

Carroll Community College
COVID-19 Facility Modifications and Procedures
Updated February 9, 2022

Modifications to Facilities

Engineering Controls: (use of engineered machinery or equipment which can eliminate or reduce exposure to a hazard)

- Physical Barriers
 - Installed plexiglass sneeze guard barriers on office Reception Area desks.
- 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.

Administrative Controls: (changes in work procedures which can reduce the duration, frequency, or severity of exposure to a hazard)

- 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.

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.

Classroom/Lab/Office Safety Continued...

- 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/>

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.