



**MCC** Mohave  
Community  
College

**CARES**

WASH HANDS | WEAR MASKS | SOCIAL DISTANCE

# PLAN TO RESUME CAMPUS PRESENCE

# MCC Plan to Resume Campus Presence

## PHASE 1

**After the state-at-home order expires.**

Limited employees to return to campuses where essential operations are opened on campus.

- a. Facilities personnel
  - b. CTE Instructors during lab hours
  - c. Health Professions instructors during lab hours
  - d. Chemistry instructors during lab hours
  - e. All other employees continue to work from home.
2. Classes remain online with the exception of CTE, Health Professions, and chemistry labs.
    - a. Allow students to make up missed lab activities (from spring semester) in small groups (maximum of five-extended to 10 in June) beginning May 26<sup>th</sup> **if the AZ stay-at-home order is lifted.**
    - b. Campus buildings- lab and restroom facilities will be accessible to students attending scheduled lab sessions. All other facilities will be closed.
  3. Students and employees are asked to self-screen using [CDC resources](#) and guidelines.
  4. Physical distancing-6 ft. space between all work stations. Room use limited to lab spaces and restroom facilities in the immediate areas where class sessions are scheduled.
  5. All employees and students will wear masks over their mouth and noses
  6. No public events or college activities on campus
  7. All current protocols regarding work from home, sick leave, PTO, etc. will remain in place
  8. College meetings will continue to convene via Zoom or teleconferencing
  9. Campuses will follow CDC and OSHA guidelines for cleaning and closure protocols.
    - a. Facilities will reconfigure rooms based to ensure physical distance is maintainable during lab sessions.  
**Intensify cleaning and disinfection efforts.**
    - Routinely clean and disinfect surfaces and objects that are frequently touched. This may include cleaning objects/surfaces not ordinarily cleaned daily (e.g., doorknobs, light switches, classroom sink handles, countertops). Clean with the cleaners typically used. Use all cleaning products according to the directions on the label. For disinfection most common EPA-registered household disinfectants should be effective.
      - A list of products that are EPA-approved for use against the virus that causes COVID-19 is available. Follow the manufacturer's instructions for all cleaning and disinfection products (e.g., concentration, application method and contact time, etc.).
    - Provide disposable wipes to staff and faculty so that commonly used surfaces (e.g., keyboards, desks, remote controls) can be wiped down before use.
    - Ensure adequate supplies to support cleaning and disinfection practices.
  10. MCC will monitor and plan for absenteeism throughout this phase.
  11. MCC will follow the [CDC guidance](#) when a confirmed case has been on campus. The college will collaborate with local health officials and implement short-term building closure procedures. Decisions will be made on a case by case basis.

## PHASE 2

Phase two after the AZ Return to School benchmarks are met (possibly Sept. 21).

Reopen limited on-campus operations while maintaining remote operations with the goal of very limited face-to-face contact.

- a. Of the employee that return to campus (skeleton crews) rotate employees to avoid close proximity to other employees.
- b. Encourage use of remote services: phone advising and library, online/zoom tutoring, etc.
- c. Limit hours open to the public.
2. All employees and students will wear masks over their mouth and noses
3. Instruction
  - a. Remote learning will continue with the exception of CTE and Health Professions labs.
  - b. No group larger than 10.
  - c. Spaces reconfigured to keep students at least 6 feet apart. Late start (June 22) for some CTE and health professions courses for Summer semester. Didactic portion of class online with labs as described.
  - d. MCC libraries continue to be accessible through the internet with full online services. Please visit <https://mohave.libguides.com/home> . The librarians are available by appointment and quickly responding to e-mails. The library website also offers live chat sessions.
4. Facilities will again reconfigure spaces to accommodate distancing.
  - a. Lab spaces for 10
  - b. Plexi-glass dividers will be install at front desk areas to create a physical barrier
    - i. Collaboration between facilities, campus deans, and chief student services officer to determine location.
5. Non-instructional Services
  - a. Student services-Skeleton crew at front desk 1-2 student services staff that rotate on-campus work hours
  - b. Limited time open
  - c. Strict protocols in place conforming with CDC guidelines.
6. Vulnerable populations
  - a. Students in high risk will need contingencies in place to complete work remotely.
  - b. Employees in high risk categories continue to work remotely
7. Campus Location Closures
  - a. Individual Locations- When positive cases are confirmed on any campus, will we close campus buildings for cleaning/quarantine (see Phase 1).
  - b. College-wide campus building closure in the event of a surge in COVID-19 confirmed positive test results within our community.

