



Office of the Provost/Executive Vice President of
Academic Affairs, Continuing Education, and Workforce Development
July 2, 2020

Message to FCC Students Regarding Stage 1 Operations

Stage 1

Beginning Monday, July 6, FCC will move to Stage 1 of the Frederick Community College Roadmap to Resilience and Recovery plan. As we continue to develop ways to safely and thoughtfully offer a few in-person instructional experiences, we tried to anticipate questions and provide answers about what to expect should you register for a class that meets on Main Campus or at the Monroe Center.

When do I come to Main Campus/Monroe Center?

If you are registered for a course that is Hybrid-remote (HYR) you will have some time on Main Campus/Monroe as part of the course. Those specific dates and times will be found in your course syllabus. Please do not come to the main campus or Monroe on any dates/time other than those specifically listed in your course syllabus. College services are all conducted remotely and public spaces are closed unless otherwise noted.

If you are registered for an Online (ONL) or Structured Remote (SR) course your entire course will be held online. You should not come to Main Campus/Monroe Center for any course that has those designations.

What do I do when I arrive to Main Campus/Monroe Center?

Main Campus:

If you are driving to main campus you will be directed by signs to park in Lot #1 in front of the Student Center. Signs will direct to you to the entrance. You will need to pass through the Student Center (H-building) prior to any scheduled class session, test, or for technical support so we can ensure you are wearing a mask. **DO NOT** go directly to your classroom building! We ask that you come to campus with your own mask, however, if you do not have one we will

provide you with one at the H building. It is recommended to leave extra time when arriving to campus given the restrictions on parking location and limited building access.

If you are using public transportation, walking, or being dropped off you will need to proceed directly to the Student Center (H-building) to enter the campus.

Building doors will be unlocked 15 minutes prior to a class. If arriving early you may wait in the Student Center or outside your designated classroom building entrance. We ask that wherever you are on campus you maintain a 6- foot distance between you and other people.

Buildings are locked 15 minutes after the start of the class. If you are arriving late you will need to go to Security in the Student Center or call (301-846-2453) to gain access to the building.

Monroe:

If your class is at the Monroe Center, once you arrive you will be directed to the main door where you will need to enter to ensure that you are wearing a mask. We ask that you arrive with your own mask, however, if you do not have a mask we will provide one.

Doors to instructional spaces will be unlocked 15 minutes prior to a class. If you arrive early, you will be required to wait in the designated area inside or outside the building. We ask that wherever you are at the Monroe Center you maintain a 6- foot distance between you and other people.

Are there any special guidelines for getting in and around the Buildings?

Buildings will be locked until 15 minutes before a class session. Only designated doors will be unlocked and signs will direct you to the entrance doors. All buildings have one-way traffic patterns to maximize physical distancing. Once inside you will also see signs and floor cues that will indicate direction of travel throughout the building. For example, hallways will be designated as one-way and stairs will be designated as up or down only.

Will the restrooms be open?

The restrooms will be open. It is essential that you enter ONLY the building that your class is in and use the restroom in that building. Please follow physical distancing expectations.

For classes on main campus that are outside your instructor will tell you which restrooms you should use.

If you are attending an outside class, such as Tennis, the instructor will have to call security (301-846-2453) to request to be let into a designated restroom building.

What do I do when class is over?

The campus is only open for limited instruction and testing. The student areas are all closed including the Cougar Grill and all student lounge areas. After class is over you should leave the campus. If you have another class that day you can either wait outside or in the designated waiting area in the Student Center.

Will food be available on the Main Campus or Monroe Center?

There is no food available for purchase on Main Campus or Monroe Center. You will need to bring any food and drink you require with you.

What guidelines are in place for my safety as I return to class?

Both Main Campus and Monroe Center are following CDC guidelines that include wearing a mask when on campus and following all physical distancing guidelines.

In some classes additional personal protective equipment will be used which may include wearing a face shield, a hospital gown, gloves, or some combination. These additional supplies will be provided by the instructor. Signage will indicate if additional protective equipment is required for a class session.

The number of students in a class at a time has been limited for your safety. The chair/room set up has been modified to ensure the 6-foot physical distancing requirements. It is essential that you do not move class seats when you enter the room.

Special cleaning procedures will also be in place in all teaching/testing areas. You will be expected to assist by using hand sanitizer as you enter and exit a classroom and you will be expected to assist in wiping down your work area/desk before and after a class session. These materials and written instructions will be provided by the College and will be in the classroom.

What do I do if I feel sick but I am scheduled for an on-campus class on Main Campus or Monroe Center?

If you are feeling ill DO NOT COME TO CLASS. The instructor will work with you to make up the required work.

What do I do if I have been in contact with someone in the last 14 days who test positive for COVID-19 and I have an on-campus class scheduled at Main Campus or Monroe?

If you have been in contact with someone in the last 14 days who test positive for COVID-19 DO NOT COME TO CLASS. The instructor will work with you to make up the required work. It is recommended that you get tested for COVID-19 if you have come in contact with someone who tested positive or who is sick with COVID-19.

Are there new rules I need to follow on campus?

Yes – the Code of Student Conduct has been modified to include the following COVID-Requirements:

A. COVID-19 Requirements: All students must adhere to the following requirements related to personal responsibility while on College premises, as outlined in the FCC Roadmap to Resilience and Recovery. Failure to adhere to these requirements will be adjudicated in accordance with the procedures outlined in this document, Section VII, under the Code of Student Conduct Referral, Sanctions, and Appeal Process.

1. Face coverings, covering the nose and mouth, are required for anyone on College premises at all times.
2. Hand sanitizer use is required upon entrance/exit to classroom/learning spaces and College premises.
3. Physical distancing of at least six (6) feet is required and gatherings of no more than ten (10) individuals for anyone on College premises.
4. Use of specified entrances and exits into buildings.
5. Follow directional flow indicated on flooring with visual cues.
6. Follow instructional space protocols defined for classrooms, assigned seating, computer classrooms, and specialty spaces.
7. Follow physical distancing cues marked on flooring.
8. Follow signage in bathrooms related to personal hygiene, hand washing, and physical distance.