



Laker Strong: Moving forward for the Spring 2022 Semester

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Overview

This plan contains information about Garrett College's plan for a safe, comprehensive and thoughtful Spring 2022 semester during the COVID-19 pandemic. The College's goal for the Spring 2022 semester is to be a residential campus with face-to-face instruction as a major instructional delivery option and co-curricular interaction, activities and events that meet all local, state and national health guidelines. The College will continue operations that were utilized successfully in the 2020-2021 school year with the understanding that adaptations may be required as the pandemic continues.

Core Concepts

- ◇ The College will proceed thoughtfully, carefully, and deliberately as the primary goal of the institution is to protect the health and safety of our campus community while meeting the mission of providing quality education.
- ◇ Be compassionate and flexible.
 - Accommodate those who are members of a vulnerable population or who live with someone who is a member of a vulnerable population.
 - Work with those who have childcare or other family responsibilities and be mindful of the anxiety felt by students and employees during this challenging time.
- ◇ College plans will be aligned and consistent with executive orders issued by the Governor of Maryland, local orders and ordinances of Garrett County and the *Maryland Strong: Roadmap to Recovery*. Garrett College's plans will also follow recommendations from the federal government, Centers for Disease Control (CDC) Considerations for Institutes of Higher Education, <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/considerations.html>.
- ◇ Garrett College recognizes that "The high touch, highly interactive, mobile, densely populated living and learning environment typical of most campuses is the exemplar of a congregate setting with multiple risk factors for ready transmission of COVID-19" (ACHA Guidelines, 2020). The College will attempt to mitigate as many risk factors as reasonably possible but cannot mitigate all risk.
- ◇ Be ready to adjust operational phases based on guidance from the CDC and from state and local health officials.
- ◇ Emphasize social distancing, handwashing, staying home when sick, and use of CDC-recommended face masks/coverings as required or appropriate.
- ◇ Continue and build on the innovations and strategies developed in the last several months.
- ◇ Maintain open, responsive communication channels.

Glossary of Commonly Used Terms

Asymptomatic

An individual who does not show any signs or symptoms of a disease. Individuals with asymptomatic infection feel well. Because they feel well, they don't know they're infected, and they often continue their regular activities, which can easily transmit the virus to others.

Case

An individual having a particular disease, disorder, or condition. A variety of criteria may be used to identify cases—for example, a physician diagnosis or a diagnostic test.

Contact

A well individual who has been exposed to a case or a case's environment such that they had an opportunity to acquire the infection. Close contact is contact that is less than 6 feet for 15 cumulative minutes or more in a 24-hour period, with or without a face mask, to a positive case.

Fully-Vaccinated

An individual is considered fully-vaccinated two weeks after their second dose of the Pfizer or Moderna vaccine, or two weeks after the one-dose Johnson & Johnson/Janssen vaccine.

Incubation period

The interval between the time of invasion by an infectious agent and appearance of the first sign or symptom of the disease in question. For COVID-19, the incubation period is anywhere from 2-14 days.

Infectious period

Period of time during which a case is able to transmit a disease to others. The infectious period starts 2 days before someone develops symptoms.

Isolation

Condition in which a case is separated from others. Isolation occurs under conditions (for example, having a private bedroom and bathroom) that will prevent or limit the transmission of an infectious agent to those who are susceptible. Cases should be isolated for the entirety of their infectious period.

Personal Protective Equipment (PPE)

Personal protective equipment (PPE) refers to protective clothing, helmets, gloves, face shields, goggles, facemasks and/or respirators or other equipment designed to protect the wearer from injury or the spread of infection or illness.

Quarantine

Condition in which a contact's activities are restricted. The contact is separated from others to prevent onward disease transmission to those who are susceptible. Contacts should be quarantined for the duration of their incubation period.

Signs of illness

A health effect that can be observed externally, such as temperature, sweating, oxygen saturation, or heart rate. Signs are also abnormal findings on a physical examination that are observed or measured by a clinician (a physician or nurse). Some signs mean that the disease is becoming more severe or progressing.

Symptoms of illness

A health effect that is experienced or felt by the individual and is not easily observable by others, such as fatigue or muscle aches. Some symptoms mean that the disease is becoming more severe or progressing.

Up-to-Date

An individual is considered to be “up-to-date” if they have received all recommended COVID-19 vaccines, including any booster dose(s) when eligible. Individuals are eligible for boosters five (5) months after their second dose of the Pfizer or Moderna vaccines or two (2) months after their one dose of the Johnson & Johnson vaccine. Individuals who are fully vaccinated, but not yet eligible to receive a booster are also considered “up-to-date”, until they are eligible to receive the booster and have not done so.

Operational Phases

Changes in phases will be determined by guidance and data from the CDC, state government and the local health department.

Phase 1 – Emergency Operations (as conditions warrant): Majority of employees will work remotely. On-campus access restricted to authorized emergency essential personnel only. Priorities include positions that are needed for campus safety, or some jobs that cannot be effectively completed from home and are critical to ongoing operations. Non-emergency essential employees who need to come to campus must be approved by their supervisor and the Office of Equity and Compliance prior to coming to campus. Require CDC-recommended facial masks/coverings, daily health self-assessments, and social distancing for on-campus employees. Instruction and other activities will transition to a full remote environment.

Phase 2 – Flexible Operations:

Stage 1 (as conditions warrant): Majority of employees will continue working remotely or on-call. Those employees that have been approved as emergency essential will continue to operate under current practices. Designated offices/departments will operate with a reduced number of employees who are limited in the work they can do remotely, have been approved to teach face-to-face courses that have been approved by MHEC and legal counsel, or are necessary to increase departmental capacity and functionality as needed. Employees who are not designated as emergency essential or who have not been scheduled to return to campus in this stage who need to come to campus must be approved by their supervisor and the Office of Equity and Compliance prior to coming to campus. Offices will operate by appointment only and offices should be staffed during those limited days and times to meet the needs of the institution and the students we serve. The College will implement new workspace habits to promote social distancing and redesigned work practices. CDC-recommended facial masks/coverings, daily self-assessments and social distancing are required for all employees, students and visitors in campus facilities. No external organizations or public use of facilities will be permitted, unless approved by the President on a case-by-case basis.

Stage 2 (as conditions warrant): Majority of employees will continue working remotely or on-call. Employees who have a legitimate need to work from campus may do so (with their supervisor’s approval) without requesting access through the Office of Equity and Compliance, but those employees who can effectively telework must continue to do so. Designated offices/departments will continue with a reduced number of employees who are limited in the work they can do remotely, have been approved to teach face-to-face courses, or are necessary to increase departmental capacity and functionality as needed. Main campus offices (McHenry) will be open Monday through Friday from 8:30am-4:30pm. Because of limited coverage, offices will be closed for service from 12-1 for lunch. The outreach centers (NOC, SOC, and CTTC) will have variable hours and the public is encouraged to call ahead before visiting

these locations. Visitors will be allowed on campus as long as they follow stated protocols; however, the College strongly encourages individuals to schedule appointments (either virtual or in-person). No external organizations or public use of facilities will be permitted, unless approved by the President on a case-by-case basis. The College will continue utilizing workspace habits to promote social distancing and redesigned work practices. CDC-recommended facial masks/coverings, daily self-assessments and social distancing are required for all employees, students and visitors in campus facilities.

Stage 3 (as conditions warrant): Most offices will operate with limited face-to-face hours while continuing to make use of telework, flexible scheduling, and other measures to maintain social distancing and flexibility. All offices will be open Monday-Friday from 8:30am-4:30pm, with some areas having extended hours. Some offices may be closed between 12-1pm for lunch depending upon coverage. With the start of the spring semester, in-person classes, activities and events are permitted with restrictions on capacities and utilizing social distancing, while strongly encouraging the use of virtual technology. Athletics and residential facilities will resume operations with appropriate control measures in place. No external organizations or public use of facilities will be permitted, unless approved by the President on a case-by-case basis. CDC-recommended facial masks/coverings, daily self-assessments and social distancing are required for all employees, students and visitors in campus facilities.

Phase 3 – Reduced Operations (as conditions warrant): All employees will work in-person, with the exception of those granted accommodations. All offices will be open Monday-Friday from 8:30am-4:30pm, with some areas having extended hours. Mitigation strategies such as telework, flexible scheduling, and other measures to maintain social distancing and flexibility, will be implemented as necessary and in agreement with departmental supervisors. In-person classes, activities and events are permitted with restrictions on capacities and utilizing social distancing as necessary. Athletics and residential facilities will resume operations with appropriate control measures in place. External organizations or public use of facilities may be permitted, with approval of a COVID-mitigation plan. CDC-recommended facial masks/coverings, daily self-assessments and social distancing may be required for all employees, students and visitors in campus facilities as necessary.

Phase 4- Full Operations with Health and Safety Protocols (effective August 2021): In-person classes, activities and events will resume without restrictions on capacities or the sharing of materials/supplies. Students can mix between classes and activities. Offices resume all in-person operations. Facial masks/coverings, daily self-assessments and social distancing may be required for all employees, students, and visitors in campus facilities as necessary.

