



## MCC Plan to Reunite

### 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.

<b>MCC PHASE 1</b> <b>Remote Learning ONLY – Employees Remote</b> <b>(Minimal Critical/Infrastructure Services Employees Only on campus)</b>				
Hours	Who is on campus?	Requirements/Restrictions	Protocols	Questions/Comments
Main Campus <ul style="list-style-type: none"> <li>Monday thru Friday</li> <li>Limited hours</li> <li>HWC - Closed</li> <li>Golf Course (ADDED May 1 - per state approval)</li> <li>Monday - Sunday</li> <li>STC -Closed</li> <li>Ottawa Ctr- Closed</li> <li>Automotive Bldg - Closed</li> <li>LFC- Closed (No re-open)</li> </ul>	<ul style="list-style-type: none"> <li>Physical Plant</li> <li>Security</li> <li>Limited identified critical infrastructure/services employees</li> <li>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.</li> </ul>	<ul style="list-style-type: none"> <li>Social distancing required</li> <li>Employee PPE provided where/when needed, masks required of all employees (homemade face masks may be worn if preferred)</li> <li>Health screening through form daily of all employees coming on campus (fever, symptoms, illness, exposure)</li> <li>No students/customers/guests on campus and critical employees only</li> <li>Online classes and student services continue remotely</li> <li>No events on campus (internal/external)</li> <li>All meetings continue to be held virtually</li> <li>No travel</li> </ul>	<ul style="list-style-type: none"> <li>Employee training for disease information, prevention, PPE, and cleaning/sanitizing protocols as necessary</li> </ul>	
<b>Ready to move to Phase 2?</b>	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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## MCC PHASE 2

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

Hours	Who is on campus?	Requirements/Restrictions	Protocols	Questions/Comments
Main Campus – Monday thru Thursday 8am – 4pm (Restricted employee access) After hour limited to students/faculty in f2f classes only <ul style="list-style-type: none"> <li>Staff will work half day remotely on Friday so PP team can clean and sanitize campus – unless flex schedule approved</li> <li>Other locations remain closed</li> </ul>	<ul style="list-style-type: none"> <li>Phase 1 employees</li> <li>Minimal increase in employees on campus to service f2f classes for healthcare</li> <li>Most employees continue working remotely</li> <li>Restricted identified administrators and Support Staff on campus</li> </ul>	<ul style="list-style-type: none"> <li>Nearly all classes continue online</li> <li>No events (internal/external)</li> <li>Four-day on-site schedule and cleaning protocols continue</li> <li>Remote meetings continue</li> <li>Health screening form online required daily of all employees coming on campus (fever, symptoms, illness, exposure)</li> <li>No travel</li> </ul>	<ul style="list-style-type: none"> <li>Social distancing protocols continue</li> <li>Facilities cleaning and disinfecting routine continues</li> <li>Employee PPE provided where/when needed, masks may be required of all employees (homemade face masks may be worn if preferred)</li> </ul>	<ul style="list-style-type: none"> <li>Restrictions and protocols will be adjusted based on recommendations/requirements of state and local conditions</li> <li>Guidelines protocols are not date specific and can be extended based on state and local guidance</li> </ul>
<b>Ready to move to Phase 3?</b>	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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**MCC PHASE 3**  
**F2F Classes Limited and Limited Employees On-Campus**

Hours	Who is on campus?	Requirements/Restrictions	Protocols	Questions/Comments
<p>Monday thru Thursday 8am – 4pm</p> <ul style="list-style-type: none"> <li>● Staff will work half day remotely on Friday so PP team can clean and sanitize campus – unless flex schedule approved</li> <li>● Continued restricted employee building access (M-T 8am – 4pm)</li> <li>● HWC –f2f classes only</li> <li>● STC – f2f classes only</li> <li>● Automotive Bldg-f2f classes only</li> <li>● Ottawa Ctr –closed</li> <li>● NCRESA – closed</li> </ul>	<ul style="list-style-type: none"> <li>● Phase 1 &amp; 2 employees</li> <li>● Two administrative leaders on campus Monday – Thursday</li> <li>● Most employees continue working remotely</li> </ul>	<ul style="list-style-type: none"> <li>● Minimal classes on campus with limited capacity due to continued social distancing (add Applied Tech and Science labs)</li> <li>● Students allowed on campus for limited classes or for limited tech access</li> <li>● Four-day on-site schedule and cleaning protocols continue</li> <li>● Limited small in person meetings permitted</li> <li>● Health screening form online required daily of all employees coming on campus (fever, symptoms, illness, exposure)</li> </ul>	<ul style="list-style-type: none"> <li>● Social distancing protocols continue</li> <li>● Sneeze guards installed where needed for service transaction</li> <li>● Facilities cleaning and disinfecting routine continues</li> <li>● Employee PPE provided where/when needed, masks may be required of all employees (homemade face masks may be worn if preferred)</li> </ul>	<ul style="list-style-type: none"> <li>● Restrictions and protocols will be adjusted based on recommendations/ requirements of state and local conditions.</li> <li>● Guidelines protocols are not date specific and can be extended based on state and local guidance.</li> </ul>
<p><b>Ready to move to Phase 4?</b></p>	<p>What requirements must be reviewed or met prior to moving to the next Phase?</p> <p>Governor’s Executive Orders and MI Safe Start Plan, Muskegon Public Health Department Guidelines, MCCA guidance, and campus preparedness</p>			

