



## **Roadmap to Resilience and Recovery** *A Gradual and Safe Path Forward*

*Nothing in life is to be feared, it is only to be understood.  
Now is the time to understand more, so that we may fear less.*  
-- Marie Curie

The Frederick Community College (FCC) Roadmap to Resilience and Recovery (the 3R Plan) is a gradual, safe path forward for FCC based on Governor Hogan's *Maryland Strong: Roadmap to Recovery* and recommendations from the Frederick County Health Department. This FCC Roadmap to Recovery is not a calendar or set of fixed dates, but a guide to show the intended path forward. The FCC 3R Plan reflects the *Maryland Strong: Roadmap to Recovery* in that it is a gradual phasing in of face-to-face instruction, activities, and job functions beginning with a lower risk of virus transfer by limiting the number of contacts or contact intensity.

FCC will continue to follow the guidance of the Frederick County Health Department and Governor. If there is a new outbreak or cluster of the virus, this 3R Plan would be rolled back to ensure the safety of our employees and students.

### Guiding Principles for the FCC 3R Plan

- We are a resilient, strong community working together to shape a safe and secure future for our College.
- We believe in protecting the mission of FCC to ensure affordable, flexible access to lifelong education, which responds to the needs of diverse learners and the community.
- We believe in protecting our values of learning, innovation, diversity, excellence, community, and integrity.
- We put our trust in the scientific process; we must have faith that we will get through this with a better understanding of what we have experienced and how we will need to adapt over the next year.
- We must ensure the financial stability and sustainability of the College.
- We depend on regular, clear, and relevant communication throughout the FCC Community.
- We are creative and innovative in our problem-solving during this COVID-19 road to recovery.
- We each must take personal responsibility for our own safety during this pandemic in order to help keep our families, co-workers, and students safe.

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## Pre-Stage 1 – Operations & IT Teams Preparation

- To begin May 18, 2020
  - Phasing in of some Operations & IT Teams staff on the main campus and Monroe Center
  - All other employees continue to telework
  - All instruction operating remotely
  - All FCC buildings locked
  - Coordination with Frederick County Workforce Services at the Monroe Center
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- Clean and disinfect according to Centers for Disease Control and Prevention (CDC) guidelines.
  - Evaluate personal protective equipment (PPE) supplies (masks, gloves, hand sanitizer) for adequacy for Stage 1.
    - Have contingency plans in place to prevent supply chain interruption.
    - Order materials related to facilities modification (Plexiglas) and physical distancing.
    - Determine if additional resources are needed for production, maintenance, cleanup, and repair.
  - Evaluate the seating capacity of all instructional spaces to ensure proper physical distancing and communicate findings with AACEWD.
    - No gatherings of more than ten (10) individuals practicing six feet of physical distancing.
    - Identify alternative spaces for instructional use which adhere to Stage 1 requirements.
  - Prepare instructional computers for resumption of classes.
  - Test and inspect all systems and utilities to ensure they are operating properly (HVAC systems, fire and security alarms, and security cameras).
  - Assess all life safety systems to ensure inspections are up to date and all equipment is functioning properly. Include fire detection and suppression systems, fire extinguishers, eyewash stations, and any other essential life safety equipment.
  - Evaluate HVAC systems controls, operations and settings to determine if additional outside air can be introduced once the College is open.
  - Flush all water lines to prevent bacteria and clean all fountains and water coolers.
  - Post signs for employees and students regarding:
    - Reporting of symptoms of illness and remaining home if they feel sick.
    - Use of face masks (all entrances).
    - Physical distancing requirements (all entrances).
    - Encourage frequent hand washing.
  - Set up mask distribution centers.
  - Evaluate employee workstations for physical distancing and consider repositioning or installing barriers to prevent employee exposure to COVID-19 according to OSHA guidelines.
    - Make modifications where necessary.
    - Install Plexiglas barriers where needed.
    - Install adequate physical distancing markers on walking surfaces where lines are expected.
  - Eliminate seating areas that allow for gatherings of more than ten (10) individuals with six feet physical distancing by either removing the furniture or by barricading the area.
  - Evaluate the need for additional handwashing/sanitizing stations.

## Stage 1

- Now scheduled to begin July 6, 2020
- All information about the FCC Athletics Program is still to be determined based on National Junior College Athletic Association (NJCAA) recommendations and requirements

Academic Affairs, Continuing Education, and Workforce Development (AAEWD); Learning Support; Operations; Finance; Human Resources; Information Technology; the President's Office; and Institutional Effectiveness will implement their Stage 1 plans which outline which job functions can continue to operate remotely (safer at home) and which job functions can safely return to the main campus or Monroe Center. Vulnerable populations should stay at home and continue remote operations. Any employees whose job functions have been identified to return to the main campus or the Monroe Center who believe they should continue to telework should work with their direct supervisor and Human Resources to continue to telework.

