence

Have you been within six feet of a person with a lab-confirmed or suspected case of COVID-19 or had direct contact with their/mucous or saliva, in the past 14 days?

Yes

No

Next

## Student Testing for COVID-19

If you have symptoms, it is important to be screened for COVID-19. Students should call their health care provider. While you wait for your results, please stay at home, away from others. The CDC also recommends you wear a face covering, cover your coughs and sneezes, avoid sharing common household items, wash your hands frequently, and routinely clean high touch surfaces such as tabletops, doorknobs and light switches.

### What were the results of your COVID-19 test?

#### POSITIVE

Report your results through the [self-reporting portal](#) and a student services employee will be in touch.

If you were tested positive you will be contacted by the public health district to provide information about self-isolation. It is vital that you share accurate information to prevent further spread of the virus.

A Student Services employee will work with you during your quarantine, providing a wide range of support services.

- Communications with your professors on your absence.
- Logistical support for remote coursework.
- Mental and physical health resources.

You will be required to isolate until both of the following conditions of recovery are met.

- At least 1 day has passed without a fever, without the use of fever-reducing medications, and improvement in any respiratory symptoms (cough, shortness of breath).
- At least 10 days have passed since your symptoms first appeared.

#### NEGATIVE

You do not have COVID-19, please stay home until your current illness passes.

Continue to conduct daily health assessments and maintain good hygiene and prevention standards including washing hands, wearing a face cover, maintaining 6 feet of physical distance, cleaning and disinfecting common spaces before and after use.



## Student Exposure to COVID-19

Have you had close contact with a person who tested positive for COVID-19?

A close contact is someone who:

- Lives in the same house or residence hall room as a sick person with COVID-19.
- Cares for a sick person with COVID-19.
- Has been within 6 feet of a sick person with COVID-19 for 15 minutes or longer.
- Has been in direct contact with secretions from a sick person with COVID-19.

### YES

- Stay home for 10 days from the time of your exposure. The time of your exposure is the last time you came in close contact with the positive individual. If you have been fully vaccinated and show no symptoms, you are not required to quarantine.
- Do not go to class or come campus, avoid contact with others.
- Self-report your exposure through the [MCC portal](#).
- Take your temperature with a thermometer two times a day to monitor for fever. You can use a [temperature log](#) to record your results.
- Watch for cough and trouble breathing.
- Review the [COVID-19 daily self-assessment form](#) and follow the instructions based on symptoms.
- Do not take public transportation, taxis, or ride-shares.

### NO

Continue to conduct daily health assessments and maintain good hygiene and prevention standards including washing hands, wearing a face cover, maintaining 6 feet of physical distance, cleaning and disinfecting common spaces before and after use.

A Student Service employee will work with you during your quarantine, providing a wide range of support services.

- Communications with your professors on your absence.
- Logistical support for remote coursework.

## Employee Testing for COVID-19

If you have symptoms, it is important to be screened for COVID-19. Employees should contact their healthcare provider to determine if testing is appropriate. If you are tested, please stay at home away from others while you await your results. The CDC also recommends you wear a face covering, cover your coughs and sneezes, avoid sharing common household items, wash your hands frequently, and routinely clean high touch surfaces such as tabletops, doorknobs and light switches.

### What were the results of your COVID-19 test?

#### POSITIVE

Report your results through the [self-reporting portal](#) and speak with Human Resources.

Supervisors may also use the portal to report an employee who has a confirmed positive test. Supervisors are allowed to report on behalf of the employee only if the employee is not able to self-report.

Human Resource will work with you during your quarantine, providing a wide range of support services.

- Working with your supervisor to inform them of your absence.
- Connecting any leave or FMLA processes needed.
- Connecting you to mental and physical health resources.

You will be required to isolate until both of the following conditions of recovery are met.

- At least 1 day has passed without a fever, without the use of fever-reducing medications, and improvement in any respiratory symptoms (cough, shortness of breath).
- At least 10 days have passed since your symptoms first appeared.

#### NEGATIVE

You do not have COVID-19, please stay home until your current illness passes.

Continue to conduct daily health assessments and maintain good hygiene and prevention standards including washing hands, wearing a face cover, maintaining 6 feet of physical distance, cleaning and disinfecting common spaces before and after use.

## Employee Exposure to COVID-19

Have you had close contact with a person who tested positive for COVID-19?

A close contact is someone who:

- Lives in the same house or residence hall room as a sick person with COVID-19.
- Cares for a sick person with COVID-19.
- Has been within 6 feet of a sick person with COVID-19 for 15 minutes or longer.
- Has been in direct contact with secretions from a sick person with COVID-19.

### YES

- Stay home for 10 days from the time of your exposure. The time of your exposure is the last time you came in close contact with the positive individual. If you have been fully vaccinated and show no symptoms, you are not required to quarantine.
- Do not come to work or campus, avoid contact with others.
- Self-report your exposure through the [MCC portal](#).
- Take your temperature with a thermometer two times a day to monitor for fever. You can use a [temperature log](#) to record your results.
- Watch for [cough and trouble breathing](#).
- Review the [COVID-19 daily self-assessment form](#) and follow the instructions based on symptoms.
- Do not take public transportation, taxis, or ride-shares.

### NO

Continue to conduct daily health assessments and maintain good hygiene and prevention standards including washing hands, wearing a face cover, maintaining 6 feet of physical distance, cleaning and disinfecting common spaces before and after use.

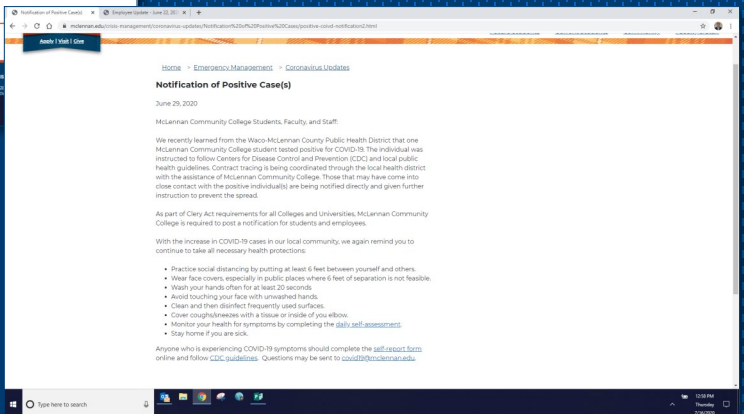
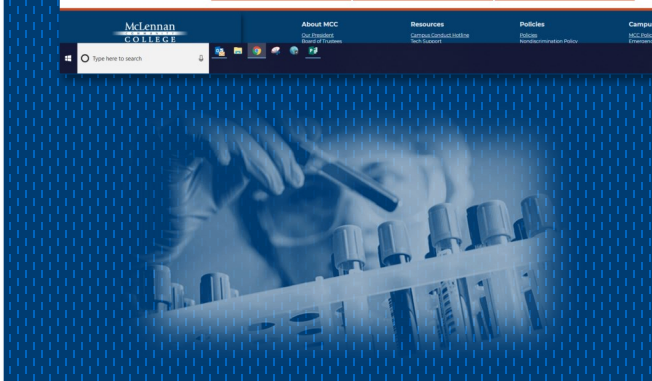
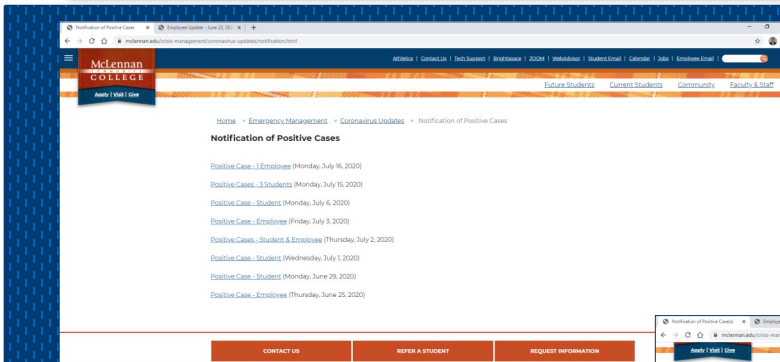
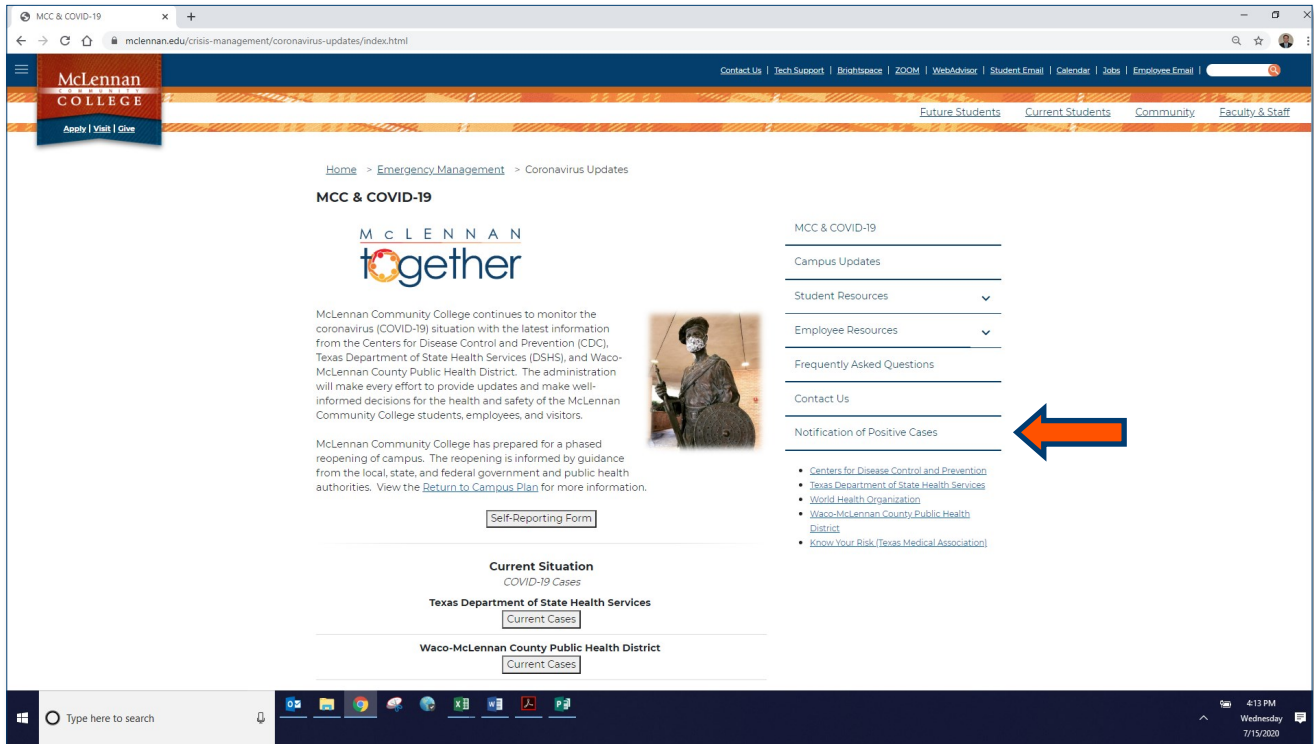
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- Any leave or FMLA processes needed.

