

## SMCC College Plan Information & Contacts

Leadership Plan	
College's COVID leader	<p>Name, title, contact information*, plan for informing all students and staff, alternative contact</p> <p>Tiffanie Bentley, Dean of Students  <a href="mailto:tbentley@smccme.edu">tbentley@smccme.edu</a>            Alternative Contact:</p> <p>Paul Charpentier, VP/Academic Dean  <a href="mailto:pcharpentier@smccme.edu">pcharpentier@smccme.edu</a></p>
Chain of command	<p>Name, title, contact information</p> <p>Joe Cassidy, President  <a href="mailto:jcassidy@smccme.edu">jcassidy@smccme.edu</a></p> <p>Tiffanie Bentley, Dean of Students  <a href="mailto:tbentley@smccme.edu">tbentley@smccme.edu</a></p> <p>Paul Charpentier, VP/Academic Dean  <a href="mailto:pcharpentier@smccme.edu">pcharpentier@smccme.edu</a></p> <p>Jim Whitten, Dean of Workforce Development and Mid-Coast Campus  <a href="mailto:jwhitten@smccme.edu">jwhitten@smccme.edu</a></p>
COVID response team	<p>Names, titles, area of responsibility regarding COVID, contact information</p> <p>Dean Tiffanie Bentley, Facilities, Students, COVID LEADER  <a href="mailto:tbentley@smccme.edu">tbentley@smccme.edu</a></p>

	<p>President Joe Cassidy, College Community  <a href="mailto:jcassidy@smccme.edu">jcassidy@smccme.edu</a></p> <p>Vice-President Paul Charpentier, Academics  <a href="mailto:pcharpentier@smccme.edu">pcharpentier@smccme.edu</a></p> <p>Dean Tim Dunne, IT  <a href="mailto:tdunne@smccme.edu">tdunne@smccme.edu</a></p> <p>Dean Jim Whitten, Midcoast Campus, Workforce  <a href="mailto:jwhitten@smccme.edu">jwhitten@smccme.edu</a></p> <p>Dean Barb Conner, Enrollment and Communications  <a href="mailto:bconner@smccme.edu">bconner@smccme.edu</a></p> <p>Dean Rob Coombs, Finance  <a href="mailto:rcoombs@smccme.edu">rcoombs@smccme.edu</a></p> <p>Dean Matthew Goodman, Academics  <a href="mailto:mgoodman@smccme.edu">mgoodman@smccme.edu</a></p> <p>Dean Julie Chase, Foundation Board  <a href="mailto:jchase@smccme.edu">jchase@smccme.edu</a></p> <p>Lori Hall, Administration and Communications  <a href="mailto:lhall@smccme.edu">lhall@smccme.edu</a></p> <p>Eric Wellman, EMS, Health Expert  <a href="mailto:ewellman@smccme.edu">ewellman@smccme.edu</a></p> <p>Norma Willis, Health Science, Health Expert  <a href="mailto:nwillis@smccme.edu">nwillis@smccme.edu</a></p>
Local medical provider for 24/7 on-	Name, hospital affiliation, status of relationship

<p>campus support/consultation</p>	<p><b>Maine Health:</b>  Dr. Dora Mills  Senior Vice President, Community Health</p> <p><b>ConvenientMD:</b>  191 Marginal Way, Suite A  Portland, ME  207-517-3838</p> <p>ConvenientMD  193 Bath Rd.  Brunswick, ME  207-424-2272</p> <ol style="list-style-type: none"> <li>1. Open 8 am - 8 pm, 7 days.</li> <li>2. Telehealth is available for symptom screening prior to arriving at site; an account is then created</li> <li>3. Must send form with student/employee name in advance (Results sent to college if student signs release)</li> <li>4. SMCC is invoiced</li> <li>5. Symptomatic COVID-19 tests covered by insurance or grants. Asymptomatic tests not covered by any source at this time - \$175 each</li> </ol>
<p>Local hospital for surge capacity and planning</p>	<p>Name, status of relationship (pending? established?)</p> <p><b>Contact at ME Health:</b></p> <p>Dr. Dora Mills  Senior Vice President, Community Health</p> <p>Ann Watters, Admin Support for Dr. Mills</p> <p><b>Contact at Midcoast Hospital</b></p>

