

**COVID-19 CONTROL PLAN**  
FALL 2020 REOPENING GUIDELINES

CURRENT AS OF AUGUST 25, 2020

**MASSASOIT**  
COMMUNITY COLLEGE

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## Plan Approvals

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# Fall 2020 Reopening Plans

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Due to ongoing concerns around the health and safety of the college's students, faculty, and staff in light of the COVID-19 pandemic, the Fall 2020 semester will feature limited on-campus activity.

**Although we provide these guidelines for the benefit of the college and our community, it is the expectation that all community members arriving on campus will be wearing an appropriate mask/face covering and will maintain all standard social distancing protocols (6 feet distance) the entire time they are on college property.**

Any student who plans to be on campus but is unable to wear a face mask/covering due to an existing disability (as defined by the ADA) or a medical condition must request being exempt from the face mask/covering policy as a disability accommodation under the [Request for Modification Policy](#). Students requesting this exemption must contact [Access & Disability Resources](#). Any faculty or staff requiring the same should contact [Human Resources](#).

All students, faculty, staff, and visitors who have been on campus and who are either diagnosed with COVID-19 or who have come in direct contact with a confirmed case of COVID-19 are required to complete the [COVID-19 Reporting Form](#).

The course schedule has been designed to limit the number of individuals on campus at any given time. Students are asked to come to campus only for the purposes of scheduled in-person instruction or a previously scheduled appointment (such as placement testing). Faculty and staff are to come to campus only for the purposes of previously scheduled and approved college business. This includes, but is not limited to, working from your assigned office provided your presence has been pre-approved by your supervisor.

Hand sanitizing stations are available and regular sanitation will be executed.

Please submit any questions about the plan below [here](#).

## Wellness Pledge

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The [Wellness Pledge](#) is applicable for all students, faculty, and staff. Every member of the Massasoit community who plans to attend class or conduct business on any campus or college property must read and review the Wellness Pledge prior to arriving on campus. This is a one-time requirement intended to reinforce common safe practices that will contribute towards a healthier and safer environment for the entire community.

The Pledge will be circulated via email. Students will receive a copy from the Dean of Students' office; employees will receive a copy from Human Resources. The Pledge will be posted to the college's external website.

## Daily Self-Health Assessment & COVID-Reporting

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While the Wellness Pledge need only be taken once at the beginning of the semester, a daily self-assessment is required for all students, staff, and faculty and must be administered BEFORE arriving on campus. Individual temperature taking is a part of the self-assessment. The Daily Self-Assessment is a tool to be used by all members of the community to determine if there have been any potential changes to either their physical condition or their potential exposure to the virus. Questions in the [Daily Self-Health Assessment](#), which should be completed online, have been derived from CDC recommended guidelines.

**If an individual does not pass the self-assessment, they are not to come to campus and should consider contacting a medical professional. In addition, students, faculty, and staff must adhere to the [Commonwealth's COVID-19 travel order](#).**

All students, faculty, staff, and visitors who have been on campus and who are either diagnosed with COVID-19 or who have come in direct contact with a confirmed case of COVID-19 are required to complete the [COVID-19 Reporting Form](#).

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## **COVID-19 Testing and Contact Tracing**

Massasoit Community College is partnering with the City of Brockton and Fallon Ambulance to provide drive-thru COVID-19 testing for the community. Details about testing can be found are available on the City's [COVID-19 testing website](#). Contact tracing will be managed in consultation with the Boards of Health in Brockton, Canton, and Middleborough.

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## **Academic Instruction**

Fall courses will be delivered remotely with the exception of limited in-person instruction required for the purposes of completing a degree or certificate. Courses will be delivered via the following modalities:

### **Online**

Primarily conducted through a learning management system like Canvas or ALEKS, students are able to complete their work on their own schedule. Limited activities, such as science labs or exams, may be required at fixed dates and/or times through Canvas, or by using a web conferencing program like Zoom. An optional online exam proctoring program may also be used at the discretion of the instructor.

### **Video Conferencing**

Primarily conducted in real-time sessions at specific days and times through a video conferencing program like Zoom. Instruction may include limited required resources and other online learning activities through the Canvas learning management system or email.

### **Hybrid**

A combination of Online and Video Conferencing. In a very limited number of cases, the combination can be either Online (Canvas) and in-person class sessions or Video Conferencing and in-person class session.

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## **Access to Campus Facilities**

The college is committed to the health and safety of all students, staff, and faculty who arrive on campus. Compliance with all college COVID-19-related policies and protocols is expected. Much of what is laid out below relies on personal responsibility for compliance and we ask that anyone coming to campus follow these guidelines.

*Maps indicating the recommended foot and vehicular traffic at all three locations will be added to this document closer to the start of the semester when the schedule of on-campus courses is finalized.*

Students, faculty and staff arriving on the Brockton or Canton campus without an appropriate face covering should follow the following protocol.