Phase 5- Return to Full Operations (as conditions warrant): The College will return to a reimagined pre-COVID-19 environment. In-person classes, activities and events will resume without restrictions on capacities or the sharing of materials/supplies. Students can mix between classes and activities. Offices resume all in-person operations. Facial masks/coverings, daily self-assessments and social distancing are no longer required.

Health and Safety Expectations and Guidance

Requirements

Face Mask or Face Coverings

Effective, Saturday, March 5, 2022, the wearing of [CDC-recommended face masks or face coverings](#) is **optional, with the following two exceptions:**

1. Individual credit and noncredit faculty members may still require masks to be worn in their classes through the end of the spring 2022 semester.
2. Individual faculty and staff members may still require masks for people entering their private offices through the end of the spring 2022 semester.

Additionally, face masks/coverings may be required in clinical settings, at Athletic events in accordance with NJCAA Region XX guidelines, or for individuals in isolation and/or quarantine.

When required, face masks/coverings should be [properly worn](#), meaning they should cover your nose and mouth, be secured under your chin, and fit snugly against the sides of your face. Face masks/coverings should not be placed around your neck or up on your forehead. Don't touch the mask, and, if you do, wash your hands or use hand sanitizer to disinfect.

Symptom Monitoring

According to the CDC, "One strategy to identify individuals with COVID-19 signs or symptoms is to conduct daily symptom screening such as temperature screening and/or symptom checking for students, faculty, and staff. These screenings are one of many strategies IHEs can use to help lower the risk of COVID-19 transmission".

Before entering a campus facility, individuals are asked to review a series of screening questions, posted at each entry, to determine if they can safely enter the facility. This self-screening is not meant to take the place of consultation with your health care provider to diagnose or treat conditions. If you are in an emergency medical situation, please call 911 or your local emergency number.

If you answer "yes" to any of the questions listed below, you must refrain from coming to campus or entering campus facilities.

1. Are experiencing any of the following symptoms: Fever (100.4 or higher), chills, sore throat, cough, congestion, shortness of breath/difficulty breathing, unexplained fatigue, muscle pain, headache, unexplained diarrhea, nausea/vomiting, new loss of taste or smell, or other flu-like symptoms.
2. Knowingly had close contact, without the use of appropriate PPE, with someone who is currently sick with suspected or confirmed COVID-19 case (Close contact is defined as 'contact within 6 feet of an infected person for 15 or more cumulative minutes over a 24-hour period with or without a mask').
3. Received notification from public health officials (state or local) that you:
 - a. Tested positive for COVID-19.
 - b. Are awaiting COVID-19 test results.
 - c. Are a close contact to a positive COVID-19 case.

Please contact the Office of Equity and Compliance for guidance by emailing equitycompliance@garrettcollege.edu or calling 301-387-3037.

Reporting Illness, Testing and Positive Test Results

Testing

The CDC, with regards to institutions of higher education, suggests testing might be needed for:

- ◇ Individuals with signs or symptoms consistent with COVID-19.
- ◇ Asymptomatic individuals with recent known or suspected exposure to COVID-19 to control transmission.

At this time, the College will not require testing of all students and employees before returning to campus. Testing may be required for students enrolled in certain programs or participating in Athletic activities. Additionally, testing may be required if the College institutes any type of vaccination mandate as required by law.

Testing in and around Garrett County is currently available at the following locations (it is recommended to call these listing before showing up):

- ◇ Garrett County Health Department in Oakland- (301) 334-7697 or [CIAN Diagnostics \(ciandx.com\)](http://ciandx.com)
- ◇ Garrett Regional Medical Center in Oakland- (301) 533-4000 (Physician's order needed)
- ◇ WVU Medicine Urgent Care in McHenry (301) 387-8718
- ◇ UPMC Urgent Care in McHenry (240) 488-4139
- ◇ CVS in Oakland: To schedule a test, go to [COVID-19 Testing and Locations | MinuteClinic \(cvs.com\)](#)
- ◇ Walgreens in Oakland: To schedule a test, visit: [COVID-19 Testing | Select Location | Walgreens](#)
- ◇ MedExpress in LaVale: (301) 729-0529
- ◇ Health Matters Urgent Care in Cumberland: (301) 729-3278
- ◇ Allegany County Fairgrounds in Cumberland: (301) 759-5000 or [CIAN Diagnostics \(ciandx.com\)](http://ciandx.com)

For information about testing, please visit:

- Garrett College Coronavirus Resource Page: <https://www.garrettcollege.edu/corona-virus.php>
- Garrett County Health Department: <https://garretthealth.org/testing-info/>
- CDC's "Interim Considerations for Institutions of Higher Education Administrators for SARS-CoV-2 Testing": <https://www.cdc.gov/coronavirus/2019-ncov/community/colleges-universities/ihe-testing.html>.

Illness

Non-COVID related

Individuals who are ill but it is not believed to be COVID-related should refrain from coming to campus until they are symptom-free for 24 hours with no fever and no use of fever-reducing medications, or are cleared by a medical provider (includes negative COVID test). Continue to monitor your symptoms and be sure to wear a face mask and socially distance when in public or encountering others while symptomatic. Individuals are encouraged to get tested for COVID-19 even if they don't believe they have the virus but have COVID-like symptoms.

COVID- related

Isolation

Isolation is used to separate individuals infected with COVID-19 from those who are not infected. Individuals who are in isolation should stay home until it's safe for them to be around others, which is a minimum of 10 days. At home, anyone sick or infected should separate from others, stay in a specific "sick room" or area, and use a separate bathroom (if available).

Quarantine

Quarantine is a condition in which an individual's activities are restricted as a result of close contact to a positive case. The individual is separated from others to prevent disease transmission to those who are susceptible. Individuals should be quarantined for the duration of their incubation period. Below is general guidance for those who have been exposed to or are determined to be a close contact to a COVID-positive individual.

Up-to-Date: Individuals who are fully vaccinated **and** have received a booster **or** individuals who are fully vaccinated but are not yet eligible for a booster (2 months from one dose of J&J vaccine or 5 months from second dose of Pfizer or Moderna vaccine), do NOT need to stay home (quarantine) after close contact with someone who had COVID-19 unless they have [symptoms](#). Up-to-date individuals should get tested 5-7 days after their exposure, even if they don't have symptoms and must follow other safety protocols including wearing a mask indoors in public, monitoring for symptoms, and socially distancing when possible, for 10 days following exposure or until their test result is negative.

Fully vaccinated: Individuals who are fully vaccinated, but not boosted when eligible, will be required to quarantine (remain off-campus) if they were a close contact. Individuals should get tested 5-7 days after their exposure. Options for the length of quarantine period include, and will be determined by consultation with the Office of Equity and Compliance:

- Leave quarantine after day 7 after receiving a negative test result (test must occur on day 5 or later), and must continue to mask, monitor for symptoms, and should socially distance as much as possible for a total of 10 days;
- Leave quarantine after day 10 without testing or symptoms.

Unvaccinated: Individuals who are unvaccinated will be required to quarantine (remain off-campus) if they were a close contact. Options for the length of quarantine period include, and will be determined by consultation with the Office of Equity and Compliance:

- Leave quarantine after day 7 after receiving a negative test result (test must occur on day 5 or later), and must continue to mask, monitor for symptoms, and should socially distance as much as possible for a total of 10 days;
- Leave quarantine after day 10 without testing or symptoms.

Prior COVID infection: Individuals who have had a COVID-19 positive case within the previous 3 months (90-days), **and** have recovered, **and** remain without COVID-19 symptoms MAY NOT need to quarantine after close contact with someone who had COVID-19 unless they have [symptoms](#). Individuals who have had prior COVID-19 infections should discuss their situation with the Office of Equity & Compliance to determine which actions need to be taken.

Listed below is different COVID-related scenarios and the guidance for each that reviews what an individual should do and when it would be safe for them to return to campus. **In order to determine if**

you must isolate/quarantine and when you can return to campus, you must contact the Office of Equity and Compliance (equitycompliance@garrettcollege.edu or 301-387-3037) for final guidance.

- 1. I was tested for COVID-19. Can I come to campus while I await my results?**
No. If an individual is tested for COVID-19, they must self-isolate and refrain from coming to campus until their test results are received.
- 2. I tested positive for COVID-19 but do not have any symptoms. When can I return to campus?**
If you continue to have no symptoms, your isolation period would end 10 days after the date of your positive test.
- 3. I tested positive for COVID-19 and am experiencing symptoms. When can I return to campus?**
You will be cleared to return to campus at least 10 days after your symptoms first appeared and at least 24 hours with no fever without the use of fever-reducing medication and your other symptoms are improving.
- 4. I have been in close contact with someone who tested positive and I do not live with this person. When can I return to campus?**
You may be required to quarantine for 7-10 days dependent upon specifics of your situation. Please contact the Office of Equity and Compliance for guidance.
- 5. I have been in close contact with a household member who tested positive and we only have one bathroom. When can I return to campus?**
You may be required to quarantine while the positive case fulfills their isolation period (a minimum of 10 days). After the positive case is released from isolation, you may need to quarantine for 7-10 more days dependent upon specifics of your situation. Please contact the Office of Equity and Compliance for guidance.
- 6. I have been in close contact with a household member who tested positive and we have several bedrooms and bathrooms in the house, where we can successfully isolate and quarantine without further exposure. When can I return to campus?**
If you are able to successfully isolate the positive household member for the entire duration of their infectious period (typically 10 days), then your quarantine period, if required, would start the day after separate isolation has begun. Individuals required to quarantine can return to campus after a 7-10-day quarantine period depending upon specifics of your situation. Please contact the Office of Equity and Compliance for guidance.
- 7. I live with an individual that is quarantining due to a suspected COVID-19 exposure (close contact). Can I come to campus?**
Third-party exposures should monitor for symptoms of COVID-19. If the household member tests positive, then you would follow the guidance provided in either item 5 or 6 above. Please contact the Office of Equity and Compliance for guidance.

