



**Carroll Community College
COVID-19 Detailed Standard Operating Procedures
Spring 2022 Semester**

(Updated February 3, 2022)

Updates Will Be Ongoing Based on State and Local Directives

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The College's Spring 2022 semester begins Monday, January 31, 2022, and runs through Monday, May 30, 2022.

The following Standard Operating Procedures have been developed in response to the ongoing COVID-19 pandemic. These procedures are designed to promote safety and mitigate risk for students, faculty, and staff while supporting the need to continue face-to-face in-person education and support the success of all our students in-person and virtually.

The College continues to follow recommendations from the Carroll County Health Department (CCHD), the CDC and Maryland Governor's Roadmap to Recovery. This plan is subject to modification. For more information please visit: <https://coronavirus.maryland.gov/> and <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Maryland and Carroll County are currently in the HIGH level of community spread category. Out of an abundance of caution and at the recommendation of the CCHD, Carroll Community College will require all people over the age of 2, regardless of vaccination status, to wear a well-fitted mask inside our facilities and in crowded outdoor settings to reduce the spread of the COVID-19. This requirement will remain in effect until further notice.

INFORMATION ON MANDATORY MASKING

- Cloth, surgical, or KN95 masks that cover both the nose and mouth, must be worn by everyone inside College facilities at all times. *The only exception is when you are in an enclosed office alone or outside while maintaining six-foot physical distancing.* It is important that the face mask fits well and is worn over the nose and below the chin. If the face mask is removed for a break or to eat/drink, you should remain at least 6 feet away from all other people.
- Do masks prevent the spread of illness 100%? No, some viruses can get through masks, but they can reduce the spread significantly. Do some masks work better than others? Yes, but any mask is better than no mask. And a mask that fits you well and that you will wear when around others may be the best choice for you.
- To learn more about which masks, including which masks provide the best protection and the Dos and Don'ts of mask wearing, visit the Carroll County Health Department's [Mask Guidance Webpage](#).
- For more mask tips, visit the [CDC's Guide to Masks](#) and CDC's [Types of Masks and Respirators](#).
- In 2020, the FDA granted emergency-use authorization (EUA) for some KN95 masks due to N95 masks supply being scarce. This included respirators and filters certified under China's standards: GB 2626-2006 or the most recent GB 2626-2019. Look for either of these codes printed on the KN95 mask, as this could help identify if a mask is counterfeit or not. Article from USA Today- <https://www.usatoday.com/story/money/reviewed/2022/01/20/how-find-real-n-95-kn-95-mask-and-avoid-fake-ones/6579066001/>.
- The CDC has provided new mask standards. There are a lot of counterfeit KN95 masks flooding the market. Masks that meet these new standards and their availability can be found on the [NIOSH Personal Protective Equipment Information \(PPE-Info\) webpage](#). These masks have markings printed on the product to indicate they are authentic. Also visit the CDC's [Guide to Spotting Fakes](#).
- If you need to purchase N95 masks, it's important to buy from a trusted source. The CCHD has linked to [Project N95](#) as one option.
- Having received one, both and booster doses of the vaccine does not replace the requirements for wearing a mask, practicing physical distancing, and other safety guidelines. Face coverings are one of the most effective ways to prevent the spread of COVID when worn consistently and accurately. Face Shields do not protect others from droplet spread without the required face covering.
- If student or campus guest has a licensed healthcare provider's note documenting a valid medical reason for not wearing a face covering, then a face shield will be accepted as an alternative. Students are required to provide a copy of their healthcare provider's exemption note to StudentCareCovidResponseTeam@carrollcc.edu or Dr. DaVida Anderson, Director of Student Care & Integrity at danderson3@carrollcc.edu. A College letter will be provided to the student for confirmation.
- Employees are required to provide a copy of their healthcare provider's exemption note to Human Resources at HR@carrollcc.edu. A College letter will be provided to the employee for confirmation.

- If you forget your mask, the Information Desk located inside the main entrance of the A building and Campus Police will have extra masks.
- Masks are safe for most everyone to wear, including children, while on campus. Read more from the American Academy of Pediatrics: [Mask Mythbusters: Common Questions about Kids & Face Masks](#).
- **We are confident that the requirement of wearing face masks consistently and correctly, along with continuing to strongly encourage all employees and students to get fully vaccinated and receive a Booster dose, will minimize the risk of COVID-19 transmission on campus.**

PREVENTION AND STOP THE SPREAD

For additional recommendation regarding prevention and stop the spread reminders, please visit: <https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

Daily Screening

We will not be conducting daily screening at College entrances, but we strongly encourage you to stay vigilant about your health assessment.