### **Mask Distribution**

It is expected that all community members arriving on campus will be wearing an appropriate face covering/mask. Anyone coming on campus who does not have a mask will proceed to their designated building where masks will be readily available at the entrance.

## **Brockton**

**Anyone coming to campus for any reason must complete an online [Daily Health Checklist](#) prior to arrival. If you are experiencing any new symptoms, do NOT report to campus. Please notify your instructor or supervisor that you are unable to come to campus.**

In the interests of minimizing intersecting foot traffic, students are advised to enter the campus area from the side of campus adjacent to the large student parking lot, Lot #2. The recommended flow for foot traffic on campus will be identified with signage. Doors will be marked for entry and exit. In the event of an emergency, all doors may be used to exit any building.

Faculty arriving to teach on the Brockton campus with the required face covering may proceed directly to their office and or classroom. At the start of the semester, the Office of the Registrar will consult with the Office of the Provost to ensure Campus Police and Facilities have access to the most up-to-date schedule for faculty teaching in-person on the Brockton campus for the purposes of campus safety and sanitation, respectively.

Staff and faculty coming to campus on days when they are not scheduled to teach will follow existing protocols: upon arriving on campus: the employee will contact Campus Police to gain entry to their building. Campus Police will log the name of the employee and their office number to be passed on later that business day to Facilities for cleaning and disinfecting. Prior approval to be on campus must be obtained by the employee's supervisor.

Students are required to leave campus once their class or appointment at the college has concluded. In the event that a student has to wait for their ride to arrive, they may do so in the Brockton Dining Hall, located on the main floor of the Student Center. We ask that students arrange for pickup as soon after the conclusion of their class or appointment as possible. The dining hall is accessible through the front entrance of the Student Center, next to the BAT bus stop, for the purposes of waiting briefly for a ride. With the exception of going to the restrooms, students are prohibited from leaving the dining hall while they wait. Proper social distancing protocols must be maintained at all times.

## **Canton**

**Anyone coming to campus for any reason must complete an online [Daily Health Checklist](#) prior to arrival. If you are experiencing any new symptoms, do NOT report to campus. Please notify your instructor or supervisor that you are unable to come to campus.**

In the interests of minimizing intersecting foot traffic, students are advised to enter the campus area from the side of campus adjacent to the large student parking lot by the Canton Campus College Police station. The recommended flow for foot traffic on campus will be identified with signage. Doors will be marked for entry and exit. In the event of an emergency, all doors may be used to exit any building. Facilities will designate additional handicapped-only parking spots in this lot to account for handicapped spots located in the rear parking lot.

The door nearest to the Vet Tech facility will only be available to Vet Tech faculty, staff, and students.

Faculty arriving to teach on the Canton campus with the required face covering may proceed directly to their office and or classroom. At the start of the semester, the Office of the Registrar will consult with the Office of the Provost to ensure Campus Police and Facilities have access to the most up-to-date schedule for faculty teaching in-person on the Brockton campus for the purposes of campus safety and sanitation, respectively.

Staff and faculty coming to campus on days when they are not scheduled to teach will follow existing protocols that have been in place throughout the summer academic terms. Upon arriving on campus, the employee will contact Campus Police to gain entry to the building. Campus Police will log the name of

the employee and their office number to be passed on later that business day to Facilities for cleaning and disinfecting. Prior approval to be on campus must be obtained by the employee's supervisor.

Students are required to leave campus once their class or appointment at the college has concluded. In the event that a student has to wait for their ride to arrive, they may do so in the Student Commons. With the exception of going to the restrooms, students are prohibited from leaving the Commons while they wait. Proper social distancing protocols must be maintained at all times.

## **Middleborough**

**Anyone coming to campus for any reason must complete an online [Daily Health Checklist](#) prior to arrival. If you are experiencing any new symptoms, do NOT report to campus. Please notify your instructor or supervisor that you are unable to come to campus.**

Given the size and modest space available at the Middleborough facility, there is limited ability to redirect or disperse the flow of foot traffic within the building. It is recommended that all students, staff, and faculty follow all recommended guidelines on face coverings and social distancing while traversing the building.

## **Deliveries**

All deliveries for any campus are to be directed to the Facilities Building in Brockton where delivery personnel will follow already existing protocols for appropriate socially distanced deliveries. Facilities personnel will then make arrangements to disperse delivered goods and supplies as required across campus/campuses. Deliveries requiring access to buildings on campus will coordinate with the Director of Administrative Services to gain appropriate access.

Deliveries for Culinary Arts, science labs and Vet Tech should continue in accordance to existing department guidelines.

