

To: All Returning Employees

From: Krista Leitch Walker
 Vice President of Human Resources and Strategic Talent Management

Subject: COVID-19 Safety Measures for Working on Campus

Date: August 26, 2020

Welcome back to campus! First and foremost, we want to assure you that the College is committed to keeping our employees and our students safe. We have implemented a series of safety precautions and protocols that will help us reduce exposure to and transmission of a range of illnesses, including COVID-19. This includes new cleaning procedures and space layouts, education and training for our employees, new guidelines for campus access.

As you may already know, a significant majority of the College's campuses and locations will remain closed for onsite classes and services through the fall semester. There will be a very select number of buildings open to students, faculty, and staff due to classes that have an in-person component or other operational needs.

Given your position's role and responsibilities, you have been scheduled to return to working onsite at one of the College's campuses during the Fall semester.

To ensure that we are keeping our College community safe, we are requiring our faculty and staff to adhere to the precautions and protocols outlined below.

Preparation to Return to a College Location

- 1. Complete the following online COVID-19 safety webinar that is required for all College employees returning to their onsite work location by the relevant deadline.**
2. View [how to access this training](#) through the professional development learning management system, MC Learns.

For All Employees:

- Return to Campus Webinar for Employees: COVID-19 Changes to Your Workplace (available on 8/27/2020)
- Training must be completed before any employee arrives to an MC campus or MC location before their next scheduled arrival to their work location

For All Supervisors:

In addition to the webinar that is listed above for employees, supervisors are required to complete the following:

- Guidance for Supervisors Webinar: COVID-19 Changes to Your Workplace (available 9/2/2020)
 - Supervisors who are currently working onsite must complete this training before September 11, 2020.
3. **Log into Workday to confirm that your personal and emergency contact information is current.** View instructions on how to update your [personal](#) and [emergency contact](#) information.
 4. **Thoroughly and carefully read [Montgomery College Interim Requirements for On-Site Work as of July 1, 2020](#) and the [Fall 2020 Important Health and Safety Information](#).**

Prior to Reporting and Checking into a College Location

1. **Before leaving home, complete the [Daily COVID-19 Symptom Self-Assessment](#) every day you are reporting to a College location.** Based on the responses you will receive entry results in both your browser and an email (either a green check or a red X). Please note that the data from the assessment is not saved, stored, or retained by the College.
2. **If you have symptoms, stay home!** If you check “yes” to any of the symptoms listed in the screening or are not feeling well, do not report to work as scheduled, immediately notify your supervisor and contact your health care provider. Even if you think your symptoms are due to another condition, such as allergies or common cold, you still must follow this directive and stay home.
3. **Ensure that you have a face covering with you.** Face coverings that cover the nose, mouth, and chin must always be worn on the College’s campuses and other locations. If you do not have a face covering, you may obtain an MC mask at one of the check-in locations noted in item #4 below.
4. **Check-in with Public Safety upon arriving to campus every day you are reporting to a College location.** Be prepared to show the email receipt with the green check and timestamp. Paper copies will also be available on site. If you need to obtain an MC mask, be prepared to sign for receipt. Following are the current check-in locations:

Germantown Campus

- Bioscience Education Center (BE)

Rockville Campus

- Gudelsky Institute for Technical Education (GU)

Central Services Building (CT)

- Public Safety Front Desk

Takoma Park/Silver Spring Campus

- Health Sciences Center (HC)
- Cafritz Arts Center (CF)

- Science West (SW)

Please note that you should allow yourself extra time in the event there is a delay for entrance at the check-in. Also, check-in locations are subject to change, based on campus and building needs. Changes will be communicated by notifications, signage, and other communications.

When Working at a College Location

When reporting to any College location, you are expected to comply with the following safety standards and procedures:

1. **Promptly leave the worksite if you begin to experience symptoms and feel ill.**
Please be sure to immediately inform your supervisor and consult with your health care provider. Email publicsafety@montgomerycollege.edu to inform them that you experienced symptoms while onsite.
2. **Wear a cloth face covering while working onsite.** Please reference the [MC Employee Cloth Face Cover Guidance](#) for more information.
3. **Adhere to social distancing and keep at least 6 feet between yourself and any person.** If you are not able to maintain a distance of 6 feet or more, remove yourself from the situation.
4. **Engage in regular handwashing and/or hand sanitizing.** Wash your hands for at least 20 seconds with hot water and soap. Hand-sanitizer dispensers will be located at building entrances, high traffic areas, and all classrooms.
5. **Comply with and stay informed of all health and safety protocols as shared by the College.** Keeping informed about COVID-19 is a shared responsibility. The College is continuously monitoring health and safety updates from our national, state, and county health care professionals. As more information is received, we will amend these guidelines and will communicate them to you. Please do your part by thoroughly and carefully reading the College's communications, including e-mails, social media postings, and onsite notices and signage.
6. **Report any possible COVID-19 exposures or other health and safety concerns to: environmentalsafety@montgomerycollege.edu**
All reports are confidential. Response actions will be initiated by the Occupational and Environmental Safety Office.
7. **Answer and participate in any calls from representatives from Maryland COVID-19 contact tracing efforts.** Contact tracing is a critical element in preventing the spread of

the virus. If you receive a call from 240-466-4488 or MD COVID, please answer the call and provide any information that is requested of you.

For additional information regarding best practices for health and safety during the COVID-19 pandemic, we encourage you to visit the following websites:

[Centers for Disease Control - Coronavirus \(COVID-19\)](#)

[Montgomery County Government - COVID-19 Information Portal](#)

[Montgomery College - Coronavirus: What You Need to Know](#)

Should you have any questions or concerns, please contact your Human Resources Internal Consultant (HRIC) listed below, or email HRSTM@montgomerycollege.edu .

Rockville Campus and Gaithersburg Business Training Center

[Carla Ammerman](#)

301-852-0029

Central Services, Germantown Campus, and the Offices of Facilities and Public Safety at Rockville Campus

[Leslie Jones](#)

301-852-0095

Takoma Park/Silver Spring Campus and Westfield South

[Ashley Roberts](#)

301-852-0213

Thank you for dedication and commitment to serving and supporting our students and our community.

cc: Dr. Monica Brown, Senior Vice President for Student Affairs
Dr. Sanjay Rai, Senior Vice President of Academic Affairs
Ms. Donna Schena, Senior Vice President of Administrative and Fiscal Services
Mr. David Sears, Senior Vice President of Advancement and Community Engagement