

## The Hood College Sunrise Plan



Updated May 27, 2020

The Sunrise Plan was adopted by the COVID Emergency Response Team (CERT) on May 27, 2020 and was first distributed to all faculty and staff on May 29, 2020. It is important to note that this plan will evolve as necessary in response to public health conditions in Frederick and Maryland, and in consultation with Frederick Health and the state and county health departments. CERT will regularly review this plan and communicate updates to faculty and staff.

## Guiding Principles

Our faculty, staff and students are our most important assets; therefore, Hood College is committed to providing a safe and healthy workplace for all members of our community. Our priority is to enable all members of our community to work in the safest place possible. We recognize that the COVID-19 pandemic is not over and may continue to affect our community in different ways, including how, when and where many of us are able to work. We understand that this is a very stressful time for all of us, as we cope with not only our work responsibilities but personal challenges as well. We want to be as flexible and accommodating as possible to meet your needs and support your well-being.

The guiding principles of our policies and protocols will be rooted in the safety for our community and aligned with the county and state's reopening plans.

**Most College employees will continue to work from home, even as restrictions in the county and state are loosened.** The Sunrise Plan makes considerations for administrative/office work only; and while that may include faculty working on campus, this plan does not take any teaching or student activity into consideration since all summer classes are being delivered online. Any limits on workforce will not apply to contractors, residential life and campus safety.

The College has developed the Sunrise Plan to assist employees to determine if you qualify to work on site, what the steps are to seek permission, and what requirements must be met for employees who are working on campus. All members of the community share responsibility for following the plan's requirements.

The goal is to reduce the potential for transmission of COVID-19 on campus. Only through your cooperation can we maintain the safety and health of our community.

Written under the assumption that the stay-at-home order would be lifted in Frederick County on or about May 29, 2020, Hood will share the Sunrise Plan after that announcement by the county executive and be ready to reopen administrative offices effective June 8. **On a limited basis and only with vice president approval**, employees may return to campus under a protocol that requires pre-determined scheduled hours, ensures social distancing, and includes cleaning and disinfecting of high-traffic areas.

The Sunrise Plan is in effect until the date when we launch the Hood College Fall Opening Plan, which will align with the preparation for the opening of the fall semester. This plan will be announced in early July. The College will operate under this Sunrise Plan until that time, even if the county and state move to further easing of restrictions. The College will assess expanding staff based on mission-critical operations.

## Preparation for the Sunrise Plan

- Aramark custodial and facilities staffing will be on site in order to prepare for the launch of the Sunrise Plan (see [Facilities Reopening Plan](#)).
- Vice presidents developed individual work schedules and protocols for all employees in their divisions who will need to work on site.
- Human resources and the director of wellness prepared and disseminated “[COVID-19 Response Protocols](#).”
- The plan will be communicated and disseminated to all members of the campus community.
- Employees are encouraged to bring their own mask(s) to campus. Additionally, the College will provide one washable/reusable mask to all employees. They may be obtained at the information desk in Whitaker Campus Center, Monday-Friday, 8:30 a.m.-5 p.m. Employees will need to present a picture ID to receive your mask. HR will have a master employee list and names will be checked off as masks are picked up.

## Communication

The most up-to-date version of the Sunrise Plan and the [COVID-19 Response Protocols](#), as well as all COVID-related communications, will be posted on the College’s [COVID-19 website](#). Updates to the plan will also be communicated to the community via email. If you have questions or concerns about the plan, please send to [covidquestions@hood.edu](mailto:covidquestions@hood.edu). Those emails will be reviewed by CERT.

## Maryland Strong: Roadmap to Recovery

Under Stage One (Low Risk), Maryland will lift the stay-at-home order, reopen some small businesses, resume elective outpatient surgeries and give “increased flexibility” to non-surge areas. Under Stage Two (Medium Risk), the state will continue to open businesses and raise the cap on social gatherings, as well as allow indoor dining, gyms and fitness classes, and religious gatherings. Stage Three (High Risk) contains the more ambitious and long-term goals. There is no realistic timeline yet but, like Stage Two, will also have sub-phases with capacity restrictions, including larger social gatherings and entertainment venues.

While most of Maryland has had the stay-at-home order lifted as of May 15, 2020, Frederick County has extended it, with some retail and religious exceptions. The order could be lifted in Frederick effective May 29, 2020.

