MCCS-Led Planning and Guidance

Guidance	Key Staff	To be addressed
Training	Amy, Rob, Janet, Dan	
Resource Gathering	Becky	
Establishment of key public health and government contacts for consultation, guidance, resources, etc.	Becky, Dave	
Public health guidelines		
Health screening protocols	Amy, Becky, Rob	Screening questions. Confidentiality. CBU's. Who administers? When? How often? Where? What happens when someone responds yes to a question? Temperature checks? (same questions apply)
Testing protocols	Amy, Becky	Confidentiality. Where can tests be administered? For what purpose? When and how often? Who pays?
Testing procurement and distribution	Becky	Can we/do we acquire a supply of testing equipment? Self-administered? If not, by whom? How do we distribute (initial supply to each college? On-demand?) Where are tests analyzed? What's the turn-around time?
Support of contact tracing	Becky, Rob, Amy	Who? How? Establishment of public health partnership—systemwide or by college? Attendance policies/practices (for students, employees, visitors, vendors, etc.)
MCCS Human Resources Policy and Protocols		
Paid time-off/leave guidance	Rob	Do we need to revisit? https://www.mccs.me.edu/wp-content/uploads/MCCS-employee-guidance-3.18.20.docx-1.pdf https://www.mccs.me.edu/wp-content/uploads/MCCS-employee-guidance-March-26.pdf
Work from home policies (maximizing WFH opportunities)	Rob, Presidents	Protocols for high-risk individuals and close contacts of high-risk. Staggered return to offices (25%/50%)? Timeline for return. At direction of System or college?
Coordination of MCCS and college protocols with CBUs.	Rob	Use of PPE, faculty workload, employee reassignments, screening protocols, contact tracing support

Finances/budgeting		
Budget considerations	Rob, Presidents, Pam	Payment for additional sections to minimize class size? Replacements for staff who are out sick/unable to work. Increased facilities staff for new protocols
Federal funding	Pam/Dave	
Bulk purchasing of PPE and other essentials	Pam	
Foundation and philanthropic support	Dave/Fitz	
Legal		
Analysis of Executive Orders, Federal law, municipal orders, OSHA, ADA	Amy, Sally	
Development of Community Pledge to follow policies on social distancing, face covering use, handwashing, and sanitizing.	Amy	How will this be distributed? Collected? Required?
Communications		
Guidelines and resources for responding to and communicating about COVID-positive or presumed positive.	Becky, Noel, Helen	Drafting of step-by-step response guidelines including communication templates, health and safety responses, contract tracing, coordination with public health and health care partners, & facilities management.
Communications to statewide/systemwide audiences (including all Board related communications)	Noel, Helen	
Communications/messaging support to the colleges (signs, video messages, emails, FAQs, MyMCCS, media, etc.)	Noel, Karen	

Required Elements of College Plans

Leadership Plan	
College's COVID leader	Name, title, contact information*, plan for informing all students and staff, alternative contact
Chain of command	Name, title, contact information
COVID response team	Names, titles, area of responsibility regarding COVID, contact information
Local medical provider for 24/7 on-campus support/consultation	Name, hospital affiliation, status of relationship (pending? established?)
Local hospital for surge capacity and planning	Name, status of relationship (pending? established?)
*Contact information to include cell, home phone (when available), and email	
Communications plan	
College Spokesperson(s)	Name, title, contact information; guidance to college community re: who can speak on behalf of the college and where questions from the media should be referred
Plan for communicating with students and staff before return to campus re: safety protocols, expectations, support for contact tracing, and Community Pledge**	Timeline, content, methods of communication (email, text, social media, portal, website, etc.) **Note: SO drafting Community Pledge
Plan for messaging to vendors re: COVID protocols	Expectations, restrictions, methods of communication, to include practices in place to support contact tracing
Plan for messaging to visitors	Expectations, restrictions, methods of communication, signage, to include practices in place to support contact tracing
Plan for responding to and communicating about COVID-positive or presumed positive.	Under development by SO in consultation with presidents
Health and Safety Plan	
Health screening protocols	Under development by SO in consultation with the colleges; college plans will need to include how these protocols will be implemented on campus.
Testing protocols	
Testing procurement and distribution	
Support of contact tracing	
Guidance on prevention and hygiene	Plan for distributing, posting, and training.