VACCINE REQUIREMENT

While the College is not requiring students to be fully vaccinated in order to come to campus, Governor Hogan, Carroll County Commissioners, the Maryland Department of Health, the Carroll County Health Department, and the College are strongly encouraging everyone who is eligible to get fully vaccinated and receive a Booster dose as soon as possible in order to help stop the spread of COVID-19 in Carroll County and around the region, which will also reduce the pressure on our healthcare system, so that it can return to providing the best care possible to our community.

Some students and faculty have been required to be fully vaccinated since September 1, 2021. Those include:

- All students and faculty in credit Nursing, Physical Therapy Assistant, and National Registry Paramedic Programs are required to be vaccinated.
- Many non-credit healthcare programs now require students to be vaccinated to ensure placement into clinical rotations. Please visit our health care program pages for more detail. Visit: [Non-Credit Health Care Programs](#)
- Littlest Learners Child Development Center follows all MSDE Office of Child Care Guidance, which includes recommended vaccinations for staff, and recommended indoor masking for anyone ages two and older, regardless of vaccination status. Daily screenings will be continued until further notice.

CONTACT TRACING PROTOCOLS

Carroll Community College follows the CDC's reduced isolation and quarantining guidelines that were updated on January 20, 2022. These are also the recommended guidelines of the Carroll County Health Department's Contact Tracing team. All College employees and students are expected to follow these guidelines until further notice. For more information visit: <https://www.cdc.gov/coronavirus/2019-ncov/your-health/quarantine-isolation.html>.

Self-Reporting Contact Tracing Forms:

Employees must fill out the [Employee Self-Reporting COVID-19 Contact Tracing Form](#) whether you tested positive, have been in close contact with someone who is positive/suspected of being positive, or you are only exhibiting symptoms of COVID-19. Please err on the side of caution and self-report so the College's Contact Tracing Team can provide guidance.

Credit Students must fill out the [Credit Student Self-Reporting COVID-19 Contact Tracing Form](#) whether you tested positive, have been in close contact with someone who is positive/suspected of being positive, or you are only exhibiting symptoms of COVID-19. Please err on the side of caution and self-report so the College's Contact Tracing Team can provide guidance.

Non-Credit Students must fill out the [Non-Credit Student Self-Reporting COVID-19 Contact Tracing Form](#) whether you tested positive, have been in close contact with someone who is positive/suspected of being positive, or you are only

exhibiting symptoms of COVID-19. Please err on the side of caution and self-report so the College's Contact Tracing Team can provide guidance.

For questions related to contact tracing, employees should reach out the HR@carrollcc.edu. Credit and Non-Credit Students should contact Dr. DaVida Anderson at danderson3@carrollcc.edu. Students may also receive follow-up emails from StudentCareCovidResponseTeam@carrollcc.edu.

Definition Of Close Contact

Someone who was less than 6 feet away from an infected person (laboratory-confirmed or a clinical diagnosis) for a cumulative total of 15 minutes or more over a 24-hour period. For example, three individual 5-minute exposures for a total of 15 minutes.

Definition Of Exposure

Contact with someone infected with SARS-CoV-2, the virus that causes COVID-19, in a way that increases the likelihood of getting infected with the virus.

ISOLATION

Isolation is used to separate people with confirmed or suspected COVID-19 from those without COVID-19. People in isolation should stay home until it's safe for them to be around others. At home, anyone sick or infected should separate from others or wear a [well-fitting mask](#) when they need to be around others.

Calculating Isolation: Day 0 is your first day of symptoms or a positive viral test. **Day 1 is the first full day after your symptoms developed or your test specimen was collected.** If you have COVID-19 or have symptoms, isolate for at least 5 days.

If you test Positive for COVID-19, regardless of vaccination status:

- **Fill out the appropriate College's COVID-19 Self-Reporting Tool as noted above on page 4. Student links can also be found on the College's [COVID-19 Information Page](#). Employee link can be found on the College portal.**
- **Stay home for at least 5 days:** Stay home for 5 days and [isolate](#) from others in your home. **Do not come back to campus unless you have received the required approval from College officials.** If you are a student, approval must come from Dr. DaVida Anderson, Director of Student Care and Integrity, or the [StudentCareCovidResponseTeam](#). Employees will receive approvals from Human Resources.
- Wear a well-fitted mask if you must be around others in your home.
- **Ending isolation if you had symptoms:** [End isolation after 5 full days](#) if you are fever-free for 24 hours (without the use of fever-reducing medication) and your symptoms are improving. **Do not come back to campus unless you have received the required approvals from College officials.**
- **Ending isolation if you did NOT have symptoms:** [End isolation after at least 5 full days](#) after your positive test. **Do not come back to campus unless you have received the required approvals from College officials.**
- **If you were severely ill with COVID-19:** You should isolate for at least 10 days. [Consult your doctor before ending isolation](#). It's possible your isolation could be extended. **Do not come back to campus unless you have received the required approval from College officials.**
- **Take precautions until day 10**
- **Wear a mask:** Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a mask.
- **Avoid travel**
- **Avoid being around people who are at high risk**

People in isolation should stay in a specific "sick room" or area and use a separate bathroom if available. Everyone who has presumed or confirmed COVID-19 should stay home and isolate from other people for at least 5 full days (day 0 is the first day of symptoms or the date of the day of the positive viral test for asymptomatic persons). They should wear a mask when around others at home and in public for an additional 5 days.

What to do for isolation:

- Monitor your [symptoms](#). If you have an [emergency warning sign](#) (including trouble breathing), seek emergency medical care immediately.
- Stay in a separate room from other household members, if possible.
- Use a separate bathroom, if possible.
- Take steps to [improve ventilation at home](#), if possible.
- Avoid contact with other members of the household and pets.
- Don't share personal household items, like cups, towels, and utensils.
- Wear a [well-fitting mask](#) when you need to be around other people.

QUARANTINE

Quarantine is a strategy used to prevent transmission of COVID-19 by keeping people who have been in close contact with someone with COVID-19 apart from others.

Calculating Quarantine: The date of your exposure is considered day 0. **Day 1 is the first full day after your last contact with a person who has had COVID-19.** Stay home and away from other people for at least 5 days. [Learn why CDC updated guidance for the general public.](#)

If you had close contact with someone with COVID-19 and you are in one of the following groups, you do not need to quarantine:

- You are up to date with your COVID-19 vaccines.
- You had confirmed COVID-19 within the last 90 days (meaning you tested positive using a viral test).

If you were exposed/in close contact and you are fully vaccinated:

- **Fill out the appropriate College's COVID-19 Self-Reporting Tool** as noted above on page 4. Student links can also be found on the College's [COVID-19 Information Page](#). Employee link can be found on the portal.
- **Do not come back to campus unless you have received the required approval from College officials.** If you are a student, approval must come from Dr. DaVida Anderson, Director of Student Care and Integrity, or the [StudentCareCovidResponseTeam](#). Employees will receive approval from Human Resources.
- **No quarantine:** You do not need to stay home **unless** you develop symptoms.
- **Get tested:** Even if you don't develop symptoms, get tested at least 5 days after you last had close contact with someone with COVID-19. A PCR is preferred.
 - **Students** need to provide a copy of their test results to Dr. DaVida Anderson at danderson3@carrollcc.edu.
 - **Employees** are to send test results to HR@carrollcc.edu. (Rapid and Home Tests are not accepted.) Please encrypt emails that include sensitive information.
- **Watch for symptoms:** Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.
- **If you develop symptoms:** [Isolate](#) immediately and get a PCR test. Continue to stay home until you know the results. Wear a well-fitted mask around others. (Rapid and Home Tests will not be accepted.) Do not come back to campus unless you have received the required approval from College officials.
- **Take precautions until day 10**
- **Wear a mask:** Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a mask.
- **Avoid travel**
- **Avoid being around people who are at high risk**

If you were exposed/in close contact and you are not vaccinated or uncomfortable sharing your vaccination status:

- **Fill out the appropriate College's COVID-19 Self-Reporting Tool** as noted above on page 4 of this document. Student links can also be found on the College's [COVID-19 Information Page](#). Employee link can be found on the Lynx portal.

Quarantine for at least 5 days:

- **Stay home:** Stay home and [quarantine](#) for at least 5 full days.
- **Do not come back to campus unless you have received the required approval from College officials.** If you are a student, approval must come from Dr. DaVida Anderson, Director of Student Care and Integrity, or the [StudentCareCovidResponseTeam](#). Employees will receive approval from Human Resources.
- Wear a well-fitted mask if you must be around others in your home.
- **Get a PCR test:** Even if you don't develop symptoms, get tested at least 5 days after you last had close contact with someone with COVID-19.
 - **Students** need to provide a copy of their test results to Dr. DaVida Anderson at danderson3@carrollcc.edu.
 - **Employees** are to send test results to HR@carrollcc.edu. (Rapid and Home Tests are not accepted.) Please encrypt emails that include sensitive information.