\*\*If all conditions are met, continuation to Phase Three should be considered after 3-4 weeks.

## PHASE THREE

May 3, 2021

The College may enter this phase when the level of mitigation by level of community transmission and characteristics is a the [minimal to moderate community transmission level](#) per the CDC (*Sustained transmission with high likelihood or confirmed exposure within communal settings and potential for rapid increase in cases*).

During Phase Three, the College workforce that provides direct services to the students (excluding employees who have been authorized or directed to continue to work from home) will be returned to

campus to resume on campus services including advising, library, and student success services. All guidelines and requirements continue to apply and must be implemented by division/departments/units.

MCC will resume on-ground classes with the implementation of social distances through hybridization and staggered class sessions as directed by the EVP of Instruction and Student Services. Rooms will not exceed 50% capacity, assuming individuals can still maintain 6 feet of separation for physical distancing requirements.

Modifications to student life activities and campus events will prevent large group gatherings. Internal events sanctioned by the college will follow the Arizona Department of Health Services: COVID-19 Recommendations for Private Events of 10/06/20 (Addendum 2).

Students, employees, and visitors should maintain at least a 6-foot distance from others. Classrooms, thoroughfares, and other spaces have been set up to allow for physical distancing so furniture arrangements should not be changed at any time.

Signage has been added around campus regarding traffic flow through building entrances/exits, stairways, elevators, and similar common use areas. Please follow these directions.

Water fountains will be on but to protect against the spread of the virus, patrons are asked to fill water bottles rather than drinking directly from the fountains. Be prepared by bringing your own water bottle, or bottled water will be available from vending machines.

The Bighorn Café may resume operations as campus occupancy increases. Pick-up service is available. Vending machines will be filled in all buildings where students have access.

During Phase Three, the College will continue to mandate risk mitigation interventions to reduce the number of infections including social distancing, mask wearing, contact tracing, and limiting the influx of new infections from outside the campus by limiting public events. **MCC requires appropriate mask use indoors except when employees are working alone in their closed office space. Masks are only required outdoors if parties are within 6 feet of each other or when riding in the same campus vehicle (Mule, cart, etc.)**

The College committees, departments, groups, nor individuals will not conduct unauthorized<sup>1</sup> meetings or events on campus that exceed the group size limit of 10. All meetings are required to maintain physical distancing and face coverings.

Employees who work in departments that do not provide direct student services and vulnerable employees may continue to work as remotely as possible. Contact your supervisor for more information.

MCC facilities staff continue cleaning and sanitation schedules designed to help stop the spread; however, all MCC personnel need to engage in disinfecting/cleaning work areas and frequently touched surfaces to ensure a safe environment for all.

Facilities will provide hand sanitizer and other supplies for employees working on campus.

Supervisors will prepare contingency plans to ensure operational continuity in the event that an employee(s) becomes ill or is required to quarantined.

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<sup>1</sup> Authorization for internal meetings and events that exceed 10 participants will come from the President's Office after review by the Enterprise Risk and Safety Committee.

Employees and students will be notified, if possible, of possible exposure to COVID-19 positive by HR or a Pandemic Response Team co-chair. Employees will work with HR and their supervisor to isolate and work from home or take sick leave.

## **PHASE FOUR**

Testing and/or vaccine widely distributed and community spread near zero.

Employee vaccinations- available and administered to interested employees.

Return to normal operations.