	<p>Lois Skillings President and CEO, Mid Coast-Parkview Health</p> <p><b>24/7 Emergency Rooms:</b> Maine Medical Center 22 Bramhall St. Portland, ME 04102</p> <p>Northern Light - Mercy Hospital 144 State St. Portland, ME 04101</p>
<p>*Contact information to include cell, home phone (when available), and email</p>	
<p><b>Communications plan</b></p>	
<p>College Spokesperson(s)</p>	<p>Name, title, contact information; guidance to the college community re: who can speak on behalf of the college and where questions from the media should be referred.</p> <p>Clarke Canfield Director of Communications <a href="mailto:ccanfield@smccme.edu">ccanfield@smccme.edu</a></p> <p>Amy Mullen Assistant Dean of Communications <a href="mailto:amullen@smccme.edu">amullen@smccme.edu</a></p>
<p>Plan for communicating with students and staff before return to campus re: safety protocols, expectations, support for contact tracing, and Community Pledge**</p>	<p>Timeline, content, methods of communication (email, text, social media, portal, website, etc.)</p> <p>Texting New and Current Students (weekly with staff and faculty), Emails, Signage, Dept contacts, Town Hall meetings (virtual) for Faculty &amp; Staff, Student Senate Forums, Social media - Facebook/Twitter/Instagram, Press releases, Covid 19 Phone Line and Email accounts, Covid 19 landing page on Portal.</p>

	Attach the Safety Guideline flyers
Plan for messaging to vendors re: COVID protocols	<p>Expectations, restrictions, methods of communication, to include practices in place to support contact tracing</p> <p>Signage, Dept contacts, expectations written into Bid Docs, Verbal instruction given at bid openings and at contractor check-in upon arrival to campus Created one-pager with bullets (maybe also for internal audience, Jim's example of a small group of students wanting to meet - done)</p>
Plan for messaging to visitors	<p>Expectations, restrictions, methods of communication, signage, to include practices in place to support contact tracing</p> <p>Signage (have signs in Central Services), Safety Guidelines flyer (pdf &amp; printed).</p>
Plan for responding to and communicating about COVID-positive or presumed positive.	Under development by SO in consultation with presidents Clarke Canfield in conjunction with MCCC
<b>Health and Safety Plan</b>	
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	
<a href="#">Guidance on prevention and hygiene</a>	<p>Plan for distributing, posting, and training.</p> <p>Handwashing videos will be published on website and/or Portal:</p> <ol style="list-style-type: none"> <li>1. <a href="https://www.youtube.com/watch?v=Owcdxs_7dWw">https://www.youtube.com/watch?v=Owcdxs_7dWw</a> and/or</li> <li>2. <a href="https://www.youtube.com/watch?v=oNzRlgt4fVE">https://www.youtube.com/watch?v=oNzRlgt4fVE</a> and/or</li> <li>3. <a href="https://www.cdc.gov/handwashing/videos.html">https://www.cdc.gov/handwashing/videos.html</a></li> </ol> <p>Signs in all bathrooms and other areas:</p> <ol style="list-style-type: none"> <li>1. CDC-Printable posters: <a href="https://www.cdc.gov/handwashing/posters.html">https://www.cdc.gov/handwashing/posters.html</a></li> <li>2. Multilingual poster: <a href="https://www.health.state.mn.us/people/handhygiene/wash/languages.html">https://www.health.state.mn.us/people/handhygiene/wash/languages.html</a></li> </ol>

	<p>Keeping clean workspaces:</p> <ol style="list-style-type: none"> <li>1. Employees maintain cleanliness of their personal workspaces</li> <li>2. Information for obtaining/requesting additional cleaning supplies/products</li> </ol> <p>Training for employees and students:</p> <ol style="list-style-type: none"> <li>1. Prevention efforts will be required of resident students.</li> <li>2. We are hosting a series of required zoom webinars for resident students in which prevention and hygiene education will be included.</li> </ol>
<p>Personal protective equipment</p>	<p>Face mask requirements. (<a href="#">Must conform to the state's Executive Order.</a>) Requirements for use of other personal protective equipment (i.e., gowns, gloves, eye protection, face shields, etc.) by department. MCCS will consult with MEMIC for additional guidance.</p> <p>Face masks/PPE:</p> <ol style="list-style-type: none"> <li>1. Strict adherence to EO.</li> <li>2. Masks must be worn indoors, at all times, unless an employee is alone in closed-door room</li> </ol> <p>Plans for Quarantine:</p> <ol style="list-style-type: none"> <li>1. Surfsite Residence Hall will be used to quarantine COVID-19 positive students who are otherwise homeless.</li> <li>2. In order to send custodial staff in to clean these community bathrooms, we have written a respiratory plan and will need to have custodial/residence life staff fit tested for N95 masks to wear in these areas.</li> </ol>
<p>Social/emotional health</p>	<p>We will regularly promote (online and with expanded campus signage) resources to support social and emotional health. Examples include resources for employees through Anthem and partners such as Sweetser and NAMI. Posting enlarged versions of the 'Need Help?' poster throughout the campus.</p> <p>Resources:</p> <p><a href="#">Working from Home and Feeling Disconnected (National Alliance on Mental Illness)</a></p> <p><a href="#">Working Remotely During COVID-19 (Center for Workplace Mental Health)</a></p>