## **Policy on Visitors**

Visitors are defined as groups or individuals with a specifically timed and scheduled in-person appointment for the date they are attempting to gain access to the campus. Staff are encouraged to arrange, as much as possible, for remote meetings. If in-person meetings are required, staff should ensure their visitors are aware of all protocols as defined in this plan. Visitors must take the Wellness Pledge, the Daily Self-Assessment, wear appropriate face covering and abide by all other steps deemed necessary by the college. Staff should also coordinate to meet visitors at specific times and locations to assist them in gaining entry to their scheduled appointment. Groups or individuals without formal appointments should not be allowed access to college property. Please see the section [Reporting and Enforcement of Non-Compliance](#) for additional information.

## **Reporting and Enforcement of Non-Compliance**

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Brief instances of accidental non-compliance are understandable, but anyone on campus at any time must comply with mask and social distance requirements as outlined above. Any student who is non-compliant will be referred to the Dean of Students' office. Any faculty or staff member will be referred to Human Resources. In the event a student or employee is being disruptive relative to noncompliance, College Police are to be notified.

Instances of non-compliance may also be reported through the [COVID-19 Concern Form](#).

## **Notification Process – Confirmed Case of COVID-19**

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In the event of a confirmed case of COVID-19, Massasoit Community College will implement the following notification protocol.

For students, the Vice Provost for Student Affairs, will notify the Board of Health in the community where the confirmed case was identified (Brockton, Canton, or Middleborough) as well as the Board of Health where the individual resides.

For faculty and staff, the Vice President for Human Resources, will notify the Board of Health in the community where the confirmed case was identified (Brockton, Canton, or Middleborough) as well as the Board of Health where the individual resides.

Each designated representative, respectively, will then notify:

1. President's Cabinet
2. Campus Police
3. Director of Facilities

The Executive Director of Communications, Public Relations, and Marketing will manage notifications to the internal community and field any inquiries from external parties, including media and community members.

Faculty & staff will be notified via the All College distribution list; students will be notified via the All Users distribution list. No identifying information will be included in the notification to protect individual privacy.

Depending on the severity of the contact – as determined by the President's Cabinet – a RAVE alert may be sent directing users to their college emails for more information.

### **Contact with Confirmed Case – Student, Faculty, or Staff**

If a student, faculty, or staff member identifies that they have been in contact with an infected individual or is under active monitoring for COVID-19, no notification will be sent to the college community unless the individual ultimately tests positive.

### **Cleaning & Disinfecting**

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Day-to-day cleaning and disinfecting on the Brockton and Canton campuses will be performed by the Facilities department based on the following protocol.

A disinfectant cleaning service company will be scheduled as necessary to perform full-building fogging on the weekends.

Any changes to the facilities maintenance plan must be reviewed with the Director of Facilities and the plan will be continually monitored and revised as necessary. .

### **Staffing & Operations**

Facilities employees will be made aware of cleaning and disinfection protocols. All facilities employees are required to have reviewed the informational videos posted to the [college's reopening webpage](#) and will follow recommended PPE protocols.

### **Classrooms**

Maintainer staff schedules will be increased and adjusted to ensure appropriate coverage for the class schedule.

Once a class has ended, maintainers will disinfect the spaces. All maintainers will use appropriate PPE and maintain safe practices. Surface disinfection, including the spraying of high touch points, tables, chairs, light switches etc., will be performed with 100% water soluble disinfection tablets.

A cleaning schedule will be signed off by the maintainer(s) assigned to a specific classroom, ensuring documentation of disinfecting.

Maintainers will clean high contact touch points in hallways and other common areas multiple times per shift based on occupancy levels in a building.

## **Bathrooms**

Facilities will clean bathrooms on the hour in occupied buildings and monitor the occupancy levels and adjust accordingly.

## **Vehicles**

Transport vehicles and any college vehicle in use will be sanitized after each scheduled trip. Sanitizer wipes will be available within the vehicle and should be used by the primary operator.

## **Hygiene Protocols**

Hand sanitizing stations are available in specific areas. Maintainers will monitor the stations to ensure they are functioning properly and perform maintenance as needed.

## **Water Fountains**

Water fountains and office water stations will be temporarily placed out of order to maintain a safe and sanitary drinking source. Water refill stations will remain available as they are no-touch. Single-use water bottles will be available for those on campus.

## **HVAC**

HVAC units are on a preventative maintenance schedule to ensure all units are inspected and air filters are replaced including belts and lubrication. All units are up-to-date.

# Individual Plans for Service Delivery

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## Accessibility and Disability Resources

Please note that face masks/coverings are required while on Massasoit Community College property. Students are required to wear a face mask or a face covering when they are at any Massasoit campus or satellite location. If the student does not have a suitable face covering upon arrival to campus, they should proceed to Campus Police where one will be provided to them.

