



**NORTHERN
MAINE**
COMMUNITY COLLEGE

REOPENING PLAN — COVID-19

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Table of Contents

- Guiding Principles
- Health & Safety for Students and Employees
- Providing Quality Instruction/Positive Engagement
- Our New Look
- Thank You

Page Number

1

2

6

10

11

NMCC REOPENING PLAN

Our Reopening Plan was built upon two Guiding Principles

- ❖ Providing a safe working and learning environment for students and employees
- ❖ Providing quality instruction to students and continuing the level of engagement which support students' success

Health and safety for students and employees

In preparation for the reopening of the campus, NMCC has implemented several strategies, with the health and safety of students and employees as the ultimate goal. These strategies have been implemented based upon guidance from the Maine Center for Disease Control (CDC) and executive order from the Office of the Governor of Maine, as well as best practices recommended by local healthcare providers, industry standards and appropriate agencies. Below is a listing of some of the strategies that have been implemented for health and safety compliance:

- **Personal Pre-Entry Health Screening:** It is each individual's responsibility to be aware of the symptoms of COVID-19. Prior to leaving home, each person should do a self assessment of their health standards. If the individual has any of the symptoms, they should stay home and notify a primary care provider. Employees should contact their supervisor and students should contact their faculty members to inform them that they need to be out for the day, due to illness. They should not come to campus to make the notifications.
- **Face Coverings Required:** A face covering is required for entry into any building on the NMCC Campus. Face coverings should be worn any time physical distancing (6 ft.) cannot be maintained (ex. hallways, restrooms, common areas like the library and student center). There may be times when it is necessary to wear a face covering while in an office, classroom, lab or shop setting. Face coverings may be purchased in the Bookstore. Remember, ***you must have a face covering to enter the building! One will not be provided!***
- **Signage:** There are numerous informational signs around campus regarding the importance of entry points to buildings, physical distancing, facial coverings, and hand sanitizing. There are signs at entry points to remind everyone about personal pre-entry health screening and the face covering requirements.
- **Hand Sanitizer Stations:** Having clean hands is a major strategy in preventive care. When soap and water are not available an individual should use hand sanitizer. NMCC has installed hand sanitizer stations throughout the campus.

Health and safety for students and employees

- **Limited Entry/Exits to Campus Facilities:** Pre-designated entrances and exits for each facility on campus will be used as a strategy for controlling access to campus facilities. Electronic access controls have been installed on all entrances to the Martin and Christie Buildings. This will limit access to the facility to only students and employees. All others will need to call or email for an appointment.
- **Physical Distancing:** Everyone is reminded through several means of the importance of maintaining a physical distance of at least 6 feet between themselves and others. Even when face coverings are being worn, it is important to respect the comfort zone of others. In classrooms, lab and shop area, the student capacity has been adjusted to meet the physical distancing requirement. In most office areas, individuals have their own office space, so physical distancing is not a concern. However, a person must adhere to face covering and physical distancing requirements when entering another person's work or study space. When possible, meetings are being held via ZOOM or other types of technology, rather than in-person.
- **Protective Barriers:** Protective shields have been installed on some faculty and staff desks for extra protection. Larger shields have been installed at the information desk, in the book store, the college store and Reed Dining Commons. Small chains have been installed in the entryway to some offices or smaller spaces. This prevents a person from entering the space without giving the staff a warning that a face covering might be needed.
- **Reduced Campus Population:** The class schedule has been developed to reduce the number of students and faculty who will be on campus during the regularly scheduled academic day. This has been accomplished by adjusting instructional formats and time blocks for those courses that need to be held on campus. Also, some departments have employees rotating remote working, to reduce the number of employees on campus. All off-campus events and on-campus tours have been canceled until future notice.

