

April 2021

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Motlow State Community College is currently operating at Pandemic Response Level 2.

This document will be reviewed every six (6) months or whenever the College moves between Pandemic Response Levels.

Return to Campus Effective Date: May 10th, 2021. On this date, Motlow State Community College will begin a phase-in approach to returning to campus. VPs, AVPs and Department heads will be communicating with their areas what this means specifically for their direct reports.

Version 1 Published Date: April 2021
Last Updated: April 2021
Proposed Review Date: October 2021

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Motlow State Community College Response to COVID-19

Motlow State Community College is committed to safeguarding the health and safety of our students, faculty, staff, and the local community. To this end, the college has activated a Pandemic Emergency Management Team (PEMT) which meets monthly to review the COVID-19 data in the 11 counties that it serves in order to make informed decisions about College activities.

The priorities of the Pandemic Emergency Management Team (PEMT) and Motlow State Community College since the start of the pandemic has been to:

- develop a systematic plan to re-open the campus using defined risk assessments of the 11 counties, the state, and the nation;
- stay informed and prepare for various scenarios; use continually collected data and be ready to make course correction;
- consider potential resurgence and build in trigger points and contingency plans;
- communicate widely and often with all stakeholders at the College and in the communities;
- deliver and support College functions and resources in a safe and coordinated manner and monitor impact; and
- ensure compliance by creating a culture of compliance and monitoring compliance with established protocols.

Since the start of the pandemic, Motlow State Community College has implemented a variety of measures to mitigate COVID-19 transmission and to encourage social distancing. Measures have included, but are not limited to, increased cleaning and sanitizing of frequently used facilities and common areas, including elevators, restrooms, classrooms, and other high-traffic spaces with the use of approved cleaners that meet CDC guidelines for disinfecting COVID-19.

Since the beginning of the pandemic, anyone on campus has been ask to:

- Wear a face covering.
- Avoid touching their eyes, nose, or mouth.
- Frequently wash hands with soap and water for at least 30 seconds. When soap and running water are unavailable, the use of an alcohol-based hand rub with at least 60% alcohol is advised.
- Maintain social distancing of at least 6 feet with any other individual.



Self-monitoring for Signs and Symptoms of COVID-19

Employees and students have been asked to self-monitor for signs and symptoms of COVID-19 by completing the online daily health self-assessment prior to coming to campus or immediately upon arrival. If a Do Not Proceed to Campus message is received, employees and staff are to stay at home. If they are experiencing COVID-19 like symptoms (fever, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, sore throat, congestion or runny nose, or new loss of taste or smell) testing should be done or evaluated by a healthcare provider.

If a student or member of staff becomes sick, or experiences signs or symptoms of COVID-19 while on campus, they should notify their professor or supervisor and go home immediately. If a student or employee is unable to go home immediately, designated isolation rooms have been identified. If deemed necessary, a supervisor should notify the appropriate campus Public Safety office and local EMS to ensure appropriate medical treatment is provided.

More information about signs and symptoms of COVID-19 can be found here:
<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>.

Positive COVID-19 Cases and Exposure

If someone tests positive for COVID-19 at any point, they are to notify the College.

- Students should complete the Student Disclosure of COVID-19 Diagnosis located in MyMotlow - Student tab, or staff can complete the Report Student Disclosure of COVID-19 in MyMotlow - Employee tab.
- Staff should complete the Disclosure of COVID-19 Diagnosis in MyMotlow - Employee tab/HR Forms.

When a student or staff member self-reports a positive Covid-19 diagnosis, the PEMT Co-directors, the Executive Director of HR (EDHR), and the Director of Facilities are notified of the positive case. All parties will follow the direction provided by the Tennessee Health Department.

The Director of Facilities makes the determination if a building needs to be closed for cleaning per the CDC guidelines. Notifications of campus closures will be sent to students and employees informing them of the closure and anticipated re-opening date and time.

Employees should notify the Executive Director of HR (EDHR) and are not to return to campus until quarantine is completed. Students will notify their professors, who will contact the Assistant Vice President of Academic Affairs. The Pandemic Emergency Management Team (PEMT) Co-Directors are notified, and the student will be contacted and told not to return to campus until quarantine is completed.



Pandemic Response Levels

Motlow State Community College operates under Pandemic Response Levels 1-4 depending on the COVID-19 data in the 11 counties it serves. Moving between Pandemic Response Levels 1-4 is a decision that is not made lightly or without great consideration and expert input. Below is a description of what to expect at each Pandemic Response Level and how Motlow State Community College will make the decision to move from one Pandemic Response Level to another.

Pandemic Level 4	Pandemic Level 3	Pandemic Level 2	Pandemic Level 1
Motlow State Community College is open. Only employees essential to the functioning of the facility on campus; no students permitted on site.	Motlow State Community College is open. A small number of pre-identified employees on campuses, very limited student access permitted.	Motlow State Community College is open. Cautious return to campus with gradual return of staff, students, and faculty.	Motlow State Community College is open. The new normal.
Motlow campus and sites are closed. There are no in-person classes. All classes will be delivered online-virtual and remote services are offered. There are no students, staff and faculty, or visitors allowed on site.	Signage at each campus is posted to communicate the requirement to complete a Daily Health Self-Assessment, wear a mask, and observe physical distancing.	Signage at each campus is posted to communicate the requirement to complete a Daily Health Self-Assessment, wear a mask, and observe physical distancing.	Mask wearing, and social distancing guidelines reflect CDC and State guidelines. All campuses and grounds open and staffed.
	Students Motlow State Community College is open with most services to students and staff provided online or in a hybrid form. Class schedules will allow for 25% of enrolled students to be registered in on-ground classes to allow for physical distancing of at least 6 feet. There are on-ground classes for AAS	Students Motlow State Community College is open with services provided onsite and online or hybrid form. Class schedules will allow for up to 90% of enrolled students be registered in on-ground classes, with faculty identifying and prioritizing the courses to be taught in a face-face setting.	