COVID Reporting Mechanisms

Each individual with a positive COVID-19 case, who is identified as a close contact, suspects they have been exposed, or who is experiencing symptoms is required to notify the College by emailing equitycompliance@garrettcollege.edu or calling 301-387-3037. The Office of Equity and Compliance is the designated office handling reports of confirmed or possible COVID-19 cases from a student, faculty/staff member, or member of the community who visited the campus. If you choose not to report

your positive test results, local or state health departments may report this to the College on your behalf following a consultation.

Students are encouraged to contact their faculty members to inform them that they will not be attending class in person. If a student's classes are entirely online, then they do not need to disclose their status to their faculty if they are well enough to participate virtually. Should a student be symptomatic, they should work with their faculty to determine the best means to make-up any missed work.

If a student reports they are isolating or quarantining to a faculty or staff member, the employee should maintain the student's privacy and only divulge the information to the Office of Equity and Compliance. A college official will then follow up with the student regarding campus guidelines, resources, and protocols to be cleared to return to campus. The College official, in accordance with FERPA guidelines, will follow up with the individual who reported the concern to advise them of how the situation is being handled.

Employees should contact their supervisors to inform them that they will not be able to come to campus, and determine if any work can be completed from home or if sick and safe leave will be taken to cover the isolation or quarantine period.

Social Distancing

Since people can spread the virus before they know they are sick, it is recommended to keep your distance from others when possible, even if you have no symptoms. Social distancing is important for everyone, especially to help protect people who are at higher risk of getting very sick. Individuals are strongly encouraged to follow these social distancing practices:

- ◇ Best practices advise to stay at least 6-feet (about 2 arms' length) from other people when possible.
 - The College strongly encourages to maintain at least 3-feet when in crowded indoor and outdoor settings.
- ◇ Avoid crowded places and mass gatherings.

Personal Safety Practices

Handwashing

Washing your hands often is considered the best practice for common everyday tasks. Wash your hands with soap and water for at least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. The College has installed additional sanitizing stations across campus to make sanitizer readily available. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

Personal Disinfection

While custodial crews will continue to clean the buildings, including common areas and classrooms, based on CDC guidelines, additional care should be taken to wipe down commonly touched or used surfaces, including those in private offices.

Employees will be responsible for keeping their workspaces clean and free of clutter. Clutter prohibits the proper cleaning of surfaces. Cleaning supplies will be made available to those employees who need to clear their space of clutter to allow for proper cleaning. Cleaning supplies for general office cleaning may be provided by request depending upon availability of resources. Employees should check their personal cleaning supplies to ensure they are using items with the proper alcohol content and that are disinfectants. Custodians will clean and sanitize offices weekly, primarily on Fridays.

Custodians will clean and sanitize offices that provide approved face-to-face services, daily or as needed.

As necessary, but not less than once a week, employees are to remove the trash from his/her office and place in a common receptacle in the building hallway. Trash bags will be provided to employees.

Students and visitors are expected to clean up after themselves and follow any stated cleaning/disinfection protocols.

Cough/sneeze etiquette

If you are in a private setting and do not have on your face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

Vaccinations

There are currently three different COVID vaccines available. The Pfizer and Moderna vaccines are two doses, with the second doses received 21-28 days after the first dose, and boosters after five (5) months from the second dose. The Johnson & Johnson's Janssen vaccine is one dose, and boosters after two (2) months from the one dose. In general, people are considered fully vaccinated two weeks after their second dose of the Pfizer or Moderna vaccine or two weeks after the single dose Johnson & Johnson vaccine. Individuals are considered up-to-date when fully vaccinated and boosted, if eligible. Boosters are strongly encouraged.

Safe and Effective

COVID vaccines are safe and over 338 million doses have been given in the United States. The vaccines have met rigorous Food and Drug Administration (FDA) standards for emergency use authorization or EUA. The vaccines have undergone and continue to undergo intensive safety monitoring. The vaccines are effective at preventing the virus or from becoming seriously ill or dying as a result of the virus. The vaccines can also prevent spreading the virus to others.

Clinics

If you are interested in getting the vaccine, the College, in collaboration with the Garrett County Health Department often works to make on-campus clinics available each semester. At this time, no clinics are scheduled, but the college will keep individuals informed if a clinic is scheduled on campus.

If you can't make it to an on-campus clinic, then you can visit the [Garrett County Health Department website](#) to schedule an appointment at one of the community clinics. You can also visit the [Maryland Department of Health website](#) to find a vaccination clinic near you.

Physical and Mental Health Services

Students

GRMC clinic

Specialty Physicians of Garrett County, LLC, a subsidiary of Garrett Regional Medical Center, will hold an on-site clinic once a week for students. The clinic is located in the CARC, room 928, on Mondays from 10 am- 4 pm (days and times subject to change) to provide basic health services to students. More information is available on the College's [Student Health Services](#) page.

Mountain Laurel services

Mountain Laurel Medical Center, a local medical provider, is accepting new patients and is available for routine healthcare needs for students requiring medical care but unable to access their Primary Care Provider while living in Garrett County. Mountain Laurel is also available to any local students needing a Primary Care Provider or for any student experiencing a new medical problem.

Visits will be prioritized for those needing continuity of care for an ongoing medical problem that needs regular follow up appointments during the school year. However, Mountain Laurel Medical Center also has appointments for acute medical care needs throughout the week. For students unable to reach the locations in Grantsville and Oakland, Mountain Laurel offers telemedicine visits. Additional details, including the forms required to become an established new patient, are available on the College's [Student Health Services](#) page.

Mental Health Counselor information

Karl Glocker is a licensed professional counselor who can assist any student who is in crisis, offer therapeutic problem-solving, make referrals for personal counseling, and provide educational/outreach programs. In addition to his other qualifications, Karl is certified in Mental Health First Aid.

Karl can be reached via email: karl.glocker@garrettcollege.edu. His office is in Room 635 and he is available on Thursdays from 8:30 a.m. – 1:30 p.m. (hours subject to change) for in-person or virtual meetings.

Employees

CareFirst Video Visit

CareFirst Video Visit's U.S. board certified, licensed physicians are available 24/7/365 to resolve many of your medical issues through phone or video consults. If you are enrolled in the BlueChoice Advantage Gold or BlueChoice Advantage Silver plans, there is \$0 copay for the service. If you are enrolled in the BlueChoice Advantage HSA Bronze plan, your cost will be \$55 when using this service. Call 1-800-835-2362 or visit <https://www.carefirstvideovisit.com/landing.html> for more information.

Deer Oaks EAP

The Deer Oaks EAP is a free, confidential service provided to covered employees and their dependents. Deer Oaks provides assistance to employees and household members for a variety of mental health and other family issues such as financial, identity recovery assistance, daily living services and child and elder care. There is also a legal plan option that covers many routine legal issues. More information can be found at <https://members.deeroakseap.com>, by calling (866) 327-2400, or by emailing eap@deeroaks.com.

ADA Accommodations and COVID Health and Safety Related Requests

Students

Disability Support Services is dedicated to helping students with documented disabilities access all of the educational opportunities and services offered by the College.

Those students who need reasonable accommodations should visit the [Disability Support Services webpage](#) for more information or contact Disability Support Services at 301-387-3749 or ADA504@garrettcollege.edu.

Employees

Employees who are scheduled to return to work on-site and have concerns about doing so due to a medical condition that places them in a higher-risk group, those who are pregnant, or those who wish to seek ADA Reasonable Accommodations related to returning to the workplace must contact Human Resources. More information on the process and access to the form can be found on the [HR Intranet page](#) (must be logged in to access).

COVID-19 Health and Safety Related Requests

Because of the nature of the COVID-19 pandemic, students, faculty and staff may wish to submit requests that do not fall under the usual structure of the Americans with Disabilities Act and/or Section 504 of the Rehabilitation Act of 1973 (ADA/504).

To address these requests, a special online portal has been set up at this link: [COVID-19 Health and Safety Related Requests](#).

Additionally, ***The COVID-19 Health and Safety Related Requests Team*** has been formed to review these requests. This team is comprised of representatives from Academics, Disability Support Services, Student Affairs, IT, Facilities, Human Resources, and Equity and Compliance. The Team will address requests which would not be directly related to a disability of the applicant (student, staff, or faculty member), but are COVID-19 related.

Students, Faculty and Staff wishing to seek assistance through the ***COVID-19 Health and Safety Related Request Team*** should submit requests by using the [online request form](#). Additionally, faculty and staff may submit a request on behalf of a student using the [online request form](#).

FOR FACULTY: Instructional Faculty wishing to request a change in the instructional modality of their course(s) should first follow the process communicated by the Academic Affairs Office.

