



**Carroll Community College**  
**COVID-19 Detailed Standard Operating Procedures**  
**Spring 2022 Semester\***  
**(Updated March 3, 2022)**

**[Carroll Community College COVID-19 Information Webpage](#)**

***\*Note: Updates Will Be Ongoing Based on  
Federal, State, and Local Directives and Guidelines***

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**In response to the updated guidance from the CDC, the College’s Spring 2022 Detailed Operating Plan has been revised to reflect changes as of March 3, 2022.**

**Effective Immediately Masks are recommended but not required**

The following Standard Operating Procedures have been reviewed and updated 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>

**The March 2, 2022, updates are related to the new CDC COVID-19 Community Levels, mask recommendations, vaccination status, and isolation/quarantining process.**

**COVID-19 COMMUNITY LEVELS**

COVID-19 Community Levels are a new tool to help communities decide what prevention steps to take based on the latest data. Levels can be low, medium, or high and are determined by looking at hospital beds being used, hospital admissions, and the total number of new COVID-19 cases in an area. Take precautions to protect yourself and others from COVID-19 based on the COVID-19 Community Level in your area.

The COVID-19 community level is determined by the higher of the new admissions and inpatient beds metrics, based on the current level of new cases per 100,000 population in the past 7 days

**At all levels, people can wear a mask based on personal preference, informed by personal level of risk. People with symptoms, a positive test, or exposure to someone with COVID-19 should wear a mask.**

COVID-19 Community level	Individual- and household-level prevention behaviors
Low	<ul style="list-style-type: none"> <li>• Stay up to date with COVID-19 vaccines and boosters</li> <li>• Maintain improved ventilation throughout indoor spaces when possible</li> <li>• Follow CDC recommendations for isolation and quarantine, including getting tested if you are exposed to COVID-19 or have symptoms of COVID-19</li> <li>• If you are immunocompromised or <a href="#">high risk</a> for severe disease               <ul style="list-style-type: none"> <li>○ Have a plan for rapid testing if needed (e.g., having home tests or access to testing)</li> <li>○ Talk to your healthcare provider about whether you are a candidate for treatments like oral antivirals, PrEP, and monoclonal antibodies</li> </ul> </li> </ul>
Medium	<ul style="list-style-type: none"> <li>• If you are immunocompromised or <a href="#">high risk</a> for severe disease               <ul style="list-style-type: none"> <li>○ Talk to your healthcare provider about whether you need to wear a mask and take other precautions (e.g., testing)</li> <li>○ Have a plan for rapid testing if needed (e.g., having home tests or access to testing)</li> <li>○ Talk to your healthcare provider about whether you are a candidate for treatments like oral antivirals, PrEP, and monoclonal antibodies</li> </ul> </li> </ul>

COVID-19 Community level	Individual- and household-level prevention behaviors
Medium Cont.	<ul style="list-style-type: none"> <li>• If you have household or social contact with someone at <a href="#">high risk</a> for severe disease <ul style="list-style-type: none"> <li>○ consider self-testing to detect infection before contact</li> <li>○ consider wearing a mask when indoors with them</li> </ul> </li> <li>• Stay up to date with COVID-19 vaccines and boosters</li> <li>• Maintain improved ventilation throughout indoor spaces when possible</li> <li>• Follow CDC recommendations for isolation and quarantine, including getting tested if you are exposed to COVID-19 or have symptoms of COVID-19</li> </ul>
High	<ul style="list-style-type: none"> <li>• Wear a well-fitting mask<sup>1</sup> indoors in public, regardless of vaccination status (including in K-12 schools and other indoor community settings)</li> <li>• If you are immunocompromised or <a href="#">high risk</a> for severe disease <ul style="list-style-type: none"> <li>○ Wear a <a href="#">mask or respirator</a> that provides you with greater protection</li> <li>○ Consider avoiding non-essential indoor activities in public where you could be exposed</li> <li>○ Talk to your healthcare provider about whether you need to wear a mask and take other precautions (e.g., testing)</li> <li>○ Have a plan for rapid testing if needed (e.g., having home tests or access to testing)</li> <li>○ Talk to your healthcare provider about whether you are a candidate for treatments like oral antivirals, PrEP, and monoclonal antibodies</li> </ul> </li> <li>• If you have household or social contact with someone at <a href="#">high risk</a> for severe disease <ul style="list-style-type: none"> <li>○ consider self-testing to detect infection before contact</li> <li>○ consider wearing a mask when indoors with them</li> </ul> </li> <li>• Stay up to date with COVID-19 vaccines and boosters</li> <li>• Maintain improved ventilation throughout indoor spaces when possible</li> <li>• Follow CDC recommendations for isolation and quarantine, including getting tested if you are exposed to COVID-19 or have symptoms of COVID-19</li> </ul>