After quarantine:

- **Watch for symptoms:** Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.
- **If you develop symptoms:** [Isolate](#) immediately and get a PCR test. Continue to stay home until you know the results. Wear a well-fitted mask around others. Do not come back to campus unless you have received the required approval from College officials.
- **Take precautions until day 10**
- **Wear a mask:** Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a mask.
- **Avoid travel**
- **Avoid being around people who are at high risk**

If you were exposed/in close contact and had COVID-19 within the past 90 days:

- **Fill out the appropriate College's COVID-19 Self-Reporting Tool as noted above on page 4 of this document.** Student links can also be found on the College's [COVID-19 Information Page](#). Employee link can be found on the portal.
- **Do not come back to campus unless you have received the required approval from College officials.** If you are a student, approval must come from Dr. DaVida Anderson, Director of Student Care and Integrity, or the [StudentCareCovidResponseTeam](#). Employees will receive approval from Human Resources.
- **No quarantine:** You do not need to stay home **unless** you develop symptoms.
- **Watch for symptoms:** Watch for symptoms until 10 days after you last had close contact with someone with COVID-19.
- **If you develop symptoms:** [Isolate](#) immediately and get a PCR test. Continue to stay home until you know the results. Wear a well-fitted mask around others. (Rapid and Home Tests are not accepted.) Do not come back to campus unless you have received the required approval from College officials.
- **Take precautions until day 10**
- **Wear a mask:** Wear a well-fitted mask for 10 full days any time you are around others inside your home or in public. Do not go to places where you are unable to wear a mask.
- **Avoid travel**
- **Avoid being around people who are at high risk**

CONFIDENTIALITY:

Students and employees protected personal information will remain confidential per guidelines under FERPA, HIPAA, and state confidentiality laws. It will only be disclosed when necessary to protect public health and will be limited to a need-to-know basis.

Contact tracing for COVID-19 positive results (and related close contacts) will also be conducted through the Carroll County Health Department (CCHD) or the County of residency. If a contact tracer reaches out to you directly, **please let the tracer know you are a student or employee of the College.** The College also communicates daily with the CCHD.

Students are to reach out directly to instructors to ensure continuity of instruction. Academic progress is still the student's responsibility. Please make immediate arrangements with your professor(s) regarding schoolwork and attending class remotely (depending on the course). For upcoming proctored exams, please contact your professor(s) so they can determine if you can take your test remotely or make arrangements through the testing center once you can return to campus to take your exams. If a student has additional concerns, please contact Dr. DaVida Anderson, Director of Student Care and Integrity, directly by email at danderson3@carrollcc.edu.

When a student's COVID-19 test result documentation is received by Dr. DaVida Anderson, Director of Student Care and Integrity, or the [StudentCareCovidResponseTeam](#), a final release date will be determined, and an email will be sent to the student that includes the date the student is approved to return to campus. Professors/Instructors for in-person classes only will be copied on the student's release note.

Seating Charts:

The CCHD has requested all credit and non-credit faculty create seating charts for all in-person classes to expedite contact tracing efforts. When possible, students should be instructed to remain in those seats for the duration of their course. If that's not possible, please create a new seating chart as necessary. Please include a comment indicating if students are more or less than 6 ft apart. Instructors should be prepared to share course seating charts upon request. Internal requests will most often come from Dr. DaVida Anderson, Director of Student Care & Integrity, [StudentCareCovidResponseTeam](#), and Trish Carroll, Chief Communications Officer. Sharing of attendance and seating charts will be on a need-to-know basis.

EXHIBITING SYMPTOMS OR POSITIVE COVID-19 TEST RESULT

DO NOT COME TO CAMPUS IF YOU:

- a. Test Positive for COVID-19; or
- b. Received a call from a Health Department Contact Tracer and are asked to quarantine or isolate; or
- c. Have a temperature reading of 100.4 or higher or other COVID-19 symptoms.
- d. Contact your health care provider for guidance on testing and symptoms.
- e. **For more information on when to quarantine or isolate, visit: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>**

If you have ANY of the following symptoms, which can range from mild to severe illness, you are required to stay home or immediately leave Carroll Community College's campus:

- a. A temperature reading of 100.4 or above or feeling feverish
- b. Chills
- c. Unexplained Cough
- d. Shortness of breath or difficulty breathing*
- e. Fatigue
- f. Muscle or body aches
- g. Unexplained Headache
- h. New loss of taste or smell
- i. Sore throat
- j. Unexplained Congestion or runny nose
- k. Nausea or vomiting
- l. Diarrhea
- m. Key Omicron symptoms are upper respiratory including really sore throat, cough, and congestion.