Health and safety for students and employees

- **Implementation of Paperless Transactions:** Several departments on campus have implemented paperless transaction for student payments, campus purchases and payment, human resource documents and campus communications.
- **Travel and Use of College Vehicles:** Only required travel will be allowed. Any NMCC employee who is required to travel on College business, must comply with the governor's executive orders in effect at the time of travel. The required College Vehicle Request forms can be completed and submitted electronically. All vehicle keys are sanitized prior to distribution and upon return. It is recommended that the driver sanitize the vehicle, prior to use. Each driver is responsible for sanitizing the vehicle after use. The maintenance and security vehicles must follow the same disinfecting procedures as college vehicles used for travel purposes.
- **Food Safety:** Food nor drink can be consumed in classrooms. NMCC has two facilities that provide food service to the campus. The College Store, located in the Akeley Student Center and the newly remodeled Reed Dining Commons are available to students and employees, during posted hours. The contractor has trained staff on the newly implemented sanitation practices to insure that both facilities provide safe and healthy dining options and environments. There will be limited seating capacity and one-way traffic, both of which will follow the 6 foot physical distancing requirements.
- **Personal Protective Equipment:** Where required, specialized personal protective equipment (PPE) may be required, instead of or in addition to the cloth face covering. This may include face shields, more advanced face masks, such as N95, protective gowns, gloves, and protective eyewear.
- **Campus Health Center:** The Health Center will not be accepting walk-in visits. Students must call the Health Center before arriving on campus. The health care provider will do a pre-arrival health screening with the student and schedule an appointment. The appointment may be on campus or through the use of technology (ZOOM: Tele-Consult). In some instances the student may be referred to an off-campus provider.

Health and safety for students and employees

- **Residential Life:** Due to CDC health regulations, the total capacity for residential students has been reduced to only 50. The schedule for move-in day for students will be individualized. Only the residential student will be allowed to enter the residence hall. Training for both the residential staff and the residential students will be important to insure that safety and cleaning procedures are introduced and followed. Residential programming will either be held using technology, unless there is assurance that social distancing can be maintained.
- **Facility Cleanliness:** The Facility and Maintenance staff serve an important role in the operation and safety of the NMCC facilities. The staff have received additional training regarding the implementation of new work and safety procedures related to the health, safety, and well-being of NMCC staff, students, faculty and campus visitors. When possible, a space should be unoccupied by all students, employees, or visitors before the maintenance or custodial staff enters an area to provide service, while following established health and safety protocols. Once the space has been cleaned and sanitized, an informational sign will be placed on the door and the space will be locked. The scheduled use of classrooms allows time for disinfecting the space between classes. The custodial staff will also be responsible for common areas on campus, such as the Student Center, library and restrooms.

Providing quality instruction and positive engagement

- Instruction: Along with face-to-face instruction, faculty have implemented remote learning methods, such as online and hybrid. Remote learning courses may be taught in either a synchronous (scheduled time) or asynchronous mode (no scheduled time for instruction with a timeline for work to be completed). Most courses will utilize the Brightspace learning management system, but other platforms may also be implemented to enhance instruction and learning. All on-campus instruction will be located in learning spaces that have been prepared by following the established health and safety requirements. In some programs, the assigned classroom may be different from past semesters. Below are some strategies that are specific to a particular instructional space.
 - In the trade & tech lab areas, students will be required to sanitize work surfaces and equipment prior to and after each use. Students will not be allowed to share tools and laptops. Students will enter their learning space through the designated entryway. Usually this is a doorway that is entered from the outside of the building.
 - Courses in the arts & science department are mostly offered through remote learning. The instructors of life sciences, chemistry, and physics courses have implemented online laboratory experiences using the LABSTER software platform.
 - The business technology department courses are offered through remote learning. If students are required to be on campus for special activities, all necessary health and safety requirements will be followed.