## Workplace Policies and Guidelines

**All employees must strictly follow the COVID-19 policies and guidelines as outlined in the Sunrise Plan and the [COVID-19 Response Protocols](#). If an employee is found in violation of these policies, you must take immediate corrective action. Failure to comply will result in disciplinary action per the Staff Manual or Faculty Code. If you have concerns or needs additional support, they can contact human resources or use the EAP resources available at [www.bhsonline.com](http://www.bhsonline.com).**

### Request to Return to Work

The College expects that **any faculty or staff who can work from home will continue to do so** until the launch of the Fall Opening Plan.

Individual employees may request a return to work on campus from their direct supervisor. The supervisor will then make the request to the vice president for their division, who must approve the request. Employees who were already designated as essential on-campus employees or those who have been approved to work on campus can continue to do so without seeking additional approval.

### Symptom Monitoring Requirement

Employees who have received permission to return to campus must conduct symptom monitoring every day before reporting to work, including taking their own temperature every day that they are coming to campus. Returning employees must be free of any symptoms potentially related to COVID-19. These symptoms include:

- Fever or chills
- Cough
- Shortness of breath or difficulty breathing
- Muscle pain
- Headache
- Sore throat
- Fatigue
- GI symptoms, like nausea vomiting or diarrhea
- New loss of taste or smell

If any of these symptoms exist, you should contact your primary doctor and must stay home until cleared to return to the office.

According to the Centers for Disease Control, individuals with certain conditions may have a higher risk for contracting COVID-19. Those conditions may include:

- Adults aged 65 years or older
- Being immunocompromised
- People with HIV
- Asthma

- Chronic lung disease
- Diabetes
- Serious heart conditions
- Chronic kidney disease
- Severe obesity

These employees should not return to campus and continue working at home during the Sunrise Plan. Any employees with these conditions who wish to return to campus during the Sunrise Plan and have secured approval from their supervisor should contact human resources.

## Essential and Returning Employees RETURN TO WORK GUIDANCE DURING OUR SUNRISE PLAN

Symptom Monitoring Requirement for Employees Working on Campus	In the Workplace	Continue Good Health Habits
Conduct symptom monitoring every day before reporting for work, including taking your temperature.	Staff members must <b>social distance</b> and stay at least six feet away from each other. <b>Wear a face covering or mask</b> in the presence of others and in common areas.	<b>Wash hands</b> with soap and water for at least 20 seconds. Keep a supply of hand sanitizer.
<b>Symptoms include</b> fever, cough, sore throat, headache, fatigue, GI symptoms and new loss of taste or smell	<b>No in-person meetings.</b> If there must be an in-person meeting, it must be in a large room with attendees six feet away from each other. Face masks or coverings must be worn.	<b>Cover your cough and sneezes with a tissue or your elbow.</b>
<i>If any of these symptoms exist, employees are encouraged to contact their primary doctor and must stay home until cleared to return to the office.</i>	<b>Lunchrooms and gathering areas are closed.</b>	<b>Clean all high-touch areas</b> in your home and workplace.
	<b>Employees must keep their desks and other office surfaces clutter free</b> to allow for deep cleaning.	<b>Do not touch your eyes, nose or mouth with unwashed hands.</b>



### Personal Safety Practices while at Work

- Face masks must be worn by all staff working on campus when in the presence of others (including shared offices) and in public settings (e.g., common workspaces, hallways, lobbies, bathrooms, etc.). Appropriate use of face masks is critical in minimizing risk for the spread of COVID-19. **Hood College will provide one cloth mask**, which is washable and reusable.

- The College-issued mask may be obtained at the information desk in Whitaker Campus Center, Monday-Friday, 8:30 a.m.-5 p.m. Employees will need to present a picture ID to receive your mask. HR will have a master employee list and names will be checked off as masks are picked up.
- If an employee shows up to work without a mask and has already received one from the College, you must retrieve it from home or telework that day.
- Cloth face masks must be regularly laundered. Disposable masks must not be used for more than one day. (For additional masks, there are multiple [sew and no-sew patterns](#).)
- Physical distancing (6' or greater) must be maintained at all times.
- Employees must use preventative methods to control virus transmission – frequent hand washing, use of hand sanitizers, and refrain from touching your face.
- In-person meetings are strongly discouraged.
- Employees must avoid physical contact with others, including hand shaking.
- On a daily basis, employees must keep desks and other surfaces in offices free from clutter in order to allow for deep cleaning.
- Employees should use the door hangars to indicate if they have been in any offices, classrooms or other areas of buildings. Additional door hangars can be provided by facilities.
- Where possible, office doors should be propped open to lessen high-touch areas.
- Employees are prohibited from entering active construction sites on campus and the basement of Coffman Chapel.

