### MCC PHASE 2
Healthcare Labs Only In-Person and Critical Employees On-Campus Only

<table>
<thead>
<tr>
<th>Hours</th>
<th>Who is on campus?</th>
<th>Requirements/Restrictions</th>
<th>Protocols</th>
<th>Questions/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Main Campus – Monday thru Thursday 8am – 4pm (Restricted employee access) After hour limited to students/faculty in f2f classes only ● Staff will work half day remotely on Friday so PP team can clean and sanitize campus – unless flex schedule approved ● Other locations remain closed</td>
<td>● Phase 1 employees ● Minimal increase in employees on campus to service f2f classes for healthcare ● Most employees continue working remotely ● Restricted identified administrators and Support Staff on campus</td>
<td>● Nearly all classes continue online ● No events (internal/external) ● Four-day on-site schedule and cleaning protocols continue ● Remote meetings continue ● Health screening form online required daily of all employees coming on campus (fever, symptoms, illness, exposure) ● No travel</td>
<td>● Social distancing protocols continue ● Facilities cleaning and disinfecting routine continues ● Employee PPE provided where/when needed, masks may be required of all employees (homemade face masks may be worn if preferred)</td>
<td>● Restrictions and protocols will be adjusted based on recommendations/requirements of state and local conditions ● Guidelines protocols are not date specific and can be extended based on state and local guidance</td>
</tr>
</tbody>
</table>

| Ready to move to Phase 3? | What requirements must be reviewed or met prior to moving to the next Phase? Governor’s Executive Orders and MI Safe Start Plan, Muskegon Public Health Department Guidelines, MCCA guidance, and campus preparedness. |


Revised: January 4, 2021

COVID-19 Re-Opening Team Plan
### MCC PHASE 3
**F2F Classes Limited and Limited Employees On-Campus**

<table>
<thead>
<tr>
<th>Hours</th>
<th>Who is on campus?</th>
<th>Requirements/Restrictions</th>
<th>Protocols</th>
<th>Questions/Comments</th>
</tr>
</thead>
</table>
| Monday thru Thursday 8am – 4pm | - Phase 1 & 2 employees  
- Two administrative leaders on campus Monday – Thursday  
- Most employees continue working remotely | - Minimal classes on campus with limited capacity due to continued social distancing (add Applied Tech and Science labs)  
- Students allowed on campus for limited classes or for limited tech access  
- Four-day on-site schedule and cleaning protocols continue  
- Limited small in person meetings permitted  
- Health screening form online required daily of all employees coming on campus (fever, symptoms, illness, exposure) | - Social distancing protocols continue  
- Sneeze guards installed where needed for service transaction  
- Facilities cleaning and disinfecting routine continues  
- Employee PPE provided where/when needed, masks may be required of all employees (homemade face masks may be worn if preferred) | - Restrictions and protocols will be adjusted based on recommendations/requirements of state and local conditions.  
- Guidelines protocols are not date specific and can be extended based on state and local guidance. |

#### Ready to move to Phase 4?
What requirements must be reviewed or met prior to moving to the next Phase?
Governor’s Executive Orders and MI Safe Start Plan, Muskegon Public Health Department Guidelines, MCCA guidance, and campus preparedness

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**Related documents:** MCC COVID-19 Preparedness Response Plan available on MyMCC, Strategic Re-opening Departmental Plans being finalized.

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COVID-19 Re-Opening Team Plan
# MCC PHASE 4 – EFFECTIVE Monday, August 10