Providing quality instruction and positive engagement

- For instructors and students in the Emergency Medical Services classes, whether lab, simulation center or classroom, additional personal protective equipment (N95 mask and gowns) may be required. Any high touch areas of a learning space and equipment will be cleaned/disinfected prior to a new learning experience and after use.
- Nursing and medical assisting students will continue to have clinical and simulation experiences as well as lectures. Additional personal protective equipment (N95 masks, gowns, and caps) may be required for some experiences.
- All students are now required to have a personal laptop computer which meet the technology requirements established by the IT staff and faculty. Campus computer labs will only be open and available during scheduled class times.
- The IT personnel, when possible, will provide remote support as the first support option for staff or students' personal and college devices, including telephones and computers.
- When remote support is not a viable option and the device has to be brought to campus, the device will be disinfected by the IT staff before evaluation and possible repair. Once work is completed, the device will again be disinfected by the IT staff before return to the owner/user.

Providing quality instruction and positive engagement

- **ACADEMIC SUCCESS CENTER:** Capacity will be limited in each area of the ASC following the guidelines for physical distancing. Plexiglass shields have been installed on each table to provide protection to students and tutors. Tutors have designated workspaces with seating reserved only for students requesting assistance. Tutoring is also available via ZOOM. Established sanitation guidelines will be followed prior to and after use of any equipment.
- **LIBRARY:** All library services will be offered remotely. Library reference and research assistance is available via ZOOM, email, phone, text, Facebook Messenger or library chat. Any ebooks, inter-library loan, and reference requests should be done electronically. Databases, ebooks, ejournals, and other online resources are available on library page of the NMCC Portal. Inter-library loan services are available for journal articles via email, however no inter-library loan services will be available for print books. A link to the Portal library page has been shared with instructors to embed in Brightspace. For group or individual ZOOM meetings, a Personal Meeting Room has been established. <https://zoom.us/j/6103397541> Meeting ID: 610 339 7541
- **TESTING CENTER:** The NMCC Testing Center is a service provided through cooperation with several national testing companies. The guidelines for the Testing Center have been established to meet the requirements of the testing companies and NMCC. All testing candidates will be required to read a health screening questionnaire and have their temperature checked. If any concerns arise, the testing candidate will not be allowed to test and will be required to leave the facility with a recommendation to contact their health care provider. Limited contact tracing information is collected from each testing candidate. The capacity has been reduced in the waiting area and of testing stations available, to meet social distancing requirements. Each testing station is disinfected after use by a test candidate. Materials are available in the event the testing candidate would like to re-sanitize the area and equipment prior to testing. Disposable earplugs are available as an alternative to noise-cancelling headphones. Following check-in and report-out sessions, all materials used in the check-in or report-out process will be sanitized, including coordinator's desk, lockers and keys.

Providing quality instruction and positive engagement

- **Workforce Development Programming:** Unique to the Commercial Driving Academy and the Mechanized Logging Operations Programming is the need for students and instructors to be in a tight space for training, such as the cab of a diesel truck or industrial equipment. In both setting the instructional equipment will be sanitized before and after instruction, following a checklist for guidance. Capacity will be limited to one student per session on the equipment. All debriefings will held outside of the equipment cab.
- **Admissions/Financial Aid/Registration:** Students will be able to communicate via email or ZOOM or telephone. Should there be a need to meet on-campus meeting, an appointment should be scheduled.
- **Counseling Services:** Students will be able to communicate via email or ZOOM or telephone. Should there be a need to meet on-campus meeting, an appointment should be scheduled. The counseling staff also serves as the student advocate for personal resources, by connecting the student to outside agencies that can provide assistance.
- **Wellness Center:** The Smith Wellness Center staff have received specialized training for cleaning and disinfecting techniques that are specific to their responsibilities. This is extremely important, due to the extra health concerns that may arise from the type of environment. Showering facilities and water fountains will not be available until official notification by the Maine CDC. Along with implementing the required face covering, physical distancing and directional signage, the staff have needed to implement a new check-in process to have needed information for possible contact tracing.

OUR NEW LOOK



Thank You

- Tony Jones, MEMIC
- Campus Safety Committee
- Maine Community College System
- Other Community College in the MCCC
 - NMCC Employees
 - NMCC Students
 - NMCC General Advisory Council
- COVID-19 Planning Group-Local Healthcare Agencies
 - Campus-based Collective Bargaining Units