

North Central Michigan College Re-Opening Plan/COVID-19 Response
November 5, 2020

Strategy: Re-opening of the NCMC campus in stages, with full focus on keeping our students, employees and our community safe.

Comments regarding this plan should be directed to NCMC Human Resources Department (231-348-6837). **Note:** *Individual departments may have more specific guidelines within this re-opening plan.*

	Who is on campus?	Building Access	Restrictions	Protocols	Questions/Comments
NCMC PHASE 1	<ul style="list-style-type: none"> ● President and critical infrastructure employees as designated by the President, ● All other college staff with the ability to work remotely must work remotely, be granted leave or be laid off. ● Others restricted 	<ul style="list-style-type: none"> ● Employee access restricted, except for by assignment or invitation from the President's office. ● Closed to visitors, guests, students ● Building and Restroom access restricted to those designated. ● No college vehicle use 	<ul style="list-style-type: none"> ● All Campus facilities and services closed ● Dormitory closed ● Conferences and Events closed ● No business travel ● Isolated to use of own office or workspace 	<ul style="list-style-type: none"> ● Stay at home Order in Place ● Strict safety protocols in place Strict hygiene and self-sanitation utilized by essential workers ● 10 days paid leave for COVID related illnesses or caretaking available before FMLA and leave use. ● PPE including face masks required. (Homemade face masks may be worn if preferred) 	<ul style="list-style-type: none"> ● MI Safe Start UNCONTROLLED GROWTH ● Phase Specific guidelines and protocols are not date specific and can be extended based on state and local guidance. ● In the event of a clinically diagnosed case of COVID among an employee or student, the affected area must be immediately restricted until cleaning and disinfection completed.
	Who is on campus?	Building Access	Restrictions	Protocols	Questions/Comments
NCMC PHASE 2	<ul style="list-style-type: none"> ● President, critical infrastructure workers and limited key employees as designated by the President ● All other college staff with the ability to work remotely must work remotely, be granted leave or be laid off. ● Permitted individuals must pass health screening. (Temperature, illness, travel, 	<ul style="list-style-type: none"> ● Monday thru Friday ● Offices open strictly between 7:30am – 5:00pm ● No 2nd & 3rd shift work scheduled ● All building access restricted to one designated entrance door per building 	<ul style="list-style-type: none"> ● Face-to-face instruction and services prohibited ● Campus instruction is delivered by remote instructional methods ● SCRC closed ● Bookstore open online ● Food Services closed except for Comfort Keepers work ● Bookstore and Library closed 	<ul style="list-style-type: none"> ● Social Distancing protocols followed across campus ● Departments must develop plan for the limited employees on campus for maintaining social distancing and disinfection/sanitation requirements ● All meetings continue to be held virtually ● Regular cleaning Monday – Thursday. Facilities does in- 	<ul style="list-style-type: none"> ● MI Safe Start PERSISTENT SPREAD ● Phase Specific guidelines and protocols are not date specific and can be extended based on state and local guidance. ● Identify additional technology needed for each phase (example: additional monitors, health screening station/app,