Situation #1	Steps to Take
<p>You know you have COVID-19 (positive test), and have symptoms. What are symptoms?</p> <ul style="list-style-type: none"> <li>• Fever or chills</li> <li>• Cough</li> <li>• Shortness of breath or difficulty breathing</li> <li>• Fatigue</li> <li>• Muscle or body aches</li> <li>• Headache</li> <li>• New loss of taste or smell</li> <li>• Sore throat</li> <li>• Congestion or runny nose</li> <li>• Nausea or vomiting</li> <li>• Diarrhea</li> </ul>	<p>Stay home and away from others, especially people who are at higher risk for getting very sick from COVID-19 until:</p> <ul style="list-style-type: none"> <li>• 10 days since symptoms first appeared or since the date of your positive COVID-19 test (whichever came first); <b>and</b></li> <li>• 24 hours with no fever without the use of fever-reducing medications; <b>and</b></li> <li>• Other symptoms of COVID-19 are improving.</li> </ul> <p>Discuss working from home as your health will allow with your immediate supervisor or Human Resources.</p> <p>If you have an emergency warning sign (including trouble breathing), get emergency medical care immediately.</p>

Situation #2	Steps to Take
<p>You tested positive for COVID-19 but have no symptoms.</p>	<p>Stay home for 10 days after the date of your positive COVID-19 test. Discuss working from home as your health will allow with your immediate supervisor or Human Resources.</p> <p>If you develop symptoms after testing positive, follow the guidance above for “You know you had COVID-19, and had symptoms.”</p>

Situation #3	Steps to Take
<p>You think you might have COVID-19 due to your symptoms. What are symptoms?</p> <ul style="list-style-type: none"> <li>• Fever or chills</li> <li>• Cough</li> <li>• Shortness of breath or difficulty breathing</li> <li>• Fatigue</li> <li>• Muscle or body aches</li> <li>• Headache</li> <li>• New loss of taste or smell</li> <li>• Sore throat</li> <li>• Congestion or runny nose</li> <li>• Nausea or vomiting</li> <li>• Diarrhea</li> </ul>	<p>Stay home and away from others, especially people who are at higher risk for getting very sick from COVID-19 until:</p> <ul style="list-style-type: none"> <li>• 10 days since symptoms first appeared; and</li> <li>• 24 hours with no fever without the use of fever-reducing medications; and</li> <li>• Other symptoms of COVID-19 are improving.</li> <li>• Discuss working from home as your health will allow with your immediate supervisor or Human Resources.</li> </ul> <p>If you have an emergency warning sign (including trouble breathing), get emergency medical care immediately.</p> <p><b><i>Important: Even if you obtain a COVID-19 test and the results are negative, you must isolate for 10 days.</i></b></p>

Situation #4	Steps to Take
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You have been in close contact with someone who has COVID-19 (positive test). What counts as close contact?

- You were within 6 feet of someone who has COVID-19 for at least 15 minutes
- You provided care at home to someone who is sick with COVID-19
- You had direct physical contact with a person who has COVID-19 (hugged or kissed them)
- You shared eating or drinking utensils
- They sneezed, coughed, or somehow got respiratory droplets on you

#### **OPTION #1 – TESTING**

Stay home for 7 days after your last contact with a person who has tested positive for COVID-19.

- Watch for fever (100.4 F), cough shortness of breath, cough, runny nose, sore throat and other symptoms.
- If possible, stay away from others, especially people who are at higher risk for getting very sick from COVID-19.
- Discuss working from home as your health will allow with your immediate supervisor or Human Resources.
- Obtain a COVID-19 test on day 6 or day 7 of isolation.

If there are no symptoms and your test results are negative, you may return to campus after the 7th day, continuing to self-monitor for symptoms and wear a mask for 7 more days. You must provide a copy of your test result to Human Resources. ***If you develop symptoms, go to Situation #3.***

#### **OPTION #2 – NO TESTING**

Stay home for 10 days after your last contact with a person who has tested positive for COVID-19.

- Watch for fever (100.4 F), cough shortness of breath, cough, runny nose, sore throat and other symptoms.
- If possible, stay away from others, especially people who are at higher risk for getting very sick from COVID-19.
- Discuss working from home as your health will allow with your immediate supervisor or Human Resources.

