

Frederick Community College 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
 - 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 (ACEWD); 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
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- All requirements of Stage 1 apply.
 - Labs and other high-touch/hands-on learning will 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.

Stage 3

- Online/alternative instruction continues; increase number of F2F classes offered
- Team plans for transitioning from telework continue
 - All requirements of Stage 1 apply.
 - 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.
 - Communication to students encouraging them to bring their own face masks. Face mask distribution sites for students set up.
 - 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.
 - Assess the feasibility of opening the Bess and Frank Gladhill Learning Commons, the Cougar Grille, the Carl and Norma Miller Children's Center, and the Student Center Game Room in Stage 4.

Stage 4

- F2F classes resume
- Team plans for transitioning from telework continue
 - All buildings open for normal hours.
 - The Bess and Frank Gladhill Learning Commons, the Cougar Grille, the Carl and Norma Miller Children's Center, and the Student Center Game Room are open.
 - All F2F classes, labs, and hands-on instruction resumes.
 - 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.
 - Evaluate the need to continue certain Stage 1 requirements.

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.
- Physical distancing of at least six feet at all times is required.
- Conduct meetings electronically, even when working on campus. If meetings cannot be conducted virtually, keep participation to fewer than 10 participants and enforce appropriate physical distancing and wearing of masks or face coverings.
- 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>

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) or Diana Oliver (doliver@frederick.edu) for review. For inquiries into the paid FMLA provisions, please contact Alicia Hilsher (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.

EMPLOYEE RIGHTS

PAID SICK LEAVE AND EXPANDED FAMILY AND MEDICAL LEAVE UNDER THE FAMILIES FIRST CORONAVIRUS RESPONSE ACT

The **Families First Coronavirus Response Act (FFCRA or Act)** requires certain employers to provide their employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19. These provisions will apply from April 1, 2020 through December 31, 2020.

▶ PAID LEAVE ENTITLEMENTS

Generally, employers covered under the Act must provide employees:

Up to two weeks (80 hours, or a part-time employee's two-week equivalent) of paid sick leave based on the higher of their regular rate of pay, or the applicable state or Federal minimum wage, paid at:

- 100% for qualifying reasons #1-3 below, up to \$511 daily and \$5,110 total;
- $\frac{2}{3}$ for qualifying reasons #4 and 6 below, up to \$200 daily and \$2,000 total; and
- Up to 10 weeks more of paid sick leave and expanded family and medical leave paid at $\frac{2}{3}$ for qualifying reason #5 below for up to \$200 daily and \$12,000 total.

A part-time employee is eligible for leave for the number of hours that the employee is normally scheduled to work over that period.

▶ ELIGIBLE EMPLOYEES

In general, employees of private sector employers with fewer than 500 employees, and certain public sector employers, are eligible for up to two weeks of fully or partially paid sick leave for COVID-19 related reasons (see below). *Employees who have been employed for at least 30 days* prior to their leave request may be eligible for up to an additional 10 weeks of partially paid expanded family and medical leave for reason #5 below.

▶ QUALIFYING REASONS FOR LEAVE RELATED TO COVID-19

An employee is entitled to take leave related to COVID-19 if the employee is unable to work, including unable to **telework**, because the employee:

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| <ol style="list-style-type: none">1. is subject to a Federal, State, or local quarantine or isolation order related to COVID-19;2. has been advised by a health care provider to self-quarantine related to COVID-19;3. is experiencing COVID-19 symptoms and is seeking a medical diagnosis;4. is caring for an individual subject to an order described in (1) or self-quarantine as described in (2); | <ol style="list-style-type: none">5. is caring for his or her child whose school or place of care is closed (or child care provider is unavailable) due to COVID-19 related reasons; or6. is experiencing any other substantially-similar condition specified by the U.S. Department of Health and Human Services. |
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▶ ENFORCEMENT

The U.S. Department of Labor's Wage and Hour Division (WHD) has the authority to investigate and enforce compliance with the FFCRA. Employers may not discharge, discipline, or otherwise discriminate against any employee who lawfully takes paid sick leave or expanded family and medical leave under the FFCRA, files a complaint, or institutes a proceeding under or related to this Act. Employers in violation of the provisions of the FFCRA will be subject to penalties and enforcement by WHD.



WAGE AND HOUR DIVISION
UNITED STATES DEPARTMENT OF LABOR

For additional information
or to file a complaint:
1-866-487-9243
TTY: 1-877-889-5627
dol.gov/agencies/whd