* Seek emergency medical care immediately if you have any of the following emergency warning signs of COVID-19: trouble breathing, persistent pain or pressure in the chest, confusion, inability to wake or stay awake, and/or bluish lips or face.

This list does not include all possible symptoms. The CDC will continue to update this list as we learn more about COVID-19. Visit: <https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

Students are asked to contact instructors virtually to notify them you have been required to stay home or immediately leave campus due to symptoms of illness. Students should also contact Dr. DaVida Anderson, Director of Student Care & Integrity, at danderson3@carrollcc.edu. Employees should send questions about leave time to HR@carrollcc.edu.

INFORMATION ON TESTING

To ensure the safety of all who enter our campus, we strongly encourage you to be tested if you exhibit any symptoms associated with COVID-19.

Information on COVID-19 testing is available online on the Carroll County Health Department (CCHD) website <https://cchd.maryland.gov/covidtesting/> and the Maryland state website <http://covidtest.maryland.gov/>. Many urgent care centers, clinics, and pharmacies are offering COVID-19 testing; however, please expect longer wait times given the rise and the rapid spread of the Omicron Variant. Be sure the facility you choose offers the type of test you need and check for insurance coverage and possible charges for provider appointments.

INFORMATION ON GETTING A VACCINE

In partnership with the Carroll County Health Department, the College will continue hosting COVID-19 Vaccination Clinics in the Bollinger Family Conference Center (Room K100) upon their request. The following dates are currently scheduled on campus in February: 2/2, 2/4, 2/9, 2/11, 2/16, 2/17, 2/24, and 2/26 (Saturday). The Moderna, Pfizer, and Johnson & Johnson COVID-19 vaccines will be available for first, second & booster doses.

To register, visit: <https://cchd.maryland.gov/registration-links/>. While registration is preferred, the CCHD will welcome walk-in if space allows. The Vaccination Clinics on campus are open to the public; however, please bring your College Id or other photo ID to the clinic. You will be expected to wait a minimum of 15 minutes after you receive your dose before leaving the clinic. Please make sure to leave plenty of time between your vaccine and class/work obligations.

For general information regarding vaccines, visit the Carroll County Health Department (CCHD): <https://cchd.maryland.gov/covid-19-vaccination/>

It's easy to find a vaccine. You can visit the CDC <https://www.vaccines.gov/> and search by zip code or type of vaccine. If you to prefer to go to a Carroll County Health Department clinic, call 410-876-4848 or visit <https://cchd.maryland.gov/registration-links/>.

As a reminder, you are considered fully vaccinated by the CDC:

- 2 weeks after their second dose in a 2-dose series, such as the Pfizer or Moderna vaccines, or
- 2 weeks after a single-dose vaccine, such as Johnson & Johnson's Janssen vaccine
- If you don't meet these requirements, you are NOT fully vaccinated. Keep taking all [precautions](#) until you are fully vaccinated.
- If you have a condition or are taking medication that weakens your immune system, you may NOT be fully protected even if you are fully vaccinated. Talk to your healthcare provider. Even after vaccination, you may need to continue taking all [precautions](#).

Digital Vaccination Card

Carroll County residents can get a free digital vaccination card through the Carroll County Health Department's VaccineCheck. For more information visit: <https://cchd.maryland.gov/vaccinecheck/>

The Carroll County Health Department is working with PinPoint US, LLC to offer VaccineCheck – a program that creates **free digital COVID-19 vaccination cards** for Carroll County residents, regardless of where they were vaccinated (currently

covers PA, NJ, NY, adding VA and DC soon). People who were vaccinated in Carroll County but live in other counties can also use this service.

VaccineCheck creates your personalized digital CDC vaccination card after verifying your COVID-19 vaccine history through Maryland's statewide immunization registry. If your information cannot be verified in the state system, you will not be able to get a digital card.

You can also use the service to upload an image of your paper CDC vaccine card for safe digital record-keeping.