If there are no symptoms, you may return to campus after the 10<sup>th</sup> day, continuing to self-monitor for symptoms and wear a mask for 4 more days. ***If you develop symptoms, go to Situation #3.***

Situation #5	Steps to Take
<p>You have been in close contact with someone who has symptoms, but has not tested positive for COVID-19.</p>	<p>Use the CDC self-checker to assess your own symptoms, if any, and those of the person with whom you have had close contact.</p> <p>If you feel that it is <b>likely</b> that you have been exposed to COVID-19, stay home for 14 days after your last contact with a person who has symptoms.</p> <ul style="list-style-type: none"> <li>• Watch for fever (100.4 F), cough shortness of breath, cough, runny nose, sore throat and other symptoms.</li> <li>• If possible, stay away from others, especially people who are at higher risk for getting very sick from COVID-19.</li> <li>• Discuss working from home as your health will allow with your immediate supervisor or Human Resources.</li> <li>•</li> </ul> <p>If you feel that it is <b>unlikely</b> that you have been exposed to COVID-19, you may return to normal duties.</p> <ul style="list-style-type: none"> <li>• Over the next 14 days, use the CDC self-checker daily to assess any symptoms that may develop.</li> <li>• If you develop symptoms, follow the guidance above for “You think you might have COVID-19 due to your symptoms.”</li> </ul>

Addendum Two



ARIZONA DEPARTMENT  
OF HEALTH SERVICES

## COVID- 19 Recommendations for Private Events October 6, 2020

**These recommendations may be used when planning private events, such as weddings, funerals, conferences and meetings not open to the general public.**

**Per the Centers for Disease Control and Prevention (CDC) guidance, under all circumstances, the following precautions should be taken by *people attending private events*:**

- [Stay home if you are sick.](#)
- Protect yourself while attending events:
  - Arizonans are safer at home and should evaluate their *personal risk* of attending an event based on the [Arizona COVID-19 Risk Index](#) and CDC's [People at Increased Risk](#).
    - If you are at [higher risk](#) for severe illness, you should avoid attending private events with more than 10 people. People at higher risk for [severe illness](#) include adults 65 or older and people of any age who have serious underlying medical conditions.
    - Maintain a distance of at least 6 feet, and avoid close contact with people not in your party.
  - Wear a mask while at the event at all times, **except while actively eating or drinking**.
    - Masks should cover your nose and mouth and should be worn by all attendees over the age of 2 years who can safely manage their own mask.
  - Wash your hands often with soap and water for at least 20 seconds. If soap and water are not available, use an alcohol-based hand sanitizer that contains at least 60% alcohol.
    - Washing your hands is especially important before eating, after using the restroom, and after leaving the event.
    - Avoid touching your eyes, nose, and mouth with unwashed hands.
  - Cover your cough or sneeze with a tissue or your sleeve (not your hands) and immediately throw the tissue in the trash.
  - If possible, use touchless payment methods. If you must handle money, a card, or use a keypad, use hand sanitizer or wash your hands immediately after.

**The Arizona Department of Health Services recommends the following additional steps be taken by event planners and operators to ensure that employees and guests follow these guidelines:**

**Comply with All Local, State, and Federal Laws Pertaining to Private Events**

**Require Physical Distancing**

- Limit occupancy to ensure appropriate physical distancing of guests.
  - Recommend limiting occupancy to 50% of the permitted fire code occupant load.
- Prioritize outdoor activities where physical distancing can be maintained as much as possible.
- Limit attendance or seating capacity or host smaller events in larger rooms.
- Change seating layout or availability of seating so that parties can remain at least 6 feet apart from other groups.
  - Block off rows or sections of seating.
  - Limit seating to alternate rows.
  - Clearly mark chairs that are not in use.
- Stagger and limit attendance times to minimize the number of guests at the venue.
- Use multiple entrances and exits and discourage crowded waiting areas.
  - Where possible, implement one-way traffic within the facility.
- Eliminate lines or queues if possible or encourage people to maintain physical distance.
  - Provide physical guides, such as tape on floors or sidewalks and signs on walls, to ensure that individuals remain at least 6 feet apart in lines (e.g., guides for creating one-way routes).
- Close communal spaces and common areas where people are likely to congregate and interact.
  - If unable to close the area, restrict access and have employees staff the area to enforce physical distancing.
  - Stagger use of shared indoor spaces such as dining halls, meeting rooms, and lounges as much as possible and [clean and disinfect](#) them between uses.
- Consider requiring online reservations for events and limit the number of guests in the venue to allow for appropriate physical distancing.
  - Do not conduct back-to-back events.
  - Time between events is needed to allow for the air to recirculate and for staff to thoroughly clean spaces and equipment and provide proper ventilation.
- Arrange concession areas, entrances, ticket lines, waiting areas, lobbies, and hallways to enforce physical distancing.
  - Do not allow customers to wait in concession areas, entrances, ticket lines, waiting areas, lobbies, or hallways.
  - Assign staff to monitor areas where customers may congregate to enforce physical distancing.
  - Sanitize areas regularly between use.