**F2F Classes Minimally Expanded and On Campus Services by Appointment**

<table>
<thead>
<tr>
<th>Hours</th>
<th>Who is on campus?</th>
<th>Requirements/Restrictions</th>
<th>Protocols</th>
<th>Questions/Comments</th>
</tr>
</thead>
</table>
| Monday thru Thursday 8am – 4pm | - Phase 1 & 2 employees  
- Two administrative leaders on campus Monday – Thursday  
- Limited Opening of Student Services Offices per appointment  
- Most employees continue working remotely | - Minimal classes on campus with limited capacity due to continued social distancing (other disciplines added with most offerings continuing online)  
- Students allowed on campus for limited classes or for limited tech access  
- Open service offices - see students and external customers by appointment only  
- Four-day on-site schedule and cleaning protocols continue  
- Limited small in-person meetings permitted  
- Health screening form online required daily of all employees coming on campus (fever, symptoms, illness, exposure) | - Social distancing protocols continue  
- Sneeze guards installed where needed for service transaction  
- Facilities cleaning and disinfecting routine continues  
- Employee PPE provided where/when needed, masks may be required of all employees (homemade face masks may be worn if preferred) | - Restrictions and protocols will be adjusted based on recommendations/requirements of state and local conditions.  
- Guidelines protocols are not date specific and can be extended based on state and local guidance. |
|                           | - Staff will work half day remotely on Friday so Physical Plant (PP) team can clean and sanitize campus. (PP schedule will differ from other staff due to campus needs.)  
- Continued restricted employee building access (M-T 8am – 4pm)  
- HWC – f2f classes only  
- STC – f2f classes only  
- Automotive Bldg-f2f classes only  
- Ottawa Ctr – f2f classes only  
- NCRESA – closed?  
- K-12 sites – per partner guidance | | | |

## Ready to move to Phase 5?

What requirements must be reviewed or met prior to moving to the next Phase?  
Governor’s Executive Orders, Muskegon Public Health Department Guidelines, MCCA guidance, and campus preparedness.

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**Related documents:** MCC COVID-19 Preparedness Response Plan available on MyMCC, Strategic Re-opening Departmental Plans being finalized.

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COVID-19 Re-Opening Team Plan
**MCC PHASE 5**
**Classes Resume per Desired Format and On-Campus Student Services Expand**

<table>
<thead>
<tr>
<th>Hours</th>
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<th>Protocols</th>
<th>Questions/Comments</th>
</tr>
</thead>
</table>
| Main Campus, STC, HWC, and Automotive Monday thru Thursday 8am – 4pm  
● Staff will work half day remotely on Friday so PP team can clean and sanitize campus – unless flex schedule approved Ottawa Ctr and NCRESA – f2f classes only | ● Most employees have returned to campus  
● No daily health screening required, employees requested to stay home if experiencing symptoms | ● Students on campus for class or services  
● Limited student gathering spaces  
● External customers allowed on campus by appointment only  
● Internal events with limited people  
● In-person on campus instruction begins, with possible modifications to promote social distancing  
● Walk-in services allowed assuming social distance protocols can be achieved  
● HWC will open for students/employees with appropriate protocols including social distancing  
● Food Services may be open according to social distancing and other health protocols  
● Bookstore opens with social distancing measure in place  
● No facility rentals/outside events | ● Social distancing controls  
● Departments operate based on approved staffing/social distancing plans  
● Additional cleaning protocols will need to be developed/scheduled  
● Additional health screening protocols may need to be implemented (health club, computer labs, LITC)  
● Employee PPE available where/when needed | ● Restrictions and protocols will be adjusted based on recommendations/requirements of state and local conditions.  
● Phase Specific guidelines protocols are not date specific and can be extended based on state and local guidance. |

**Ready to move to Phase 6?**

What requirements must be reviewed or met prior to moving to the next Phase?

Governor’s Executive Orders, Muskegon Public Health Department Guidelines, MCCA guidance, and campus preparedness


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COVID-19 Re-Opening Team Plan
## MCC PHASE 6
New Normal Operations

<table>
<thead>
<tr>
<th>Hours</th>
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<th>Protocols</th>
<th>Questions/Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Standard work week schedules are back in place</td>
<td>● All employees as scheduled</td>
<td>● Face-to-face instruction and services resume</td>
<td>● Social distancing protocols/controls may still be required</td>
<td></td>
</tr>
<tr>
<td>● All locations open and operational</td>
<td>● More flexible scheduling permitted with approval</td>
<td>● Events may be held on campus per existing restrictions</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


Revised: January 4, 2021
COVID-19 Re-Opening Team Plan