	<p><a href="#">How to Cope with Job Stress and Build Resilience During COVID-19 (Centers for Disease and Prevention Control)</a>  <a href="#">Free Digital Mental Health Resources</a>  <a href="#">Videos available from Psych Hub via Anthem</a></p> <p>Services:  <a href="#">Services: GuidanceResources, EAP, FMLA, Wellness, Work-Life, Behavioral Health</a></p>
Group gatherings	<p>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 <a href="#">State guidelines</a>.</p> <p>On-campus group gatherings are limited to those meetings and get-togethers that must, by their very nature, be held in person to accomplish the essential purpose of the meeting or gathering. All other group meetings or gatherings will be held remotely. Any group meeting on campus will adhere to social distancing, PPE, and other health standards or restrictions required by the college. The Spring Point Inn will adhere to state-mandated commercial safety measures.</p>
<b>Facilities</b>	
College points of entry and checkpoints	<p>Signage will be posted throughout campus, especially at all entry points. Student contracts for “Public Health Advocates” are being considered (with training), and Behavioral Health students may also be considered for similar roles.</p> <p>In order to reduce congestion, some buildings will have designated entrances and exits, and traffic flow will be designated with appropriate signage.</p>
Hand sanitizer stations	<p>Locations. Plans for refilling.</p> <p>Many locations already exist, including free-standing and mounted dispensers, as well as tables with bottles / surface wipes. Plenty of alternative supplies are also available.</p>
Social distancing	Plan for social distancing and actions that need to be taken to support it in

	<p>classrooms, labs, common spaces, offices and outdoors.</p> <p>Signage is being posted throughout campus, both outside and inside buildings. Walkthroughs will happen to ensure the aforementioned places have necessary signage.</p>
Cleaning protocols	<p>Plans should incorporate <a href="#">OSHA and CDC protocols</a>; 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?).</p> <p>SMCC is currently working within OSHA and CDC guidance. Employees will need to adopt some personal responsibility for cleaning their individual workspaces. Written expectations are being created for faculty, staff, and students about cleaning responsibilities and accessing cleaning products.</p>
Post-infection protocols	MCCS will look for resources.
Traffic flow and scheduling	<p>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.</p> <p>See above for traffic flow; the schedule is being built with gaps for cleaning as a focus.</p>
Custodial staff	<p>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.)</p> <p>As we execute the plan, we will have dedicated individuals in places to maximize the usage of custodial staff.</p>
<b>Academic Planning</b>	
Course-delivery overview	Nature of coursework that will be taught remotely and the coursework that

	<p>must be taught through face-to-face instruction.</p> <p>All courses, regardless of delivery method/location, will have a Brightspace shell that, at minimum, contains a course syllabus and gradebook, and records attendance for contact-tracing purposes.</p> <p>All lectures will be online.</p> <p>All courses that meet face-to-face, both for Credit and Workforce, will have a safety plan that addresses their specific needs</p> <p>Departments with essential live classes on campus include:</p> <ul style="list-style-type: none"> <li>Culinary</li> <li>Nursing</li> <li>Medical assisting</li> <li>Cardiovascular tech</li> <li>Respiratory</li> <li>Radiography</li> <li>Emergency Medical Services/Paramedicine</li> <li>Precision Machining</li> <li>Building const.</li> <li>Automotive</li> <li>HVAC plumbing</li> <li>Communications and New Media Studies</li> <li>Hospitality Management</li> <li>Architectural and Engineering Design - industrial design and marine lab</li> <li>Biological Sciences some labs</li> <li>Workforce</li> </ul>
<p>Department-level plans for safe delivery of face-to-face instruction</p>	<p>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.</p>