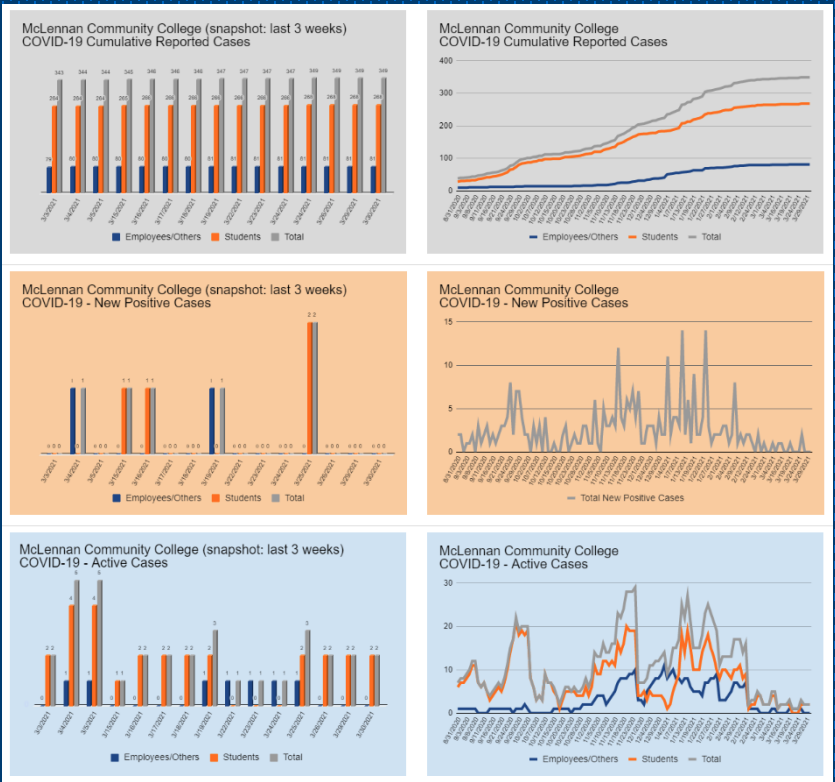
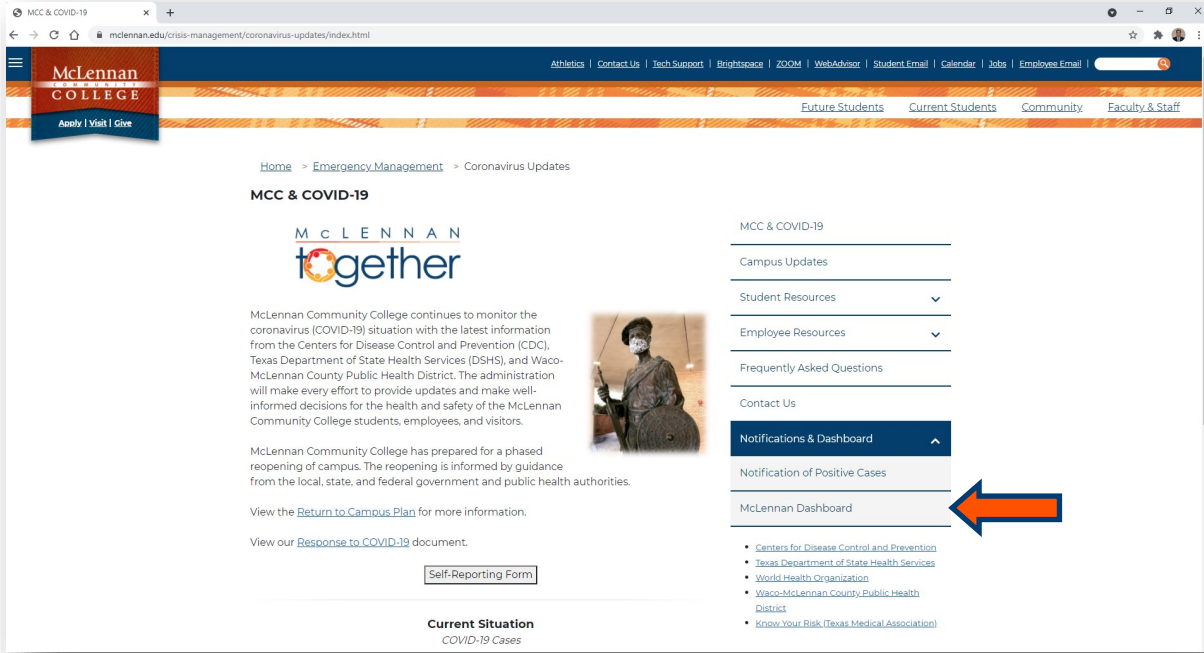
# POSITIVE CASE NOTIFICATION



McLennan Community College is providing the required Clery Act notification for all employees and students testing positive for COVID-19 who have been present on campus. The notifications are posted on the COVID-19 webpage as seen below. [Notification of Positive Cases](#)



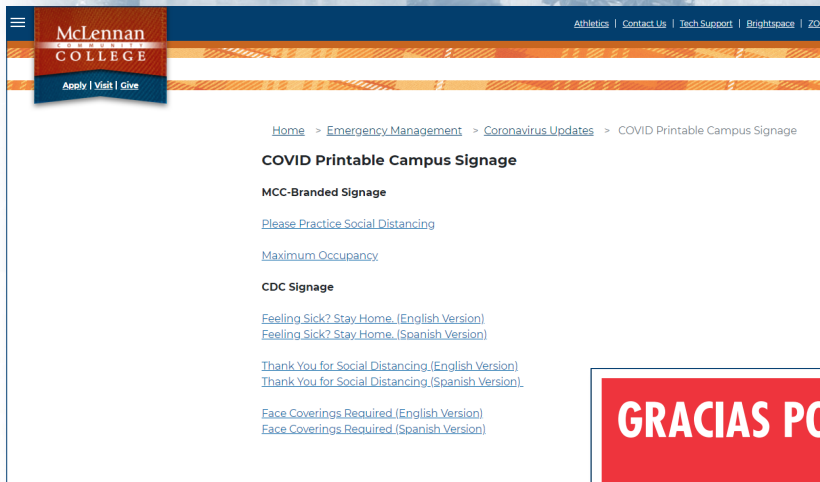
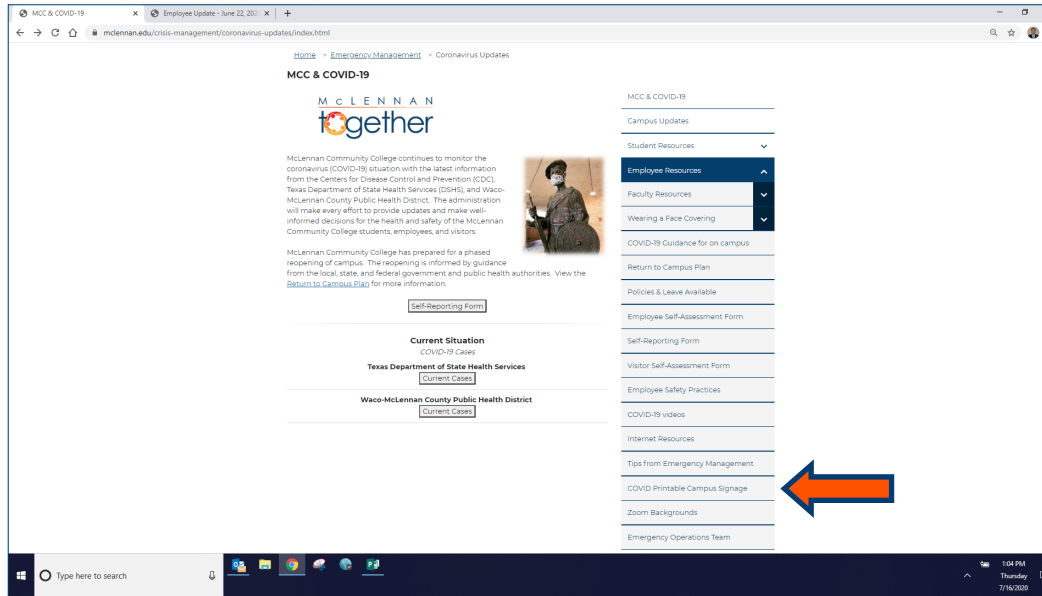
McLennan Community College is maintaining a data dashboard of information to inform the campus community of COVID-19 cases. The dashboard is updated on a daily basis. [McLennan Dashboard](#)



# PRINTABLE CAMPUS SIGNAGE

McLennan Community College has made available on the COVID-19 webpage several College-branded signs and CDC signs for printing and use on campus. The signs are available in English and Spanish.

## COVID Printable Campus Signage





## CARES Act Grant Information

McLennan Community College received CARES Act funding to support students who have been financially impacted by the Coronavirus (COVID-19). These funds are a part of the Higher Education Emergency Relief Fund, a new federal grant funded by the Coronavirus Aid, Relief, and Economic Security (CARES) Act. Information is available on the College website for students to review and a link is available with the required reports.

### [Cares Act Grant Information](#) / [Higher Education Emergency Relief Funds Reporting](#)

**MCC & COVID-19**

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[Self-Reporting Form](#)

**Current Situation**  
*COVID-19 Cases*

**Texas Department of State Health Services**  
[Current Cases](#)

**Waco-McLennan County Public Health District**  
[Current Cases](#)

MCC & COVID-19

- Campus Updates
- Student Resources**
- What to Expect when Returning
- Wearing a Face Covering
- Student Self-Assessment Form
- Self-Reporting Form
- Online Class Success Tips
- Internet Resources
- Resource Guide
- COVID-19 videos
- MCC Foundation Emergency Grants
- Cares Act Information**
- CARES Act Grant Information**
- Higher Education Emergency Relief Funds Reporting
- Student Safety Practices

[Home](#) > [Emergency Management](#) > [Coronavirus Updates](#) > Higher Education Emergency Relief Funds Reporting

### Higher Education Emergency Relief Funds Reporting

#### CARES Act Emergency Financial Aid Grants to Students

The U. S. Department of Education determines the process by which institutions may directly report required data for CARES Act Grant expenditures, and has directed institutions to provide the information in the reports below to the public.

[CARES Act Report #1 - June 3, 2020](#)

[CARES Act Report #2 - July 9, 2020](#)



## Emergency Grants

Emergency grants are awarded to students who encounter extraordinary events or circumstances that could negatively affect their ability to continue their studies at McLennan Community College. Emergency grants are awarded on a case-by-case basis. [MCC Foundation Emergency Grants](#)

The screenshot shows the McLennan Community College website with a navigation menu on the right. The 'MCC Foundation Emergency Grants' link is highlighted with a blue arrow. The main content area includes 'Campus Updates', 'Student Resources', and 'Current Situation COVID-19 Cases' with links to 'Current Cases' for the Texas Department of State Health Services and Waco-McLennan County Public Health District.

The form is titled 'McLennan Community College Foundation EMERGENCY GRANT APPLICATION'. It includes fields for Name, Address, Phone, Email, and Social Security Number. It also has sections for 'Emergency Grant Requested' (Rent, Utilities, Car Repairs, Learning Tools) and 'Emergency Grant Requested For' (Food, Clothing, Transportation, Other). A 'DONATE NOW' button is visible at the bottom.



## Lend A Hand

During the COVID-19 pandemic, the McLennan Community College Foundation solicited donations to specifically support the McKown Emergency Fund which provides the funding for the Emergency Grant Program and for Paulanne's Pantry, which is the on campus food pantry.

## Lend A Hand

In these uncertain times, community college students are facing unprecedented challenges in living and learning. Thank you for helping us help them.

## LEND A HAND

Even in the best of times, community college students usually do not drop out of school because of a lack of tuition; they drop out because of life's emergencies. Transportation, health, job, and housing crises can derail even the most ardent college dreams.

During these stressful times, student needs have become even greater! **Due to our community's COVID-19 crisis, many MCC students are facing reduced work hours or no paycheck at all, and they are struggling.** We thank you for helping us directly help them through these challenging times by donating to the MCC Foundation:

- Giving to the McKown Emergency Fund, which provides emergency grants for rent, utilities, car repairs, and learning tools.
- Giving to Paulanne's Pantry, which partners with the Central Texas Food Bank to provide fresh and shelf-stable food and hygiene items. A safe drive-through lane delivers staples to students' cars.

MCC classes and support services continue online to serve our students and the community. The MCC Foundation stands ready to support students facing these unprecedented challenges. Thank you for helping.

[DONATE NOW](#)

**Kim Patterson, MS, APR**  
Executive Director

1400 College Drive  
Waco, Texas 76708  
Phone: 254-299-8606  
kpatterson@mcclennan.edu  
mcclennan.edu/foundation

The College continues to monitor guidance by the North Texas Junior College Athletic Conference and the NJCAA for athletics. Plans are in place to safely bring student athletes back to campus, which include health and safety precautions to protect the student athletes and coaches. Practice and games schedules are being modified based on the current guidance. [NJCAA Conference](#) / [NJCAA Conference - Region V](#)



## SAFETY PROTOCOL RECOMMENDATIONS

### Waco Trib Article - Sports Plans

**MCC** McLennan Community College  
July 10 at 7:44 AM

MCC Athletic Director Shawn Trochim and the entire department is planning to remain fully compliant with safety rules amid the pandemic.