## Enforce the Use of Masks for both Employees and Attendees

- Enforce the use of masks for both employees and attendees.
- Remind attendees ahead of the event to bring and use [masks](#) at the event.
- Provide all staff with information on proper use, removal, and washing of masks.

## Enforce Healthy Hygiene Practices for Both Employees and Attendees

- Enforce handwashing, covering coughs and sneezes.
- Ensure adequate supplies to support healthy hygiene practices for both employees and attendees including soap and water, hand sanitizer with at least 60 percent alcohol (perhaps on every table and counter, if supplies allow), and single-use paper towels.
- Ensure hand sanitizer is available at or adjacent to entrances to the facility, restrooms and in employee work areas, or soap and running water readily accessible to staff and attendees at marked locations.
- Post physical and/or electronic signage at the entrance of public health advisories prohibiting individuals who are symptomatic from entering the premises.
- Post signs on how to stop the spread of COVID-19, including: proper hand hygiene, everyday protective measures, and proper mask etiquette.

## Minimize Environmental Risk

- Ensure that ventilation systems of indoor spaces operate properly.
  - If weather permits, increase the circulation of outdoor air as much as possible by opening windows and doors, using fans, or other methods.
- Intensify cleaning, disinfection, and ventilation practices.
  - Wash, rinse, and sanitize food contact surfaces, food preparation surfaces, and beverage equipment after use.
  - Implement comprehensive sanitation protocols, including increased sanitation schedules for bathrooms.
  - Sanitize attendee areas after each sitting with EPA-registered disinfectant and use according to the label. Highly touched surfaces include but are not limited to:
    - Tables and tablecloths,
    - Bar tops and counters, and
    - Chairs/booth seats, armrests, beverage holders, handrails, and any other items that attendees may touch between each use.
  - Wipe any touchpads between each use.
  - Wipe any pens, counters, or hard surfaces between use or customer.
  - Provide access to soap and water for handwashing or an alcohol-based hand sanitizer, containing at least 60% alcohol, at clearly marked stations around the venue for use by employees and attendees. Require employees to regularly wash hands for at least 20 seconds.
  - Provide adequate supplies to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60% alcohol, disinfecting wipes, tissues, and no-touch trash cans.
  - Schedule sufficient time to sanitize in between events.
  - Close areas such as drinking fountains that cannot be adequately cleaned and disinfected during an event.

- Consider limiting the number of people who occupy the restroom at one time to allow for physical distancing.
  - Do not allow lines or crowds to form near the restroom without maintaining a distance of at least 6 feet from other people. It may be helpful to post signs or markers to help attendees maintain the appropriate distance of at least 6 feet.
- Ensure that open restrooms are:
  - Operational with functional toilets.
  - [Cleaned and disinfected](#) regularly, particularly high-touch surfaces such as faucets, toilets, stall doors, doorknobs, countertops, diaper changing tables, and light switches.
    - Clean and disinfect restrooms daily or more often, if possible, with EPA-approved disinfectants against COVID-19.
    - Ensure safe and correct application of disinfectants and keep products away from children.
  - Adequately stocked with supplies for handwashing, including soap and water or hand sanitizer with at least 60% alcohol, paper towels, tissues, and no-touch trash cans.
  - If you are providing portable toilets, also provide portable handwashing stations and ensure that they remain stocked throughout the duration of the event. If possible, provide hand sanitizer stations that are touch-free.
- Communication Systems
  - Encourage staff and attendees to self-report to event organizers if they have [symptoms](#) of COVID-19.
  - Advise attendees prior to the event or gathering that they should not attend if they have symptoms of, a positive test for, or were recently exposed (within 14 days) to COVID-19.
  - Notify staff and attendees of cancellations and restrictions in place to limit people's exposure to COVID-19 (e.g., limited hours of operation).