All instruction will remain online/alternate format. Some specific approved face-to-face (F2F) instruction may occur following all Stage 1 requirements.

For those employees and specific approved F2F instruction returning to the main campus or Monroe Center, the following applies:

- FCC buildings will have restricted access. Buildings will stay locked.
- Follow the CDC detailed guidance for overnight cleaning on areas with the highest day-time headcount, deep cleaning instructional spaces, and high-touch surfaces in public areas.
- Everyone must wear face masks.
- Employees are encouraged to provide their own face mask. However, one cloth face mask will be provided for each employee.
- Physical distancing of at least six feet at all times is required.
- No gatherings of more than ten (10) individuals practicing six feet of physical distancing.
- Flexible schedules may be implemented to assist in physical distancing.
- The Cougar Grille is closed.
- The Carl and Norma Miller Children's Center is closed.
- The Bess and Frank Gladhill Learning Commons as a public space is closed (services will remain remote).
- The Student Center Game Room is closed.
- Gloves must be used when dealing with mail, deliveries, cash, or other high contact items.
- High volume areas must use queues, arrows, markers, etc. to promote six feet of physical distancing.
- Signage on building doors must be posted that anyone experiencing any symptoms should not enter the building.
- Regular hand washing is required.
- Closely monitor essential supplies to support good hygiene, such as sanitizers, disinfecting wipes, paper towels, hand washing soaps, and tissues.

## Stage 2

- As much instruction remains online/alternate format as possible
- Structured remote with limited F2F
- Team plans for transitioning from telework continue
- Athletic team practice plans allowed when approved (effective September 14, 2020)
  - All requirements of Stage 1 apply.
  - Labs and other high-touch/hands-on learning may occur for up to ten (10) individuals\* in any one space designed to adhere to six feet of physical distancing and equipped to provide such course specific experiences, including science labs, studio art classes, etc.
  - Communication to students encouraging them to bring their own face masks. Face mask distribution sites for students set up.
  - Follow the CDC detailed guidance for overnight cleaning on areas with the highest day-time headcount, deep cleaning instructional spaces, and high-touch surfaces in public areas.
  - Prepare instructional computers for resumption of classes.
  - The Cougar Grille is closed.
  - The Carl and Norma Miller Children's Center is closed.
  - The Bess and Frank Gladhill Learning Commons as a public space is closed (services will remain remote).
  - The Student Center Game Room is closed.

\* On October 6, 2020, Stage 2 was amended to thirteen (13) individuals in specifically identified rooms on the main campus and at the Monroe Center. All other capacity limits remain at ten (10) individuals. On January 5, 2021, Stage 2 was amended back to ten (10) individuals based on the [Maryland Department of Health Advisory dated December 17, 2020](#). On February 9, 2021, Stage 2 was amended to ten (10) individuals, with the exception of the Jazz Ensemble (MUSC 120 and 220) which will be allowed to have eleven (11) individuals in the JBK Theater, adhering to all other requirements of Stage 2.

## Stage 3 (revised January 7, 2022)

Stage 3 to resume January 10, 2022.

- Frederick Community College will remain open and essential services to our students will continue during the emergency period.
- Main campus buildings and the Monroe Center will remain open during regular business hours. Pandemic cleaning protocol and security services will be maintained during this time.
- Offices, including the Welcome Desk in the Student Center and the FCC Foundation Scholarship Office, will be covered during regular business hours to ensure that phones are answered, and students have access to information and services.
- Remote work will be permitted for employees, as appropriate. Supervisors will determine the remote work schedule to ensure that essential services are provided, in consultation with their Senior Leader.
- The IT help desk will remain available to students, faculty and staff. Appointments are required. (on campus Extension 3333; off campus- 301-846-2509)
- We will NOT use the away message on emails to inform individuals we are working remote during this emergency period. Remote work is work and emails must be answered. Information regarding FCC's current work status may be added to the signature of employee emails.
- We will begin the Spring semester with classes offered virtually with the intention of returning to the original format as quickly as possible. Provost Hawkins may approve a few exceptions based upon academic needs of students and classes that can be taught safely with appropriate mitigation strategies. Detailed information will be contained in Blackboard.
- Masks will be worn in all indoor public spaces and during meetings.
- Meetings and activities should be held virtually unless otherwise authorized by the Senior Leader, in consultation with Pandemic Coordinator Jennifer Dame.
- The Learning Commons will be closed. All Learning Commons functions will be provided remotely.
- The JBK Theater will be closed.
- The Bookstore will operate daily with limited staff for in-store pickup. Locker pickup remains available and free shipping will be offered through February 6 to provide contactless delivery.
- Dining services will operate Monday-Thursday from 8:30 to 2:00 and Fridays from 8:30 to 1:00 with limited staffing and grab and go items. Made to order items will be suspended temporarily.
- Miller Children's Center will open on Tuesday January 18. On-site testing will be available for staff. Weekly, we will decide on the status of the Center during the emergency period.
- The game room will be closed.
- The fitness center in the Athletics Center will be closed.
- Athletic contests will continue for scheduled competitions. Limited practices/workouts may be approved by the Director of Athletics. NO spectators will be permitted at competitions.
- Only essential travel may be done during this period.
- Any employee who has tested positive for COVID-19 should contact Alicia Hilsher ([ahilsher@frederick.edu](mailto:ahilsher@frederick.edu)). Students should contact Dr. Benita Rashaw ([avpstudentaffairs@frederick.edu](mailto:avpstudentaffairs@frederick.edu)).
- All employees will receive regular compensation during this emergency period.

