



## MINERAL AREA COLLEGE

### Mineral Area College Re-Open Plan

#### **Mission**

Mineral Area College serves the community by providing students a quality, affordable education and offers opportunities for personal growth and career development in a safe, professional environment.

#### **Values**

1. Our students can expect excellence, opportunity, and encouragement so they are able to succeed.
2. The development of our teaching and learning environment is a responsibility we share by continually striving for quality in our educational programs.
3. Our curriculum and program offerings effectively serve our community's educational and training needs.
4. We are committed to respecting and caring for one another by being professional, fair, and honest.

This re-open plan aligns with the mission and values of Mineral Area College. Mineral Area College will exercise due diligence with the following guidelines, but students and employees are expected to use care and personal responsibility to protect themselves and others. The scenarios below may apply to a specific Mineral Area College campus or all campuses, based on circumstances on each campus.

#### Re-Open Scenarios

##### **Masks (all scenarios)**

Beginning August 3, 2020, all employees and campus visitors will be required to wear masks while on campus unless alone in their offices.

Students and employees will be asked to provide their own masks, or one washable mask will be provided from the student services office.

Employees with a documented disability that prohibits the wearing of a mask will be allowed to work from home if possible. If it is not possible to work from home, the employee may use EFMLA.

Faculty are required to use clear face masks while teaching. Clear masks will be provided. Faculty will also be required to have an assigned seating chart for all classes to assist with contact tracing if necessary.

Faculty may remove their masks while teaching if they meet the following requirements: <sup>1</sup>

- They are at least 8 feet from any student, or behind a protective face shield.
- They clean the teaching station after they are finished using it for each non-consecutive course. If the instructor has back-to-back courses they are not required to clean as long as they are the only one using the station and clean the teaching station once leaving the classroom.
- They wear their mask until they get to the teaching station and put it back on any time they leave the teaching station or a student approaches.

College Park residents will be required to wear masks in common spaces. Masks will not be required within their own living units.

Students who choose not to wear masks will be asked to leave campus or be subject to the student discipline process. Students will not be permitted in class without a mask. Any student who refuses to leave class will be counted absent for the day and be reported to the Dean of Students.

#### **Scenario 1:**

*Scenario 1 will be the default unless decided by administration in consultation with the St. Francois County Health Department.*

Mineral Area College will open to the public on August 3, 2020. All remote employees will return to campus. Fall classes will start on August 24 and will be offered in formats previously available at MAC: Online, On-Ground, Hybrid, and Dual Credit. Public areas will be open with social distancing guidelines in place. Performances and public events will still be allowed with masks required of audience members and social distancing in seating area.

#### **Scenario 2:**

*Scenario 2 will be activated if deemed necessary by the administration in consultation with the St. Francois County Health Department. This scenario will most likely be the result of increased cases in the county or a potential case at MAC.*

Mineral Area College will offer on-ground classes but could potentially limit seat counts and implement social distancing in the classroom based on guidelines from the health department. Public areas will be limited to small groups as recommended by the St. Francois County Health Department. Campus hours and services may be modified by administration. Performances and public events will be cancelled unless under 10 people present.

### **Scenario 3:**

*Scenario 3 will be activated if deemed necessary by the administration in consultation with the St. Francois County Health Department. This scenario will most likely be the result of a known case on campus at Mineral Area College or direction from government officials. This decision will be made on a case-by-case basis.*

Mineral Area College will offer all courses online with the exception of health science, law enforcement, and select approved courses/programs (size restrictions will be in place). Campus will be closed to the public, but employees will work on campus.<sup>2</sup> All performances and public events will be cancelled.

### **Scenario 4:**

*Scenario 4 will be activated if deemed necessary by the administration in consultation with the St. Francois County Health Department. This scenario will most likely be the result of multiple cases at Mineral Area College or direction from government officials.*

In addition to Scenario 3, Mineral Area College will completely close, including College Park. Students will be required to leave campus and the residence hall will be closed. There will be no services or courses offered on campus. All employees will be working from home with the exception of general services and essential employees approved by supervisors. The only exceptions may be science labs, manufacturing, customized training activities, health sciences and law enforcement under very strict guidelines. All performances and public events will be cancelled.

