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# RETURN TO CAMPUS **OPERATIONS PLAN**



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## Garrett College Return to Campus Operations Plan

Using best practices and American College Health Association (ACHA) guidance, the college has developed a three-phase plan addressing the resumption of operations. The plan will be gradual and phased based on local public health conditions, local health department and governmental guidance and institutional capacity. The goals of the plan are to protect the health of employees, help ensure the well-being of the community, and carefully and deliberately resume campus operations in a safe manner. This plan specifically addresses college operations only. At this time and in accordance with the Governor's Executive Orders and local Health Orders and MDH guidance, external activities and events will continue to be postponed or prohibited. Given the unknowns of this pandemic, the plan does not contain fixed dates but is instead to be used as a guide to show the college's intended path forward.

### Core concepts

- Proceed thoughtfully, carefully, and deliberately.
- Accommodate employees who are members of a vulnerable population or who live with someone who is a member of a vulnerable population.
- Continue to employ telework as appropriate to the plan phase.
- Be ready to adjust based on guidance from the CDC and from state and local health officials.
- Emphasize social distancing, handwashing, staying home when sick, and use of face coverings as required.
- Continue and build on the innovations and strategies developed in the last few months.
- Be compassionate and flexible. Supervisors are asked to work with employees who have childcare or other family responsibilities and be mindful of the anxiety felt by employees.
- Maintain open, responsive communication channels.

### 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 (current status)

On-campus access restricted to authorized emergency essential personnel only. Incrementally return critical employees in a limited capacity. Priorities include positions that are needed for campus safety or reopening, or some jobs that cannot be effectively completed from home and are critical to ongoing operations. Require facial coverings and social distancing for on-campus employees.

## Phase 2 – Flexible Operations (planned June 15, 2020 implementation)

Majority of employees will continue working remotely or on-call. Designated offices/departments will begin the phased return of a limited 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 department capacity and functionality as needed. 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. Those employees that have been approved as emergency essential will continue to operate under current practices. The college will implement a Facilities Plan that envisions new workspace habits to promote social distancing and redesigned work practices.

## Phase 3 – Reduced Operations (as future conditions allow)

This phase mirrors the college’s Pandemic Plan “Preliminary Operations” level. The college will begin a return to a “new normal” with most offices operating with limited face-to-face hours while continuing to make use of telework, flexible scheduling, and other measures to maintain social distancing and flexibility. Days and times for operating hours will be determined to best meet the needs of the institution and the students we serve.

## Guiding Principles

Four principles will guide tactics and actions in each phase.

**Staffing.** Increase staffing incrementally to gradually increase operations in a safe manner.

**Hygiene.** Scale physical distancing and cleaning practices into cultural norms.

**Innovation.** Continue and expand telework and innovative work practices.

**Monitoring.** Monitor health to ensure the well-being of our college community.

## Phase 1 – Emergency Operations

Incrementally return to campus in a very limited capacity. Priorities include positions that are needed for campus safety or reopening, and some jobs that cannot be effectively completed from home and are critical to ongoing operations. Plan for social distancing for on-campus employees. The majority of employees will continue remote work.

The following departments have approval for limited staffing on campus in Phase 1. Leaders in each area are working closely with the College's COVID-19 Team on their department's plan with the health and safety of employees and the community as a priority.

Academics	CEWD	Records & Registration
Athletics	Facilities	Residence Life
Business Office	Foundation	Student Affairs
Campus Security	Information Technology	

All other administrative and instructional departments should continue remote work, but supervisors may request an exception for some employees to return to campus if they have a critical need. Requests for exceptions should be submitted to the Director of Equity and Compliance.

### Staffing

The Phase 1 priority is to only have employees on campus whose roles are essential to safety and security as well as those who cannot effectively perform critical functions from home. Those in vulnerable populations or living with people who are at high risk should remain off campus. Supervisors need to be flexible to accommodate. Implement education/training for employees on campus about COVID-19 prevention, symptoms, and other critical details.