"We're trying to get them here, that's the biggest thing," Trochim said. "Our conference and region are meeting regularly to stay on top of things."

WACOTRIB.COM  
**Plans are in place for new, different sports seasons at MCC**  
With a world turned topsy-turvy during the current COVID-19 pand...



### NJCAA Plan of Action

**MCC** McLennan Community College  
6d

The NJCAA plan includes moving all fall close-contact and winter sports competition to the spring semester. Spring competition will remain as is with a few minor adjustments of dates. Below is a brief summary of how the plan applies to McLennan's six teams.

MCLENNANATHLETICS.COM  
**NJCAA Board of Regents votes to move competitions to spring semester**





## Employee Update - June 22, 2020

Dear Faculty and Staff,

With the recent increase in the number of COVID-19 cases within the McLennan County area, the Leadership Team and the Emergency Operations team believe it is important to begin the requirement of face coverings on the McLennan Community College Campus on Wednesday (June 24, 2020). This new requirement is a vital part of our mitigation efforts and is consistent with guidance from the Centers for Disease Control and Prevention (CDC), as well as local and state governments. Details of the face covering requirement can be found in [policy E-XXXXI](#) on the College's website. Face coverings will be required to be worn by all individuals (faculty, staff, students, and visitors) as outlined in the policy.

We appreciate your cooperation with this new public safety measure. Wearing face coverings is an additional prevention measure, and we encourage everyone to continue to practice other healthy habits. To assist employees, we will be providing cloth face coverings at a later date, and more information will be forthcoming. Disposable masks are available in the Campus Police Department.

For additional information about our COVID-19 response, please visit our [website](#). Questions may be directed to [covid19@mclennan.edu](mailto:covid19@mclennan.edu) or to your vice president or me.

Johnette McKown  
President  
McLennan Community College

Reference:	E-XXXXI	Effective Date:	3/22/2021
Subject:	Face Coverings, Social Distancing & Related COVID-19		
Source:	President		
Approval Authority:	President	Approval Date:	3/19/2021
History:	Original policy approved on 6/22/2020		
Remarks:	President signed as Response to COVID-19		

## I. Purpose:

In an effort to better protect members of the campus community from the spread of COVID-19, McLennan Community College requires the use of social distancing and face coverings as provided within this document. The policy addresses the recommendations for the use face coverings by the Texas Higher Education Coordinating Board (THECB) and the Center for Disease Control (CDC). College personnel will continue to monitor and update the campus community based on U.S. Centers for Disease Control Guidelines, the Texas Department of State Health Services (TDSHS), the THECB, and industry-specific guidance from organizations such as the American College Health Association (ACHA) and amend or terminate this policy when appropriate.

This policy applies to students, employees, visitors, and independent contractors on the McLennan Community College campus or other property or facilities owned or used by the College, unless an exemption is provided within this document. Individuals observed to not be in compliance with the identified guidelines may be subject to disciplinary action (*General Conduct Policy*, E-VIII, Article VI, Section 7 a. b. c., and Section 13 a.).

## II. Physical Distancing:

Also known as “social distancing,” physical distancing is defined as a 6 foot distance between parties in the same physical space.

## III. Allowable Face Coverings:

- Face coverings may include homemade masks, scarfs, bandanas, a handkerchief, or face shield (at a minimum the nose and mouth).
- Cloth Face coverings should be of a tight weave as to not allow droplets to flow freely through the face covering.
- Face coverings must be worn over the nose and cover the mouth.

## IV. Use of Face Coverings:

Unless otherwise noted, face coverings must be worn in campus owned and/or operated facilities when in the presence of others and in public settings where other social distancing measures are difficult to maintain. Face coverings are still encouraged when practicing physical distancing.

When in common areas, face coverings must be worn at all times. This includes classrooms, lobbies, lounges, dining halls (except when eating), hallways, elevators, and common area bathrooms when in close proximity to others.

When outside, face coverings are recommended to be worn particularly when physical distancing is not possible and when around people who don't live in their household.

## V. Policy Exceptions:

Exceptions/waivers for both areas and individuals will be evaluated on a case by case basis. In areas identified below, face coverings will not be required:

- If an employee is in her/his office alone;
- Individuals working outdoors and maintaining proper physical distancing;
- When exercising outside or engaging in physical activity outside;
- When doing so poses a greater physical health, safety, or security risk;
- While operating outdoor equipment;
- While in a building or participating in an activity that requires security surveillance, screening, or identification, and
- When consuming food or drink.

## VI. Exemption or Accommodations Requests

Requests for accommodations or exemptions will be made on a case by case basis.

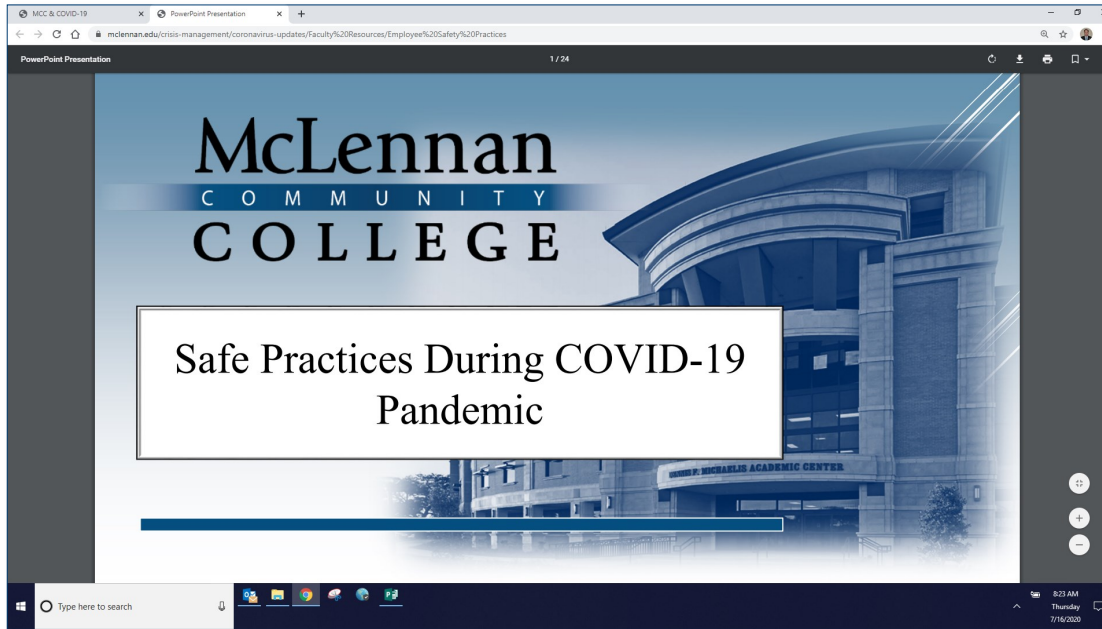
- Employees, contractors, and visitors who cannot wear a face covering for medical or other reasons should contact Human Resources for assistance. Documentation from a medical professional may be required to assist with determining whether reasonable accommodations can be provided, such as using a face shield in lieu of a face covering. ( Administration Building, room 101; 254-299-8514; [mkittner@mcclennan.edu](mailto:mkittner@mcclennan.edu))
- Students who cannot wear a face covering for medical or other reasons should contact Accommodations (Disability Services) for assistance. Documentation from a medical professional may be required to assist with determining whether reasonable accommodations can be provided, such as using a face shield in lieu of a face covering. (Student Services Center, room 319; 254-299-8122; [disabilities@mcclennan.edu](mailto:disabilities@mcclennan.edu))

## VII. In-Person Courses, Meetings and Activities:

The College may modify and communicate specific guidelines for Athletics practice and competition for registered student athletes, and for specifically identified courses and any other identified programs with permission of the appropriate Vice President and President.

An online training was developed for students and employees that focuses on important health protocols for returning to campus. The training provides general information about COVID-19, how to combat the spread, protocols being used by the college (cleaning, social distancing, and face covers), and videos to show the proper techniques for handwashing, use of hand sanitizer, and face coverings.

[Student Safety Practices](#) / [Employee Safety Practices](#)



# NON-FACULTY TELECOMMUTING POLICY

McLennan Community College developed several new policies to assist employees during the COVID-19 situation. In addition to using existing leave options, the following is available for employees.

Reference:	F-I-j	Effective Date:	05/04/2020
Subject:	Non-Faculty Employee Telecommuting Policy		
Source:	Finance & Administration		
Approval Authority:	President	Approval Date:	05/04/2020
History:			
Remarks:			

## PURPOSE

To allow eligible non-faculty employees with approval to work one or more days each work week at an alternate site.

## SCOPE

This policy applies to all exempt, salaried McLennan Community College non-faculty employees, and with prior approval only, may apply to non-exempt salaried and hourly non-faculty employees.

## POLICY

- A. Non-faculty employees in eligible, approved positions may telecommute for one day or more per week as determined by their supervisor. Whether a position is eligible for telecommuting is determined by the Vice President/President, in consultation with the Director of Human Resources. The decision is based on the feasibility of working offsite, the duties of the position and the needs of the department. Not all positions or non-faculty employees will be eligible for telecommuting. Non-faculty employees and supervisors must sign and abide to the terms and requirements of the Telecommuting Agreement. Telecommuting arrangements will be evaluated monthly by the supervisor. The terms of the Telecommuting Agreement may be modified or revoked at any time by the supervisor to meet business needs. Non-faculty employees who have received disciplinary action in the last ninety days or who are on a Performance Improvement Plan are not eligible for telecommuting. Non-faculty employees may not telecommute unless authorized by the appropriate Vice President/President and receives a written approval by the Director of Human Resources.
- B. Telecommuting is to be allowed judiciously as an exception to working on campus, is determined by business need on a case by case basis, and is not a non-faculty employee right.
- C. Non-faculty employees must comply with the established work schedule. Non-exempt non-faculty employees may not work off-the-clock, volunteer hours or work after hours. The



restriction for non-exempt non-faculty employees applies to all work performed for McLennan Community College to include checking or responding to emails. Overtime hours must be approved in advance and in accordance with established the Compensation for Overtime Work for Non-Exempt Personnel policy (F-II-a,1).

- D. Part-time non-faculty employees are not eligible for telecommuting.
- E. There will be no difference in compensation and benefits for a non-faculty employee that telecommutes versus works onsite.
- F. Telecommuters must submit leave i.e., sick, vacation or leave without pay, etc. in accordance with established policies when not working the established work hours.
- G. Telecommuters must agree to work a defined work schedule that is approved by the supervisor.
- H. Telecommuters must have reliable internet access at the alternate work location(s) and must agree to work at a location authorized by their supervisor. Should the work location change, prior approval from the supervisor is required via updating the Telecommuting Agreement.
- I. Telecommuters must promptly review and respond to emails, phone calls, and text messages (generally within one hour, or sooner depending on the exact job); complete assigned tasks and projects in accordance with supervisor expectations, be accountable; and available for regular check-ins with supervisor.

## PROCEDURES

- A. The non-faculty employee or supervisor must initiate a Telecommuting Agreement. This requires the supervisor to define the Telecommuter's:
  - a. work location
  - b. work schedule
  - c. duties that will be performed
  - d. work evaluation and monitoring process
  - e. communication methods and requirements
  - f. use of and need for College-owned materials and equipment
  - g. all requirements specific to the Telecommuter and their position.
- B. The Telecommuting Agreement must be approved by the non-faculty employee's chain of command up to the Vice President/President and sent to Human Resources prior to the non-faculty employee working remotely. Non-faculty employee must sign and agree to the expectations and requirements of the Telecommuting Agreement prior to working remotely.
- C. The hours the non-faculty employee works remotely will be considered regular work hours, no special code or distinction for the telecommuting hours on timesheets needed.

- D. Telecommuters must maintain a safe work environment and shall report work related injuries to their supervisors in accordance with established College Safety policies and procedures. If determined by McLennan Community College to be needed, Telecommuters must allow an authorized College representative to inspect the alternative worksite office.
- E. Under most circumstances, Telecommuters will be required to use their own equipment to work from home to include, phone, computer, printer, etc.