#### Ensure Safe On-site Dining:

- If the event includes food service, refer to the [ADHS Requirements for Restaurants & Bars Providing Dine-In Services](#).
- Bar top or counter seating is not allowed, unless each party is spaced more than 6 feet apart or is separated by glass, plexiglass or some other type of divider.
- Establishments with indoor or outdoor dining areas shall ensure more than 6 feet of physical distance between tables, benches or other areas to sit while dining.
- Eliminate instances where customers serve their own food, including salad bars and buffets.
- Avoid using or sharing items that cannot be properly sanitized such as menus, condiments, seasonings/flavorings and any other food. Instead, use disposable or digital menus, single-serving condiments, and no-touch trash cans and doors.
- Concession areas must wash, rinse, and sanitize food contact surfaces, food preparation surfaces, and beverage equipment after each use.
- Do not provide alcoholic beverages other than at a concession area with clean glasses.
  - Wash, rinse, and sanitize beverage equipment after each use.
  - Consider using single-use beverage equipment if proper cleaning and sanitization cannot be maintained.

## Prohibit High Risk Activities

- Dancing—Dancing is temporarily prohibited (with the limited exception below) and anyone with a dance floor or dance space must close that section to the public or repurpose it for seating to allow for greater physical distancing.
  - Dancing can be allowed in special circumstances where the dancers can be limited to a small number or specific guests, such as a dance competition where one couple is on the floor at a time and/or a father-daughter/mother-son/wedding party dance at a wedding
- Parlor games – parlor games (such as pool, darts, or other games commonly associated with eating and drinking establishments) shall temporarily be closed.
- Karaoke—Karaoke or other live performances in which customers are active participants shall be temporarily halted.

## The Arizona Department of Health Services recommends the following additional steps be taken for staff:

- Require sick employees to stay home and not return to work until they have met [criteria to return to work](#).
  - Employees who appear to have symptoms or who become ill while at work should immediately be separated from others and sent home.
  - Document and communicate sick leave policies to employees and staff.
- Implement flexible sick leave policies that permit adherence to public health isolation and quarantine guidance.
- Masks and frequent handwashing are required for all staff.
  - Develop standards for the use of masks by employees at all times.
  - Develop and enforce handwashing policy for food servers as it exists in the Food Code.
- Implement symptom screening for employees prior to the start of their shift.
  - Conduct wellness/symptom checks, which may include temperature checks for all personnel, at the door and before the opening of the establishment.
- Assign duties to vulnerable workers that minimize their contact with attendees and other employees.
- Train all employees on appropriate cleaning and disinfection, hand hygiene, and respiratory etiquette.
- Ensure that all employees are notified of new venue rules and any changes in rules.
- Ensure that employees maintain at least 6 feet of separation from other individuals, when possible.
- Provide appropriate personal protective equipment (PPE) for employees in accordance with public health recommendations.
- Provide adequate supplies in employee workspaces to support healthy hygiene behaviors, including soap, hand sanitizer with at least 60% alcohol, disinfecting wipes, tissues, and no-touch trash cans.
- Train all employees in the above safety actions.
- See [Department of Labor and Occupational Safety and Health Administration \(OSHA\) COVID-19 guidance for employers and workers](#).
- Limit, stagger, or rotate shifts and attendance times.
  - Consider ways to significantly reduce the number of attendees.

- Rotate or stagger shifts and arrival times to limit the number of employees in a venue at the same time.

The list of EPA-approved disinfectant products for emerging viral pathogens expected to be effective against COVID-19 can be accessed [here](#).

**For additional guidance on cleaning, visit CDC's [Cleaning and Disinfecting Your Facility](#) page and CDC's [Reopening Guidance for Cleaning and Disinfecting Public Spaces, Workplaces, Businesses, Schools, and Homes](#).**