

MAYLAND COMMUNITY COLLEGE

COVID-19 Response Plan

This document will be reviewed and possibly modified monthly based on the current circumstances or when additional guidance is given by the Governor.

This guide is for all Mayland employees and students. The goal is to reduce the likelihood of COVID-19 infections among our students, our team, and our families. **Failure to follow the protocols can result in termination of Mayland employees or dismissal of Mayland students upon the discretion of the President.**

REQUIRED SAFETY PRACTICES

To keep students and personnel safe on campus; to avoid suspension of classes, and for facilities to remain open, all faculty, staff, students, and visitors must comply with the following practices:

- **Masks are required** for all persons inside Mayland Community College facilities with the following exceptions:
 - 1. Persons sitting alone in their office
 - 2. Faculty may use face shields while teaching if a minimum of six feet from the nearest student can be maintained. Face shields are only allowed while teaching. At all other times, faculty are required to wear masks
 - 3. Blue Ridge Boutique Hotel will remain mask optional
- Social Distancing is required (specifically, staying 3 feet away from others when you must go into a shared space).
- Student common areas or break areas will not be used.
- Drinking fountains will not be used except the bottle fill stations.
- No outside agencies will use Mayland facilities.
- **No food is allowed in classrooms.**

Please use this form [COVID-19 Reporting Form \(maxient.com\)](https://maxient.com) to notify MCC if you test positive for COVID-19, are experiencing symptoms related to COVID-19, or have been told that you were in close contact with someone who tested positive for COVID-19 (within 6 feet of someone for a cumulative total of 15 minutes or more over a 24-hour period). This form may also be used by faculty/staff to report a positive test, symptoms, or contact reported to them by a student or employee.

IN THE EVENT OF AN EXPOSURE BUT YOU ARE NOT SYMPTOMATIC

EMPLOYEES

Employees must notify supervisor, fill out the [COVID-19 Reporting Form](https://maxient.com) and adhere to the following:

- For employees who have had a known exposure to someone with suspected or confirmed COVID-19 and who were unable to follow distance and mask protocol, the college will follow the Center for Disease Control (CDC) guidelines:
 - **Employees who are fully vaccinated** should get tested 3-5 days after exposure even if they don't have symptoms, continue to wear a mask at work, and avoid others by remaining in their office as much as possible.
 - **Employees who are not fully vaccinated** should quarantine for 14 days after exposure. To shorten the quarantine period, employees may provide proof of a negative test after 10 days.
 - Unvaccinated employees who are quarantined and whose job duties can be done from home should take sick, annual, or unpaid leave **unless given special permission from administration to work from home.**
 - Unvaccinated employees who are quarantined and whose job duties cannot be done from home should take sick, annual, or unpaid leave.

STUDENTS:

- Students must complete the [COVID-19 Reporting](https://maxient.com) and consult with their instructor concerning remote learning and follow instructions on course syllabus **until** either they have tested negative for COVID or they have self-isolated for 10 days from the exposure. A return date

will be provided by email by the Dean of Students. MCC students in classes located at ACHS, MHS, and MHHS follow the high school's direction.

IN CASE OF COVID SYMPTOMS

EMPLOYEES

Employees should contact their supervisor immediately and fill out the [COVID-19 Reporting Form](#). Students should immediately fill out the [COVID-19 Reporting Form](#). Stay home when you have a fever, cough, shortness of breath, sore throat, or congestion.

- **Employees who are fully vaccinated** and who experience symptoms of COVID-19 **must** be tested immediately and contact their supervisor to be eligible to work from home. If positive see the section below about positive test results. If negative, stay home until free of fever (99° F or lower using an oral thermometer) and any other symptoms for at least 72 hours, without the use of fever-reducing or other symptom-altering medicines (e.g. cough suppressants) and take sick, annual, or unpaid leave.
- **Employees who are not fully vaccinated** and who experience symptoms of COVID-19 should be tested immediately and should quarantine for 14 days after exposure. To shorten the quarantine period, employees may provide proof of a negative test after 10 days.
 - **Unvaccinated employees** who test positive and whose job duties can be done from home should take sick, annual, or unpaid leave **unless given special permission from administration to work from home.**
 - **Unvaccinated employees** who are quarantined and whose job duties cannot be done from home should take sick, annual, or unpaid leave.

STUDENTS

- Students must complete the [COVID-19 Reporting](#) and consult with their instructor concerning remote learning and follow instructions on course syllabus **until either they have tested negative for COVID**

or they have self-isolated for 10 days from the exposure. A return date will be provided via email by the Dean of Students. MCC students in classes located at ACHS, MHS, and MHHS should follow the high school's direction.

IN CASE OF COVID-19 POSITIVE TEST RESULT

EMPLOYEES

If any **MCC faculty or staff** member is diagnosed with COVID-19, they must notify their supervisor as soon as possible and fill out the [COVID-19 Reporting Form](#). Once a positive diagnosis is reported, the supervisor will notify their respective VP, who will notify the college President. Employee will isolate for at least 10 days from onset of symptoms or exposure.

- **Employees who are fully vaccinated** and who test positive for COVID-19 should quarantine for 10 days from the onset of symptoms or the date of a positive test result.
 - **Fully vaccinated** employees who are quarantined should request permission from supervisor to work from home.
- **Employees who are not fully vaccinated** and who test positive for COVID-19 should quarantine for 14 days from the onset of symptoms or the date of a positive test result. To shorten the quarantine period, employees may provide proof of a negative test after 10 days.
 - **Unvaccinated** employees who test positive and whose job duties can be done from home should take sick, annual, or unpaid leave **unless given special permission from administration to work from home.**
 - **Unvaccinated** employees who are quarantined and whose job duties cannot be done from home should take sick, annual, or unpaid leave.

STUDENTS

MCC **students** diagnosed with COVID-19 must fill out the [COVID-19 Reporting Form](#) as soon as possible. The Dean of Students will notify the instructor for a determination of a return date. The Dean of Students will notify the VP of Instruction.

VISITORS

In the event of a positive COVID-19 diagnosis from an individual who has been on MCC property while determined to be positive or experiencing symptoms, the areas where exposure occurred will be cleaned and sanitized immediately upon notification.

If out sick with possible COVID-19 symptoms, it is important that you seek advice from a medical doctor and strictly follow any quarantine guidelines imposed. MCC employees should confer with their supervisor before returning to work. Students should confer with their instructor or the Dean of Student Services before returning to class.

Failure to follow the protocols can result in termination of Mayland employees or dismissal of Mayland students upon the discretion of the President.