If equipment, records, and/or materials are provided by the College, those items shall remain College property and Telecommuters must agree to provide a secure location for College owned equipment and materials. Telecommuters must sign a promissory note for all College equipment and materials received and must allow reasonable access to College equipment and materials. Maintenance and repair of College equipment and materials must be approved by the supervisor and shall be done by or through the College Information Systems and Services department. Non-faculty employees must agree to return all equipment, records and materials immediately upon termination of the Telecommuting Agreement or separation of employment while telecommuting.

- F. McLennan Community College will not reimburse the Telecommuter for telecommuting expenses without prior written authorization from the Vice President/President. The College will not pay or reimburse Telecommuters for repair or maintenance of privately owned equipment, unauthorized repair or maintenance of College equipment, internet access, long-distance or local calls, utility costs associated with the alternative worksite, equipment and office supplies as these shall be obtained from the College, unauthorized travel expenses, or any other unauthorized expense associated with telecommuting. Telecommuters are encouraged to do everything electronically as printing costs will not be reimbursed by the College.
- G. Telecommuters that move and plan to continue telecommuting must obtain approval and guidance from the Vice President/President and Human Resources prior to relocating College equipment, records and materials.
- H. Violation of the terms of this policy may be subject to discipline up to and including termination of employment.
- I. Emergency Telecommuting procedures may be enacted at the discretion of the President of the College and may supersede the guidelines of this policy for a specific period of time.

# EMERGENCY SICK AND PERSONAL LEAVE

Reference:	F-1-D, 11	Effective Date:	7/6/2020
Subject:	Emergency Sick and Personal Leave – COVID-19		
Source:	President		
Approval Authority:	President	Approval Date:	7/6/2020
History:			
Remarks:			

As permitted by Policies F-I-d, 5 and F-I-d, 4, this policy details emergency leave options permitted during the COVID-19 pandemic.

- Emergency Sick Leave (Authorized by Policy F-I-d, 5)**  
Regular, full-time, benefits-eligible employees who have been diagnosed with COVID-19 by a medical professional will be placed on emergency sick leave for the duration of their isolation and until cleared to come back to work. Emergency sick leave does not impact the employee’s personal sick leave balance.
- Emergency Personal Leave (Authorized by Policy F-I-d, 4)**  
Regular, full-time, benefits-eligible employees who have been in contact with a confirmed COVID-19 case and have been instructed to self-isolate will be placed on emergency personal leave for the duration of their self-isolation period. Any employees who have been in contact with a possible COVID -19 case will be asked to self-isolate and will be placed on emergency personal leave until the case is either confirmed or denied. Emergency personal leave does not impact the employee’s personal leave or vacation leave balances.



## McLennan COMMUNITY COLLEGE

### RETURN TO CAMPUS PLAN As of March 31, 2021

#### I. Purpose:

The goal of this document is to lay out a process to return McLennan Community College to normal face-to-face operations on campus as soon and as safely as possible. This will be done in a phased approach based on the lifting of restrictions by the CDC, State of Texas, and local governments. We anticipate beginning this process on May 18th, but it may be later depending upon the local situation at the time.

#### II. Situation:

- The College is under federal, state, and local restrictions in response to the COVID-19 pandemic. These restrictions are subject to change based upon the current COVID-19 virus mitigation measures.
- Due to reoccurrence of the virus or the reimplementation of restrictions, we must be prepared to move back to a previous phase at any time, including moving back to completely online/remote operation.
- Adequate child care may not be available due to partial restrictions still in place.
- Some employees may not be able to return to campus due to health issues (themselves or those with whom they live).
- As governmental restrictions are lifted, the Leadership Team and the EOC core team will determine whether and at what pace to further move the College toward normal operations.

#### III. Assumptions:

- Restrictions will be lifted in phases, allowing the College to resume campus operations in a phased approach.
- The College's response will follow the state and local schedule or a more conservative schedule.
- All COVID-19 guidelines and restrictions, especially the **CDC guidelines for social distancing** and cleaning, will be followed in all phases.
- Each phase will last at least 21 days to allow the COVID-19 incubation period to pass.
- The College will not be closed on Fridays in the summer. Summer schedules (four 10-hour days) must ensure that delivery of services to students and employees are operational Monday – Friday, such as during the academic year.
- Summer hours will begin the week of May 18<sup>th</sup> and end the week of August 14th.
- Use of campus facilities by outside parties will not be permitted until Phase 3. (Revised; previously Phase 5)

#### IV. Triggers that may assist decision making in transitioning to a previous phase:

- Local or state orders related to an outbreak;
- College-based cases of COVID-19 for decontamination and contact tracing;
- Lack of, or inability to maintain supplies of, materials needed to perform necessary cleaning, hygiene, and PPE for sustained campus operation;
- Significant absenteeism of staff and students; **OR**
- Consultation/Recommendation from the Waco-McLennan County Public Health District and/or the Director of Emergency & Risk Management to the President of the College in response to a localized community transmission outbreak:
  - An upward trajectory of documented cases within a 14-day period **and** hospital capacities concerns **OR**
  - Upward trajectory of positive tests as a percent of total tests within a 14-day period (flat or increasing volume of tests) **and** hospital capacities concerns

#### V. Proposed timeline:

If all goes as planned and no major changes occur in the spread of the COVID 19 virus, we will follow the timeline below:

- March 16, 2020 – Begin Phase 1
- May 18, 2020 - Begin Phase 2
- June 8, 2020 - Begin Phase 3
- July 13, 2020 - Begin Phase 4
- August 3, 2020 – Standard campus operations resumes, with some modifications
- August 3, 2020 - Begin Phase 5
- Unknown - Begin Phase 6

#### VI. Procedures to Implement Phases 1 - 6:

The College will use the following phased approach in determining who and what services to open on campus. These will be subject to federal, state, and local guidelines. The College may have to move back and forth through these stages dependent upon the current situation at the time. The dates provided in Part V are target dates only and may change.

## PHASE 1

- Begins March 16, 2020
- The College remains open but only virtually; all instruction and services are online.
- All buildings are locked and accessible only to employees who need to access their offices or campus resources. All employees are encouraged to work from home but will notify Campus Police if they are on campus for safety reasons and to ensure appropriate cleaning can occur.
- No students are allowed on campus.

## PHASE 2

- Begins May 18, 2020
- Staffing:
  - Additional staff will return to support the limited courses offered on campus. The Leadership Team will determine the staffing levels required.
- Instruction:
  - Faculty can teach face to face skills segments as required for completion, using best practices (wearing face masks, social distancing, and good hygiene practices).
  - All decisions about which classes may be taught on campus must be approved by the Deans.
  - Some one-on-one or very small group in support of face-to-face CTE skills training will be held for credit courses, CE, AEL, RSVP, Corporate Training, etc. These may resume with physical/social distancing.
  - Child Development Center reopens.
  - Majority of Instruction remains online except for face to face CTE skills training. All faculty and courses will be prepared to move to an online format if necessary.
- Most campus buildings remain locked. (Exceptions are classroom locations for face to face completion).

## PHASE 3

- Begins June 8, 2020
- Staffing:
  - Remote support is the first option for services to employees.
  - Employees may return to campus to work subject to approval from the Vice Presidents (to control numbers on campus).
  - Employees who are unable to work effectively from home return to campus.
- Student support:
  - Remote support is the first option for services to students.
  - Additional, but limited, on-campus support to students is phased-in using scheduling to limit the number of people in an area at any given time. Limited tutoring services will be offered in Academic and Support and Tutoring (AST) in the Student Services Center – 1-Floor Room 105 (up to 15 students at a time) and the Learning Technology Center as needed to handle student demand overflow. Most tutoring will be offered online.
  - Limited in-person library and help desk support will be available in AST.
- Instruction:
  - Majority of Instruction remains online except for areas requiring face to face skills training, both for credit and non-credit. Face-to-face training may resume in all instructional programs in small groups following physical/social distancing with approval from the Vice President of Instruction. All faculty and courses will be prepared to move to an online format if necessary.
  - Fine arts programs resume classes based on social gathering guidelines. The PAC will open on a limited basis for rehearsals.

- Use of campus facilities by outside parties with a direct nexus to campus operations such as continuing education, fine arts, and athletics is permitted with Presidential approval. Use of campus facilities must be in accordance with procedures pre-approved by the Director of Emergency & Risk Management.
- Most campus buildings remain locked. (Exceptions are classroom locations for face to face completion).
- Common areas will remain closed as well as study rooms.

## PHASE 4

- Begins July 13, 2020
- Staffing:
  - Remote work may occur as part of each department's plan to meet the College's needs and to comply with County and State guidelines. Refer to [Non-Faculty Employee Telecommuting Policy \(F-I-j\)](#) in Section VII.
  - Additional staff return to support increased delivery of services on campus.
  - The Leadership Team will determine required staffing levels.
  - Flexibility of scheduling may be important to maintain social distancing guidelines.
- Student support:
  - Remote support continues while adding on-campus support.
  - Additional, but limited, on campus support to students phased-in using scheduling to limit the number of people in an area at any given time.
  - Enrollment Services Center reopens to meet student demand while maintaining social distancing and safety.
  - LTC reopens to meet student demand while maintaining social distancing and safety.
  - Bookstore reopens to meet student needs for textbooks and other instructional materials.
- Instruction:
  - Majority of Instruction remains online except for areas requiring face to face skills training, both for credit and non-credit. Face-to-face training may resume in all instructional programs in small groups following physical/social distancing with approval from the Vice President of Instruction. All faculty and courses will be prepared to move to an online format if necessary.
  - Limited tutoring services will be offered in Academic and Support and Tutoring (AST) in the Student Services Center – 1<sup>st</sup> Floor Room 105 and the Learning Technology Center. Tutoring will be offered both face to face and online.
  - University Center will be open for limited student advising. Majority of advising will remain online.
  - Workforce and Health Profession offices will be open for limited student advising. Majority of advising will remain online.
- Common areas will remain closed as well as study rooms and buildings where classes are not being held (except as noted above).

*NOTE: Regardless of whether Phase 5 instruction begins, standard campus operations with some modifications will resume on August 3, 2020.*

## PHASE 5

- Begins August 3, 2020
- Staffing:
  - Standard campus operations resume with some modifications.
  - Flexibility of scheduling may be important to maintain social distancing guidelines on a 40-hour week schedule. In some areas where physical distancing is possible, flexible schedule may not be needed.
  - Those who cannot or do not wish to return should seek permission to Telecommute or may request to use accrued vacation or sick leave. See Section VII and [Policy F-I-d, 12 Return to Work on Campus](#).
  - Services are offered on campus with social distancing guidelines and remote services still available.
- Student support:
  - Face to face student support expands. All services are available on campus with social distancing guidelines.
  - Students (including meetings by cohort groups) are welcomed back in a reduced capacity in adherence with College, County, and State guidelines.
  - Athletes return and move into housing.
- Instruction:
  - Instruction will be offered in blended or online formats, with the exception of those skill classes that require face to face.
  - All faculty and courses will be prepared to move to a fully online format if necessary.
  - Program offices are open for advising and student support.
- Campus facilities are open.

*NOTE: Use of campus facilities by outside parties is permitted beginning on June 1, 2021. Use of campus facilities must be in accordance with existing policies and procedures. Use of campus facilities by outside parties is based on current COVID-19 conditions and events may be cancelled or modified if conditions change.*

## PHASE 6

- Begin date unknown
- Normal staffing and scheduling patterns for faculty and staff
  - Non-Faculty Employee Telecommuting is still available. Refer to [Non-Faculty Employee Telecommuting Policy \(F-I-j\)](#) in Section VII.
- Student support available both face to face on campus and online
- All modes of instruction are available with minimal or no restrictions on face to face courses



## VII. Policies and Leave available to Employees:

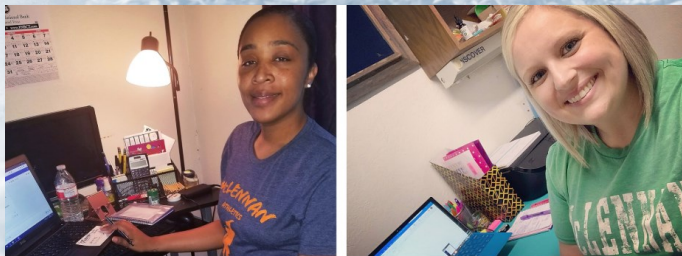
- Non-Faculty Employee Telecommuting (Policy F-I-j)  
Purpose of this policy is to allow eligible employees to work from an alternative site with approval. Telecommuting arrangements for approved employees will be evaluated on a monthly basis.
- Emergency Sick Leave (Policy F-I-D, 11)  
Regular, full-time, benefits-eligible employees who have been diagnosed with COVID-19 by a medical professional will be placed on emergency sick leave for the duration of their isolation and until cleared to come back to work. Emergency sick leave does not impact the employee's personal sick leave balance.
- Emergency Personal Leave (Policy F-I-D, 11)  
Regular, full-time, benefits-eligible employees who have been in contact with a confirmed COVID-19 case and have been instructed to self-isolate will be placed on emergency personal leave for the duration of their self-isolation period. Any employees who have been in contact with a possible COVID -19 case will be asked to self-isolate and will be placed on emergency personal leave until the case is either confirmed or denied. Emergency personal leave does not impact the employee's personal leave or vacation leave balances.
- Existing Leave Options  
Employees have the ability to seek approval from their supervisor to use earned leave to be absent from work based on existing College policies.





