



Table of Contents

Section I	Testing/Reporting/Communication
Section II	Building Entry/Exit Procedures
Section III	Mental Health <i>“Physically distancing but socially connecting”</i>
Section IV	Personal Protective Equipment (PPE)
Section V	Classroom/Lab/Student Safety
Section VI	Office/Employee Safety
Section VII	Facility Cleaning
Section VIII	Other Policies

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The Return to Campus Plan highlights strategies identified as best practices for Marion Technical College that will be followed to transition back to onsite operations. The strategies are largely informed by the Governor's Responsible RestartOhio, and the plan is informed by the latest guidelines from the Ohio Department of Health, local health department, and the US Centers for Disease Control and Prevention. When new guidance is issued, plans will quickly be adjusted to align to any new requirements. Employees, students, and visitors are required to adhere to the guidelines outlined below in the Return to Campus Plan.

If you are sick, or caring for someone who is sick, please stay home!

Please email covid@mtc.edu for COVID-19 related questions.

Section I - Testing/Reporting/Communication

- Anyone who is symptomatic, developed signs and symptoms of COVID-19, is not permitted on campus and should seek testing through their primary care physician or local hospital. Individuals should self-isolate until their test result is returned.

COVID 19 Symptoms

- Fever (100.4° F [38.0° C] or greater), without the use of fever-reducing or other symptom-altering medicines
 - Cough
 - Shortness of breath or difficulty breathing
 - Fatigue
 - Muscle or body aches or chills
 - Headache
 - New loss of taste or smell
 - Sore throat
 - Congestion or runny nose
 - Nausea or vomiting
 - Diarrhea
- Anyone who has tested positive for COVID-19 must quarantine for fourteen days following the date of a positive test result.
 - Anyone who has had direct contact with someone awaiting test results must quarantine until a negative test result is received. In the event of a positive result, the person should quarantine for fourteen days following their date of last contact with the infected person and it is highly recommended they get tested for COVID.
 - Anyone who has had close contact with someone who has COVID-19 must quarantine for fourteen days following their date of last contact with the infected person. It is highly recommended they get tested for COVID.

- Students should notify their professor(s) or advisor and employees should notify their immediate supervisor as soon as it becomes necessary to quarantine. Any guest on campus should notify their campus contact in the event they are required to quarantine within 14 days after visiting campus.
- The College will utilize Marion Public Health and Ohio Health for guidance on testing and assistance with contact tracing.
- Email notifications will be sent to employees, students, and visitors in the event anyone on campus is confirmed to have tested positive.
- The following alert system will be utilized to inform employees, students, and visitors of the status of campus operations. Please check the website at <https://www.mtc.edu/covid-19/> ahead of coming to campus.

COVID-19 Status Level Green	FULLY BACK TO SCHOOL – NO social distancing or face masks required All students expected to attend class as scheduled; where scheduled All staff expected to work as scheduled; where scheduled Visitors are permitted on campus All campus buildings are open normal operating hours
COVID-19 Status Level Yellow	FULLY BACK TO SCHOOL – social distancing/face masks required All students expected to attend class as scheduled; where scheduled All staff expected to work as scheduled; where scheduled Visitors are permitted on campus All campus buildings are open normal operating hours
COVID-19 Status Level Orange	HYBRID MODEL – social distancing/face masks required Lecture classes are online or hybrid Lab and hands-on classes are onsite Visitors are permitted on campus - appointments are encouraged Offices are open but minimally staffed
COVID-19 Status Level Red	BUILDINGS CLOSED & MOVED TO VIRTUAL LEARNING - social distancing/face masks required Lecture classes are online Lab and hands-on classes are hybrid or online Visitors are permitted on campus - appointments are required Offices are open only designated staff are permitted on campus
COVID-19 Status Level Purple	100% VIRTUAL LEARNING & STAFF OPERATING REMOTELY All students stay home All classes are virtual All staff are working remotely Visitors are not permitted on campus All campus buildings are closed

Section II - Building Entry/Exit Procedures

- Entry will be limited to Bryson Hall main entrance and HTC northeast door, with sign in required upon entry. All other doors will remain locked. Please exit through the same door in order to sign out at the end of your time on campus.
- Everyone entering the building will be required to take their temperature, verify they are not experiencing any COVID symptoms, and sign in. If you are experiencing any of the COVID symptoms included on the signage at each sign in location, please do not enter the building.
- Travel between Bryson Hall and HTC is discouraged unless absolutely necessary. Employees and students must sign in at each building when traveling between.
- Please maintain social distancing (at least six feet of separation) while completing the sign in and out processes.