### **Flex Course Pilot**

In the fall semester, a small group of instructors will offer a flex version of one of their classes that will include a Zoom option. Students will have the flexibility of attending class in person or via Zoom in a synchronous manner. This may be fully implemented in all possible courses in the spring 2021 semester. The instructor will have the authority to require all students attend class in person on a certain day or have a “Zoom day” where all students and the instructor are operating remotely. The instructor may rotate students between a seated and virtual format. Attendance at the specific class time will still be required.

### **Online component**

Beginning fall 2020, all instructors are encouraged to develop online shells of their courses for transition to online if needed. In spring 2021, all courses will be required to have this shell fully developed.

### **What if a student or employee is diagnosed?**

The college can be operational under any of the four scenarios after careful research of the

diagnosed case and contact tracing. If you are diagnosed with COVID-19 by a health care professional, do not return to campus. Please notify Dean Julie Sheets at [jsheets@mineralarea.edu](mailto:jsheets@mineralarea.edu) or 573-518-2262 (students) or Executive Director of Human Resources Kathryn Neff at [kneff@mineralarea.edu](mailto:kneff@mineralarea.edu) or 573-518-2378 (employees) immediately. The St. Francois County Health Department will be notified immediately. All efforts will be made to keep your identity confidential.

Commuter students and employees will be expected to isolate off-campus for 10 days and only return after 24 hours non-medicated with no fever or symptoms.<sup>3</sup> Employees may work from home with approval from supervisor during this time or use sick time. Students will be expected to participate via the internet and keep up on assignments, withdraw if in the specified timeframe, or take an incomplete (I) for the course.

### **What if an employee or student is close to someone who is positive for COVID-19?**

Employee:<sup>4</sup> On August 18, 2020, the CISA (Cybersecurity & Infrastructure Security Agency) updated guidance naming college employees essential critical infrastructure workers. Asymptomatic essential critical infrastructure employees may work during a quarantine while following the CDC guidelines for essential workers, including wearing a mask at all times.

All employees should [self check for symptoms](#) and not report to work if experiencing symptoms. Employees who have been in close contact (closer than six feet for more than 15 minutes during the infectious period of someone with a positive PCR test) should send an email each work day to [HR@MineralArea.edu](mailto:HR@MineralArea.edu) before reporting to work during the 14-day quarantine period. This daily self check email should report temperature and any symptoms of COVID-19 being experienced. When working during a quarantine, a mask must be worn at all times

The CDC recommends additional steps for educators who are working during quarantine:

**IF YOU ARE AN ESSENTIAL CRITICAL WORKER  
WHO HAS BEEN EXPOSED TO COVID-19**

<b>DO</b>	<b>DON'T</b>
<ul style="list-style-type: none"><li>• Take your temperature before work.</li><li>• Wear a face mask at all times.</li><li>• Practice social distancing in the workplace as work duties permit.</li></ul>	<ul style="list-style-type: none"><li>• Stay at work if you become sick.</li><li>• Share headsets or objects used near face.</li><li>• Congregate in the break room or other crowded places.</li></ul>

If an employee has been exposed indirectly (third-party) to someone with COVID-19, they do not have to quarantine unless guided by the St. Francois County Health Department.

Student: If a student has been exposed directly to someone with COVID-19, they must notify their instructor via email or phone that they will not be attending class. The instructor will then work with that student to provide coursework online or through Zoom. The student must notify the St. Francois County Health Department and Julie Sheets, Dean of Students, immediately. The student will still be expected to continue course work or withdraw from the course.

## **Employee Travel**

Employees who travel to other states are not required to quarantine before returning to work unless they believe they have come in contact with a positive case of COVID-19. If an employee believes they have been exposed while traveling or show symptoms of COVID-19, they should self-quarantine at home for 14 days and only return after three consecutive non-medicated days of no fever or symptoms.

## **College Park**

College Park student housing will be fully operational under Scenarios 1 and 2. If Scenario 3 is activated, College Park students may evacuate the premises. Students who choose to leave will be expected to remove all belongings and turn in keys. If Scenario 4 is activated, all College Park students will be asked to leave the residence hall for the duration of the declared scenario.