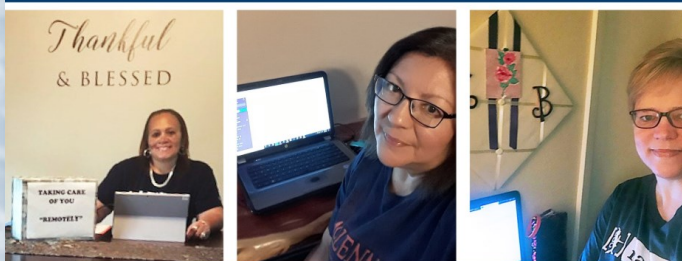
## McLennan Advising

We are here for you.



## Financial Aid

We are here for you.



## McLennan

C O M M U N I T Y

## COLLEGE

### Guidance for on campus COVID-19 operations

Revised 3-31-2021

*This guidance is subject to change as new and updated information comes out from the Center for Disease Control (CDC) and the Department of State Health Service for the State of Texas (DSHS)*

*For COVID related question that involve MCC please email [covid19@mcclennan.edu](mailto:covid19@mcclennan.edu)*

This guidance has been developed to assist MCC and their partners with the goal of aiding in the prevention and transmission of COVID-19 among students and employees. It also aims to help MCC and its partners react quickly should a case be identified on the MCC campus. Frank Patterson, Director of Emergency & Risk Management has been designated by the President to serve as the liaison responsible for communicating and coordinating with the local health department, emergency services, and health care providers. This Guidance is organized into two categories:

Measures to prevent the spread of COVID-19 to include strategies to provide on campus course instruction

Measures to take when there is confirmed case or an individual has had contact with a confirmed case of COVID-19 on campus.

The following guidance has been created to support the CDC guidance or US Institutions of Higher Education. <https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-ihe-response.html>, <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html>

#### Definitions:

**Direct physical contact:** People are classified as *direct physical contact* who have had physical contact with someone who is infected with COVID-19. They are to quarantine for the 10 days from the last date of exposure to the confirmed case regardless if they get tested and test negative. They still must stay in quarantine for the 10 days. People who have been in direct physical contact and have been fully vaccinated against COVID-19 are not required to quarantine if they are not showing symptoms.

**Direct/close contact:** People are classified as *direct/close contact* who may not have had physical contact at all but were close to the person who is infectious. They were within 6 feet of the person for at least 15 minutes or more. They are to quarantine for the 10 days from the last date of exposure to the confirmed case regardless if they get tested and test negative. They still must stay in quarantine for the 10 days. People who have been in direct/close physical contact and have been fully vaccinated against COVID-19 are not required to quarantine if they are not showing symptoms.

**Proximate contacts:** People are classified as *proximate contacts* who have been in the same room for an extended period, maybe an hour or more, with the infectious person but were more than 6 feet away. Typically, these people are at very low risk and are not required to self-quarantine but would be asked to self-observe for 10 days from the last time they were in the proximate area of the positive case.

**Quarantine:** *Quarantine* is restricting the movement and contact of healthy people who have been exposed to other people. Contacts are quarantined because they have been exposed, and they could become infectious. Contacts should be quarantined for 10 days since the last contact they had with the infectious person.

**Isolation:** Isolation means keeping sick people separate from others, from healthy people, or any other person. This can be done in the home if the person can keep from having contact with other people within the home.

## Category I: Measures to Prevent the Spread of COVID-19. (Mitigation)

### A. Emergency Operations Plans (EOPs) will be reviewed and updated.

- Departments will review and update plans, including continuity plans for teaching and learning if students are excluded from campus.

### B. A clean environment will be maintained.

- Custodial staff will routinely clean frequently touched surfaces (e.g., doorknobs, light switches, countertops) with approved EPA cleaners. They will use all cleaning products according to the directions on the label.
  - Each evening, every classroom, along with all frequently touched areas, will be wiped down.
  - Bathrooms will be cleaned periodically throughout the day and sanitized nightly.
- Students and employees will be provided disposable wipes so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down by students and employee before each use.
- Faculty and students will clean classrooms desk tops and high touch areas at the beginning of each class.
- Faculty will be responsible for the cleaning of sensitive equipment and overseeing the cleaning of all work surfaces in their classroom.
- Facilities will provide alcohol-based hand sanitizers to supplement hand washing.
  - The Physical Plant will ensure hand sanitizer stations are full and operational.
  - The Physical Plant will place hand sanitizer stands throughout campus.
- Facilities will ensure soap dispensers in bathrooms are full and operational.
- Trash cans will be placed near bathroom doors
- Self-serve utensils and self-serve food items will be eliminated from the cafeteria.
- All students and employees are encouraged to take everyday preventive actions.
- Face coverings are required on campus with few exceptions (see Policy XXXX).
- In an effort to minimize the recirculation of air in a building all HVAC units will run on as much outside as possible. All of the campus HVAC systems have been upgraded since 2007 and in all cases we meets or exceed ASHRAE standard for indoor air quality.

## C. Staffing

- Offices should be open Monday through Friday, with weekends if needed (e.g. the library).
- Flexibility of scheduling may be important to maintain social distancing guidelines on a 40-hour week schedule. Supervisors are encouraged to flex start times so that all employees are not entering and leaving at the same time.
- In some areas where physical distancing is possible, a flexible schedule may not be needed.
- If shifts or modified work schedules are used supervisors should divide their staff so they are not in the office at the same time and do not mix.
- There are several ways to arranging shifts or modified work schedules, shifts for example may be alternating days or alternating weeks.

### Example:

- Shift A works on campus Monday-Wednesday-Friday and Shift B Tuesday-Thursday, switching days the following week.
- Shift A works on campus one week, and Shift B the next week, working from home when not on campus.
- In departments where employees do much of their work independently of others a day and night shift may be appropriate.
- If supervisors or employees want to switch shifts, they must not start on the new shift until 5 calendar days have passed and must work from home during that time.
- Those who cannot or do not wish to return should seek permission to [Telecommute](#) or may request to use accrued vacation or sick leave. [Policy F-I-d, 12 Return to Work on Campus](#)

## D. Physical distancing will be the norm and should be observed at all times.

- Employees and students must stay home when sick. They should remain at home until no fever for at least 24 hours (that is, one full day of no fever without the use medicine that reduces fevers)

AND when other symptoms have improved (for example, when a cough or shortness of breath has improved). Employees and students should seek immediate medical care if symptoms become more severe, e.g., high fever or difficulty breathing.

- “Respiratory etiquette” must be observed. Coughs and sneezes must be contained with a tissue or sleeve. Face coverings are important and necessary.
- Hands must be washed frequently.
- Physical distancing is encouraged in common areas as well as in the educational setting.
  - Individuals should maintain at least 6 feet separation from other individuals.

## E. Intervention actions will be implemented to reduce virus spread.

- Students and employees who present with fever and/or respiratory infection symptoms must be sent home immediately.
- Faculty and supervisors will track concerning clusters of respiratory disease or spikes in absenteeism for employees and students.

- No student, faculty, staff, or campus visitor with known close contact to a person who is lab-confirmed to have COVID-19 must not return to the reopened campus operation until the end of the 10-day self-quarantine period from the last date of exposure. (Public Health Recommendations for Community-Related Exposure) People who have been in direct/close contact with someone who is a lab-confirmed COVID-19 are not required to quarantine if they have been fully vaccinated against the disease and show no symptoms.
- If a student were to become ill with fever and/or respiratory infection symptoms they will be sent home immediately. Notification to Campus Police and the Director of Emergency Management should be made. If the student has to be picked up or wait for the bus, and did not have their own form of transportation the student would be isolated in the nearest study room in the building they are in. If the study room is locked Campus police will unlock the room and wait outside in the general area until their ride arrives. If the student could not obtain a ride an ambulance would be called on their behalf to transport them to the hospital.
- If an employee were to become ill and could not drive themselves to the doctor an ambulance would be called for them. They would be asked to isolate in their work area away from any other employees.
  - If the student lives in athletic housing, the individual will be isolated in consultation with the Director of Athletics, the Emergency Risk Manager Coordinator, and the local public health department.
    - **If cases of COVID-19 have been identified among residents of athletic housing, the Director of Athletics and the Emergency Risk Manager, and the local public health officials to take additional precautions.** Individuals with COVID-19 may need to be moved to temporary housing locations. (The temporary housing would be in one of the two houses owned by the college. Both house will remain vacant and available for this use until further notice.) These individuals will need to self-isolate and monitor for worsening symptoms according to the guidance of local health officials. Close contacts of the individuals with COVID-19 may also need temporary housing so that they can self-quarantine and monitor for symptoms.

## F. Classroom management protocols have been established.

- Class sizes have been reduced by providing greater spacing between students (minimum of 6 feet).
  - Every classroom was recalculated using a formula that allowed the first 10 feet of the classroom for the faculty member and 6 foot between each student in class.
- In small groups where no other mitigation strategies are possible, temperatures should be taken twice a day or every six hours.
  - Temperatures should be taken upon arrival to class. If it is 100.0 or greater, or if at any point of the day their temperature is 100.0, the individual will be instructed to leave campus.
  - Individuals should remain at home until they have had no fever for at least 24 hours (that is three full days of no fever without the use medicine that reduces fevers), AND other symptoms have improved (for example, when a cough or shortness of

breath has improved). Immediate medical care should be sought if symptoms become more severe, e.g., high fever or difficulty breathing.

- AND at least 10 days have passed since symptoms first appeared.
- In the case of a student, faculty, staff, or campus visitor who has symptoms that could be COVID-19 who has not been evaluated by a medical professional or tested for COVID-19, the individual should be assumed to have COVID-19, and the individual may not return to the reopened campus operation until the individual has completed the same three-step criteria listed above; or
- If the student, faculty, staff, or campus visitor has symptoms that could be COVID-19 and wants to return to a reopened campus operation before completing the above self-isolation period, the individual must obtain a medical professional's note clearing the individual for return based on an alternative diagnosis.

**G. A communications plan has been implemented for the campus community to provide timely and accurate information.**

**Note:** Once face-to-face classes begin across campus, the taking of temperatures will not be practical; however, the taking of temperatures may still be necessary in certain situations.

**H. Daily health self-assessment for employees is required.**

- All MCC employees will assess themselves daily to determine their ability to report to work. Due to the severity and highly infectious nature of COVID-19, employees should adhere strictly to the outcomes of this assessment. This self-assessment tool is not meant to take the place of consultation with a health care provider or to diagnose or treat conditions. If employees are in an emergency medical situation, they should call 9-1-1 or their local emergency number. This assessment is based on guidance provided by the Centers for Disease Control and Prevention (CDC) and the Department of State Health Services.
- The daily assessment form may be found:  
<https://www.mclennan.edu/crisis-management/coronavirus-updates/Faculty%20Resources/Self-Assessment%20Form>
- If a student or employee exhibits any of the below symptoms or has come in contact with a known or suspected COVID-19 case, the employee is required to report that in the web portal.  
[https://mclennan.co1.qualtrics.com/jfe/form/SV\\_9FiKfG5D85livQN](https://mclennan.co1.qualtrics.com/jfe/form/SV_9FiKfG5D85livQN)

**Category II: Measures to Be Taken When There Is a Confirmed Case or When an Individual Has Had Contact with a Confirmed Case of COVID-19 on Campus**

**A. Measures to be taken if a student or employee has *direct contact* with a person confirmed of having COVID-19.** An individual with direct contact of a confirmed case will be notified by the public health district. Even though the public health district determines that there was no direct contact, the College may request that the employee not return to campus for 10 days and that the employee self-observes. People who have been in direct contact with a person confirmed of having COVID-19 are not required to quarantine if they have been fully vaccinated against the disease and show no symptoms.