### Hygiene

**Social distancing.** Stay at least six feet apart and be mindful of enclosed spaces.

**Handwashing.** Wash hands often with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water is not available.

**Face coverings.** Wear when dealing with others and when social distancing is not possible.

**Cleaning.** Clean and disinfect high-touch surfaces daily and as needed.

**Common areas.** Keep common areas closed.

### Innovation

**Telework.** Telework should continue for most employees.

**Virtual Meetings.** Limit face-to-face meetings by using Microsoft Teams, Zoom or other technology even for those on campus together.

**Scheduling.** Consider staggered days and hours to limit the number of people in workspaces and on campus.

**Workspaces.** Consider changes in layout and design to create natural separation.

**Processes.** Identify and digitize paper processes.

## Monitoring

**Temperature checks.** Employees will be asked to check before coming to work and stay home if they have a fever. Normal temperature should not exceed 100.4 degrees Fahrenheit.

**Screenings.** Employees will confirm to their supervisor each day that they have not been in close contact with anyone with COVID-19 and that they do not have COVID-19 symptoms. (see *Appendix D: COVID-19 Screening Guidance*)

**Leave:** Employees who are not feeling well and encouraged to use sick leave. Up to 14 days of emergency sick leave is available for those persons testing positive for COVID-19.

**Self-isolation.** Those who have been diagnosed with COVID-19 or who have been directed to self-isolate should notify the college by contacting [equitycompliance@garrettcollege.edu](mailto:equitycompliance@garrettcollege.edu).

## Campus resources for Phase 1

To support the strategies and tactics in Phase 1, the college will:

- Provide PPE to employees whose jobs require it.
- Enhance cleaning and implement healthy-building strategies.
- Provide guidance on how to improve workspace design and signage to support social distancing and additional hygiene measures.
- Adjust schedules, shifts, and reporting requirements to help ensure flexibility and social distancing.
- Maintain and support transformational work practices.

## Phase 2 – Flexible Operations (planned June 15, 2020 implementation)

Majority of employees will continue working remotely or on-call. Designated offices/departments will begin the phased return of a limited 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 department capacity and functionality. 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. Those employees that have been approved as emergency essential will continue to operate under current practices. Any confirmed cases on campus or events of community spread locally, or within the state, may trigger a suspension of operations, temporary closure, quarantine, or return to phase 1 or 2 operations.

## Staffing

The Phase 2 priority is to bring back, as necessary, a limited number of additional employees to increase capacity of the department or to meet institutional needs. Supervisors need to be flexible to accommodate those in vulnerable populations or living with people who are at high risk. The college will implement education/training for employees on campus about COVID-19 prevention, symptoms, and other critical details. Days and times for appointments to be scheduled have been selected to meet the needs of students who may be traveling from out of the area, and to allow a day in between public hours to accommodate increased cleaning protocols. Staffing for Phase 2 face-to-face office hours (by appointment only) is addressed in *Appendix A*. Staff scheduled to cover office hours should plan lunch breaks accordingly so they are available in the office from the 10AM-2PM time frame.

## Hygiene

**Social distancing.** Stay at least six feet apart and be mindful of enclosed spaces.

**Handwashing.** Wash hands with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water is not available.

**Face coverings.** Wear when dealing with others and when social distancing is not possible.

**Cleaning.** Clean and disinfect frequently touched surfaces daily (see *Appendix E: Custodial Plan*).

**Common areas.** Keep common areas closed.

## Innovation

**Telework.** Telework should continue for the majority of employees.

**Virtual Meetings.** Limit face-to-face meetings by using Microsoft Teams, Zoom or other technology even for those on campus together.

**Scheduling.** Consider staggered days and hours to limit the number of people in workspaces and on campus.

**Workspaces.** Continue changes in layout and design to create natural separation implemented through the College's Facilities Plan (currently being finalized and implemented).

**Processes.** Identify and digitize paper processes.



**Gatherings.** Use technology to limit gatherings. Maximum of 10.

## Monitoring

**Temperature checks.** Employees will be asked to check before coming to work and stay home if they have a fever. Normal temperature should not exceed 100.4 degrees Fahrenheit.