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	<p>COVID symptoms or exposure).</p> <ul style="list-style-type: none"> ● Failure to pass any portion of health screen requires employee to stay home. ● Construction workers following all health and safety standards ● Some vendors such as scheduled deliveries, mail carriers allowed with protocols ● No students 	<ul style="list-style-type: none"> ● Restroom access restricted to designated restrooms only ● No college vehicle use 	<ul style="list-style-type: none"> ● Dormitory closed except for pre-arranged moving of student belongings with all protocols ● No facility rental or conferences ● No face-to-face meetings ● No business travel ● Limited campus deliveries ● No on campus interviews ● No use of common areas such as break rooms, chairs removed ● All meetings via phone or video ● Access limited to assigned work areas only 	<p>depth sanitizing and disinfecting on Friday</p> <ul style="list-style-type: none"> ● PPE including face masks required. (homemade face masks may be worn if preferred) ● 10 days paid leave for COVID related illnesses or caretaking available before FMLA and leave use. 	<p>etc., VPN, interactive phones, data, access)</p> <ul style="list-style-type: none"> ● Flexibility required ● Risk to stay home evaluated against risk to report to work for each department and individual. ● Ongoing Communications on website under COVID yellow banner
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NCMC PHASE 3	<ul style="list-style-type: none"> ● Phase 1 and 2 employees ● All Physical Plant Employees ● Outdoor workers ● Increased employee administrative, support and operational employee presence ● Permitted individuals must pass health screening. (temperature, illness, exposure) Failure to pass any portion of health screen requires restricting building entry. ● Construction workers following all health and safety standards 	<ul style="list-style-type: none"> ● Monday thru Friday ● Employees scheduled on campus so as to reduce density as needed. ● Offices open 6:30am – 6:00pm ● Facilities 2nd & 3rd may work if scheduled ● All building access restricted to designated entrances ● Contact physical plant for emergency access (requests may be denied) ● Restroom access restricted to designated restrooms only 	<ul style="list-style-type: none"> ● Instruction continues via remote instructional methods. ● Limited external visitors allowed on campus by appointment and must follow all protocols ● No indoor facility rental, limited outdoor events allowed with protocols ● SCRC, Food Service, Bookstore and Library employees allowed, but closed to public. ● Preference is that video meetings be used if available ● No use of common areas such as break rooms ● Limited movement between campus buildings for work related purposes only 	<ul style="list-style-type: none"> ● Social Distancing Protocols continue ● Departments operate based on staffing/social distancing plans ● Employee learning modules assigned and completed related to COVID 19 and PPE. ● Sneeze guards installed during this phase where needed for service interaction ● Comprehensive facilities cleaning and disinfecting routine continues ● Departmental cleaning protocols in place; including cleaning in and cleaning out of office and classroom spaces. 	<ul style="list-style-type: none"> ● MI Safe Start FLATTENING ● Phase Specific guidelines and protocols are not date specific and can be extended based on state and local guidance ● Flexibility and understanding is needed. ● Resilience is fundamental to success. ● Ongoing Communications on website under COVID yellow banner

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	<ul style="list-style-type: none"> Some vendors such as scheduled deliveries, mail carriers allowed with protocols Students approved to attend clinical classes and following strict protocols 	<ul style="list-style-type: none"> Restricted college vehicle use 	<ul style="list-style-type: none"> Workstations located at least 6 feet apart Essential business travel to low risk areas only No communal food 	<ul style="list-style-type: none"> PPE including face masks worn as required. (homemade face masks may be worn if preferred) 10 days paid leave for COVID related illnesses or caretaking available; childcare FMLA, standard FMLA and leave use. 	
NCMC PHASE 1-3 INDICATORS	<p>Indicators and conditions support moving to the next phase or support moving back to the previous phase are based on:</p> <p>Governor’s Executive Orders, MDHHS Emergency Orders, Legislation guided, MI Safe Start guidelines, Health Department of NW Michigan Guidance & Recommendations, campus readiness, flattening of reported COVID cases in communities served</p>				
	Who is on campus?	Building Access	Restrictions	Protocols	Questions/Comments
NCMC PHASE 4	<ul style="list-style-type: none"> Phase 1, 2, and 3 Employees Most employees except those with accommodations have returned to campus Employees and students who have successfully self-screened for health. Students for the purpose of attending authorized learning offerings, living in dormitory and class related functions. Suspension of Extracurricular activities allowed outdoors. Indoors extracurricular activities (approved by VP Student Services) incorporate facemasks, appropriate social 	<ul style="list-style-type: none"> Standard work week schedules are back in place Standard class schedules may be back in place in certain programs Standard rest room access College vehicle use permitted Use of common areas with social distancing Students stay in one classroom during the instruction period and practice social distancing elsewhere. 	<ul style="list-style-type: none"> In-person on campus instruction may begin for select learning authorized by the State of Michigan, with modifications to promote social distancing Service offices see students and external customers by appointment Walk in services allowed assuming social distance protocols can be achieved SCRC closed open to public, allowing students, and employees with modified operations that incorporate facemasks, appropriate social distancing protocols and sanitation of equipment after each use Food Services may be opened for takeout. Cafeteria provides foods in takeout containers 	<ul style="list-style-type: none"> Employees and students asked to self-screen for health and to stay home if experiencing symptoms. Social distancing controls required, please stay diligent with distancing during this phase 6 foot personal spacing is observed in common areas, classrooms, labs, library, computer access areas, study rooms, hallways, stores, SCRC, offices and lobby areas, etc. Campus facilities, including classrooms and instruction areas marked with social distancing signage emphasizing social distancing requirements Frequent and comprehensive sanitation and disinfecting protocols are not to be relaxed 	<ul style="list-style-type: none"> MI Safe Start IMPROVING Phase Specific guidelines protocols are not date specific and can be extended or adjusted based on state and local guidance and college resources Restrictions and protocols will be adjusted based on recommendations and requirements of state and local conditions. Coordination with the Local Health department for safety and screening protocols. Full return to campus plan will be finalized during this period Ongoing Communications on website under COVID yellow