Facilities

General Cleaning and Sanitation

All high-touch points, including door-operating hardware, light switches, grab bars, and vending machine touch pads will be disinfected throughout the day. Hallways, lobbies, and common areas will be mopped or vacuumed each night.

Furniture that is disinfected by contact (disinfecting agent on a cleaning cloth applied to surface) will be used, when possible, in favor of furniture that is sanitized by spray for ease of cleaning and lack of residue left by spray. Furniture in common areas will be sanitized daily.

Custodial Operations

Custodial operations will now take place during day and evening shifts, and according to 25Live (the College room-scheduling software) reservations. Weekends and remote campus locations may require changes in shifts.

Guidance for Specific Areas

Classrooms / Labs

The College's goal is keeping our employees and students safe, while providing classroom setups for the maximum number of students.

If used, laptops are to be left out on the desks for disinfecting. Disinfecting wipes will be made available in each classroom.

Students and professors/instructors must properly wear face masks/coverings at all times in the classrooms, *when required by the faculty member*. Professors should socially distance as much as possible.

There will be no food or drinks in classrooms or labs.

Keyboards and some equipment will be sanitized with a spray, which may leave a residue after application. Ultraviolet light will be used when appropriate. Floors will be cleaned each night.

Common Areas

Most common areas will be open. These spaces will be disinfected daily. Users should be aware that areas and high-touch points may not be sanitized at the time of desired use.

Some common areas across campus not conducive to social distancing may be closed; signage will be posted on these locations.

Conference Rooms

Furniture, high-touch surfaces, and equipment will be cleaned and sanitized after each use. Floors will be cleaned each night or after each use, whichever is less frequent.

Library/Learning Commons

Individuals within the Library/ Learning Commons are expected to abide by any control measures implemented by the College for health and safety.

There will be no food or drinks while using the Library/Learning Commons.

Barriers have been installed at the circulation desk. Staff members will position themselves behind the barrier to assist patrons who are to queue directly in front of the barrier.

Offices

Offices that offer Face to Face (F2F) services have plexiglass-style barriers installed or furniture barriers placed to separate the employee from the customer.

Restrooms

Social distancing will be strongly suggested for restrooms.

Restrooms may be closed periodically throughout the day for cleaning and sanitizing. Restrooms will be cleaned and sanitized each night. Note: All restrooms on main campus (except those in the CARC and Gym) have touchless flush valves. All soap and paper towel dispensers are touchless.

Credit and Non-credit Instruction

Instructional Delivery Methods

- ◇ Asynchronous online- classes do not require students and their professors to be on a computer at the same time giving students flexibility to work wherever, whenever.
- ◇ Synchronous remote—students and faculty will use Zoom or Teams to teach the class on the regularly scheduled day and time, but it will all be conducted virtually.
- ◇ Face-to-face/Switch—in this scenario, classes meet 2 days a week; Students will spend one of those days in class and the alternate day attending virtually while professors utilize new state-of-the-art technology installed in our classrooms. Faculty will determine these groups and allow students who don't want to come to campus at all to choose to attend virtually both days each week.
- ◇ Traditional Face-to-Face (F2F) — reserved for classes that require hands-on learning components such as labs and field courses, or classes that can meet in a classroom large enough to accommodate social distancing guidelines.

Spring Break

The College's senior leadership group has decided to keep Spring Break for spring 2022, unless conditions worsen in relation to the pandemic. Any changes made to the Academic Schedule will be announced.

Commencement

The College is currently planning an in-person commencement with COVID mitigation strategies to recognize its graduates. Details will be forthcoming as the plan is developed and based upon the pandemic situation.

Contingency Planning

Plans have been developed for all courses that have a face-to-face(F2F) component in the event that the College must temporarily shut down for cleaning (response to positive cases on campus) or the College must transition to a completely virtual environment. The Coordinator of Distance Learning has developed Blackboard shells for courses so that faculty can prepare courses to transition to a virtual platform in advance. Faculty who utilize a space on campus to deliver remote instruction should have an alternative worksite prepared if the campus must close.

Attendance

Garrett's attendance policy is that students are required to attend each class session. Each faculty member has the freedom to enforce that requirement within their syllabi. However, Garrett College has an obligation to assist contact tracing efforts should a student, faculty or staff member test positive for COVID-19. The result is that for academic year 2021-2022, faculty will be *required* to record attendance for students, whether they are attending face-to-face or remote and virtual. Credit faculty will maintain record of attendance in a gradebook or through other means. Noncredit faculty will record attendance on the roster provided and submit to CEWD on a scheduled basis.

The Office of Equity and Compliance may request these records for contact tracing purposes and ask that faculty/instructors maintain confidentiality regarding any request for records.

The CDC recommends a liberal attendance policy for students who claim illness (with or without a positive test). Students who attend class and are potentially ill are a greater risk to the overall public health. If a student is untruthful, they are only harming themselves. Requirements of documentation or doctor's notes may produce unnecessary visits and potential community exposure.

Athletics-Detailed Plan can be found in [Appendix A](#)

Garrett College Athletics will continue to follow guidelines provided by the NJCAA and MDJUCO. Information regarding athletic offerings is provided in the detailed plan, located in [Appendix A](#).

Dining and Catering Services

Laker Café, operated by Goehringer's Catering will follow all recommendations and guidance issued by the Maryland Department of Health for food service establishments.

[Services options](#)

Carry-out and Pre-order

Goehringer's Catering, the food service provider located in Laker Café, has developed an on-line ordering option, available at: <https://goehringers-catering-dba-lakers-cafe.square.site/>. Individuals are strongly encouraged to place their orders through this service to decrease the number of individuals in the café at a given time.

Catering

Goehringer's Catering is able to offer catering services for the fall semester. Catering options include boxed meals (recommended), or catering staff-served buffets; however, self-serve buffets are an option but are strongly discouraged during the pandemic. Goehringer's follows all guidelines recommended by the Maryland Department of Health.

[Social Distancing](#)

Barriers have been installed between cashier and customers, as well as at the food pickup point. While not required, tables and chairs have been spaced out to allow for social distancing.

[Cleaning and Sanitation](#)

The Café operator and college staff will periodically clean and disinfect the café area, but customers should be aware that some areas, tables, and/or chairs may not be sanitized at the time of desired use. The entire café will be cleaned and disinfected each evening.

The Café operator will continue to be responsible for routinely sanitizing the tables and chairs, as well as the counters / pass-through areas.

Residence Halls- Detailed plan can be found in [Appendix B](#)

The College will open the Spring 2022 semester at full- capacity in our residence halls. Detailed information on occupancy, exposure actions, cleaning and sanitation and more can be found in [Appendix B](#).

Guidance for Different Scenarios

Meetings

Convening in groups increases the risk of viral transmission. When feasible, meetings should be held in whole or part using the extensive range of available collaboration tools (e.g., Zoom, Microsoft Teams, telephone, etc.).

If food is provided, boxed meals or grab-and-go options are strongly encouraged.

College-provided Transportation

Transportation in close confines poses more risk than students transporting themselves. Health and safety practices should be followed to mitigate risk when using college transportation. The College has determined that for most situations, we can safely provide transportation and recommends following the guidance and practices stated below (subject to change based on local/state guidance).

Students who opt to utilize College-provided transportation will be asked to complete a waiver of liability. The same waiver will be used for students who choose to self-transport. Students who are uncomfortable with riding in college transport will be allowed to self-transport at their own risk/cost. If a student chooses to self-transport, there will be no college reimbursement for costs. Students are strongly discouraged from carpooling; however, the College will not restrict this and asks students to follow proper health and safety practices.

Employees who use college transportation for the completion of job duties are encouraged to follow the health and safety guidance/practices below as they apply.

Health and Safety Guidance/Practices

Social Distancing and Other Controls Measures

- ◇ Eliminating seating directly behind the driver if possible.
- ◇ Staggered seating within the vehicle to provide distance between passengers as much as possible.
- ◇ Drivers must drive the same vehicle through the course of use.
- ◇ Passengers must ride in same vehicle for the entire trip and sit in the same space if possible.
- ◇ Fill spaces with those furthest from the entry point getting in first to eliminate climbing over/passing by other passengers.

Face Masks/Coverings

Use of properly worn, CDC-recommended face masks/coverings is optional in College transportation.

Handwashing

Washing your hands often is considered the best practice for common everyday tasks. Wash your hands with soap and water for a least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. Sanitizer will continue to be provided for field courses.

Food and drinks

No food or drink should be consumed within the vehicle.

Ventilation

Drivers and passengers are encouraged to open windows when possible. Individuals should not use the recirculated air option.

Cleaning/Disinfection

Facilities personnel will clean and disinfect vehicle interiors after each use. Keys, key packets, and the vehicle's exterior touch points will also be disinfected after each use. The instructor/driver will wipe down high-touch surfaces regularly during use.

The scheduling of vehicles will need to incorporate cleaning time. When scheduling a vehicle, be sure to note the time the vehicle is being picked up so Facilities can have it ready, versus listing the actual leave time of the trip.

MTDI vehicles will be cleaned and disinfected by instructor after each different user. Facilities will provide the proper disinfecting agent.