**Screenings.** Employees will confirm to their supervisor each day that they have not been in close contact with anyone with COVID-19 and that they do not have COVID-19 symptoms. (see *Appendix D: COVID-19 Screening Guidance*).

**Leave:** Employees who are not feeling well and encouraged to use sick leave. Up to 14 days of emergency sick leave is available for those persons testing positive for COVID-19.

**Self-isolation.** Those who have been diagnosed with COVID-19 or who have been directed to self-isolate should notify the college by contacting [equitycompliance@garrettcollege.edu](mailto:equitycompliance@garrettcollege.edu).

## Campus resources for Phase 2

All efforts launched in Phase 1 will continue, supplemented by additional support and resources as needed.

## Phase 3 – Reduced Operational Status

This phase mirrors the Pandemic Plan “Preliminary Operations” level. Begin return to “new normal” with most offices operating with limited face-to-face hours while continuing to make use of telework, flexible scheduling, and other measures to maintain social distancing and flexibility. Days and times for operating hours will be determined to best meet the needs of the institution and the students we serve, and are subject to change depending upon the timing of Phase 3 implementation and the fall semester. Any confirmed cases on campus or events of community spread locally, or within the state, may trigger a suspension of operations, temporary closure, quarantine, or return to phase 1 or 2 operations.

## Staffing

The Phase 3 priority is to return as many employees to campus as needed to operate under reduced operational status, while continuing to make use of telework, flexible scheduling, and other measures to maintain social distancing. Those in vulnerable populations or living with people who are at high risk may continue to make use of telework options. Supervisors need to be flexible to accommodate. Implement education/training for employees on campus about COVID-19 prevention, symptoms, and other critical details. Staffing for Phase 3 face-to-face office hours is addressed in *Appendix B*. A half-hour lunch break will be scheduled from 12-

12:30 each day and staff scheduled to cover office hours should plan lunch breaks accordingly so they are available in the office for the scheduled face-to-face office hours.

## Hygiene

**Social distancing.** Stay at least six feet apart and be mindful of enclosed spaces.

**Handwashing.** Wash hands with soap and water for at least 20 seconds. Use hand sanitizer with at least 60% alcohol if soap and water is not available.

**Face coverings.** Wear when dealing with others and when social distancing is not possible.

**Cleaning.** Clean and disinfect frequently touched surfaces daily (see *Appendix E: Custodial Plan*).

**Common areas.** Common areas may be opened with social distancing practices implemented as outlined in the College's Facilities Plan (currently being finalized and implemented).

## Innovation

**Telework.** Telework should continue for employees who can work effectively remotely.

**Virtual Meetings.** Limit face-to-face meetings by using Microsoft Teams, Zoom or other technology even for those on campus together.

**Scheduling.** Consider staggered days and hours as needed.

**Workspaces.** Evaluate whether changes in layout and design to create natural separation should continue (currently being addressed through the development and implementation of the College's Facilities Plan).

**Processes.** Identify and digitize paper processes.

**Gatherings.** Use technology to limit gatherings. Maximum of 25 (based on health department and/or state guidance).

## Monitoring

**Temperature checks.** Employees will be asked to check before coming to work and stay home if they have a fever. Normal temperature should not exceed 100.4 degrees Fahrenheit.

**Screenings.** Employees will confirm to their supervisor each day that they have not been in close contact with anyone with COVID-19 and that they do not have COVID-19 symptoms. (see *Appendix D: COVID-19 Screening Guidance*)

**Leave:** Employees who are not feeling well and encouraged to use sick leave. Up to 14 days of emergency sick leave is available for those persons testing positive for COVID-19.



**Self-isolation.** Those who have been diagnosed with COVID-19 or who have been directed to self-isolate should notify the college by contact [equitycompliance@garrettcollege.edu](mailto:equitycompliance@garrettcollege.edu).

### Campus resources for Phase 3

All efforts launched in Phase 1 and Phase 2 will continue, supplemented by additional support and resources as needed.

Employees with concerns about their department's plans to return to campus can email the Office of Equity and Compliance at [equitycompliance@garrettcollege.edu](mailto:equitycompliance@garrettcollege.edu).