**Reassessment** - Our College leadership team will regularly assess the COVID-19 positivity rates and hospitalizations in Frederick County. Should we need to modify or rescind these emergency procedures we will notify the campus community directly.

**Vaccines and boosters** - All faculty, staff and students are encouraged to receive their vaccines and boosters if they can do so safely. If the new federal regulations on vaccines become operational, we will notify all employees with the procedures for compliance.

## Stage 4 (Revised August 4, 2021)

Stage 4 to begin August 2, 2021

- Instruction will follow published class schedules.
- All employees return to the main campus and Monroe Center workspaces. All offices and College services are fully staffed on site.
- All buildings open according to published hours. See Comm Central for published hours.
- The Bess and Frank Gladhill Learning Commons will have limited hours.
- The Canteen Cafe will operate with limited hours and services.
- The Carl and Norma Miller Children's Center will open on August 16, 2021 and operate from 7:00 am to 5:00 pm, following the state of Maryland guidelines for childcare centers (including appropriate masking to protect children and our professional team).
- The Bookstore will be open for 6 hours a day, and a limit on the number of patrons allowed at a single time.
- The Student Center Game Room will remain closed.
- CDC guidance will be followed for overnight cleaning.
- Masks are optional in all indoor spaces.
- In individual offices, wearing masks is optional.
- In group meetings, the wearing of masks is optional. *Effective May 21, 2022: The current masking requirement for instructional spaces will be lifted; therefore, masks will be optional. If there are significant changes related to COVID-19 cases locally, the Coronavirus Advisory Group will meet to discuss whether the masking requirement should be reinstated.*
- In all classrooms, masks are optional.
- In outdoor settings, masks are not required.
- Athletics will continue to follow all league COVID requirements.
- College facilities use will resume according to policies and procedures.
- All regular terms and conditions of employment and College policies and procedures are in effect.

## Employee Considerations

*All life is interrelated ... we are tied together in a single garment of destiny.  
Whatever affects one directly, affects all indirectly.  
-- Dr. Martin Luther King, Jr.*

As employees transition back to the main campus and the Monroe Center, each individual has the personal responsibility to practice the following:

- Everyone must wear face masks.
- Wash hands regularly.
- Wear gloves when dealing with mail, deliveries, cash, or other high contact items.
- Avoid office gatherings, break rooms, and unnecessary visitors in the workplace.
- To the best extent possible, keep your keyboard and mouse, desk, and workspace clean and sanitized.
- Stay home (or leave the workplace) and notify your supervisor if symptoms develop.
- Know where to find local information on COVID-19 and local trends of COVID-19 cases.
- If an employee has a suspected case of COVID-19, has tested positive for COVID-19, or believes they have been exposed to someone with COVID-19, the employee should contact their health care provider.
- Please contact the Office of Human Resources or the Frederick County Health Department if you have questions related to COVID-19 in the workplace.

Please be sure you get credible information from these sites for all information related to COVID-19.

- <https://www.cdc.gov/>
- <https://health.frederickcountymd.gov/>
- <https://health.maryland.gov/pages/home.aspx>
- <https://www.frederickhealth.org/Patients-Visitors/Coronavirus-COVID-19-.aspx>

## Employee Rights

### Families First Coronavirus Response Act

As a result of the Families First Coronavirus Response Act that was signed into law on March 18th, employees may be eligible for special paid sick leave or paid FMLA if affected by COVID-19. The attached notice outlines the provisions of this Act.

All requests will be reviewed on a case-by-case basis. For inquiries into the paid sick leave, please email your request to Alicia Hilsher ([ahilsher@frederick.edu](mailto:ahilsher@frederick.edu)) or Diana Oliver ([doliver@frederick.edu](mailto:doliver@frederick.edu)) for review. For inquiries into the paid FMLA provisions, please contact Alicia Hilsher ([ahilsher@frederick.edu](mailto:ahilsher@frederick.edu)) to start the FMLA process.

***We are all in this together.***

*The success of our journey depends on our individual commitment to each other.*