- Gather names of those that the individual may have come in contact with to provide to the public health district if needed.

**B. Measures to be taken if student or employee tests positive for COVID-19 and exposed others on campus.** The following should be implemented:

- Even though the College is providing enhanced cleaning, once spaces are identified where the person visited, the College will target that area for additional cleaning, following the recommended CDC guidelines. <https://www.cdc.gov/coronavirus/2019-ncov/community/disinfecting-building-facility.html>
- The employee or student will identify any person with whom the individual came in contact and will assist the public health district with contact tracing.
  - The individual may be requested to assist with contact tracing to include checking with those who have been asked to self-monitor. This would be done in conjunction with the public health district.
- If the affected area is an area that is not cleaned daily, the College may close off the area used by the individual temporarily. If practical, the area should be closed for at least 24 hours before cleaning.
  - Cleaning staff will clean and disinfect all areas (e.g., offices, bathrooms, and common areas) used by the COVID-19 patient, focusing especially on frequently touched surfaces.
- If the student lives in athletic housing, the individual will be isolated in consultation with the Director of Athletics, the Director of Emergency & Risk Management, and the local public health department.
  - **If cases of COVID-19 have been identified among residents of athletic housing, the Director of Athletics and the Director of Emergency & Risk Management, and the local public health officials to take additional precautions.** Individuals with COVID-19 may need to be moved to temporary housing locations. These individuals will need to self-isolate and monitor for worsening symptoms according to the guidance of local health officials. Close contacts of the individuals with COVID-19 may also need temporary housing so that they can self-quarantine and monitor for symptoms.
- Communication plans for campus closure will be reviewed to include outreach to students and employees as this becomes necessary.
- The College will continue to provide guidance to students and employees, reminding them of the importance of community social distancing measures, including discouraging students or employees from gathering.

**C. Response protocol for Campus COVID-19 exposure**

The guidance in this checklist has been developed to provide direction, command, and control during reports of potential COVID-19 exposures in campus facilities. This guidance is designed to bridge together critical campus partners for essential notifications about the situation, health/safety recommendations, disinfection procedures, mitigating community spread on campus, securing facilities if needed, and follow-up notifications as appropriate.

**Notification:**

- MCC has established a self-reporting portal for students and employees. However, notification may also come directly from a supervisor (verified by lab result) or the public health district.



- All information should be entered into the self-reporting portal for tracking purposes.
- Self-reporting portal: information submitted through the self-reporting portal for employees is sent to the HR Director and the Director of Emergency & Risk Management.
    - HR Director will contact the employee. HR staff serves as the contact for the college for Human Resource matters. This includes providing any needed information to and from the employee.
    - HR Director and Director of Emergency & Risk Management will coordinate with one another in the response and return of an employee back to campus.
  - Self-reporting portal: information submitted through the self-reporting portal for students is sent to Sr. Executive Secretary, Student Success and Director of Emergency & Risk Management .
    - Sr. Executive Secretary will contact the student. Student Success staff will provide resources to students as needed and provide information to and from the student.
    - Student Success staff and Director of Emergency & Risk Management will coordinate with one another in the response and return of a student back to campus.
  - Director of Emergency & Risk Management, serves as the *COVID-19 point of contact* to the local public health district and will coordinate efforts between the College and the local public health authority.
  - Personnel to be notified:
    - Leadership Team (All notification of positive or contact with a positive case)
    - Director, Public Safety/Chief of Police (When an area must be secured for cleaning purposes)
    - Director, Physical Plant (When an area must be secured and cleaned)
    - Director, Marketing and Communications (Will receive the same notifications as the leadership team)
    - Other parties based on the facility/location

## Employee Options:

- Employees must self-report using the online form through Human Resources first before any action can be taken. The form is located at
- Emergency Sick Leave (Policy F-I-D, 11)  
Regular, full-time, benefit -eligible employees who have been diagnosed with COVID-19 by a medical professional will be placed on emergency sick leave for the duration of their isolation and until cleared to come back to work. Emergency sick leave does not impact the employee's personal sick leave balance.
- Emergency Personal Leave (Policy F-I-D,11)  
Regular, full-time, benefit -eligible employees who have been in contact with a confirmed COVID-19 case and have been instructed to self-isolate will be placed on emergency personal leave for the duration of their self-isolation period. Any employees who have been in contact with a possible COVID -19 case will be asked to self-isolate and will be placed on emergency personal leave until the case is either confirmed or denied. Emergency personal leave does not impact the employee's personal leave or vacation leave balances.
- Existing Leave Options: Employees have the ability to seek approval from their supervisor to use earned leave to be absent from work based on existing College policies.

**Recommended Steps:**

Potential Exposure	Confirmed Exposure/Case
Notifications made to parties above.	Notifications made to parties above.
Next steps are determined. This may include additional disinfection procedures, contacting persons who may have been exposed, and other health recommendations.	The local public health district will be contacted by the Director of Emergency and Risk Management on next steps, which includes additional disinfection procedures, contacting persons who may have been exposed, and other health recommendations.
If additional disinfection is recommended while health investigation continues, the procedures in the next section apply.	Disinfection procedures will occur as noted in the section below based on the health investigation.
Follow-up notifications are provided, as necessary.	Notification to campus for a confirmed exposure is required by the Clery Act, and that information would be posted to the web site as an emergency notification.
The timeframe to reopen facility will be determined, if disinfection or temporary closure occurred. If exposure is confirmed, procedures are followed in confirmed exposure/case and further notification made to the affected group.	If needed the location/office/building is secured. Considerations will be made for adjacent facilities if necessary to mitigate spread and risk.
	If a positive case is confirmed in athletic housing, mitigation steps will be determined to further confine community spread on campus. (The first option is to send the student home to the student's permanent resident)
	Follow-up notifications are provided as necessary.

**\*Positive cases:** Physicians may not release cases. Positive cases are to remain in isolation until released by the health district as determined through the College's active monitoring process. The health district does not give a "release date" for positive cases. It depends on their symptom recovery or if the individual test negative twice (24 hours apart).

## D. Contact tracing:

The local public health district will manage all contact tracing. Once a positive case has been identified, the public health district will coordinate the notification of all physical or close contacts. Those individuals will be asked to self-quarantine; all other contacts that may have been in the area but do not meet the definition of physical or close contact will not be required to self-quarantine but will be required to self-observe.

- The local public health district case investigators will ask the positive patient the following questions:
  - “Starting 48 hours before symptom onset to today’s date, let’s walk through each day and what activities you did on that day. They will ask leading questions like “and where did you go after that? Did you see anyone, did someone come visit you? Did you stop at any stores? Groceries, gas?” They will go through each date and list places they visited, activities they did with time and location, and any close contacts that they came in contact with.

## E. Disinfection Procedures:

**The College’s enhanced cleaning efforts in classrooms and common areas will minimize the need to close down a room or area. The cleaning efforts include**

- Having students wipe down the area in which they are occupying before class
- Having faculty wipe down the area they are working along with the door facings and handles before each class
- Having instructors in labs clean the lab equipment after last known use.
- Having Physical Plant clean bathrooms and common areas frequently and sanitize all common areas nightly
- Having Physical Plant ensure campus/classrooms are sanitized using EPA grade sanitizers after last known use of the classroom/equipment respecting labeled instructions

**In the event the College needs to close areas for cleaning, the following guidelines will be followed. Areas such as individual offices that do not get cleaned daily may be closed for a minimum of 24 hours before cleaning is advised.**

Based on the recommendations from the Director of Emergency & Risk Management and local public health district to meet the needs of the situation, the following disinfection procedures will be enacted:

- Determining the disinfection options:
  - Standard wipe down
  - Ph7Q cleaner and disinfectant
  - Clorox, Chlorinated tablets and Micorban sanitizing spray and wipes
- Implementing procedures to disinfect the affected facility:
  - Assembling a disinfection team
  - Wearing appropriate personal protective equipment to begin disinfection

- Disinfecting all common surfaces

NOTE: If access is needed to sensitive area, access should be requested through the police department

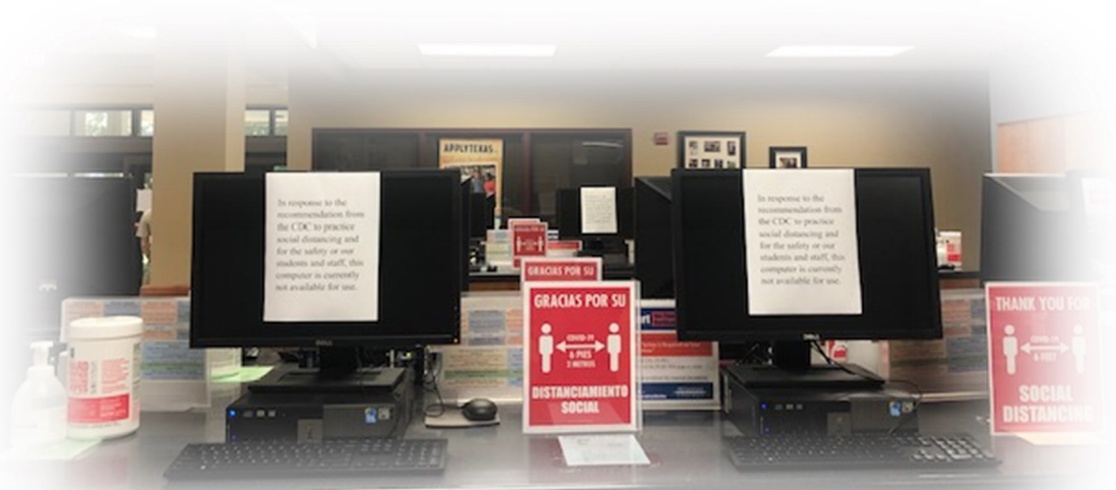
- Assessing additional areas for disinfection.
- Providing updates to leadership team and other appropriate people when processes are complete.
- Conducting final walk-through of facility after disinfection processes, then determining a reopen timeframe; communicating out any decision.

## F. Follow-up Procedures:

Once disinfection procedures have been completed, facilities will provide an update to the Director of Emergency & Risk Management. Additional measures may include:

- Public notices about exposure
- Campus notifications, as appropriate (Clery requirement for positive cases)
- Building closures for ongoing disinfection/reopening procedures

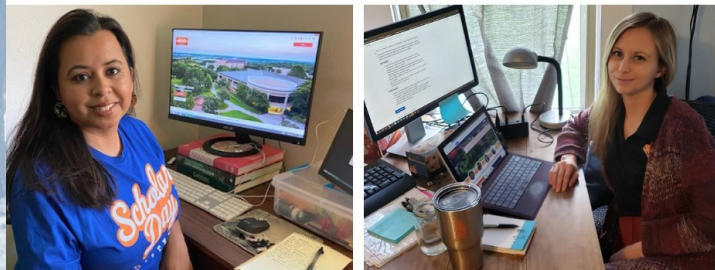
*This document is intended to be flexible and provide guidance that may be applied to a variety of scenarios.*





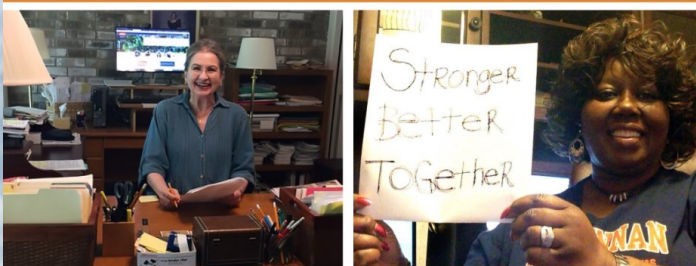
## Completion Center

We are here for you.