### Additional Resources

[ACHA Guidelines: Considerations for Reopening Institutions of Higher Education in the COVID-19 Era](#)

[Centers for Disease Control and Prevention—Helping to Get and Keep America Open](#)

[Garrett College Coronavirus Resource Page](#)

[Garrett County Health Department Coronavirus Resource Page](#)

[Maryland Strong: Roadmap to Recovery](#)

[White House—Opening Up America Again](#)

## APPENDIX:

A: Phase 2: Flexible Operations Office Availability

B: Phase 3: Reduced Operations Office Availability

C: Guidance for Phases 2 and 3

D: COVID-19 Screening Guidance

E: Custodial Plan

Appendix A: Phase 2- Flexible Operations Office Availability (by appointment only):

	<b>GC Services Face-to-Face Hours Phase 2- Flexible Operations Status- by appointment only</b>					
<b>Department</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>As needed</b>
<b>AASC</b>	10:00AM-2:00PM	Remote	10:00AM-2:00PM	Remote	10:00AM-2:00PM	Remote
<b>Admissions</b>	10:00AM-2:00PM	Remote	10:00AM-2:00PM	Remote	10:00AM-2:00PM	Remote
<b>Athletics</b>	10:00AM-2:00PM	Remote	10:00AM-2:00PM	Remote	10:00AM-2:00PM	Remote
<b>Business Office</b>	10:00AM-2:00PM	Remote	10:00AM-2:00PM	Remote	10:00AM-2:00PM	Remote
<b>Financial Aid</b>	10:00AM-2:00PM	Remote	10:00AM-2:00PM	Remote	10:00AM-2:00PM	Remote
<b>IT</b>	10:00AM-2:00PM	Remote	10:00AM-2:00PM	Remote	10:00AM-2:00PM	Remote
<b>Library &amp; Learning Commons</b>	10:00AM-2:00PM	Remote	10:00AM-2:00PM	Remote	10:00AM-2:00PM	Remote
<b>Records &amp; Registration</b>	10:00AM-2:00PM	Remote	10:00AM-2:00PM	Remote	10:00AM-2:00PM	Remote
<b>Security</b>	10:00AM-2:00PM	Remote	10:00AM-2:00PM	Remote	10:00AM-2:00PM	Remote
<b>Student Life</b>	10:00AM-2:00PM	Remote	10:00AM-2:00PM	Remote	10:00AM-2:00PM	Remote

## Appendix B: Phase 3- Reduced Operations Office Availability

<b>GC Services Face-to-Face Hours Phase 3- Reduced Operations Status- NOTE: these hours will be adjusted if Phase 3 continues into the fall semester</b>						
<b>*Offices will be closed from 12-12:30 each day for lunch breaks*</b>						
<b>Department</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturdays</b>
<b>AASC</b>	10AM-4PM	10AM-4PM	10AM-4PM	10AM-4PM	10AM-4PM	TBD
<b>Admissions</b>	10AM-4PM	10AM-4PM	10AM-4PM	10AM-4PM	10AM-4PM	TBD
<b>Athletics</b>	10AM-4PM	10AM-4PM	10AM-4PM	10AM-4PM	10AM-4PM	TBD
<b>Business Office</b>	10AM-4PM	10AM-4PM	10AM-4PM	10AM-4PM	10AM-4PM	TBD
<b>Financial Aid</b>	10AM-4PM	10AM-4PM	10AM-4PM	10AM-4PM	10AM-4PM	TBD
<b>IT</b>	10AM-4PM	10AM-4PM	10AM-4PM	10AM-4PM	10AM-4PM	TBD
<b>Library &amp; Learning Commons</b>	10AM-4PM	10AM-4PM	10AM-4PM	10AM-4PM	10AM-4PM	TBD
<b>Records &amp; Registration</b>	10AM-4PM	10AM-4PM	10AM-4PM	10AM-4PM	10AM-4PM	TBD
<b>Security</b>	10AM-4PM	10AM-4PM	10AM-4PM	10AM-4PM	10AM-4PM	TBD
<b>Student Life</b>	10AM-4PM	10AM-4PM	10AM-4PM	10AM-4PM	10AM-4PM	TBD