MODIFICATION to FACILITIES

1. Engineering Controls: (use of engineered machinery or equipment which can eliminate or reduce exposure to a hazard)
 - a. Physical Barriers
 - Installed plexiglass sneeze guard barriers on office Reception Area desks.
 - b. Air Quality
 - Used high quality double pleated MERV-11 air filters in HVAC units.
 - Installed UV germicidal irradiation lights in HVAC system.
 - Followed a preventive maintenance schedule to change filters on a frequency that exceeds industry standard and manufacturer recommendations.
 - Introduced large amounts of fresh air into the system that exceeds ASHRAE recommendations.
 - Continually monitor and adjust air flow to optimize temperature and humidity conditions, exchanging air in rooms up to ten times per hour.
2. Administrative Controls: (changes in work procedures which can reduce the duration, frequency, or severity of exposure to a hazard)
 - a. Facilities Signage and Equipment
 - Placed CDC "Stop the Spread" information flier/poster in all classrooms, restrooms, common areas, and office suites.
 - Placed pedestal style hand-sanitizer dispensers at building entrance doors and other high traffic areas.
 - Placed wall mount hand-sanitizer dispensers in all classrooms.
 - Provided cloth face coverings (surgical style masks), cloth face coverings with a clear front panel, and/or clear face shields to all employees as defined by area and/or academic need.
 - Provided 5 pre-packaged KN95 masks to all employees.
 - b. Facilities Procedures
 - Added an EPA "List N Disinfectant" to Environmental Services inventory with plans to sanitize high touch surfaces daily, or multiple times daily. "List N Disinfectants" meet EPA's criteria for use against SARS-CoV-2 (COVID-19).
 - Requiring anyone who is sick to remain home and seek medical advice.

CLASSROOM/LAB/OFFICE SAFETY

- Cleaning supplies are available in each classroom/lab and office for self-cleaning throughout the day.
- Facilities staff will thoroughly clean all instructional spaces and common areas used each evening.
- Hand washing and/or hand sanitizing protocols apply to everyone each time they enter a classroom or Lab.
- All course specific Laboratory Safety Agreements requirements remain in effect. For more information, visit: <https://www.carrollcc.edu/labsafety/>

MISCELLANEOUS PROCEDURES

- Our student and employee **Technology Loaner Program** will be offered for the Spring 2022 semester at a minimum. Please encourage all students who need technology to submit a Technology Request Form as soon as possible. [Student Technology Request Form](#)
- "Opt-In" to MD COVID Alert on your cell phone. <https://covidlink.maryland.gov/content/mdcovidalert/>

- Please schedule meetings including 1:1 meetings virtually whenever possible.
- When holding meetings in-person, in addition to wearing masks, please try to physically distance 6ft apart when possible. If that is not possible, it's recommended to schedule meetings via MS Teams.

TRAVEL GUIDELINES

The College is following the CDC's guidance on all travel. If you plan to travel domestically (in the United States) or internationally, please notify your supervisor/instructor in advance so appropriate plans are in place upon your return. To view the CDC's guidelines, visit:

- [Domestic Travel During COVID](#)
- [International Travel During COVID](#)

CARROLL ATHLETICS

- Intercollegiate athletics will be subject to the Maryland Department of Health Directive and Order Regarding Community Recreations, Leisure Cultural and Sporting Gathering Events, Pursuant to Executive Order No. 2020-06-10-01; And:
- Subject to the guidelines from the NJCAA Region Athletics COVID-19 Policies and Best Practices.
- All Carroll athletes, coaches, visiting athletic teams and spectators will be required to wear a mask inside all College Facilities.
- Carroll's athletes and coaches need to adhere to all host college/team COVID-19 related guidelines and policies when scheduled for an away event.
- Athletes who are not fully vaccinated are strongly encouraged to wear face masks between practice drills, on the sidelines, arriving and departing from the playing facility, and during shared transportation to/from an event. Any face mask that becomes saturated with sweat should be changed immediately.
- According to the CCHD, most transmission associated with outdoor sports has been related to off-field activities, such as sharing meals and during transportation in private vehicles where people were unmasked or partially masked. The College strongly encourages all Carroll athletes, coaches, and visiting teams to wear a mask correctly and consistently during shared transportation for scheduled sporting events. Do not share food or drink and all participants are encouraged to bring their own water bottles.
- According to the CCHD, no one should attend any sports function as a spectator if they are exhibiting signs or symptoms of COVID-19 or are currently in quarantine for an exposure. Parents and other spectators with high-risk health conditions should strongly consider not attending indoor events or events held outdoors where appropriate physical distancing cannot be maintained.
- For more information on Carroll athletics visit: <https://www.carrolllynx.com/landing/index>

FITNESS CENTER AND GYM USE

- Users are required to wear masks when moving around or between sets. Masks may be taken off during exercise.
- The Fitness Center/Gymnasium use authorization will be by email only (acascardo@carrollcc.edu).
- The Gymnasium will be limited to 15 total, with no game play activities.
- The Fitness Center and Gym will be open to authorized users including current students, employees, and retirees.
- Authorization requires a current class schedule and/or photo identification.
- User check-in is required at the Fitness Center desk.
- Users are asked to wipe down all touch areas of machines and equipment before and after use.
- Locker rooms will be accessible. Users are required to wear a mask inside Carroll locker rooms.
- Water is available in the Fitness Center, but cups are not. Users must bring their own refillable bottles.
- Guidelines will be reassessed as COVID-19 numbers improve.