Travel

This section refers to travel that is different from your everyday activities, away from your local community. COVID-19 cases and deaths have been reported in all 50 states, and the situation is constantly changing. Because travel increases your chances of getting infected and spreading COVID-19, staying home is the best way to protect yourself and others from getting sick. Travel has the potential to increase the risk of contracting the COVID-19 virus and all non-essential travel should be avoided. It is strongly encouraged, but not required, for anyone who has traveled from out of state to get tested and quarantine until a negative test result is received.

If you plan to travel, please exhibit an abundance of caution to protect yourself and others during and after your trip. Recommendations as listed on the CDC site for travel guidance include:

- ◇ Clean your hands often.
 - Wash your hands with soap and water for at least 20 seconds, especially after you have been in a public place, after touching surfaces frequently touched by others, after blowing your nose, coughing, or sneezing, and before touching your face or eating.
 - If soap and water are not available, bring and use hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub your hands together until they feel dry.
- ◇ Avoid touching your eyes, nose, or mouth.
- ◇ Avoid close contact with others.
 - Keep 6-feet of physical distance from others.
- ◇ Wear a face mask/covering in public.
- ◇ Cover coughs and sneezes.
- ◇ Pick up food at drive-through, curbside restaurant service, or stores.

At the College, we ask that all individuals consider their travel plans and follow mitigation protocols in ensuring the safety of all employees and students upon their return. Please use your best judgement when returning to school or work. If you suspect that you have been exposed to COVID-19 while traveling, or have an increased risk of exposure during that time, please work with your instructors or

supervisor to determine if you should, for students, alter your academic mode of instruction or, for employees, work remotely or take additional leave immediately after.

For more information, please visit the following CDC and State of Maryland resources:

- ◇ [Considerations for Travelers- Coronavirus in the US](#)
- ◇ [COVID-19 Travel Recommendations by Country](#)
- ◇ [Cruise Ship Travel](#)
- ◇ [State and Local Travel Restrictions](#)
- ◇ [MD Department of Health Traveler Resources](#)

Student Affairs

Student Services

Student Services supports the educational progress of our students. They are an integral part of the educational experience at Garrett College. Each student support service area will establish a mitigation protocol and follow it for their office. Virtual options of services for students will be offered where possible.

Students are strongly encouraged to use existing resources for guidance including the Garrett College website, student portal, etc.

Calling or emailing the office of the desired student service is recommended. Contact information can be found on the [website](#). If an in-person meeting is warranted, a strong emphasis will be for students to schedule appointments for services in order to minimize “drop-ins” and waiting area risks.

Student Activities

For Spring 2022, all group activities will follow college protocols, in addition to local and state guidance. Plans are underway to offer student enrichment activities that can follow health and safety mitigation recommendations of group size and social distancing.

Student Clubs

Groups are strongly encouraged to host meetings/practices virtually or in smaller groups in spaces that allow for physical distancing. Brandon Jackson will work with the individual to review the following:

- ◇ Events will be scheduled based on College operations and the capacity guidelines on the date of the reservation request.
- ◇ Groups should make sure members and guests know that if they are sick, they should not attend face-to-face activities, events, or meetings.
- ◇ Groups should provide information to all members regarding appropriate action steps if a member reports being ill/sick and/or may have been exposed to COVID-19.
- ◇ The hosting student organization is responsible for following and enforcing all applicable guidelines. Meetings or events found in violation may result in loss of reservation privileges for the remainder of the semester and/or referral to the Department of Student Life.

Exposure Action Plan

The purpose of the Exposure Action Plan is to provide a clear process and specific action steps that Garrett College (GC) will follow when the College is made aware of confirmed or possible COVID-19 case(s) from a student, faculty/staff, or member of the community who visited the campus and whose presence might compromise the public health of the College.

The COVID-19 Leadership Team will carefully monitor infection rates and other appropriate indicators at the College and in our community, in coordination with local public health officials. If decisions are required related to campus closure or other necessary actions, the GC COVID-19 Leadership Team will make a recommendation to the College President for approval and execution.

The full [Exposure Action Plan](https://www.garrettcollege.edu/corona-virus.php) is available on the College's COVID Resource page, available at <https://www.garrettcollege.edu/corona-virus.php>.

Resources:

This section includes links to information that was used to develop this plan as well as resources for the campus community.

College Resources

- ◇ [COVID Resource page](#)
- ◇ [COVID Dashboard](#)
- ◇ [Exposure Action Plan](#)
- ◇ [“When Can I Come to Campus?” Guidance Document](#)
- ◇ [COVID Health and Safety Related Requests Form](#)

Plan development Resources

- ◇ ACHA Guidelines [“Considerations for Reopening Institutions of Higher Education in the COVID-19 Era”](#)
- ◇ CDC: [“Considerations for Institutions of Higher Education”](#)
- ◇ OpenSmartEDU [“COVID-19 Planning Guide and Self-Assessment for Higher Education”](#)
- ◇ [Maryland Strong: Roadmap to Recovery](#)

General Community Resources

- ◇ [Garrett County Health Department](#)
- ◇ [Maryland Department of Health](#)
- ◇ CDC [“Coronavirus \(COVID-19\)”](#)

Appendix A: Garrett College 2021-2022 Athletics Plan (updated 2/28/22)

This plan addresses how Garrett College will offer Athletic programming for the Spring 2022 season. With the current unknowns regarding COVID-19, this plan is subject to change based upon local, state, and NJCAA guidelines, as well as, College operations.

General Requirements and Guidelines

Student-Athlete Self-Quarantine Requirement

Athletes returning to campus on/after January 2, 2022, are strongly encouraged to self-quarantine for the two weeks prior to their arrival on campus.

- ◇ During this time, student-athletes should monitor for symptoms and limit their exposure.
- ◇ Athletes who are vaccinated do not need to self-quarantine but are strongly encouraged to do so, especially if they live in areas with substantial or high levels of community transmission.
- ◇ If a student-athlete has travelled to areas that have substantial/high levels of community transmission of COVID-19, attended gatherings, or suspect they have been exposed to COVID-19, they are encouraged to be tested prior to their return (must quarantine while awaiting test results).
- ◇ If a student-athlete has symptoms, is a close contact to a positive case, or lives with someone who is a close contact or has tested positive, the student-athlete must refrain from returning to campus until they have been cleared.
- ◇ Athletes are strongly encouraged to get a COVID test 3-5 days prior to their return to campus.
 - Athletes must continue to quarantine while awaiting results and after results are received.
 - If a student-athlete tests positive, they cannot return to campus until their isolation period is over and they are cleared by the Office of Equity and Compliance.

Check in and Screening

Each sport will have a check-in time before an Athletics activity is scheduled to occur.

The check-in will include:

- ◇ A temperature check using a temporal thermometer, completed by a coach or staff member.
- ◇ A COVID-19 screening questionnaire.

These records will be held as confidential and maintained with Athletic Training and Athletic Staff in a secure location.

Should a student-athlete arrive presenting symptoms, they will be asked to leave. they will be asked to leave and to follow the College's guidance as indicated in the section below regarding [illness and symptoms](#).

Testing and Vaccinations

Testing

The CDC, with regards to institutions of higher education, suggests testing might be needed for:

- ◇ Individuals with signs or symptoms consistent with COVID-19.
- ◇ Asymptomatic individuals with recent known or suspected exposure to COVID-19 to control transmission.

The CDC does not recommend entry testing of all returning students, faculty, and staff.

The College will implement a testing protocol that tests all returning unvaccinated or symptomatic student-athletes prior to the start of practices, and no more than 20% of student-athletes on a weekly basis. A schedule will be determined by the coaches and student-athletes will be notified as to when they are expected to be tested. Testing will take place at the on-campus clinic on Mondays.

Additionally, the College will implement a testing protocol as required by any athletic association for any sport to compete in the Spring 2022 season.

For information about testing, please visit the Garrett County Health Department's page at <https://garretthealth.org/testing-info/>.

Vaccinations

Garrett College strongly encourages all student-athletes to get vaccinated. There are currently three different COVID vaccines available. The Pfizer and Moderna vaccines are two doses, with the second doses received 21-28 days after the first dose, and boosters five (5) months after the second dose. The Johnson & Johnson's Janssen vaccine is one dose, and boosters two (2) months after. In general, people are considered fully vaccinated two weeks after their second dose of the Pfizer or Moderna vaccine or two weeks after the single dose Johnson & Johnson vaccine. Individuals are considered up-to-date when fully vaccinated and boosted, if eligible. Boosters are strongly encouraged.

Student -athletes who are unvaccinated will be required to be tested weekly in order to participate in practices and competitions.

Reporting Illness and Positive Test Results

Illness and Symptoms

Non-COVID related

Individuals who are ill but it is not believed to be COVID-related should refrain from coming to campus until they are symptom-free for 24 hours with no fever and no use of fever-reducing medications, or are cleared by a medical provider (includes negative COVID test). Continue to monitor your symptoms and be sure to wear a face mask and socially distance when in public or encountering others. Individuals are encouraged to get tested for COVID-19 even if they have been vaccinated or don't believe they have the virus but have COVID-like symptoms.

Athletics require an athlete to be fever- free for 48 hours prior to return.