Section III - Mental Health *“Physically distancing but socially connecting”*

- The College is dedicated to reassuring students, employees, and visitors that we are doing everything we can to prevent the spread of COVID-19 and provide students the resources needed to remain enrolled and continue towards completion.
- Resources are available to support the needs of employees and students at the following link <https://www.mtc.edu/covid-19/>.
- The Success Coach and Student Resource Navigator for MTC is available to assist students in getting connected to community resources for additional support in housing, food, transportation, jobs, etc. While not physically present on campus for walk-ins and face-to-face contact until we return to a normal, on-campus schedule, assistance is still available by email or phone Monday through Friday during regular business hours. Please leave a message or text at 740-262-8356, or email at ern.marionmatters@gmail.com.
- Should you find that you want to talk with someone about your stress/anxiety, Mike Stuckey at MTC is available by email (stuckeym@mtc.edu) or phone (740-386-4171) to provide guidance to community counseling resources, if needed.

Section IV - Personal Protective Equipment (PPE)

- All employees, visitors, and students are required to wear face coverings (masks) unless the individual has a medical exemption for health reasons. Additional PPE requirements that are course specific will be established for students and specific employees and communicated in advance. Anyone requiring accommodations to comply with PPE requirements should contact the Office of Disability Services by emailing ds@mtc.edu or by calling 740-386-4222.

- Students and visitors without an accommodation through the Office of Disability Services who do not comply with the campus requirement to wear face coverings will not be permitted on campus. The Student Conduct Office will administer student discipline as defined in the Student Handbook.
- Disposable PPE is to be used for a single day only. Reusable PPE is to be cleaned daily.
- Face coverings are not required to be worn by an employee while occupying a private office with a closed or partially closed door. Face coverings are required anytime an employee is outside of their assigned office.
- Tutorial videos for proper usage and care of PPE are posted to the MTC website.
- Please pay particular attention to signage specific to PPE, social distancing, hand washing, and sanitation located throughout Bryson Hall and HTC.

Section V - Classroom/Lab/Student Safety

- Summer 2020 instruction continues to be delivered remotely where practical. Exceptions include specialized programs and labs that require in-person instruction.
- Fall 2020 instruction will be delivered by multiple means of instruction. The college will offer face-to-face, hybrid (blended), and online instruction. Please refer to the course schedule for a complete course listing including modes of instruction.
- Computer labs are open Monday through Thursday 8:30 a.m. - 6:00 p.m. and Friday 8:30 a.m. - 3:00 p.m. Please wipe down the workstation before and after each use with sanitizing wipes located in the lab.
- Student lounges and lobbies are closed through July 30, 2020. Limited vending options are available in the student lounge area. The student lounge will be available fall semester and all PPE and social distancing requirements contained in this plan must be followed.
- All student events and gatherings are cancelled through July 30, 2020. Events should be held virtually when possible. Onsite events must be approved in advance through the Facilities Office by contacting Kelly Flinchbaugh at FLINCHBAUGHK@mtc.edu and follow all guidelines contained in this plan.
- Tutoring, testing, and advising services are available, and students are encouraged to schedule an appointment. Skype or Zoom appointments are preferred, and in-person appointments will adhere to social distancing measures.
- Students are required to exit campus following classes and labs. Congregating is not permitted on the campus.
- Student lockers are available for use. Students are required to sanitize lockers before and after use. Students are required to practice adequate social distancing of six feet while utilizing locker space. Failure to follow guidelines will result in the lockers being closed.

- Regular hand washing is required of all students. Hand sanitizer and sanitizing wipes will be placed in all high contact locations. Students are asked to wipe down their workspace before and after use.
- Social distancing of a minimum of six feet will be observed for all on-site instruction. Classrooms and labs will be limited to 50% of Fire Code Occupancy. Larger spaces on campus may temporarily be converted to allow for social distancing beyond the current six foot guidelines.
- Meetings with individual students for activities like orientation, tutoring, financial needs, and advising are encouraged to occur via video technology, when the student has the capabilities to do so. In-person meetings with students, when possible, should be scheduled in advance to avoid congestion.
- Students requiring accommodations to comply with reopening guidelines should contact the Office of Disability Services by emailing ds@mtc.edu or by calling 740-386-4222.
- Students in need of assistance academically and personally are asked to contact the Student Resource Center by calling 740-386-4200. If the SRC is unable to resolve the issue, the SRC will connect students with the appropriate deans, directors, or senior leadership as needed.
- Signage outlining guidelines and facility restrictions are posted throughout campus.