Source: <https://www.cdc.gov/coronavirus/2019-ncov/science/community-levels.html>

**INFORMATION ON MASKING**

- Cloth, surgical, or KN95 masks that cover both the nose and mouth, are recommended, not required, to be worn inside College facilities. The College strongly encourages individuals who are high risk or immunocompromised to continue to always wear a mask. 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.
- ***The College’s Contact Tracing Protocols on pages 6-7 supersedes the College’s overall guidance on mask wearing. Students and employees are expected to follow all Contact Tracing Protocols.***
- There may also be conditions or extenuating circumstance in which students or staff may still be required to wear masks. We ask that you respectfully comply.
- 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 the College has a need to impose a mask requirement in the future and a 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](mailto:StudentCareCovidResponseTeam@carrollcc.edu) or Dr. DaVida Anderson, Director of Student Care & Integrity at [danderson3@carrollcc.edu](mailto:danderson3@carrollcc.edu). A College letter will be provided to the student for confirmation.
- Masks will continue to be available at the Information Desk located inside the main entrance of the A building and Campus Police.
- 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 remain confident that wearing a face mask consistently and correctly, along with staying up to date on vaccinations, including Booster doses, will minimize the risk of COVID-19 transmission on campus.**

### **PREVENTION AND STOP THE SPREAD**

For additional recommendations 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.

### **VACCINES**

While the College is not requiring students or employees 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 continue to strongly encouraging everyone who is eligible to get fully vaccinated and receive a Booster dose 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.

For information on how to stay up to date on your vaccination, visit: [CDC Vaccine Recommendations](#).

#### Definitions:

- **Up to date** means a person has received all recommended COVID-19 vaccines, including any booster dose(s) when eligible.
- **Fully vaccinated** means a person has received their primary series of COVID-19 vaccines.

You are up to date with your COVID-19 vaccines when you have followed the current [CDC Vaccine Recommendations](#). The recommendations will be different depending on your age, your health status, and when you first got vaccinated. Many people who are [immunocompromised](#) may need an additional dose as part of their primary vaccine series. Please note that booster shots are not recommended for everyone at this time.

Visit [COVID Data Tracker](#)\* to learn more about the indicators and metrics used for COVID-19 community level in your [county](#). For the most accurate and up-to-date data for any county or state, visit the relevant the Carroll County Health Department's COVID-19 webpage: <https://cchd.maryland.gov/>

\*COVID Data Tracker may display data that differ from state and local websites. This can be due to differences in how data were collected, how metrics were calculated, or the timing of web updates.

#### **INFORMATION ON GETTING A VACCINE**

**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/>.

#### **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.

#### **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](mailto:HR@carrollcc.edu). Credit and Non-Credit Students should contact Dr. DaVida Anderson at [danderson3@carrollcc.edu](mailto:danderson3@carrollcc.edu). Students may also receive follow-up emails from [StudentCareCovidResponseTeam@carrollcc.edu](mailto: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 7. 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 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 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.***
- [Do not 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 if:***

- 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).

**1. IF YOU were exposed to COVID-19 and are NOT up-to-date on COVID-19 vaccinations or uncomfortable sharing your vaccination status:**

- Fill out the appropriate College’s COVID-19 Self-Reporting Tool as noted above on page 7. 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.
- **Stay home and quarantine for at least 5 full days.**
- Wear a well-fitted mask if you must be around others in your home.
- **Even if you don’t develop symptoms, get a PCR test at least 5 days after you last had close contact with someone with COVID-19. (Rapid and Home Tests are not accepted.)**
- After quarantine watch for symptoms until 10 days after you last had close contact with someone with COVID-19.
- Avoid travel a full 10 days after you last had close contact with someone with COVID-19.
- **If you develop symptoms isolate immediately and get tested a PCR test. (Rapid and Home Tests are not accepted.)**
- Continue to stay home until you know the results. Wear a well-fitted mask around others.

- Take precautions until day 10.
- **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.**
- If you must travel during days 6-10, take precautions.
- Avoid being around people who are at high risk.

**2. IF YOU were exposed to COVID-19 and are up-to-date on COVID-19 vaccinations:**

- Fill out the appropriate College's COVID-19 Self-Reporting Tool as noted above on page 7. 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 a PCR or Rapid 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.** (PCR is preferred, Home Tests are not accepted.)
- 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 or Rapid test.** (PCR is preferred, Home Tests are not accepted.)
- Continue to stay home until you know the results. Wear a well-fitted mask around others.
- Take precautions until day 10.
- **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.**
- Take precautions if traveling.
- Avoid being around people who are at high risk.