	We are working on contingency plans for each Department.
Plan for addressing needs of students from vulnerable and high-risk populations	To include appropriate work and study accommodations that protect health and support distancing  Where possible, all testing will be done online. Rooms have been designated in the Learning Commons as testing rooms if accommodations warrant in-person testing (see changes in attendance policies below).
Assessment strategies for students using remote instruction methodologies.	Remote proctoring software will be available through Brightspace.
Changes in attendance policies	Should support contact-tracing and accommodate students who are sick or may need to quarantine.  1. We recognize that regular attendance in class (both on campus and online) is critical to learning and students' success. Due to the disruption caused by the COVID-19 pandemic and the need to keep students with symptoms out of the classroom, however, students' health concerns should be considered in attendance policies. Those unable to attend class for any health concerns should be granted excused absences and provided with an alternative plan for safely completing coursework.  2. In light of the COVID-19 pandemic, we also need to track who is present at every class meeting (instructors, students, and guests). We ask that instructors use the attendance tool in Brightspace to keep track of students and maintain a log of others present. In addition to affording a way to perform contact-tracing should an exposure happen, attendance is a leading indicator of course success. SMCC requires regular attendance records to be kept in Brightspace, for every class, for contract-tracing purposes.
Allowable class size	Class size is determined by the ability to safely maintain social distancing and other protocols.

<b>Human Resource and Staffing Plan</b>	
List of staffing assignments and back-ups to ensure continuity of operations	<p>Departmental plans are being developed to maximize continuity of operations. Cross-training in smaller departments for backup coverage.</p> <ol style="list-style-type: none"> <li>1. SMCC's staffing structure is set forth in its HR flowsheets.</li> <li>2. Care will be taken within each department to ensure that personnel do not meet with their backup at any time.</li> </ol>
Additional staffing needs/reassignments for COVID compliance	<p>Areas to consider: cleaning, testing, screening, student supports, instruction.</p> <p>Added an Online Instructional Designer. Other positions will be added as necessary.</p>
<b>Residential Housing and Student Life</b>	
<p>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?</p> <ul style="list-style-type: none"> <li>● Residential staffing plan - Residence hall staffing has been reduced corresponding with reduced numbers. Student: staff ratio will remain the same.</li> <li>● Room capacity - All rooms will be single rooms.</li> <li>● Bathrooms - Two students in single rooms will share a bath (called suitemates). Students will be responsible for cleaning their own bathroom. Student belongings may not be kept in the bathroom.</li> <li>● Shared spaces - Use of lounges and study rooms will be on a supervised basis only.</li> <li>● Traffic flow - Hallways will be one-way. Entrances and exits will be designated. Elevator use will be by students with disabilities only.</li> <li>● Expectations for residential students and development of residential "contract" (among other things: creation of a campus "bubble"? travel during fall break and Thanksgiving?) - Expectations are documented in the Residence Hall Agreement Addendum and include local travel only. Training on health-related protocols will be required and provided on Zoom prior to move-in. Suitemates will be in the same face-to-face classes to the extent possible.</li> <li>● Communications plan for residential students - Residents are communicated with by email, text, SMCC app and social media. We have planned a series of Zoom webinars prior to move-in to discuss the addendum to the RHA, what to expect living on campus, etc. RDs will be setting up appointments with suitemates to do suitemate agreements in advance.</li> </ul>	