## The Library Staff

We are here for you.



July 6, 2020

## McLennan Community College: Safety Protocols for Instruction, Fall 2020

The following protocols are in support of instruction to guide us as we open the college for face-to-face instruction. Our goal is to establish guidelines and procedures faculty can follow in offering blended sections that combine online and face-to-face (F2F) pedagogical elements in a safe, yet functional environment. These protocols are based on and subject to safety guidance from federal, state, and local sources:

Federal, Center for Disease Control –

<https://www.cdc.gov/coronavirus/2019-ncov/community/guidance-ihe-response.html>

<https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/index.html>

State

Governor's Official Site: <https://gov.texas.gov/coronavirus>

Texas Department of State Health Services: <https://www.dshs.texas.gov/coronavirus/>

Texas Higher Education Coordinating Board: <http://www.theccb.state.tx.us/misc/coronavirus-update-for-higher-education/>

Local- Waco-McLennan County Public Health District safety - <http://Covidwaco.com>.

**Rationale:** These protocols focus on two main goals: student success and the safety of all employees and students. As a community college, we serve a diverse group of students with varied skills and needs. We recognize the importance of an on-campus experience for students, faculty, and staff. We also desire to provide a safe, welcoming environment to promote student learning. Not all our students are ready to take, nor do they desire, a fully online course schedule. This is due in part to their not having access to technology, internet connectivity, and the computer skills to successfully navigate a fully online course. Moreover, many lack the confidence to attempt online courses, so this may deter them from completing their educational goals. As a college that values student success, we have set up these protocols to allow us time to meet the students where they are and to work with them in a blended class format to help them develop their skills and confidence in those formats. With the uncertainty of when we will have overcome and stopped the spread of the COVID 19, it is important that we have protocols that will allow us to navigate between F2F and online formats and that will provide us with the necessary tools and skills to move back and forth when needed.



This document reflects a desire to support all types of learning experiences for our students, including a vibrant on-campus, in-person synchronous learning experience, while promoting safe use of the tremendous on campus resources available to students and faculty. The following task force, consisting of faculty and staff from a cross-section of the campus, developed these protocols:

- Arts & Sciences - Leigh Ann Long, Anna Iushchenko, Mandy Morrison, Gail Illich, Theresa Sparks and Allison Ward-Moore
- Health Professions - David Choate, Heather Davis
- Continuing Education/Corporate Training - Kristi Pereira
- Ranch - Aimee Edwards
- ESEC - Justin Lawson
- Adult Education and Learning - Michelle Teig
- Workforce - Diane Boles, Jeremy McCormick
- Faculty Council: Brad Turner, Becky Parker
- Supporting members:
  - a. Center for Teaching and Learning – Staci Taylor, Ken Walker, Kayla Willis, and Mikken Canham
  - b. University Center - Annette Scott
  - c. Dual Credit – Londa Carriveau
  - d. Emergency Operations – Frank Patterson

## Safety Protocols

### 1. Faculty Employment Protocols –

- i. Faculty are expected to follow all applicable Safety and Health Guidelines - <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> Safe practices: <https://www.mclennan.edu/crisis-management/coronavirus-updates/Faculty%20Resources/Employee%20Safety%20Practices>
  - ii. All employees should do a self-assessment of their health before coming to the campus each day - <https://www.mclennan.edu/crisis-management/coronavirus-updates/Faculty%20Resources/Self-Assessment%20Form>
  - iii. Employees must self-report using the online form through Human Resources before any action can be taken relative to time off or employee leave. The form is located at [https://mclennan.col.qualtrics.com/jfe/form/SV\\_9FiKfG5D85livQN](https://mclennan.col.qualtrics.com/jfe/form/SV_9FiKfG5D85livQN)
  - iv. Face covering: MCC Policy E-XXXI requires all students and employees to wear face coverings while in campus buildings. <https://www.mclennan.edu/employees/policy-manual/docs/E-XXXI.pdf>
- a. The Physical Plant will provide faculty with hand sanitizer/disinfectant spray and/or wipes, and all employees are required to disinfect their work areas.
  - b. Faculty will be required to limit face-to-face events and meetings that require close contact and replace those with virtual meetings and/or telephone calls.
  - c. Faculty will refrain from all non-essential instructional travel.
  - d. Policies and leave considerations ( <https://www.mclennan.edu/crisis-management/coronavirus-updates/Faculty%20Resources/policies-leave.html> ):
    - v. Employees must self-report using the online form through Human Resources first before any action can be taken relative to time off or employee leave. The form is located at [https://mclennan.col.qualtrics.com/jfe/form/SV\\_9FiKfG5D85livQN](https://mclennan.col.qualtrics.com/jfe/form/SV_9FiKfG5D85livQN)

- v. Emergency Sick Leave: Any employees diagnosed with COVID-19 by a medical professional will be placed on emergency sick leave for the duration of their isolation and until cleared to come back to work. Emergency sick leave does not impact the employee's personal sick leave balance.
- vi. Emergency Personal Leave: Any employees who have been in contact with a confirmed COVID-19 case and have been instructed to self-isolate will be placed on emergency personal leave for the duration of their self-isolation period. Any employee who has been in contact with a possible COVID-19 case will be asked to self-isolate and will be placed on emergency personal leave until the case is either confirmed or disconfirmed. Emergency personal leave does not impact the employee's personal leave or vacation leave balances.
- viii. Existing Leave Options: Employees have the ability to seek approval from their supervisor to use earned leave to be absent from work based on existing College policies.

## 2. Student Protocols

- a. Students are expected to follow all applicable Safety and Health Guidelines - <https://www.mclennan.edu/crisis-management/coronavirus-updates/index.html> –
  - i. Safe practices: <https://www.mclennan.edu/crisis-management/coronavirus-updates/student-resources/Student%20Safety%20Practices>
  - ii. All students should do a self-assessment of their health before coming to the campus each day - <https://www.mclennan.edu/crisis-management/coronavirus-updates/student-resources/Student%20Self-Assessment%20Form>
  - iii. Face covering: MCC Policy E-XXXI requires all students and employees to wear face coverings while in campus buildings. <https://www.mclennan.edu/employees/policy-manual/docs/E-XXXXI.pdf>
- b. The College will provide students with hand sanitizer/disinfectant spray and/or wipes and required to disinfect their work areas frequently before and after each use.

## 3. Classroom Protocols:

- a. Physical Distancing
  - i. Where possible, there will be a single point of entrance and separate point of exit for egress. Where this is impossible, an entry and exit protocol along with directional flow will be establish that complies with the 6-foot physical distancing.
  - ii. Seating will conform to physical distancing rules of 6 feet separation. This may vary by room size and configuration. If a program needs to use an alternate configuration, the program must first get approval from their respective Dean.
  - iii. Faculty will be responsible for demonstrating positive physical distancing and complying with the proximity standards
  - iv. Physical distancing coaching will be part of routine class or lab activities. Faculty should use the MCC-produced video discussing physical distancing, face coverings, building/room entry and exit, self-screening, and reporting on the first day of instruction. Faculty will politely remind students who inadvertently breach the proximity parameters of the physical distancing protocols by their faculty while in class.



- i. Faculty will ask students who repeatedly or intentionally breach the proximity standards or other safety protocols to include use of face covering to leave or refrain from entering the class. If the student(s) refuses, faculty or staff should then call the MCC Police Department. Subsequently, faculty should refer the student to Kelli Nehring, Compliance Specialist regarding violation of policy. See Section 3.b.i. as an alternative to face-to-face classes. ([knehring@mclennan.edu](mailto:knehring@mclennan.edu) or ext. 8520).
- b. Classroom Safety
  - i. Students will be required to wear a face covering at all times. If a student forgets or does not have access to a mask, the faculty may give them the option to attend the class remotely (i.e., via Zoom) and may provide them with a timeline to make up whatever hands on portion they miss. In general, faculty should provide multiple options to students for academic work whenever possible.
  - ii. Faculty and students will disinfect their work surfaces and computers (monitor, keyboard, mouse and peripherals) before and after each class session. The College will provide cleaning materials in each classroom.
  - iii. Faculty will be required to wear a face covering in the classroom, either a mask and/or a face shield (the College will provide the face shields). A face shield is a clear plastic barrier that covers the face. For optimal protection, the shield should extend below the chin anteriorly, to the ears laterally, and there should be no exposed gap between the forehead and the shield's headpiece (<https://jamanetwork.com/journals/jama/fullarticle/2765525>). If faculty must enter beyond the six-foot physical distancing perimeter to assist or instruct a student, they should wear proper face covering in addition to the shield.
  - iv. All classrooms will undergo a "deep" cleaning every evening following guidelines specified by the CDC. Physical plant custodial crew will handle this cleaning.
- c. Departments/programs are empowered to move chairs, use painters' tape, etc. to prepare rooms for usage following College's safety protocols.



#### 4. Lab Protocols including computer labs

- a. Physical Distancing
  - i. Where possible, there will be a single point of entrance and separate point of exit for egress. Where this is impossible, an entry and exit protocol along with directional flow will be established that complies with the 6-foot physical distancing.
  - ii. Seating will conform to physical distancing rules of 6 feet separation. This may vary by room size and configuration. If a program needs to use an alternate configuration, they must first get approval from their respective Dean.
  - iii. Faculty will be responsible for demonstrating positive physical distancing and comply with the proximity standards
  - iv. Physical distancing coaching will be part of routine class or lab activities - consider one MCC produced video discussing things like physical distancing, face coverings,

- i. building/room entry and exit, self-screening and reporting. Faculty would share this video on the first class day. That way faculty have an idea what to “say” and students hear the same message.
  - ii. Students who inadvertently breach the proximity parameters will be reminded of the physical distancing protocols
  - iii. Faculty will ask students who repeatedly or intentionally breach the proximity standards or other safety protocols to include use of face covering to leave or refrain from entering the class. If the student(s) refuses, faculty or staff should then call the MCC Police Department. Subsequently, faculty should refer the student to Kelli Nehring, Compliance Specialist regarding violation of policy. See Section 3.b.i. as an alternative to face-to-face classes. ([knehring@mclennan.edu](mailto:knehring@mclennan.edu) or ext. 8520).
- b. Departments/programs are empowered to move chairs, use painters’ tape, etc. to prepare rooms for usage following College’s safety protocols.
- c. Lab Safety
- i. Students are required to wear a face covering at all times. Gloves and other Personal Protective Clothing may be required, depending on the nature of the lab work.
  - ii. Faculty and students will disinfect their work surfaces and computers (monitor, keyboard, mouse and peripherals) before and after each class session. Their work area, lab equipment, and any additional tools will be sanitized prior to and after each use.
  - iii. Faculty and students will use disposable gloves when handling tools and equipment that are not easily sanitized. They will discard the disposable gloves after use, and they are not to be worn for the remainder of lab activities.
  - iv. Faculty will be required to wear a face covering in the classroom, either a mask and/or a face shield (the College will provide the face shields). A face shield is a clear plastic barrier that covers the face. For optimal protection, the shield should extend below the chin anteriorly, to the ears laterally, and there should be no exposed gap between the forehead and the shield’s headpiece (<https://jamanetwork.com/journals/jama/fullarticle/2765525>). If faculty must enter beyond the six-foot physical distancing perimeter to assist or instruct a student, they should wear proper face covering in addition to the shield.
  - v. Shared Objects:
    - a) Faculty should discourage the sharing of items that are difficult to clean or disinfect.
    - b) Faculty should ensure that there are adequate supplies to minimize sharing of high-touch materials to the extent possible (e.g., assigning each student their own art supplies, lab equipment, computers) or limit use of supplies and equipment by one group of students at a time and clean and disinfect between use.
    - c) Faculty and students should avoid sharing electronic devices, books, pens, and other learning aids.
- d. Hygiene:
- i. Faculty and students will develop a regimen for routine hand washing during lab activities
  - ii. Handwashing will occur prior to lab and at the conclusion of lab.
  - iii. Handwashing will take place at hourly intervals or more frequently when activities require common surfaces to be touched by more than one individual where feasible.

- e. All classrooms will undergo a “deep” cleaning every evening following guidelines specified by the CDC. The physical plant custodial crew will handle this cleaning.