## Appendix C: Guidance for Phases 2 and 3

### Phase 2:

For all appointments, the following guidelines will be followed (and communicated to the student in advance):

- Campus Access:
  - Doors will be set to restricted access during off-hours.
  - Doors will be set to “card only” during the hours of 7:30AM-5PM, M, W, F.
    - Those employees approved to be on campus during these times will need to use their access cards should they have to visit another building or accompany a student to another office.
  - Campus tours will be unavailable during Phase 2.
  - Staff/faculty member should call ahead to notify an office that they will be escorting a student who needs further assistance.
  - Student and guest must be accompanied by a staff/faculty member if they have a need to visit another office.
- Appointments should be scheduled strategically as to not overlap one another (one student appointment at a time). Suggested maximum of three-four student appointments per day.
- The student may bring only one guest to the appointment. Others must wait in the vehicle.
  - While student is placement testing, the accompanying guest must wait in the vehicle.
  - While student is advising, the accompanying guest may remain in the AASC (if the student permits).
- Visitors must adhere to any noted restrictions and protocols.
- Visitors (student and one guest) are asked to pre-screen before coming to campus. (see Appendix D: COVID-19 Screening Guidance).
  - If they answer yes to any of the questions, student must immediately contact the office to reschedule for a time exceeding the 14-day incubation period.
- All visitors must wear a self-provided face covering (REQUIRED) and must practice necessary health measures (proper hand-washing, social distancing).
- Staff/faculty must wear a face covering when in the proximity of others and/or traveling around campus (may remove mask when alone in office).
- Visitors must maintain a six-foot distance from others not in their party at all times.
- Staff/faculty will use sanitizing wipes and/or disinfectant spray to clean high-touch surfaces between appointments.
- Students are encouraged to bring their own writing utensil.
- Special handling of physical forms may include student retrieval of a blank form from designated area and placing completed form in a ‘drop box’ area.
  - Paperwork should remain in the drop box for a minimum of 24-48 hours.
  - The use of electronic forms is strongly encouraged.
- Hand sanitizer accessible on-campus and in the offices (as feasible).

### Phase 3:

The following guidelines will be followed (and communicated to the public in advance):

- Campus Access:
  - Doors will be set to restricted access during off-hours.
  - Doors will be set to “card only” as follows
    - M-F 7:30AM-9:30AM then 4:30PM-5PM
    - Those employees approved to be on campus during these times will need to use their access cards should they have to visit another building.
  - Doors will be “unlocked” to allow public access
    - M-F between 9:30AM-4:30PM
  - If a student requires assistance from another office, it is strongly encouraged that staff/faculty member calls ahead to notify that office.
  - It is strongly encouraged to have staff/faculty accompany a student and guest if they have a need to visit another office but it is not required.
- Offices will be closed from 12-12:30 each day for lunch breaks.
- When scheduling appointments, they should be scheduled strategically as to not exceed the allowable gathering size under local/state guidance (10-25 depending upon the stage of reopening).
  - Walk-ins are acceptable when keeping with the gathering size requirements.
- Campus tours will be allowed during this phase as long as they keep in line with the allowable gathering size under local/state guidance (10-25 depending upon the stage of reopening).
- When scheduling appointments, they should be scheduled strategically as to not overlap one another (one student appointment at a time). Suggested maximum of three-four student appointments per day.
- Students may bring only one guest into the building. Others must wait in the vehicle.
- Visitors must adhere to any noted restrictions and protocols.
- Visitors (student and one guest) are asked to pre-screen before coming to campus. (see Appendix D: COVID-19 Screening Guidance).
  - If they answer yes to any of the questions, student must immediately contact the office to reschedule for a time exceeding the 14-day incubation period.
- All visitors must wear a self-provided face covering (REQUIRED) and must practice necessary health measures (proper hand-washing, social distancing).
- Staff/faculty must wear a face covering when in the proximity of others and/or traveling around campus (may remove mask when alone in office).
- Visitors must maintain a six-foot distance from others not in their party at all times.
- Staff/faculty will use sanitizing wipes and/or disinfectant spray to clean high-touch surfaces between appointments.
- Students are encouraged to bring their own writing utensil.
- Special handling of physical forms may include student retrieval of a blank form from designated area and placing completed form in a ‘drop box’ area.
  - Paperwork should remain in the drop box for a minimum of 24-48 hours.
  - The use of electronic forms is strongly encouraged.
- Hand sanitizer accessible on-campus and in the offices (as feasible).