**3. IF YOU were exposed to COVID-19 and had confirmed COVID-19 within the past 90 days (you tested positive using a viral test):**

- Fill out the appropriate College's COVID-19 Self-Reporting Tool as noted above on page 7. 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 until 10 days after you last had close contact with someone with COVID-19.
- **If you develop symptoms isolate immediately and get a PCR or Rapid test.** (PCR is preferred, Home Tests are not accepted.)
- **Continue to stay home until you know the results.** Wear a well-fitted mask around others.
- Take precautions until day 10.
- **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.**
- Take precautions if traveling.
- 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.

To maintain confidentiality, students and employees will not be provided the name of the person who may have exposed them to COVID-19; however, they will receive notification they've potentially been exposed along with instructions on next step actions they are required to take as part of the College's Contact Tracing Protocols.

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](mailto: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](mailto:danderson3@carrollcc.edu). Employees should send questions about leave time to [HR@carrollcc.edu](mailto:HR@carrollcc.edu).

### **INFORMATION ON COVID-19 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.

### **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 during the pandemic.
    - 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 continue to be offered. Please encourage all students who need technology to submit a Technology Request Form as soon as possible. [Student Technology Request Form.](#)
- Hotspots will no longer be part of the Technology Loaner Program as May 31, 2022. Students are encouraged to apply for the Federal Affordable Connectivity Program (ACP). To learn more about the ACP visit: <https://acpbenefit.org/>. The College will provide additional information before the Summer 2022 Semester.
- "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 are encouraged 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 may choose to mask at any time and physically distance when possible.
- 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 encouraged 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.

### **Fitness Center and Gymnasium Hours of Operation:**

	<b>FITNESS CENTER</b>	<b>GYMNASIUM</b>
<b>MONDAY</b>	10:00am - 11:00am / 2:00pm - 6:00pm	10:00am - 11:00am / 2:00pm - 6:00pm
<b>TUESDAY</b>	9:00am-12:30pm / 3:05pm -5:00pm	9:00am-12:30pm / 3:05pm -5:00pm
<b>WEDNESDAY</b>	10:00am - 11:00am / 2:00pm - 6:00pm	10:00am - 11:00am / 2:00pm - 6:00pm
<b>THURSDAY</b>	9:00am-12:30pm / 3:05pm -5:00pm	9:00am-12:30pm / 3:05pm -5:00pm
<b>FRIDAY</b>	10:00am - 4:30pm	3:00pm - 4:30pm

### **THEATER USE AND CONFERENCING FACILITIES**

- The Theater in the Scott Center will continue to require masks through April 9, 2022, at which time the decision will be reevaluated. For more information, please contact Sophie Barden, Coordinator Theater Operations, at [sbarden@carrollcc.edu](mailto:sbarden@carrollcc.edu)
- The Bollinger Family Conference Center (Room K100) will continue to encourage masks to be worn, but they will not be required. For more information, please contact Shanna Kibler, Senior Director CET Operations, at [skibler@carrollcc.edu](mailto:skibler@carrollcc.edu).
- Internal use for course work 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](mailto: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:**

	<b>Student</b>	<b>Faculty &amp; staff</b>
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**	<b>Closed</b>	

\*\* 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 20<sup>th</sup> thru Sunday, March 27<sup>th</sup>
- Memorial Day Holiday: Saturday, May 28<sup>th</sup> thru Monday, May 30<sup>th</sup>

**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 BOOKSTORE 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 20<sup>th</sup> – Sunday, March 27<sup>th</sup>
- Memorial Day Holiday: Saturday, May 28<sup>th</sup> – Monday, May 30<sup>st</sup>

**CAFÉ**

The Café is open for the Spring 2022 semester, but 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 & COFFEE BAR HOURS and MENU

<b>Monday – Friday</b>	<b>8:00 am – 1:30 pm (Closed for sanitizing between 10am – 10:30am daily)</b>
<b>Saturday &amp; Sunday</b>	Closed (except for special Catering events approved and scheduled in advance)
<b>Limited menu includes:</b>	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>

#### 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](mailto: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 20<sup>th</sup> – Sunday, March 27<sup>th</sup>
- Memorial Day Holiday: Saturday, May 28<sup>th</sup> – Monday, May 30<sup>st</sup>

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

- **For Students** – Dr. DaVida Anderson, Director of Student Care & Integrity, [danderson3@carrollcc.edu](mailto:danderson3@carrollcc.edu), 410-386-8217 or email [StudentCareCovidResponseTeam@carrollcc.edu](mailto:StudentCareCovidResponseTeam@carrollcc.edu).
- **For Employees** - Human Resources Department, [HR@carrollcc.edu](mailto:HR@carrollcc.edu), 410-386-8030.
- **Media Inquiries & Health Department Liaison** - Trish Carroll, Chief Communications Officer, [pcarroll@carrollcc.edu](mailto: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 Community Level Tracker: <https://www.cdc.gov/coronavirus/2019-ncov/science/community-levels.html>

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](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>