GUIDELINES FOR USE OF CLASSROOM LABS

- Hands must be washed with soap and water upon entry and exit. If a sink is not available, please use hand sanitizer upon entry and exit.
- Hand sanitizer must be used as needed during lab.
- Face masks are required (may use own mask) unless otherwise designated by instructor.
- Gloves are to be worn as designated by instructor.
- Lab safety eyewear/goggles are to be worn as designated by instructor.
- Lab coats or fluid-impermeable lab coats are to be worn as designated by instructor.
- Hands MUST be washed between patients (and mannequins).
- Face shields must be worn for direct patient contact, unless working with a mannequin.
- Face shields are to be worn whenever there is a possibility of splashes to face or eyes.
- Common surfaces (exam tables, lab tables and benches, countertops, overbed trays, etc.) must be cleaned with disinfectant at the end of each lab session. Students will be asked to do this as needed during the lab and at the end of the lab session. Gloves will be provided if required for using specific disinfectants.
- Other specific guidelines, including distancing guidelines, will be communicated to students by the instructor. Guidelines may change upon direction from the Ohio Department of Health or the Centers for Disease Control and Prevention.

Section VI - Office/Employee Safety

- Working from home remains the preferred option for all who can effectively carry out their duties from home. The college has a Remote Work Policy in place and will continue to review and utilize remote

work where it is appropriate. Rotating work schedules are in place where they are possible to assure social distancing. Barriers have been added to areas providing customer service and to those office areas without walls or doors.

1. Staffing plans are in place and staggered start times are encouraged.
 2. Consideration has been given to employees with young children when possible.
 3. Consideration has been given to medically fragile employees and those caring for medically fragile immediate family members.
 4. Positions and duties will continue to be evaluated for remote work.
- Internal meetings between faculty and staff should be done via video technology or teleconferencing. In-person meetings should be kept to a minimum for all alert levels and require appropriate social distancing and adherence to established maximum room occupancies.
 - The employee lounge is open for use. Employees must observe six foot social distancing, and sanitize surfaces and equipment after each use. The vending area is open with limited selections.
 - Hallway doors that are permitted by fire code and lead into a multi-office space will be propped open during work hours to limit contact. Offices containing service windows will continue to keep hallway doors closed.
 - Employees are asked to sanitize surfaces and equipment in their own workspace and common workspace by functional area, throughout the day. Equipment utilized by employees in shared office areas (copiers/printers) will be cleaned in between each use.
 - Employees needing assistance for personal and employment guidance during this time are asked to contact Cretia Johnson at 740-386-4195, johnsonc@mtc.edu.
 - Offices with counter space serving students are asked to sanitize the space at two hour intervals each day.
 - Signage and tutorials are posted to reinforce guidelines.

Section VII - Facility Cleaning

- High contact areas will be disinfected throughout the day, as well as at the end of the day, by designated employees and OSUM housekeeping staff.
- Faculty, students and employees are asked to participate in an effort to sanitize surfaces and equipment in their own workspace, classroom or lab, as appropriate, throughout the day. Equipment utilized by students in various course and lab sections will be cleaned in between each use.
- Regular hand washing is required of all employees and students. Hand sanitizer and sanitizing wipes will be placed in all high contact locations.

- Deep cleaning will be conducted should someone in the campus community test positive for COVID-19. In the event of occurrence, an assessment of the area and cleaning recommendations will be provided by the Facilities Office.

Section VIII - Other Policies

- Anyone traveling to states included in Ohio's travel advisory must quarantine for 14 days upon return. The states are located at the following link [travel advisory](#). The advisory includes states reporting positive COVID-19 testing rates of 15 percent or higher. Please be aware of the areas in which you travel and their level of COVID activity at the time of travel. Please notify your immediate supervisor if work from home becomes necessary as a result of travel and your Professor if you must quarantine.
- All work-related travel must be approved in advance by the employee's area Vice President.
- No COVID-related expenses are to be encumbered without prior approval from your immediate supervisor.
- Visitors are encouraged to make appointments in advance of arriving on campus and must follow all guidelines contained in this plan.
- The College will be hosting limited outside events. Outside events require preapproval and requests should be submitted to Kelly Flinchbaugh at FLINCHBAUGHK@mtc.edu. Outside events must follow all guidelines contained in this plan. Requests will be reviewed carefully with respect to space limitations and COVID related restrictions.
- Centralized campus deliveries are available. During a red or purple alert status, please direct shipments to your home address; direct deliveries to Bryson Hall, 1467 Mt. Vernon Ave., Marion, OH 43302; or ship packages via UPS. The college will request UPS packages be held at the terminal and picked up by Facilities personnel. Please continue to follow all established college purchasing guidelines.
- Please contact Cretia Johnson at 740-386-4195, johnsonc@mtc.edu with any questions related to leave time associated with COVID.