- Access to 24/7 medical provider - We have relationships established with Convenient MD (8 am - 8 pm, 7 days) that includes telehealth and MaineHealth. The 24/7 options are the Maine Medical Center ER and Northern Light – Mercy ER.
- Housing assigned by academic program? - Assigning students by program does not always put people attending the same face-to-face classes together. Students will be assigned based on face-to-face classes they have in common.
- College-sponsored residential social life/activities - We have a full schedule of virtual activities planned for all students over the course of the semester. RDs and RAs will also gather residents in small groups (distanced and masked) for supervised, face-to-face activities.
- Signage and floor markings indicating 6-foot distancing - Entrances/exits and hallway directional signage will be clearly marked. Six foot distancing markers will be placed at the front desk, where a line can form.
- Accommodations for at-risk students - Homeless students have been prioritized for housing. We are working with any agencies that support those students as well as providing access to counseling through Sweetser (in person or via Zoom/phone).
- Isolation of sick residential students - COVID-19 positive students will follow the COVID-19 Plan to leave the residence hall. COVID-19 positive homeless students will be relocated to Surfsite Hall. Dining hall staff will deliver a day's worth of meals once per day to the Spring Point Hall front desk. An RD/RA will deliver food to the student's door but will not enter the room. Quarantined COVID-19 positive patients will be asked to complete a daily symptom form online that populates a spreadsheet that is monitored by staff. Failure to complete the spreadsheet will result in a physical check on the student. Because Surfsite Hall has common bathrooms, all staff required to enter Surfsite Hall will be fitted for N95 masks. EH&S has drafted the OSHA required respiratory plan.
- Screening protocols and plans - Resident students will be required to use the System provided app for daily screening prior to participation in any face-to-face classes or events.
- Testing protocols and plans - Students moving into housing from states not on the approved list must have a negative test result taken within the 72 hours prior to move-in. Students who cannot get asymptomatic testing in their state prior to move in will be moved in early, quarantined and tested.
- Responsibility for disinfection (students/staff) - Facilities will follow OSHA/CDC guidelines for cleaning/disinfecting/sanitizing common areas. Staff working in offices in residence halls will clean surfaces between uses. Students are responsible for their rooms/bathrooms.

Dining and Food Service	Areas to consider: staffing, facilities, food pantries and vending. Must, at minimum, meet state restaurant guidelines for locality.
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	<p>Dining Hall:</p> <ol style="list-style-type: none"> <li>1. Modified dining services will be available to students at Oceanview Dining Hall.</li> <li>2. Sodexo has updated spaces so that traffic patterns allow for social distancing, with appropriate signage.</li> <li>3. There will be no self-service options.</li> <li>4. Physical facilities have been updated with plexiglass to divide staff from students.</li> <li>5. Masks will be worn by staff and students, except when seated to eat, where eat-in seating is permitted.</li> <li>6. Sodexo staff have undergone extensive training for additional cleaning/disinfecting/sanitizing of all spaces between users.</li> <li>7. Takeout of convenience store type items as well as full meals will be available/preferred and can be ordered through the Bite app, which also allows contactless payment with debit/credit card, Beacon Bucks or resident meal plan.</li> </ol> <p>Food Pantry:</p> <ul style="list-style-type: none"> <li>• The Captain’s Cupboard will be open for self-service on a set, advertised schedule.</li> <li>• Users will be required to wear masks and social distance per College expectations.</li> <li>• Signage will direct users only to touch surfaces/items they intend to take.</li> <li>• It will be closed for stocking, cleaning, etc.</li> </ul>
<p>Plan for supporting remote activities of clubs and extracurricular activities</p>	<p>Include plans for allowing any on-campus, in-person activities</p> <p>Student Senate and other student organizations have continued to meet following the spring closure and will continue to meet via Zoom. Many program opportunities will be offered virtually to all students, with in person components for small groups of supervised resident students.</p>

<b>Athletics</b>	
Plan and justification for restarting athletic programming	<p>Include scope of activities for each sport</p> <ol style="list-style-type: none"> <li>1. Fitness centers on both campuses will be closed.</li> <li>2. Athletic competitions for fall have been cancelled. Plans are in discussion regarding whether it is feasible, should conditions allow, to offer fall sports a limited competition schedule in the Spring semester.</li> <li>3. Fall sport student-athletes living in proximity to campus will be offered opportunities for small group practice/skill development. These will take place outside and include proper social distancing and masking.</li> </ol>
Plan for meeting all US CDC and MeCDC <a href="#">and DECD guidelines for facilities, gatherings, etc.</a>	See above.
Plan for complying with all league COVID guidelines	See above.
Plan for meeting all college health and safety protocols (including face coverings, social distancing, etc.)	See above.
<b>Transportation and Travel</b>	
In-state travel	Only essential travel is permitted.
Out-of-state travel (personal and professional)	Must meet <a href="#">State Guidelines</a>
Use of college vehicles	For essential purposes only.
<b>Contingency Operations</b>	
Plan in case of community spread that requires orderly shut-down of campus	We are developing flexible plans to accommodate the necessity to transfer in-person classes to online instruction or to defer classes to later date. All non-essential employees will revert to working from home.

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](#)