COVID-related

1. Awaiting COVID-19 test results
 - a. If an individual is tested for COVID-19, they must self-quarantine and refrain from coming to campus until their test results are received and are negative.
2. Positive for COVID-19
 - a. Do not have any symptoms.

- i. If you continue to have no symptoms, your isolation period would end 10 days after the date of your positive test.
 - b. Experiencing symptoms.
 - i. You will be cleared to return to campus at least 10 days after your symptoms first appeared and at least 24 hours with no fever without the use of fever-reducing medication and your other symptoms are improving.
- 3. Close Contact or Exposure to a Positive COVID-19 Case*
 - a. Do not live with the positive case
 - i. You may be required to quarantine for 7-10 days based upon your specific situation. Please check with the Office of Equity and Compliance for guidance.
 - b. Positive household member in home with one bathroom
 - i. You may be required to quarantine while the positive case fulfills their isolation period (a minimum of 10 days). After the positive case is released from isolation, you may need to quarantine for 10 more days. Please check with the Office of Equity and Compliance for guidance on your specific situation.
 - c. Positive household member in home with several bathrooms and bedrooms
 - i. If you are able to successfully isolate the positive household member for the entire duration of their infectious period (typically 10 days), then your 10-day quarantine period would start the day after separate isolation has begun. Please check with the Office of Equity and Compliance for guidance on your specific situation.
- 4. Live with an individual that is quarantining due to a suspected COVID-19 exposure (close contact) *.
 - a. Third-party exposures should monitor for symptoms of COVID-19. If the household member tests positive, then you would follow the guidance provided in either item 5 or 6 above. Please contact the Office of Equity and Compliance for guidance.

*CDC encourages a 10-day quarantine for close contacts; however, in certain situations, the College has the discretion to reduce quarantine under the criteria stated below. Please consult the Office of Equity and Compliance for quarantine guidance.

- ◇ 7 days with testing; symptom monitoring for 10 days.
 - Negative PCR test collected on day 5,6 or 7;
 - Negative rapid antigen test collected on day 7; or
- ◇ 10 days without symptoms or testing; symptom monitoring for up to 14 days.

Student-Athlete Specific Clearance

Student athletes are required to have primary insurance. They will be required to follow up with the school health practitioner, primary care physician, and/or an urgent care type of facility before returning if symptoms persist or meet the COVID-19 symptoms listed by the CDC. The student athlete must provide a note for full clearance for participation to return to sport.

Reporting Mechanisms

Each individual with a positive COVID-19 case, who is identified as a close contact, suspects they have been exposed, or who is experiencing symptoms is encouraged to notify the College by emailing equitycompliance@garrettcollege.edu or calling 301-387-3037. Student athletes should also notify the

Athletic Trainer. The Office of Equity and Compliance is the designated office handling reports of confirmed or possible COVID-19 cases from a student, faculty/staff member, or member of the community who visited the campus. If you choose not to report your positive test results, local or state health departments may report this to the College on your behalf following a consultation. Individuals will be released from isolation/quarantine based upon the specifics of their situation, as outlined in the [“Reporting Illness and Positive Test Results”](#) section of this document.

Students should notify and work with their faculty/instructors to address any work that will be missed while they are out.

Employees should notify and work with their supervisors to address any issues/concerns.

Health and Safety Protocols

Face Mask or Face Coverings

Effective, Saturday, March 5, 2022, the wearing of [CDC-recommended face masks or face coverings](#) **is optional, with the following two exceptions:**

5. Individual credit and noncredit faculty members may still require masks to be worn in their classes through the end of the spring 2022 semester.
6. Individual faculty and staff members may still require masks for people entering their private offices through the end of the spring 2022 semester.

Additionally, face masks/coverings may be required in clinical settings, at Athletic events in accordance with NJCAA Region XX guidelines, or for individuals in isolation and/or quarantine.

When required, face masks/coverings should be [properly worn](#), meaning they should cover your nose and mouth, be secured under your chin, and fit snugly against the sides of your face. Face masks/coverings should not be placed around your neck or up on your forehead. Don't touch the mask, and, if you do, wash your hands or use hand sanitizer to disinfect.

Personal Safety Practices

Handwashing

Washing your hands often is considered the best practice for common everyday tasks. Wash your hands with soap and water for a least 20 seconds especially after you have been in a public place, or after blowing your nose, coughing, sneezing, or touching your face. If soap and water are not readily available, use hand sanitizer that contains at least 60% alcohol. Cover all surfaces of your hands and rub them together until they feel dry. The College has installed additional sanitizing stations across campus to make sanitizer readily available. Avoid touching your eyes, nose, and mouth, and wash your hands after touching your face.

Personal Disinfection

While custodial crews will continue to clean the buildings including common areas and classrooms based on CDC guidelines, additional care should be taken to wipe down commonly touched or used surfaces, including those in private offices.

Employees will be responsible for keeping their workspaces clean and free of clutter. Clutter prohibits the proper cleaning of surfaces. Cleaning supplies will be made available. Custodians will clean and sanitize offices weekly, primarily on Fridays.

Custodians will clean and sanitize offices that provide approved face-to-face services, daily or as needed.

As necessary, but not less than once a week, employees are to remove the trash from his/her office and place in a common receptacle in the building hallway. Trash bags will be provided to employees.

Students are expected to clean up after themselves and follow any stated cleaning/disinfection protocols.

Cough/sneeze etiquette

If you are in a private setting and do not have on your face covering, remember to always cover your mouth and nose with a tissue when you cough or sneeze or use the inside of your elbow. Then throw used tissues in the trash. Immediately wash your hands with soap and water for at least 20 seconds. If soap and water are not readily available, clean your hands with a hand sanitizer that contains at least 60% alcohol.

General Cleaning and Sanitation Guidance

In accordance with normal protocols, athletes are to be trained on proper personal hygiene and the disinfecting of equipment. Disinfectant wipes are provided in the athletics weight room. Trainers and coaches are to monitor athletes to ensure adherence to proper cleaning procedures. Equipment should be sanitized before and after use by each different athlete. Equipment will be sanitized by custodial staff each week. Training facilities will be cleaned by custodial staff daily. Athletics staff will utilize a tracking system to document when equipment and facilities were cleaned and sanitized. Records will be maintained and provided for review as requested.

The sanitation of equipment related to specific sports (bats, balls, gloves, etc.) is the responsibility of the coaches, who will be provided the proper sanitizing agent.

- ◇ Mats will be cleaned after each practice with KenClean by the wrestling staff. Cleaning pads will be laundered after each use.
- ◇ Laundry (uniforms, towels) for athletes is washed on a per-use basis. Athletes will have clean practice uniforms that will be collected back at the end of each practice to be washed by the athletic staff before the next practice. Towels will be washed on a daily basis.

Chairs, tables, and IT equipment used for athletic events will be cleaned and disinfected by custodians or athletics personnel after each use. Athletics will be provided the proper cleaning agents, and PPE if necessary, to sanitize the items.

The gym floor will be cleaned after each team practice. For example: Volleyball and Women's Basketball will practice the same day at different times. The court(s) being used by the first team practicing will be cleaned prior to the start of second team practicing by the athletic staff.

All high-touch points, including door-operating hardware, light switches, grab bars, and vending machine touch pads will be disinfected 4-6 times throughout the day. Hallways, lobbies, and common areas will be mopped or vacuumed each night. Doors will be propped open when feasible to reduce contact with high-touch points.

The family restroom (room 977) will be made available for use. Cleaning will be completed by Facilities in the evenings after each scheduled use.

The staff locker room will be designated for athletic staff to use. Cleaning will be completed by Facilities in the evenings after each scheduled use.

Teams will have access to the locker room on the assigned day of practice and for competitions. Teams will use the locker room in small groups that are assigned to work together at practice.

Participants are recommended to use a clearly marked water bottle with their name and will be responsible to bring their water bottle to practice.

Athletic Offerings

Spring 2022 (January 2, 2022- TBD as guidelines are put in place for Region XX and NJCAA)

Programs approved to practice and compete:

- ◇ Men's Basketball
- ◇ Women's Basketball
- ◇ Baseball
- ◇ Wrestling
- ◇ Softball

Facility Access and Guidance

Athletes will enter the side doors of CARC Gym dependent on time of day and activities:

- ◇ AM practices and weight lifting will access the door located on the South side of the building nearest the athletic weight room.
- ◇ PM practices for Men's Basketball, Women's Basketball, and Baseball, will access the door located on the North side of the building. They will enter the door on the north side of the west court.
- ◇ Wrestling practice will enter the northeast side of the gym and enter in the door located on the Northeast side of the gym.

Athletic programs will be restricted to Monday- Sundays at various times.

The gate will remain closed between the CARC Aquatics Complex and Gym to restrict access between the facilities.

Individuals may be required to wear CDC-recommended face masks/coverings when in the facility and not participating in a physical activity, unless safe to do so (i.e. a coach with a recruit). Individuals without a face covering will be asked to leave and will be permitted to return with a mask/covering.

Individuals are strongly encouraged to observe social distancing practices (i.e. maintain 3-6-feet between themselves and others) to the best of their ability. Social distancing will be maintained through use of small groups dependent on housing or sport.