## 5. Teaching Methodologies

In order to maximize both flexibility and efficiency, the College is open to a number of innovative solutions regarding instruction. In determining the best methodology for a particular discipline or course, the College will seek to make decisions by keeping the questions below in mind in all situations:

- Does this support our students’ academic success?
- Does this methodology ensure a safe and healthy environment for students and faculty?
- Does this methodology make efficient use of College and student resources?

The material below provides several preferred methodologies as faculty and administrators make final determinations as we prepare to open for F2F instruction. The College is open to other possibilities but they will require Dean pre-approval.

- a. Faculty will teach all courses in an online, blended, or 2-way format. This allows instruction to remain flexible and adaptable to changes in the federal, state, and local guidelines in response to the COVID 19 virus spread. Blended courses allow two other benefits: they help us to meet the needs of students who require F2F training and they enable us to adapt instruction to reduced classroom capacity because of physical distancing. The Texas Administrative Code ([https://texreg.sos.state.tx.us/public/readtac\\$ext.TacPage?sl=R&app=9&p\\_dir=&p\\_rloc=&p\\_tloc=&p\\_ploc=&pg=1&p\\_tac=&ti=19&pt=1&ch=4&rl=257](https://texreg.sos.state.tx.us/public/readtac$ext.TacPage?sl=R&app=9&p_dir=&p_rloc=&p_tloc=&p_ploc=&pg=1&p_tac=&ti=19&pt=1&ch=4&rl=257)) defines blended instruction as a pedagogical model that requires more than 50 but less than 85% asynchronous instructional content (i.e., students are not required to be available for this content at a set time or date). Faculty can offer students the option to attend a synchronous lecture but record it for the rest of the class so students can view it on their own schedules. If the instructor does not believe they can meet the level of blended learning (at least 50% asynchronous), they may discuss an alternative with their division director and/or the appropriate dean. If courses do not reach 50% asynchronous instruction, then they should be referred to as face-to-face or 2-way.
- b. For blended courses with class lids higher than actual class capacity, there several options to consider in teaching:
  - i. Split the course into two cohorts and rotate between them during the week, with half of the class attending in person on a given class day and reviewing a recorded lecture for their other course session. [NB: Whenever possible, faculty should record their lectures to enable students who must miss a lecture with an opportunity to review it outside of class.]
  - ii. Split the class into two (or more) cohorts and give the same presentation to each cohort each week. The rest of the course would be online. As noted above, faculty should record their lectures to enable students who must miss a lecture with an opportunity to review it outside of class.
  - iii. Split the class into those who want to attend face-to-face and those who would prefer to watch the class online, via Zoom or other option.

- i. Depending on the availability of classrooms, split the class into two separate classrooms and teach the course as F2F (most likely for afternoon, evening or weekend courses)
    - ii. In all cases, faculty need to record their presentation/Zoom sessions so students can access them on their own time. Additionally, faculty can offer students who are either technologically able or not comfortable or able to attend the face-to-face session the opportunity to engage the materials online.
  - c. Courses that entail more than 50% of the instruction delivered synchronously via Zoom; will be labeled as “2-way” under the schedule type. Meeting information in the schedule note will have “Online Lecture”, Specific Day/Time, and “Room to be arranged”. Instructors will communicate through Brightspace how to join the scheduled Zoom meetings for the course.
  - d. Online courses, labeled “Internet” under the schedule type, require no more than 15% synchronous instruction including proctored testing.
  - e. In all cases, faculty need to contact their students prior to class and inform them of the format and time requirements for their class.
  - f. Physical classroom lids will not exceed twice the COVID 19 physical distancing capacity unless approved by the Dean.
  - g. We realize that classrooms include many different types of rooms including labs, lecture classrooms, lecture halls, computer labs, practice rooms, rehearsal halls and studio spaces. Consequently, faculty are required to work within the safety guidelines to meet the unique teaching requirements of their discipline. Faculty are welcome to be creative in their classrooms in teaching under the established safety guidelines. Faculty will make sure to keep their Division Chair aware of any changes that might impact safety guidelines.
  - h. All classroom assignments, assessments, and projects will be turned in electronically unless there is a specific instructional requirement.
  - i. Attendance may be tracked for online instruction by means of a completion of a weekly assignment, whether it is a quiz, a short paper, or discussion board posting. Attendance in blended classes will depend on the course structure but may include F2F participation and online work.
  - j. Assessments: The College encourages faculty to include varied forms of assessments in their courses to track student progress. Electronic proctoring software Proctorio is available for all faculty is needed to for up to two major exams per class.
6. Academic Support and Tutoring and Learning Technology Building:
- a. Study rooms will be available for students wishing to study together and individually. Students will follow all the safety protocols (distancing, face coverings, etc.) and occupancy will be limited to the size of the room to appropriately physically distance. Staff will monitor student use of the room and clean between student uses. All study rooms will undergo a “deep” cleaning every evening following guidelines specified by the CDC. Physical plant custodial crew will handle this cleaning. Technology available for student use:



- a. Computers with cameras, headsets, and mics are available in the Learning Technology Center and Academic Support and Tutoring for student use. Staff will monitor student use of computers and ensure that they are cleaned between student uses.
- b. Free Wi-Fi is available in outdoor areas.

## 7. Dual Credit

- a. Faculty will follow the same protocols listed under Travel below.
- b. If possible, the faculty will work with the High School Pathways office and the respective high school about teaching their course(s) remotely (i.e., using Zoom). Faculty will then be able to schedule physically visit to individual high schools periodically to visit their students.
- c. Specific guidelines may be augmented as we align with our ISD partner institution's safety protocols.

## 8. Ranch Protocols

- a. Highlander Ranch will be using synthetic reins and synthetic saddles whenever possible. Reins and the fronts of the saddles will be disinfected after each use.
- b. Hand sanitizer stations will be set up on the tables outside the concession stand, and riding instructors and students will be required to sanitize their hands before and after each lesson. Students may wear disposable gloves if they choose.
- c. Instructors and students who ride together are required to wear coverings and maintain six feet physical distancing where possible. Once riders are safely on horses, they may lower their coverings if they choose.
- d. Those observing the riders will remain in their vehicles in order to limit the number of people in the immediate area in accordance with MCC guidelines.
- e. No one will be allowed to enter the barn except MCC employees and horse owners.
- f. Other outdoor classes will follow the protocols listed above. All participants will be required to wear a mask if they enter within the 6-foot perimeter of each other.

## 9. Travel

- a. Instructional travel will be limited as much as feasible for instructional purposes.
- b. Faculty will work with their respective program accreditors or licensing bodies for guidance and flexibility regarding practicum/clinical hours.
- c. Faculty will work with off-site instructional sites (clinical, internship, etc.) on maintaining their safety guidelines and ours. Faculty will also make sure students have the appropriate safety equipment (coverings, gloves, etc.) required by the off-site location.
- d. Program directors will check safety requirements at the off-site location and ensure that they align with the College's safety and physical distancing standards. They will ensure faculty inform their students of their responsibilities and expectations at the off-site location and provide the student with the proper personal protective equipment (PPE) as required by the site.
- e. Wherever possible, faculty are encouraged to be creative in meeting students off-campus training needs within the guidelines of their accrediting body/professional requirements. Other options include virtual exchanges or bringing expertise to campus where possible.
- f. Faculty will share a video/presentation with safety instructions and instructional guidance to students as an initial learning activity of each class and lab on the first class and lab after return.
- g. The VPI and relevant partners will review and amend Letters of Agreements to include MCC expectations (corporate training) as necessary for operations.

- a. The College will provide students with information on the split classroom process and their assignment to their course cohorts. Instruction will work with Institutional Research to identify the cohorts using alphabetical sorting to create the cohort groupings. This will then be communicated to faculty and students at least one week before classes begin.
- b. A one or two page poster will be posted in each classroom with an outline of safety protocols and necessary steps in implementing the guidelines.
- c. A guideline for faculty traveling off campus will be provided and will include:
  - i. Off-site equipment needed (face covering, wipes, teaching shield...)
  - ii. Off-site classroom protocols/guidelines (room set-up social distancing, face covering, exit and entry protocols)
  - iii. Identification of a College point of contact and their contact information
- f. Faculty will receive a quick reference guide for their use in teaching in the midst of the current public health challenges.

## 13. Training

- a. All employees must complete the MCC COVID 19 Safety Protocol training.
- b. Academic leadership will work to ensure that faculty make students aware of all the safety protocols in each classroom/lab on the first day of class through an educational video and use of classroom signage.
- c. Brightspace Mechanics includes a COVID-19 discussion board for faculty to discuss strategies for facilitating teaching and learning.
- d. The College will provide technical training modules for students.
- e. The College will provide faculty training on managing a split classroom.
- f. The College will produce a video/presentation that communicates campus safety expectations and share with all students. Students must acknowledge completing the video via Brightspace or a Qualtrix form before starting their coursework.

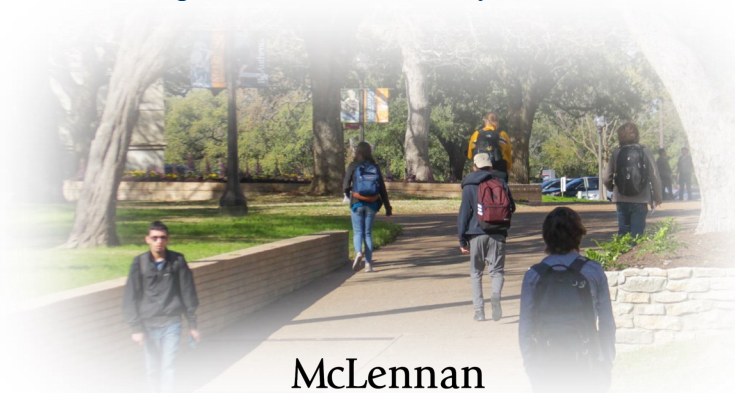
## 14. Resources. The College will provide:

- a. Cleaning materials in all classrooms and travel packs for off-site instruction (as needed)
- b. A face shield for faculty for the front of class
- c. PPE for lab classrooms
- d. Video, microphones, and playback capability in all classrooms
- e. Signage within each classroom of classroom protocols
- f. Signage for exit/entry/traffic flow guidelines
- g. Sanitation stations on each floor of every building used in instruction
- h. Proctoring testing software and training on its use

## 15. Timeline for Fall 2020 Semester: This timeline is based on the College being in Phase 5 of our Recovery plan. This is the proposed plan:

- a. June 30 through August 24
  - i. Develop training and informational videos to prepare faculty and students for the new environment we are facing with limited class capacity, physical distancing, mandatory face coverings and an enhanced cleaning regimen.

10. Handling a reported case of COVID-19 in the classroom will follow the College policy now under development by Frank Patterson.
11. ADA Considerations: It is important to remember the needs of our students with disabilities. Amy Sireci, MCC ADA Office, ([asireci@mclennan.edu](mailto:asireci@mclennan.edu) and ext. 8446) will notify faculty of a specific need a student has covered by the ADA. It is also important to ensure all courses are compliant with ADA rules. Richard Leslie and Diane Boles will provide additional information and training through the summer and fall semesters.
12. Communications:
  - a. For consistency of communication, faculty should utilize the MCC-produced video discussing things like physical distancing, face coverings, building/room entry and exit, self-screening and reporting, etc. Faculty will view and share this video with students at the first class meeting.
  - b. COVID safety protocols and requirements for students will be developed by the College and posted in Brightspace. Faculty are encouraged to highlight this information for their students.
    - i. Inform students of their need to prepare technologically and help guide them through acquiring, where possible, technology and network connectivity
    - ii. Work with advisors to guide students in making the best decision for course format in the fall
    - iii. Work with student and faculty focus groups to refine the protocols
    - iv. Programs/disciplines will expand on the protocols for the needs in their specific areas and forward them through their Division Chair and Dean for approval. All protocols must use the classroom safety protocols as the minimum standard.
  - a. August 24 – start of the fall semester offering blended and online courses
  - b. November 24 – last day of F2F classes, all classes move online for the last week of class and final exams. Exceptions should be cleared by the Deans
  - c. December 12 – Commencement will be virtual unless safety requirements allow a physical ceremony
  - d. January – Decision on how to proceed for the Spring will be determined by the state of COVID-19 restriction in place at the start of the year





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