	<p>programs with labs and/or clinicals and identified classes needing an on-ground presence.</p> <p>Libraries are open online only.</p>	<p>Libraries are open to students and students have access to computer labs.</p>	
	<p>Staff and Faculty</p> <p>Essential staff and faculty may come to campus if approved by their direct report as directed by the President’s Cabinet in conjunction with the Pandemic Emergency Response Team and the co-directors.</p>	<p>Staff and Faculty</p> <p>All faculty (whether teaching online or on campus) and staff may come to campus as directed by the President’s Cabinet in conjunction with the Pandemic Emergency Management Team and the co-directors.</p>	
	<p>General Public</p> <p>Campus buildings (including libraries) and grounds are closed to the general public.</p> <p>Visitors are limited and must be approved to come to campus and grounds by the Pandemic Emergency Management Team (PEMT) Co-Directors.</p>	<p>General Public</p> <p>The public may come to campus buildings by appointment. This includes prospective students and alumni. The public will not have physical access to the College libraries. Access to the libraries is being prioritized for current students.</p> <p>Access to remote or online library services by the general public may be arranged by contacting the campus librarian.</p> <p>To reach all offices, use the directory available on our website or call 1-800-654-4877.</p>	

Motlow State Community College Return to Campus Plan

The return to the campus will be a gradual and a phased-in process as the College moves from one Pandemic Response Level to another. As the COVID-19 pandemic continues to evolve, Motlow State Community College is actively monitoring best practices and updating guidance based on the recommendations of the Centers for Disease Control and Prevention (CDC), state, and local health authorities. As this guidance and local circumstances change, Motlow State Community College leadership and the Pandemic Emergency Management Team (PEMT) will regularly evaluate this policy.

Data to Quantify the College Moving between Pandemic Response Levels
A reduction in transmission rate (R value) across the 11 counties in the Motlow State Community College service area.
Stabilization or decrease in average of COVID-19 new cases across the 11 counties in the Motlow State Community College service area.
Decrease in the number of new COVID-19 cases among Motlow State Community College staff and students across all campuses.

Please be advised that Motlow State takes its health, safety, and wellness protocols seriously. Decisions to move from one Pandemic Response Level to another are holistically based upon comparative data points that are fluid. In the midst of a constantly evolving pandemic like COVID-19, it is not simply a case of identifying a select number of data points and tracking and assessing their trends which results in a decision to move between Pandemic Response Levels. As an institution, we will continue to monitor local health department data and regional data to make the best decisions for our students and staff.



Procedures for accessing campus for students, essential personnel and non-essential personnel

Employees returning to a campus as designated by their supervisors have been determined as essential in order for Motlow State Community College to operate, function and provide the service necessary to our communities. A directory list of Essential Personnel is maintained by HR in conjunction with the Director of Public Safety.

Students	Essential Personnel including faculty and staff	Non-essential Personnel including faculty and staff	Visitors/Vendors
All students attending classes on a campus will be required to complete and submit an online Self-Assessment Questionnaire prior to arriving on the campus grounds each day as deemed appropriate by the College and thereafter until further notice. Self-assessments will be confidential and reviewed daily.	All essential personnel returning to a campus will be required to complete a Self-Assessment Questionnaire. The form is located in the employee MyMotlow/Employee tab/Human Resource Forms. Self-assessments will be confidential and reviewed by Human Resources.	All Non-Essential Personnel must complete an Employee Request to Come to Campus form. The Employee Request to Come to Campus form is located in the employee MyMotlow account, under the "Employee" tab. All Non-Essential Personnel may only come to campus if their request is approved. They must also complete a Daily Self-Assessment form prior to coming to campus.	When the College is operating at Pandemic Response Level 2 or Level 3, all visitors or vendors are limited and must be approved to come to campus by the Pandemic Emergency Management Team (PEMT) Co-Directors. If they are approved to come to campus, they must complete a self-assessment screening questionnaire available here: https://tinyurl.com/56yyrvuw

COVID-19 Resources

CDC COVID-19 Page

<https://www.cdc.gov/coronavirus/2019-nCoV/index.html>

TN Department of Health – Coronavirus Disease (COVID-19)

<https://www.tn.gov/health/cedep/ncov.html>



Vaccine Resources

FAQs about Covid-19 Vaccinations

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/faq.html>

FAQ document from the TN Department of Health

https://www.tn.gov/content/dam/tn/health/documents/cedep/novel-coronavirus/COVID-19_Vaccine_FAQ.pdf

Different Covid-19 Vaccines

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/different-vaccines.html>

Myths and Facts about Covid-19 Vaccines

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/facts.html>

How to talk about Covid-19 vaccines with friends and family

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/talk-about-vaccines.html>

Emergency Use Authorization for Vaccines Explained

[https://www.fda.gov/vaccines-blood-biologics/vaccines/emergency-use-authorization-vaccines-explained#:~:text=An%20Emergency%20Use%20Authorization%20\(COVID%2D19%2ndemic](https://www.fda.gov/vaccines-blood-biologics/vaccines/emergency-use-authorization-vaccines-explained#:~:text=An%20Emergency%20Use%20Authorization%20(COVID%2D19%2ndemic)

When You've Been Fully Vaccinated - How to Protect Yourself and Others

<https://www.cdc.gov/coronavirus/2019-ncov/vaccines/fully-vaccinated.html>