Wrestling athletes will be paired with the same partner for duration of season. Wrestlers will shower before and after practice and wear clean practice gear each day. Practice gear and mask will be washed

daily by the athletic staff. Masks may be required when not practicing/competing. Coaches are encouraged to wear a mask.

Equipment and facilities will be sanitized between different team usage. Teams that overlap practice times will use courts on opposite end of gym or lower divider to separate the courts and space.

Expectations, rules and guidelines will be clearly displayed. Individuals will observe all other stated College policies and protocols.

Facility-specific Guidelines

Gym Activities

Indoor sports will split gym space at designated time daily. All practice times are subject to change based on class schedules/Game Events.

Weight Room

Athletic teams will be permitted to use the weight room on scheduled practice days only. There will be a limit of 8 individuals, plus coach.

All equipment must be sanitized after each use by each individual. Participants must bring their own water bottle.

Cleaning will be completed by Facilities in the evenings after each scheduled use. Additional cleaning may include use of the UV Wand by the athletic staff.

Hitting Cages

There will be a limit of 8 participants and 1 coach at any one time. Limited access must be arranged in accordance with the specific stated days listed above.

Baseball Fields

If inclement weather and the need for shelter arises during competition:

- ◇ Baseball – Garrett will move into the maintenance bay (as available) and socially distance until it is safe to resume play. Visiting team will be asked to return to their bus/vans until it is safe to resume play.

Treatment and Therapy

Will be offered by appointment only with athletic trainers. Masks will be required to be worn when being taped, stretched, evaluated, and in therapy or treatment area by student athletes.

Treatment and taping tables will be cleaned after each use using the cleaner PEROXY4D and microfiber towels (to be washed daily). UV wands will be used as needed.

Travel

The Spring travel protocol will be determined as needed in accordance with Garrett, NJCAA, and CDC Guidelines for team travel.

Competition travel will be assessed prior to the scheduled event and is subject to change. All travel must meet the College's travel guidance (available through the Office of Equity and Compliance) before being approved.

Home Events

The following guidance will be followed for home events:

- ◇ Masks may be required to be worn at all times by coaches, support staff and game day workers. Student-athletes may also be required to wear masks when not actively participating in competition on the sidelines.
- ◇ Student-athletes and coaches that are on the sidelines should socially distance when feasible.
- ◇ Pre-Event Screening will occur for both home and away teams if required by Region XX.
- ◇ Individuals are strongly encouraged to refrain from high fives and team celebration – no team or coach handshakes pre or post-game.
- ◇ Teams travel roster and bench size should be reduced to rostered players and coaches only, based on state and local guidelines of allowable group size. This is subject to change based upon operational phases.
- ◇ Event Staff will be required to:
 - Use required PPE in all situations involving bodily fluids, including blood, saliva, vomit, etc.
 - No spitting, eating, or gum chewing in the facility/on the field.
 - Individuals are strongly encouraged to avoid high fives, handshake lines, and other physical contact with athletes, coaches, opposing players, umpires/refs, and fans.
- ◇ Cleaning: Personal work space should be cleaned with an appropriate cleaner upon arrival and departure. Any equipment and personal items should have proper separation and should not be shared. If shared, proper sanitation should be administered between users.
 - Floors and Mats: Floors will be cleaned at halftime during basketball events. During wrestling events, mats will be cleaned halfway through the event.
- ◇ Game Day Management:
 - Temperature checks as well as the signs and symptoms checklist must be done before staff can work the event. Will follow same procedures as student-athletes, coaches, and daily staff.
- ◇ Umpires and Officials
 - Must not report to GC if exhibiting signs and symptoms of COVID.
 - Wear face mask/covering as required.
 - Maintain social distancing and avoid contact with players / coaches / staff on and off the field (as able).
 - Hand sanitizer and wipes should be available at places that athletes/officials congregate.
 - No unnecessary touching i.e. high fives, handshakes, fist bumps.
 - Disposable water bottles available to referees.
 - Waiver/assumption of risk for officials to sign pre-season.

Visiting Teams

The following guidance will be followed by visiting teams:

- ◇ Teams and referees coming to Garrett College (GC) will be provided with a one-page document of what precautions are being taken by Garrett College. This document will also list the amenities available or the restrictions in place for them.

- ◇ If required by Region XX, all teams should complete the Region XX Pre-event symptoms/temp checklist before departure and prior to arriving. Should a team arrive without this sheet completed by their AT/designated staff, they will be asked to wait in the entrance for 5-10 minutes, socially distanced, and GC's AT/designated staff will screen and take temp and record.
- ◇ Student-athletes, coaches, support staff and game day workers must mask as required by Region XX guidelines.
- ◇ Any taping/bracing that can be done at home prior to leaving is encouraged.
- ◇ Visiting teams are encouraged to bring their own individual water bottles for each student-athlete/coach.
- ◇ Team areas will have hand sanitizer and disinfectant available for use; however, we recommend that visiting teams bring their own.
- ◇ Use of locker rooms will be permitted.
- ◇ Individuals are strongly encouraged to refrain from high fives and team celebration – no team or coach handshakes pre or post-game

Spectators

Spectators will be permitted in accordance with College operations and local, state, and federal guidance. This is subject to change based upon the current COVID situation.

- ◇ Spectators are defined in the Maryland Department of Health *Amended Directive and Order Regarding Community, Recreational, Leisure, Cultural and Sporting Gatherings and Events* as, “a person at a sports facility who is not (a) at the facility for the purpose of engaging in sporting or other customary operations, or (b) a member of the media.”
- ◇ All sporting events will be livestreamed when the technology to do so is available.
- ◇ Spectators will be required to adhere to any College health and safety measures required, including but not limited to masking, social distancing, symptom screening, etc.

Concessions

Concessions will be offered during the Spring 2022 athletic season in accordance with health and safety protocols.

Tournaments

The College will host tournament events during the Spring 2022 semester in accordance with College operations and local, state, and federal guidelines.

Appendix B: Garrett College Spring 2021 Housing Plan (updated 2/28/22)

Unit Capacity and Considerations

We will open the Spring 2022 semester at full capacity in our residence halls.

Semi-suite Units

Garrett and Laker Hall doubles will house two (2) residents per unit.

Bathroom usage and maintenance:

Garrett Hall semi-suite unit bathrooms will be shared between four (4) residents. Laker Hall semi-suite unit bathrooms will be shared by two (2) residents. Shared bathrooms among residents within a unit will require a team approach by residents to maintain cleanliness.

Kitchen/dining concerns:

Residents are strongly encouraged to develop and follow a cleaning schedule, including the proper cleaning of utensils and countertops.

Residents in Garrett Hall typically rely on campus dining facilities as no kitchen space is provided within the unit.

Apartment Units

Laker Hall singles will be unaffected, as each student already has their own sleeping space. Residents will continue to share a bathroom with one other person.

Bathroom usage and maintenance:

Shared bathrooms among residents within a unit will require a team approach by residents to maintain cleanliness, as illustrated below.

Kitchen/dining concerns:

Residents are strongly encouraged to develop and follow a cleaning schedule, including the proper cleaning of utensils and countertops.

Living space concerns:

Similar to the kitchen space, residents should consider establishing rules for interaction in this shared space.

Opening and Move-In

Instead of having one large move-in day, the College will stagger student move-in over several days. Residence Life may approve early requests prior to the scheduled move-in days.

In an effort to cut down contact/exposure during move-in day, the following strategies will be implemented:

- ◇ Students will be permitted to bring two (2) additional people to help move items into the room. All others must remain in the parking lot with their vehicle.

- ◇ Residential students will be required to complete and return a “COVID Vaccination Waiver”, providing documentation as to having received the vaccine or waiving the vaccine, and stating they understand the risks of living on-campus in the COVID environment and assume all risk in doing so.
- ◇ Pre-screening - All students and their two (2) guests is asked to review the following prior to coming to campus:

If you answer “yes” to any of the questions listed below, you must refrain from coming to campus or entering campus facilities.

1. Are experiencing any of the following symptoms: Fever (100.4 or higher), chills, sore throat, cough, congestion, shortness of breath/difficulty breathing, unexplained fatigue, muscle pain, headache, unexplained diarrhea, nausea/vomiting, new loss of taste or smell, or other flu-like symptoms.
2. Knowingly had close contact, without the use of appropriate PPE, with someone who is currently sick with suspected or confirmed COVID-19 case (Close contact is defined as ‘contact within 6 feet of an infected person for 15 or more cumulative minutes over a 24-hour period with or without a mask’).
3. Received notification from public health officials (state or local) that you:
 - a. Tested positive for COVID-19.
 - b. Are awaiting COVID-19 test results.
 - c. Are a close contact to a positive COVID-19 case.

Please contact the Office of Equity and Compliance for guidance by emailing equitycompliance@garrettcollege.edu or calling 301-387-3037.

- ◇ Residential students are strongly encouraged to get a COVID-19 test 3-5 days before their scheduled move-in date.
- ◇ **Face masks are required** for all who enter the halls, while in the building, and when encountering others.
- ◇ Keep all entrances of buildings propped open to keep foot traffic from bottleneaking near the elevator.
- ◇ Campus Facilities staff will be on hand to provide cleaning and sanitation throughout move-in with a focus on high-touch areas.
- ◇ Opening Hall Meeting will be held the week of January 24th (exact day, time and location to be announced).