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<b>MCC PHASE 4</b>				
<b>F2F Classes Minimally Expanded and On Campus Services by Appointment</b>				
<b>Hours</b>	<b>Who is on campus?</b>	<b>Requirements/Restrictions</b>	<b>Protocols</b>	<b>Questions/Comments</b>
Monday thru Thursday 8am – 5pm <ul style="list-style-type: none"> <li>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.)</li> <li>Continued restricted employee building access (M-Th 8am – 5pm)</li> <li>HWC –f2f classes only</li> <li>STC – f2f classes only</li> <li>Automotive Bldg-f2f classes only</li> <li>Ottawa Ctr –f2f classes only</li> <li>NCRESA – closed</li> <li>K-12 sites – per partner guidance</li> </ul>	<ul style="list-style-type: none"> <li>Phase 1 &amp; 2 &amp; 3 employees</li> <li>Two administrative leaders on campus Monday – Thursday</li> <li>Most employees continue working remotely per state guidelines.</li> </ul>	<ul style="list-style-type: none"> <li>Minimal classes on campus with limited capacity due to continued social distancing (other disciplines added with most offerings continuing online)</li> <li>Students allowed on campus for limited classes or for limited tech access</li> <li>Limited one on one meetings by appointment only</li> <li>Open service offices - see students and external customers by appointment only</li> <li>Four-day on-site schedule and cleaning protocols continue</li> <li>Limited small in-person meetings for academic purposes or recruitment</li> <li>Health screening form online required daily of all employees coming on campus (fever, symptoms, illness, exposure)</li> </ul>	<ul style="list-style-type: none"> <li>Social distancing protocols continue</li> <li>Sneeze guards installed where needed for service transaction</li> <li>Facilities cleaning and disinfecting routine continues</li> <li>Employee PPE provided where/when needed, masks may be required of all employees (homemade face masks may be worn if preferred)</li> </ul>	<ul style="list-style-type: none"> <li>Restrictions and protocols will be adjusted based on recommendations/requirements of state and local conditions.</li> <li>Guidelines protocols are not date specific and can be extended based on state and local guidance.</li> </ul>
<b>Ready to move to Phase 5?</b>	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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**MCC PHASE 5**  
**F2F Classes and On-Campus Student Services Expand**

Hours	Who is on campus?	Requirements/Restrictions	Protocols	Questions/Comments
<p>Main Campus, STC, HWC, and Automotive</p> <p>Monday thru Thursday</p> <p>8am – 5pm</p> <ul style="list-style-type: none"> <li>Staff will work half day remotely on Friday so PP team can clean and sanitize campus – unless flex schedule approved</li> </ul> <p>Ottawa Ctr and NCRESA – f2f classes only</p>	<ul style="list-style-type: none"> <li>As needed employees have returned to campus</li> <li>Instructors may teach or work in office</li> </ul>	<ul style="list-style-type: none"> <li>In-person on campus instruction increases, with possible modifications to promote social distancing</li> <li>Students on campus for class or services or college activities</li> <li>Student study groups allowed in designated areas</li> <li>Registered Student Organizations and Bay Window journalists allowed to meet</li> <li>Tutoring/SI face to face by appointment only</li> <li>Testing by appointment only</li> <li>Library open for MCC students and employees with limited hours/services</li> <li>External customers allowed on campus by appointment only</li> <li>HWC will open for students/employees including social distancing with limited hours</li> <li>Internal events with limited people state/OSHA guidelines</li> <li><b>No facility rentals/outside events</b></li> </ul>	<ul style="list-style-type: none"> <li>Social distancing controls</li> <li>Departments operate based on approved staffing/social distancing plans</li> <li>Additional cleaning protocols will need to be developed/scheduled</li> <li>Additional health screening protocols may need to be implemented (health club, computer labs, LITC)</li> <li>Employee PPE available where/when needed</li> <li>Daily health screening required, employees stay home if experiencing symptoms (This is guided by state/OSHA.)</li> </ul>	<ul style="list-style-type: none"> <li>Restrictions and protocols will be adjusted based on recommendations/requirements of state and local conditions and compliance with protocols</li> <li>Phase Specific guidelines protocols are not date specific and can be extended based on state and local guidance.</li> </ul>
<p><b>Ready to move to Phase 6?</b></p>	<p>Ready to move to Phase 6? What requirements must be reviewed or met prior to moving to the next Phase?</p> <p>Governor’s Executive Orders, Muskegon Public Health Department Guidelines, MCCA guidance, and campus preparedness</p>			

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**MCC PHASE 6**  
New Normal Operations

Hours	Who is on campus?	Requirements/Restrictions	Protocols	Questions/Comments
<ul style="list-style-type: none"> <li>• Standard work week schedules are back in place</li> <li>• All locations open and operational</li> </ul>	<ul style="list-style-type: none"> <li>• All employees as scheduled</li> <li>• More flexible scheduling permitted with approval</li> </ul>	<ul style="list-style-type: none"> <li>• Face-to-face instruction and services resume</li> <li>• Events may be held on campus per existing restrictions</li> </ul>	<ul style="list-style-type: none"> <li>• Social distancing protocols/controls may still be required</li> </ul>	

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