Fitness Center and Gym Hours of Operation:

	FITNESS CENTER	GYMNASIUM
MONDAY	10:00am - 11:00am, 12:30pm - 5:00pm	10:00am - 11:00am, 12:30pm - 2:00pm, 3:15pm - 5:00pm
TUESDAY	9:00am-12:30pm, 3:15pm -5:00pm	9:00am-12:30pm, 3:15pm - 5:00pm
WEDNESDAY	10:00am - 11:00am, 12:30pm -5:00pm	10:00am - 11:00am, 12:30pm - 2:00pm, 3:15pm - 5:00pm
THURSDAY	9:00am -12:30pm, 3:15pm -5:00pm	9:00am - 12:30pm, 3:15pm - 5:00pm
FRIDAY	10:00am - 4:30pm	CLOSED

THEATER USE AND CONFERENCING FACILITIES

- The Theater in the Scott Center is closed to outside Community Use Group during the Spring 2022 semester unless approved by an area Provost/VP. The College will reevaluate this decision throughout the Spring semester. A waitlist will be maintained, and any changes will be communicated. For more information, please contact Sophie Barden, Coordinator Theater Operations, at sbarden@carrollcc.edu
- The Bollinger Family Conference Center (Room K100) is not available to outside Community Use groups during the Spring 2022 semester unless approved by an area Provost/VP. For more information, please contact Shanna Kibler, Senior Director CET Operations, at skibler@carrollcc.edu.
- Internal use for course work is approved for Spring 2022 semester and will take priority over external groups as is currently the practice.
- As always, all room/space scheduling is reserved in 25Live through the appropriate channels or through Julie Shoul, Facilities and Scheduling Specialist, at jshoul@carrollcc.edu. Please keep in mind that any special circumstances affecting the overall campus schedule must be brought to our attention in advance as Facilities and Campus Police staffing will be impacted.

WASHINGTON ROAD CAMPUS HOURS OF OPERATION

Effective Monday, January 31 through Saturday, May 21, 2022, the following schedule shall be in effect for Carroll Community College campus, Spring 2022 term:

Washington Road Campus:

	Student	Faculty & staff
Monday – Thursday	7:00 am – 11:00 pm	7:00 am – 11:30 pm
Friday	7:00 am – 4:30 pm	7:00 am – 5:00 pm
Saturday	7:30 am – 4:30 pm	7:30 am – 5:00 pm
Sunday**	Closed	

** Continuing Education is offering select courses on Sundays with varying schedules. The College is not open for functions other than those classes.

As always, all room/space scheduling is reserved in 25Live through the appropriate channels or through Julie Shoul, Facilities Management, x8492. Please keep in mind that any special circumstances affecting the overall campus schedule must be brought to our attention in advance as Facilities and Campus Police staffing will be impacted.

The College will be closed:

- Spring Recess: Sunday, March 20th thru Sunday, March 27th
- Memorial Day Holiday: Saturday, May 28th thru Monday, May 30th

BOOKSTORE HOURS

Effective Monday, January 31, through Saturday, May 21, 2022, the Bookstore's regular operating hours for the Spring 2022 semester are as follows:

Monday – Thursday	9:00am – 6:30pm
Friday	Closed
Saturday and Sunday	Closed

EXTENDED HOURS for the beginning of the Spring semester:

Monday, Jan. 31 – Thursday, Feb. 3	7:30am – 7:30pm
Friday, Feb. 4	9:00am – 3:00pm
Saturday, Feb. 5	10:00am – 2:00pm
Friday, Feb. 11	10:00am – 2:00pm

The Bookstore is **CLOSED** for the same holidays and breaks as the campus:

- Spring Recess: Sunday, March 20th – Sunday, March 27th
- Memorial Day Holiday: Saturday, May 28th – Monday, May 30st

CAFÉ

The Café will re-open for the Spring 2022 semester on Monday, January 31, with limited hours and limited menus as outlined below. For your safety and health, hand sanitizer pedestal dispensers are in the Café and at each vending machine area.