If a student in College Park is diagnosed with COVID-19 and chooses to remain in campus housing, he or she will be required to isolate for 10 days and only end isolation after 24 hours non-medicated of no symptoms. All residents in the same living unit will be required to quarantine as well if no vacant spaces are available.<sup>5</sup>

During isolation and quarantine, all residents of the specific unit will be required to stay inside and not have any contact with others.<sup>6</sup> Food will be delivered by appropriate personnel. Meals will be delivered at 8:30 AM, 12:30 PM, and 4:30 PM, Monday-Friday. Meals will be charged against the student's meal plan.

If a resident is diagnosed and chooses to leave campus, they will not be allowed to return for at least 10 days and only end isolation after 24 hours non-medicated of no symptoms.<sup>7</sup>

## **Food service**

Food service will be provided with social distancing in place. Food options may be limited to minimize contact. Students and employees are encouraged to take their food back to their room or offices and not congregate in the Cardinal's Nest.

## **Performances**

Programs from the MAC music, theatre, and art departments will be limited seating with social distancing in place. Patrons will be expected to comply with social distancing in the seating area and not congregate in the lobby or restroom areas.

## **Student athlete guidelines**

Student athletes will be expected to socially distance from teammates when not active in practice or games. Wash hands before and after practice/games. Student athletes should take personal responsibility for their health and take appropriate precautions to mitigate the spread of germs.

All games will be played as allowed by the NJCAA and Region XVI. The administration, after consulting with the St. Francois County Health Department and NJCAA, will determine if games may have fans or if specific social distancing requirements will be in place.

## **International student guidelines**

All international students must be quarantined for 14 days upon entry into the United States. International students will be quarantined on campus in the residence hall immediately. During quarantine, all residents of the specific unit will be required to stay inside and not have any contact with others. Food will be delivered by appropriate personnel. Meal service will be open on August 24. If College Park students are under quarantine after August 24, meals will be delivered at 8:30 AM, 12:30 PM, and 4:30 PM, Monday-Friday. Meals will be charged against the student's meal plan.

## **Campus cleaning**

Classrooms and common areas will be disinfected frequently. Supplies will be provided for instructors and students to disinfect during the day between classes. Hand sanitizer dispensers will be available throughout campus.

## **What can you do to help slow the spread of the COVID-19 virus?**

Wear a mask. Online services may be available. Limited mask supplies will be available, otherwise, students and employees are expected to provide their own mask. Masks must cover mouth and nose to be effective.

Wash hands. Use hand sanitizer and wash hands often. Avoid touching your face, and if you must cough or sneeze, please do so in your elbow or use a tissue, then promptly dispose of the tissue.

Distance. Stay at least 6 feet away from others where possible.

DO NOT attend class if you are not feeling well or have symptoms below. Please communicate with your instructor in a timely manner BEFORE class. You will still be expected to complete all assignments and may be able to participate via Zoom.

If you have any of the following symptoms please contact your health provider before you come to campus.

- Fever greater than 100.4 or chills
- Cough
- Shortness of breath or difficulty breathing
- Fatigue
- Unexplained muscle or body aches
- Headache
- New loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea or vomiting
- Diarrhea

## Revisions

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<sup>1</sup> 8/21/20: Updated to include a list of exceptions to mask-wearing by faculty while teaching.

<sup>2</sup> 8/21/20: Employee guidance revised to “but employees will work on campus”.

<sup>3</sup> 8/21/20: Revised guidance for diagnosed students and employees from “quarantine” to “isolate”; from “14 days” to “10 days”; and from “three consecutive non-medicated days” to “24 hours non-medicated” per updated CDC guidance.

<sup>4</sup> 8/24/20: Updated procedure regarding Essential Critical Worker guidance, allowing employees to work during quarantine.

<sup>5</sup> 8/21/20: Revised guidance for diagnosed College Park students from “quarantine” to “isolate”; from “14 days” to “10 days”; and from “three consecutive non-medicated days” to “24 hours non-medicated” per updated CDC guidance.

<sup>6</sup> 8/21/20: Added “isolation and” in addition to quarantine.

<sup>7</sup> 8/21/20: Revised guidance for diagnosed students from “14 days” to “10 days”; from “quarantine” to “isolation”; and from “three consecutive non-medicated days” to “24 hours non-medicated” per updated CDC guidance.