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	<p>distancing protocols and sanitation of equipment</p> <ul style="list-style-type: none"> ● No family members allowed to visit 	<ul style="list-style-type: none"> ● Exits, entrances, and indoor spaces are marked to promote social distancing. ● Records including date and time are kept of visitors entering and exiting a building for appointments. 	<ul style="list-style-type: none"> ● Individuals with no dorm or office space to use for dining; are permitted to eat socially distanced in campus designated eating spaces, per established seating arrangement (masks are worn unless eating or drinking) ● Dormitory may open with one student per designated living space and safety protocols in place ● Facility rentals may open to small groups allowed with outside venue ● In-person indoor gatherings follow in force emergency orders are allowed (up to ten fifty people maximum or safe room capacity as determined by square footage), provided social distance, masks, and safety protocols can be followed ● Unrestricted movement between campus buildings ● Business travel allowed with supervisor approval and appropriate safety precautions ● Short term dismissals and suspension of activities should be expected for cleaning, contact tracing, and as recommended by the local health department. 	<p>during this phase. All common areas require comprehensive sanitation</p> <ul style="list-style-type: none"> ● Hand hygiene/ Hand sanitizer use prior to entering classrooms ● Classrooms and meeting areas to follow enhanced disinfecting protocols ● PPE including masks that cover nose and mouth are required indoors including classrooms, (those proven medically unable to tolerate mask use, may use approved alternative transmission precautions). ● Signage is placed across campus that communicates the need for COVID transmission precautions ● Face Shields used as an additional barrier in classrooms where social distancing is not possible. ● FMLA for childcare continues while Federally mandated ● On campus students are educated on health concerns and encouraged to stay home if symptomatic ● Loitering is discouraged ● Spacing is observed in common areas, classrooms, labs, library, 	<p>banner and NC ADAPT pages for student information.</p>
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				<p>computer access areas, study rooms, hallways, stores, SCRC, offices and lobby areas, etc.</p> <ul style="list-style-type: none"> ● Food Service employees wear gloves, face shields and surgical masks; and safety protocols. 	
NCMC PHASE 4 INDICATORS	<p>The number of new cases and deaths has fallen, most new outbreaks are quickly identified, but the number of cases indicate the need for social distancing and safety protocols.</p> <p>Governor’s Executive Orders, MDHHS Emergency Orders, Legislation guided, MI Safe Start guidelines, Health Department of NW Michigan Guidance & Recommendations, campus readiness, flattening of reported COVID cases in communities served</p>				
	Who is on campus?	Building Access	Restrictions	Protocols	Questions/Comments
NCMC PHASE 5	<ul style="list-style-type: none"> ● All employees except those with accommodations have returned to campus ● Employees and students who have successfully self-screened for health. ● Students for the purpose of attending class, extracurricular activities, living in dormitory, work study and class related functions. ● Family members allowed to visit campus (excluding dorms) with safety protocols 	<ul style="list-style-type: none"> ● Standard work week schedules are back in place ● Standard class schedules are back in place, yet modifications or accommodations may be necessary for at risk students and faculty ● Standard rest room access ● College vehicle use permitted ● Use of common areas with social distancing 	<ul style="list-style-type: none"> ● In-person on campus instruction begins, with modifications or accommodations to promote social distancing and safety ● Service offices see students and external customers by appointment ● Walk in services allowed assuming social distance protocols can be achieved ● SCRC may be open for students/members with appropriate social distancing protocols in place ● In-person meetings are allowed with up to ten people, provided social distancing, masks, and safety protocols can be followed and as space allows ● Food Services may be opened according to social distancing 	<ul style="list-style-type: none"> ● Employees and students asked to self-screen for health and to stay home if experiencing symptoms ● Social distancing remains, please stay diligent with distancing during this phase ● 6 foot personal spacing is observed in common areas, classrooms, labs, library, computer access areas, study rooms, hallways, stores, SCRC, offices and lobby areas, etc. ● Campus facilities, including classrooms and instruction areas marked with social distancing signage emphasizing social distancing requirements 	<ul style="list-style-type: none"> ● MI Safe Start CONTAINING ● Phase Specific guidelines protocols are not date specific and can be extended or adjusted based on state and local guidance and college resources ● Ongoing Communications on website under COVID yellow banner and NC ADAPT pages for student information. ● Complete audit of campus ventilation