## Appendix D: COVID- 19 Screening Guidance

Note: a screening tool is in development and will be utilized for use by the campus community

<b>Have you had any of the following in the last 7 days: Fever (100.4 or higher), chills, sore throat, cough, shortness of breath, unexplained fatigue or other flu-like symptoms?</b>	<b>Yes</b>	<b>No</b>
<b>Have you had unexplained diarrhea, abdominal pain, or nausea/vomiting in the past 7 days?</b>		
<b>Have you had a recent sudden loss of taste or smell? If so, when did it begin?</b>		
<b>In the past 7 days, have you had *close contact with someone with any of the above symptoms, OR someone <u>with suspected or confirmed COVID-19</u>? (*within 6 feet for 10-15 min or more)</b>		

## Appendix E: Custodial Plan (updated 6/4/2020)

### **Protocol Development**

These cleaning and sanitizing protocols were developed based on the CDC guidelines for “Cleaning and Disinfecting Your Facility” as related to the coronavirus. Industry best practices and the ability to procure sanitizing agents and equipment were also considered. All procedures, disinfecting agents (including wipes, solutions, and sprays) and equipment (including UV sterilizers) meet EPA’s criteria for use against COVID-19.

### **General Sanitation and Common Areas**

Training the college community and implementing best practices for the prevention of the spread of the coronavirus is an important part of keeping the campus safe. These custodial protocols include providing the mechanisms to follow these campus-wide preventative measures.

Hand sanitizer dispensing stations are wall-mounted throughout campus at restroom locations. These utilize a gel sanitizing agent. We are attempting to purchase additional hand sanitizer dispensing stations for placement near entry doors. Some of these units utilize a foaming sanitizing agent instead of a gel. As products are proving to be more and more difficult to obtain, being able to dispense two different types of sanitizer (gel and foam) is a measure to help ensure there is always accessible hand sanitizer.

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.

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 periodically through the day.

### **Restrooms**

Restrooms will 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.

### **Café**

A custodian will be stationed in the café, as needed, at lunch and dinner times. The café tables and chairs will be cleaned and disinfected throughout the day. When a place has been sanitized, the chair will be tilted against the table.

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.

## **CARC**

In accordance with normal protocols, patrons are instructed to clean the equipment they use with the disinfecting wipes provided. CARC employees periodically disinfect the equipment throughout operating hours and during planned closures 1-2 times per day.

Custodians will clean the CARC nightly, including sanitizing the fitness center and restrooms / locker rooms.

## **Classrooms / Labs**

A custodian will disinfect each classroom between classes, including furniture, high-touch surfaces, and equipment. 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.

No food or drinks should be consumed in classrooms. All trash is to be removed from the classrooms by the user and placed in the receptacles in the hallway of each building.

## **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.

## **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.

## **Athletic Facilities & Equipment**

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 & 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.

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

A custodian will clean and sanitize the locker rooms daily, Monday through Friday. Athletes will be responsible for placing any trash and all dirty college linens to be laundered, into the proper receptacles. The appropriate designated athletic personnel will launder dirty linens.

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.

### **Residence Halls**

All 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 6-8 times throughout the day. Common areas floors will be cleaned at least once per day. Laundry rooms will be cleaned and sanitized each day/week.

### **Vehicles**

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.

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

### **Custodial Operations**

Custodian operations will now take place during day and evening shifts, and according to R25 reservations. Weekends and remote campus locations may require changes in shifts.