COVID-Specific Protocols

Protecting the health and safety of the campus community requires us all to do our part to help stop the spread. To keep the campus operational and stop the spread, it is important that each individual abide by any stated College’s COVID protocols:

- Staying home when sick;
- Effective Saturday, March 5, 2022, the wearing of a CDC-recommended face mask/covering is optional, except in certain situations;
- Social distance – it is recommended to maintain at least 3-foot distance when in crowded indoor

- and outdoor settings;
- Observe the occupancy and visitor restrictions outlined for the residence halls;
- Adhere to isolation and/or quarantine requirements if directed to do so;
- Abide by any other stated protocols included in the *Laker Strong* or the *Exposure Action Plans*.

Students who fail to abide by the College's COVID requirements and best practices are subject to the Student Code of Conduct.

Cleaning Protocols

All unoccupied residence hall rooms and common areas will be cleaned and sanitized before students arrive for the fall semester.

Furniture and high-touch surfaces in the common areas, including door-operating hardware, vending machine touchpads, laundry machine touch-points, and elevator push buttons and grab bars, will be cleaned and sanitized throughout the day.

Common area floors will be cleaned at least once per day.

Laundry rooms will be cleaned and sanitized twice weekly or as needed.

Common Areas

Laker Hall Lounges

The College will clearly post any guidelines to be followed including acceptable capacity, social distancing, face masks and sanitation guidelines, when applicable.

The College will enhance its regularly scheduled cleaning efforts, including thorough daily cleaning of heavily touched surfaces (machine controls, change stations, etc.). Disinfecting stations will be provided as feasible.

Garrett Hall Lounges

The communal kitchen space will be open for use. Students are expected to clean up after themselves when using this space.

The College will clearly post any guidelines to be followed including acceptable capacity, social distancing, face masks and sanitation guidelines, when applicable.

The College will enhance its regularly scheduled cleaning efforts, including thorough daily cleaning of heavily touched surfaces (machine controls, change stations, etc.). Disinfecting stations will be provided as feasible.

Laundry Rooms

The College will clearly post any guidelines to be followed including acceptable capacity, social distancing, face masks and sanitation guidelines, when applicable.

The College will enhance its regularly scheduled cleaning efforts, including thorough daily cleaning of heavily touched surfaces (machine controls, change stations, etc.). Disinfecting stations will be provided as feasible.

Mail Room and Package Delivery

The College will clearly post any guidelines to be followed including acceptable capacity, social distancing, face masks and sanitation guidelines, when applicable.

The College will enhance its regularly scheduled cleaning efforts, including thorough daily cleaning of heavily touched surfaces (machine controls, change stations, etc.). Disinfecting stations will be provided as feasible.

Elevators

The College will clearly post any guidelines to be followed including acceptable capacity, social distancing, face masks and sanitation guidelines, when applicable.

The College will enhance its regularly scheduled cleaning efforts, including thorough daily cleaning of heavily touched surfaces (machine controls, change stations, etc.). Disinfecting stations will be provided as feasible.

Residence Life Office

Residence Life staff may keep the office spaces locked to prevent free-flowing foot traffic, but enable staff to access offices for appointments and other necessary reasons.

The College will clearly post any guidelines to be followed including acceptable capacity, social distancing, face masks and sanitation guidelines, when applicable.

Guests, Visitation and Travel

Effective Saturday, March 5, 2022, the guest policy restrictions for the halls will be lifted. The College will continually assess the COVID situation and residents will be notified of changes to the guest visitation protocols.

Residential students are encouraged to limit visiting each other within the halls.

- ◇ The maximum number of people in a Laker suite will be 8 people.
- ◇ The maximum number of people in a Garrett room will be 4 people.

Students are strongly encouraged to limit travel outside of the immediate area for the semester to limit contact with others and exposure to areas with a high number of cases of COVID-19.

Isolation and Quarantine

Students are strongly encouraged to have a minimum of 10-14 days of food and other necessities (clean clothing, medical prescriptions, etc.) on hand in the event they need to isolate or quarantine. While the College will do its best with its limited personnel and resources, it cannot guarantee that food, transportation, and other services will be available.

Quarantine-Significant Exposure

If a student is ill with COVID-like symptoms or it is determined a student or students may have had significant exposure to COVID-19 (identified as a “close contact”- within 6ft of a known case for 15 cumulative minutes or longer within a twenty-four (24) hour period), they may be required to self-quarantine for a minimum of 10 days depending upon vaccination status or previous COVID infection.

Quarantine spaces will be single occupancy. Individuals may be permitted to quarantine in their personal rooms where they don't have to share bathroom or potentially expose others. Depending upon the situation, a student who needs to quarantine may be moved to another room, moved to a location off-campus, or asked to go home.

Isolation- Positive Case(s) in the Halls

Individuals who test positive for COVID-19 are required to isolate for a minimum of 10 days.

Off-Campus Isolation

Should a residential student test positive and need to be isolated off campus, staff will work with the Director of Equity and Compliance, the Health Department, and the Department of Social Services (DSS).

Limited space is available off-site with a local lodging provider. The Director of Equity and Compliance would contact DSS or the county EOC, who would work the case by contacting the local lodging provider, securing the room and arranging payment.

DSS would notify Community Action to coordinate feeding and meals and transportation needs through GTS if necessary.

The cleaning protocols would be up to the lodging provider as to the room and the person's movements within the hotel (which will be limited).

Should more students test positive than can be housed at the contracted off-site location, the College may require individuals to go home to serve out their isolation period.

On-Campus Isolation

The College will have limited isolation and/or quarantine spaces reserved on campus. Facilities will be single occupancy unless positive cases are being co-horted together.

Movement to isolation or quarantine

The College will take all necessary precautions when moving students to isolation and quarantine rooms that will minimize additional transmission. This includes the wearing of appropriate PPE and increased sanitation/disinfection.

College staff will make provisions for students to access/gather academic materials, study aids, mental health support, clothing, entertainment, electronic equipment, medications, laundry, trash pick-up, and food delivery, etc. While the College will do its best with its limited personnel and resources, it cannot guarantee that food, transportation, and other services will be available.

Isolation or quarantine at home

Residents identified with COVID-19 or identified as close contacts of individuals with COVID-19 will not necessarily be sent to their permanent homes off-campus; however, if on- and off-campus resources have been exhausted, students may be required to go home. Residential students, especially those who live a long distance from the campus or who have high-risk individuals in their household, are strongly encouraged to develop plans in advance of moving onto campus in case they are required to isolate or quarantine at home.

Monitoring

Campus monitoring procedures and security protocols are in place to determine if individuals in quarantine or isolation break campus protocols. Students in isolation/quarantine who break isolation or quarantine protocols are subject to the Student Code of Conduct.

Thresholds for lifting isolation and quarantine

Each individual with a positive COVID-19 case, who is identified as a close contact, suspects they have been exposed, or who is experiencing symptoms is encouraged to notify the College by emailing equitycompliance@garrettcollege.edu or calling 301-387-3037. The Office of Equity and Compliance is the designated office handling reports of confirmed or possible COVID-19 cases from a student, faculty/staff member, or member of the community who visited the campus. If you choose not to report your positive test results, local or state health departments may report this to the College on your behalf following a consultation. Individuals will be released from isolation/quarantine based upon the specifics of their situation, as outlined in the [“Reporting Illness, Testing, and Positive Test Results”](#) section of this document.

Residence Hall Shutdown

The College may arrange a temporary shutdown of housing, and possibly campus if the College receives notice of a number of positive cases in housing, on-campus, or within the community. Shutdown timing will be based upon the number of cases, exposure, and cleaning/sanitation requirements.

The College will work with the Garrett County Health Department to determine actions that need to be taken.

Residential students should have a plan in place for transportation home and other needs if the college shuts down before moving on campus.

Programs and Services

Medical Services and Transport

In collaboration with the Garrett Regional Medical Center, the College will have an on-site clinic, located in the CARC, staffed at least once per week for medical services. Hours of operations are Mondays from 10:00am to 4:00pm. Mountain Laurel will be offering telehealth services four days per week. More information about Student Health Services is available on the College’s website at <https://www.garrettcollege.edu/student-health-services.php>.

The College will provide transportation related to medical services, which includes trips to Mountain Laurel or transportation **from** the hospital subject to the College’s COVID operational guidelines.

Student Programs

In order to protect the health and safety of the campus community, Student Life may take appropriate steps with regard to student programs, which include:

- ◇ More outside events or smaller group activities.
- ◇ Share campus information and events through online or virtual networks (Regroup).
- ◇ Encourage regular virtual check-ins between staff and residents.

Training

Residential Students

- ◇ COVID-19 basic understanding
- ◇ COVID-related policies and procedures for residence halls

Res Hall Staff and Security

- ◇ COVID-19 basic understanding (completed through Employee Compliance Training)
- ◇ COVID-related policies and procedures for residence halls
- ◇ Move-in procedures
- ◇ Confirmed case response

Facilities

- ◇ COVID-19 basic understanding (completed through Employee Compliance Training)
- ◇ COVID-related policies and procedures for residence halls
- ◇ Re-opening procedures
- ◇ Maintenance response procedures
- ◇ Custodial procedures
- ◇ Confirmed case response