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	<ul style="list-style-type: none"> ● Indoor athletics limited to 50 people with no spectators at indoor athletic events ● Outdoor athletics limited to 250 people at event. 	<ul style="list-style-type: none"> ● Exits, entrances, and indoor spaces are marked to promote social distancing ● Records including date and time are kept of visitors entering and exiting a building for appointments. 	<p>protocols and safety needs. Employees wear gloves, face shields and surgical masks; safety protocols remain in place.</p> <ul style="list-style-type: none"> ● Dormitory may open with a single student per designated living space and safety protocols remain in place ● Facility rentals may open to small groups allowed with social distancing agreements in place ● Unrestricted movement between campus buildings ● Business travel allowed with supervisor approval and appropriate safety precautions 	<ul style="list-style-type: none"> ● Frequent and comprehensive sanitation and disinfecting protocols are not to be relaxed during this phase. All common areas require comprehensive sanitation ● Hand hygiene/Hand sanitizer use prior to entering classrooms ● Classrooms and meeting areas to follow enhanced disinfecting protocols ● PPE including masks that cover nose and mouth are required indoors including classrooms, (those proven medically unable to tolerate mask use, may use approved alternative transmission precautions) with the exception of individual workspaces. ● Signage is placed across campus that communicates the need for COVID transmission precautions ● Face Shields used as an additional barrier in classrooms where social distancing is not possible. ● FMLA for childcare continues while Federally mandated ● On campus students are educated on health concerns and encouraged to stay home if symptomatic 	
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				● Loitering is discouraged	
NCMC PHASE INDICATORS	<p>COVID case infection from other members of the community is uncommon. New COVID cases and deaths decrease over time.</p> <p>Indicators and conditions that will support moving to the next phase or support moving back to the previous phase are based on:</p> <p>Governor’s Executive Orders, MDHHS Emergency Orders, Legislation guided, MI Safe Start guidelines, Health Department of NW Michigan Guidance & Recommendations, campus readiness, limited reported COVID cases in communities served</p>				
	Who is on campus?	Building Access	Restrictions	Protocols	Questions/Comments
NCMC PHASE 6	<ul style="list-style-type: none"> ● Campus is fully operational 	<ul style="list-style-type: none"> ● All employees allowed access as scheduled ● Open to visitors, guests, students 	<ul style="list-style-type: none"> ● Face-to-face instruction and services ● Full Campus facilities and services ● Dormitory open to full capacity ● Conferences and Events may resume ● Business travel resumes with supervisor approval 	<ul style="list-style-type: none"> ● Best practice safe workplace protocols remain in place ● Best practice healthy hygiene behaviors are enforced and supplies remain available. 	<ul style="list-style-type: none"> ● MI Safe Start POST PANDEMIC ● Phase Specific guidelines protocols are not date specific and can be extended or adjusted, based on state and local guidance and college resources
NCMC PHASE INDICATORS	<p>Post COVID pandemic with community spread not expected to return.</p> <p>Indicators and conditions that will support moving to the next phase or support moving back to the previous phase are based on: Governor’s Executive Orders, Legislation guided, MI Safe Start guidelines, Health Department of NW Michigan Guidance & Recommendations, campus readiness, limited reported COVID cases in communities served</p>				