Any student who is not able to wear a mask and/or is at higher risk for contracting COVID-19 due to an existing health condition or disability and requires an exemption to the policy as a disability accommodation is required to contact the [Access & Disability Resources office](#) to discuss services and possible accommodations. Any faculty or staff requiring the same should contact [Human Resources](#).

## Athletics

All fall sports have been deferred to the spring.

## Bookstore

The bookstore will remain closed to the public during the fall semester. Additional information on ordering and receiving textbooks, devices and other items can be found at this [link](#).

## Childcare

The College's Children's Center will remain closed during the Fall 2020 semester.

## Enrollment & Advising Services and Course Placement Testing and Onsite Protocols

Enrollment and Advising Services at Massasoit Community College will be offered remotely Monday through Friday from 8:00 am until 4:30 pm to all current, prospective and former students. This encompasses services from the following offices:

- Admissions Office
- Advising, Career & Transfer (ACT) Center
- Financial Aid Office
- Registrar's Office
- Student Account Office
- Student Central

Students who require assistance with these services may submit a request through [this form](#).

## Course Placement Testing

There are three options for completing course placement at Massasoit as listed below in order of priority:

1. Multiple Measures: All students are encouraged to use [Multiple Measures](#) if they are able to do so for placement.
2. Remote Testing: Students who do not qualify for Multiple Measures Placement and need to take the Accuplacer test can do so remotely through Zoom. Students can sign up for testing through the Testing webpage [at this link](#).

3. **Limited On-Site Testing:** As a final option, students who do not have access to the required technology or to an appropriate environment in which to complete the Accuplacer remotely, may request an on-site testing appointment at Massasoit's Brockton campus in the Testing Lab located in the lower level of the Student Center. Appointments will be requested directly through Colleen Spence, Coordinator of Testing & Assessment by email at [cspence@massasoit.mass.edu](mailto:cspence@massasoit.mass.edu). This option will not be posted publicly and will be available by staff referral only in order to limit on-campus presence to only those for whom it is absolutely necessary.

### **Limited On-Site Course Placement Testing Protocols**

Upon scheduling of an on-site course placement test appointment, students will be sent a confirmation email reiterating date, time, location and required protocols as outlined for anyone coming on to campus.

- Students who are feeling ill must not come to campus and should contact the course placement Testing Center to re-schedule their appointment.
- Check in will be located at the lower level entrance to the Student Center accessed from the Staff Parking Lot located behind the Administration Building.
- All students/employees are required to maintain strict 6-foot distancing for all encounters.
- Guests will not be permitted to accompany students taking the exam into the building.
- The Placement Testing Lab will accommodate no more than 10 students per testing session.

### **Faculty & Staff Training Resources**

Resources for training are posted to the [college's reopening webpage](#).

### **Food & Dining Services**

Dining services will not be open for the fall semester. In addition, vending machines will be offline. Water bottles will be on-hand for individual use.

### **Furniture**

College owned furniture should not be removed from College premises. If an employee requires an accommodation, they are to contact [Human Resources](#).

### **Human Resources**

The College follows the current [interim telework guidelines](#) as issued by the Department of Higher Education.

### **ITS Helpdesk**

ITS services are available through our [Service Portal](#). Limited in-person service is available by appointment only. More information is available on the [Helpdesk home page](#).

### **Library**

Library services will be available on a remote basis. The most up-to-date information is available at the [Library website](#).

## **Office Supplies**

Consumable office supplies may be ordered through the [office supply form](#) and may be picked up on the Brockton campus by appointment. Upon fulfillment of your order, the [Administration & Finance](#) office will contact the requestor to coordinate a time to pick up supplies

## **Personal Protective Equipment (PPE)**

The procurement and distribution of all personal protective equipment (PPE) for all offices is to be managed through [Administration and Finance](#). The only exception to this is for Campus Police, who will manage their own PPE procurement.

## **Student Basic Needs**

Individuals who are experiencing basic needs insecurity will continue to receive assistance in a remote format. Specific assistance may include referrals to community organizations and/or internal Emergency Grant processes. The Pantry will continue to distribute grocery store gift cards and may provide limited curbside pickup for clients who have received the maximum aid through the gift card distribution program. Individuals seeking basic needs assistance should complete the [online intake form](#).

## **Technology**

Students needing technology are encouraged to complete an [Emergency and Technology Grant Application](#).

Faculty and staff who have technology needs that are not currently being met should contact the [Help Desk](#).

With the exception of already approved devices, technology is not to be removed from an individual's work space without contacting the [Help Desk](#). Each request will be reviewed on a case-by-case basis.

## **Travel**

No college-sanctioned travel will be allowed for the foreseeable future. Exceptions will be addressed as they arise.

## Plan Approval

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Gena Glickman, Ph.D.  
President

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Date Signed

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Date Effective

## Plan Revisions (as necessary)

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