**Hood will closely adhere to State of Maryland guidelines. If “stop signs” are identified that require Stage One considerations to slow, stop or even reverse, Hood will make appropriate and immediate adjustments to on-campus business operations and the Sunrise Plan.**

## Safety in the Workplace

The College has implemented a number of protocols to reduce opportunities for transmission.

### Master Workplace Schedule and Campus Facilities

If an employee has received permission to work on campus, their vice president will update the Master Workplace Schedule on Share Drive. The purpose of the master schedule is to allow campus safety to know who is on campus in the event of an emergency and facilities to know where and when to do additional cleaning. It is imperative on all of us to keep the community safe by following this protocol. If an employee has not received permission to work on campus, you should not do so. Disciplinary action may be taken if you have been found in violation of this policy.

If you need to retrieve something from your office to continue telework, you should alert campus safety and facilities and use the door hangar to indicate cleaning is needed.

### Mail and Print Services

Mail is delivered to campus on Tuesdays and Thursdays; and mail and print services personnel are on campus until 3 p.m. on those days. To pick up mail between noon and 3 p.m., first call the mail room at 301-696-3593 to let them know you are coming. Use the back door of the mail room (on the west side of Gambrill). You must wear a mask and cannot enter the mail room.

The coronavirus can live on cardboard for up to five days. When handling mail, whether external or inter-campus, use the following precautions:

- Dispose of all outer packaging immediately
- Wash your hands thoroughly for 20 seconds or more
- Disinfect any high touch surfaces you had contact with after handling mail
- Avoid touching your face, including your mouth, eyes and nose

### Campus Facilities

Administrative buildings will remain locked and only accessible by employees in those buildings. Employees should not be on campus without prior permission and with notification to direct supervisor, campus safety and facilities.

All offices, classrooms, meeting rooms, computer labs and other rooms used by employees have been equipped with a door hangar that indicates if the room is clean or needs to be cleaned. After using any space on campus, employees must turn that door sign so that the “please clean” sign is showing. Do not enter any common spaces that are marked “please clean.” If that space needs to be used, contact facilities to have the room cleaned.

Under the Sunrise Plan, the dining hall, The Blazer, the fitness center and the pool will be closed. The tennis courts may be opened for use (contact campus safety for key). Break rooms/lunchrooms are closed for gathering and may only be used for food preparation. Homemade food sharing is

discouraged; single-serve items from grocery stores or bakeries and disposable utensils, plates, etc., are recommended for any shared meals.

Employees should refrain from entering construction areas and the basement of Coffman Chapel.

### Meetings and Events

All on-campus events, conferences and camps have been canceled or postponed for the remainder of the summer. Summer I and summer II courses will continue in an online format.

In-person meetings are discouraged; virtual meetings, even if all participants are on campus, should be used. If in-person meetings are necessary, they must contain less than 10 people and take place in a conference room that facilitates social distancing. Facemasks must be worn by all participants. The organizer of the meeting is responsible for contacting facilities for post-meeting cleaning.

The following rooms are available for meetings of less than 10 people:

- Whitaker 220
- Alumnae Hall 122
- Cheryl B. Dreiling Seminar Room in Coblenz Hall

There should be no food sharing or eating during in-person meetings.

All vendor partners and visitors will be required to follow CDC guidelines and Hood protocols to protect all campus constituents. Individual departments who may host visitors as a part of regular operations, i.e. admission, will create a separate plan with protocols and guidelines. These guidelines may include visits by appointment only, limiting access to buildings, etc.

Hood will operate with the full workforce in place only when we are able to resume full campus activities – on-campus classes and students in residence halls.

**All safety protocols outlined above will remain in place and be updated in the Fall Opening Plan.**