MCC Re-Opening Plan 2020
COVID-19

Living Document to be flexible to adjust as needed based on local, state and regional pandemic status.

Re-opening of the campus will be done in STEPS, while our most important focus will be the safety of our students, our employees and our community.

<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</td>
<td>• Physical Plant</td>
<td>• Social distancing required</td>
<td>• Employee training for disease information, prevention, PPE, and cleaning/sanitizing protocols as necessary</td>
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<tr>
<td>• Monday thru Friday</td>
<td>• Security</td>
<td>• Employee PPE provided where/when needed, masks required of all employees (homemade face masks may be worn if preferred)</td>
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<tr>
<td>• Limited hours</td>
<td>• Limited identified critical infrastructure/services employees</td>
<td>• Health screening through form daily of all employees coming on campus (fever, symptoms, illness, exposure)</td>
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<tr>
<td>• HWC - Closed</td>
<td>• Other staff work remotely - each department will be asked to develop plans based on ‘new normal’ – processes and service, ability to maintain social distancing, and staff ability to work remotely. Plans for employees on campus will be approved.</td>
<td>• No students/customers/guests on campus and critical employees only</td>
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<tr>
<td>• Golf Course (ADDED May 1 - per state approval)</td>
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<td>• Online classes and student services continue remotely</td>
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<tr>
<td>• Monday - Sunday</td>
<td>• STC - Closed</td>
<td>• No events on campus (internal/external)</td>
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<tr>
<td>• Ottawa Ctr - Closed</td>
<td>• Automotive Bldg - Closed</td>
<td>• All meetings continue to be held virtually</td>
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<tr>
<td>• LFC - Closed (No re-open)</td>
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<td>• No travel</td>
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</tbody>
</table>

**MCC PHASE 1**
Remote Learning ONLY – Employees Remote
(Minimal Critical/Infrastructure Services Employees Only on campus)

**Ready to move to Phase 2?**

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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COVID-19 Re-Opening Team Plan
MCC PHASE 2
Healthcare Labs Only In-Person
and Critical Employees On-Campus Only

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<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)  ● Academic decision regarding remaining summer on-campus instruction expected by May 28.  ● 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.


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

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</thead>
</table>
| 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  
  • Continued restricted employee building access (M-T 8am – 4pm)  
  • HWC – f2f classes only  
  • STC – f2f classes only  
  • Automotive Bldg-f2f classes only  
  • Ottawa Ctr – closed  
  • NCRESA – closed | • Phase 1 & 2 employees  
  • Two administrative leaders on campus Monday – Thursday (June 8)  
  • 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  
  • Academic decision regarding remaining summer on-campus instruction expected by May 28.  
  • 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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COVID-19 Re-Opening Team Plan
MCC PHASE 4 – EFFECTIVE Monday, August 10
F2F Classes Minimally Expanded and On Campus Services by Appointment

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</table>
| Monday thru Thursday 8am – 4pm | • Phase 1 & 2 employees  
• Two administrative leaders on campus Monday – Thursday (June 8)  
• 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. |
|                              | • 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.

**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

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


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