We ask your patience as the Café encounters the same challenges faced by other food service providers regarding supply chain issues and a reduced labor pool. Adding additional hours to the Café schedule will be evaluated as the semester gets underway.

Effective Monday, January 31 – Friday, May 27, the following Café operations will be in effect:

CAFÉ and COFFEE BAR HOURS and MENU

Monday – Friday	8:00 am – 1:30 pm (Closed for sanitizing between 10am – 10:30am daily)
Saturday & Sunday	Closed (except for special Catering events approved and scheduled in advance)

Limited menu includes:	Limited assortment of Grab and Go breakfast items Limited assortment of Grab and Go sandwiches, wraps and salads Limited, pre-made, hot items available at the grill. No made to order items on the deli or the grill lines Assorted pre-packaged snack, candy, and pastry items Assorted bottled beverages Fresh coffee served from Starbucks (*limited menu available) Note: <i>Hot entrees, salad bar and fountain drinks are suspended until further notice</i>
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VENDING MACHINE AVAILABILITY

- A new “fresh meals” refrigerated vending machine is in the Café vending area.
 - Beginning on Monday, August 30, after 2:30pm each weekday, the machine will be stocked with fresh foods for evening students and employees.
 - It will be emptied each morning and refreshed each afternoon.
 - Food choices will include sandwiches, salads, parfaits, fruit cups, among other items.
 - We would appreciate if faculty teaching during the evening hours could please announce the “fresh meals” vending option to students.

- A “healthy options” refrigerated vending machine is in the N Building.
- Beverages and dry snacks are in A, K, L, M, N, P, and T Buildings.
- Microwaves continue to be available near the vending machines in the A, K, N, and T buildings.

CATERING START DATE and MENU

- **Catering will be available as of Monday, January 31, 2022.**
- Canteen is to be given first right of refusal for all catering needs from that point forward.
- Catering will be available, with a limited menu including breakfast and lunch style items.
 - No hot entrees will be available.
 - no self-serve buffets or commonly shared food/beverages items
 - meals/beverages should be prepackaged or a served buffet
 - ice is available from the machine in the lower level of the A Building
 - Meal Vouchers will be accepted in the Café for breakfast and lunch, and are encouraged for use
- The Catering Menu is still being finalized and will be online as soon as available.
- All inquiries for catering can be emailed to CanteenCatering@CarrollCC.edu.
- Until the supply chain is more dependable, all catering will now require a minimum of 7 business days’ notice, in advance.

The Cafe is CLOSED for the same holidays and breaks as the campus:

- Spring Recess: Sunday, March 20th – Sunday, March 27th
- Memorial Day Holiday: Saturday, May 28th – Monday, May 30st

Designated COVID-19 Points of Contact for COVID Related Notification & Documentation

- **For Students** – Dr. DaVida Anderson, Director of Student Care & Integrity, danderson3@carrollcc.edu, 410-386-8217 or email StudentCareCovidResponseTeam@carrollcc.edu.
- **For Employees** - Human Resources Department, HR@carrollcc.edu, 410-386-8030.
- **Media Inquiries & Health Department Liaison** - Trish Carroll, Chief Communications Officer, pcarroll@carrollcc.edu, 410-386-8184.

ADDITIONAL COVID-19 INFORMATION AND RESOURCES

College COVID-19 Resources: <https://www.carrollcc.edu/covid-19/>

Vaccinations: <https://cchd.maryland.gov/covid-19-vaccination/>

Quarantine or Isolate: <https://www.cdc.gov/coronavirus/2019-ncov/if-you-are-sick/quarantine.html>

State/County Data Tracker (Community Transmission Level): <https://covid.cdc.gov/covid-data-tracker/#county-view>

Maryland’s COVIDLINK System: <https://covidlink.maryland.gov/content/faqs/#faqCT>

Carroll County Health Department: <https://cchd.maryland.gov/covid-19/>

CDC: <https://www.cdc.gov/coronavirus/2019-ncov/index.html>

Maryland Department of Health: https://phpa.health.maryland.gov/Documents/coronavirus_FAQ.pdf

Governor Hogan’s Roadmap to Recovery: <https://governor.maryland.gov/recovery/>

State Positivity Rates: <https://coronavirus.jhu.edu/testing/testing-positivity>

State Cases per 100K: <https://coronavirus.jhu.edu/testing/tracker/map/new-cases-per-100-k-people>