Personal protective equipment	Face mask requirements. ([Must conform to state's Executive Order.)](Must conform to state's Executive Order.) Requirements for use of other personal protective equipment (i.e., gowns, gloves, eye protection, face shields, etc.) by department. SO will consult with MEMIC for additional guidance.
Social/emotional health	Plan for addressing and supporting students and staff with available (or additional) resources.
Group gatherings	Plan for any public gatherings and events; size, social distancing, guidelines to determine what, if any, gatherings are allowed. At a minimum, must comply with State guidelines.
Facilities	
College points of entry and checkpoints	
Hand sanitizer stations	Locations. Plans for refilling.
Social distancing	Plan for social distancing and actions that need to be taken to support it in classrooms, labs, common spaces, offices and outdoors.
Cleaning protocols	Plan should incorporate OSHA and CDC protocols; how protocols will be implemented (within departments, in addition to work of facilities staff); schedule for disinfecting/cleaning; procurement, inventory, storage, and distribution of supplies if different from normal operating procedures; plan for cleaning instructional equipment between each use (students? Faculty?).
Post-infection protocols	MCCS will look for resources
Traffic flow and scheduling	Traffic plan (including signage and floor markings to support social distancing) and plan for developing class/work schedules that minimize people on campus and enable social distancing and allow time between class sessions for cleaning/disinfecting.
Custodial staff	Plan for training, supporting, encouraging reporting and suggestions. Clarity around what is and isn't expected and required. (SO will consult with MEMIC for additional guidance.)
Academic Planning	
Course-delivery overview	Nature of coursework that will be taught remotely and the coursework that must be taught through face-to-face instruction.
Department-level plans for safe delivery of face-to-face instruction	To include contingency plans for delivering this instruction 1) during a temporary shut-down and 2) during a long-term shut-down resulting from an outbreak on campus or in the community.
Plan for addressing needs of students	To include appropriate work and study accommodations that protect health

from vulnerable and high-risk populations	and support distancing
Assessment strategies for students using remote instruction methodologies.	
Changes in attendance policies	Should support contact tracing and accommodate students who are sick or may need to quarantine.
Allowable class size	
Human Resource and Staffing Plan	
List of staffing assignments and back-ups to ensure continuity of operations	
Additional staffing needs/reassignments for COVID compliance	Areas to consider: cleaning, testing, screening, student supports, instruction
Residential Housing and Student Life	
Residential Life considerations: this list to be reviewed and further developed by Residence Planning Sub-group. Are there additional elements that need to be considered and included in each college's plan for residential life? • Residential staffing plan • Room capacity • Bathrooms • Shared spaces • Traffic flow • Expectations for residential students and development of residential "contract" (among other things: creation of a campus "bubble"? travel during fall break and Thanksgiving?) • Communications plan for residential students • Access to 24/7 medical provider • Housing assigned by academic program? • College sponsored residential social life/activities • Signage and floor markings indicating 6-foot distancing • Accommodations for at-risk students • Isolation of sick residential students • Screening protocols and plans • Testing protocols and plans • Responsibility for disinfection (students/staff)	
Dining and Food Service	Areas to consider: staffing, facilities, food pantries and vending. Must, at

	minimum meet state restaurant guidelines for locality.
Plan for supporting remote activities of clubs and extracurricular activities	Include plans for allowing any on-campus, in-person activities.
Athletics	
Plan and justification for restarting athletic programming	Include scope of activities for each sport
Plan for meeting all US CDC and MeCDC and DECD guidelines for facilities, gatherings, etc.	
Plan for complying with all league COVID guidelines	
Plan for meeting all college health and safety protocols (including face coverings, social distancing, etc.)	
Transportation and Travel	
In-state travel	
Out-of-state travel (personal and professional)	Must meet State Guidelines
Use of college vehicles	
Contingency Operations	
Plan in case of community spread that requires orderly shut-down of campus	

Helpful Links and Resources as of 6/10/2020 (this is subject to change):

- US CDC Communities, Schools, Workplaces and Events COVID-19
- US CDC Guidance for Institutes of Higher Education
- OSHA Workplace Guidance
- EPA/CDC Guidance for Cleaning and Disinfecting
- American College Health Association

MCCS/SO Plan to Include

Leadership Plan		
Infectious Disease Response Team	List to include title, member's key area of COVID responsibility, cell and email contact info.	To be shared with SO staff, college presidents, key state and public health agencies.
Designated Spokespeople		
SO staff backup plan	List to include title, areas to be covered, cell and email contact info.	To be shared with SO staff, college presidents and managers.
Communications Plan		
MCCS communications plan to include:	Noel	
Communications to: • System Office staff • All-employees • Board communications (frequency, method) • Media	For each: purpose, frequency, method	
Communications protocol for responses to COVID-positive cases	Under development	
Updated contact list of key public health and state agency contacts	Tandy, Becky	

Debriefing	lessons learned, revised protocols, communications and acknowledgments	