

## **August 2021**

**Pandemic Emergency Management Team (PEMT) Co-Directors: Pat Hendrix and Ray Higginbotham**

**Motlow State Community College is currently operating at Pandemic Response Level 1.**

**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 began a phase-in approach to returning to campus. VPs, AVPs and Department heads communicates with their areas what this means specifically for their direct reports.**

Version 1 Published Date: April 2021

Version 2 Published Date: May 2021

Version 3 Published Date: May 14, 2021

Version 4 Published Date: June 1, 2021

Version 5 Published Date: August 4, 2021

Version 6 Published Date: August 20, 2021

Version 7 Published Date: August 31, 2021

Proposed Review Date: February 2022

## **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 or 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 have 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.

As of August 31, the College requires all individuals regardless of vaccination status to wear a mask indoors on all Motlow State used, owned, rented, and leased locations except when in a private office or when eating.

All students, employees, and guests are also required to complete a daily health assessment form each day before coming on campus. Employees, students, and visitors are advised to observe social distancing wherever possible.

## Self-monitoring for Signs and Symptoms of COVID-19

Employees and students are asked to self-monitor for signs and symptoms of COVID-19 prior to coming to campus.

COVID-19 is a viral illness and its symptoms can be mild to a severe illness. The symptoms of COVID-19 include fever or chills, cough, shortness of breath or difficulty breathing, fatigue, muscle or body aches, headache, new loss of taste or smell, sore throat, congestion or runny nose, nausea or vomiting, diarrhea. If any of these symptoms are present, stay home and consult with a healthcare provider.

<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/prevention.html>

## Steps to Follow if a Student or Staff Becomes Ill with Symptoms of COVID-19

If a student or member of staff 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 call 911 to ensure appropriate medical treatment is provided.

Isolation Room Locations:

**Fayetteville Campus** Room 74

**McMinnville Campus** Room 120

**Smyrna Campus Rooms** Hiatt Spivey Center 227, Hiatt Spivey Center 229, and Library 106, 107, and 108

**Moore Campus Rooms** Library 205, 206, 207, and 208

More information about signs and symptoms of COVID-19 can be found here:

<https://www.cdc.gov/coronavirus/2019-ncov/symptoms-testing/symptoms.html>

## Reporting of Positive COVID-19 Cases and Exposures

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.
- Staff should complete the Disclosure of COVID-19 Diagnosis in MyMotlow – Employee tab/HR Forms.

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.

Contact tracing will be done as needed with students and staff being notified of possible exposure.

Employees exposed to COVID-19 should notify the Executive Director of HR and are not to return to campus until quarantine is completed.

Students exposed to COVID-19 should notify their professors who will contact the PEMT Co-Directors. The student will be contacted and told not to return until quarantine is completed.

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[Symptoms of COVID-19 | CDC](#)

[COVID-19: When to Quarantine | CDC](#)

[Quarantine vs. Isolation | CDC](#)

## 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
<p><b>Motlow State Community College is open.</b> Only employees essential to the functioning of the facility on campus; no students permitted on site.</p>	<p><b>Motlow State Community College is open.</b> A small number of pre-identified employees on campuses, very limited student access permitted.</p>	<p><b>Motlow State Community College is open.</b> Cautious return to campus with gradual return of staff, students, and faculty.</p>	<p><b>Motlow State Community College is open.</b></p>
<p>Motlow campus and sites are closed. There are no in-person classes.</p> <p>All classes will be delivered online-virtual and remote services are offered.</p> <p>There are no students, staff and faculty, or visitors allowed on site.</p>	<p>Signage at each campus is posted to communicate the requirement to complete a Daily Health Self-Assessment.</p> <p>Mask wearing and social distancing guidelines informed by state, CDC and PEMT recommendation.</p>	<p>Signage at each campus is posted to communicate the requirement to complete a Daily Health Self-Assessment.</p> <p>Mask wearing and social distancing guidelines informed by state, CDC and PEMT recommendation.</p>	<p>Mask wearing and social distancing guidelines informed by state, CDC and PEMT recommendations.</p> <p>All individuals coming on campus are required to complete a daily health assessment.</p> <p>All campuses and grounds open and staffed.</p>
Pandemic Level 4	Pandemic Level 3	Pandemic Level 2	Pandemic Level 1

	<p><b>Students</b></p> <p>Motlow State Community College is open with most services to students and staff provided online or in a hybrid form.</p> <p>Class schedules will allow for 25% of enrolled students to be registered in on- ground classes to allow for social distancing guidelines informed by state, CDC and PEMT recommendation.</p> <p>There are on-ground classes for AAS programs with labs and/or clinicals and identified classes needing an on-ground presence.</p> <p>Libraries are open online only.</p>	<p><b>Students</b></p> <p>Motlow State Community College is open with services provided onsite and online or hybrid form.</p> <p>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-to-face setting.</p> <p>Libraries are open to students and students have access to computer labs.</p>	
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Pandemic Level 4	Pandemic Level 3	Pandemic Level 2	Pandemic Level 1
	<p><b>Staff and Faculty</b></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><b>Staff and Faculty</b></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>	
Pandemic Level 4	Pandemic Level 3	Pandemic Level 2	Pandemic Level 1
	<p><b>General Public</b></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><b>General Public</b></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**

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 plan.

**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.**

### **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://covid19.tn.gov/covid-19-vaccines/vaccine-faqs/>

### **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>

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

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